



Saint Stephen's College

BYOL 2024

Bring Your Own Laptop Program

(Advice for all Year Levels)

Developing character,
inspiring hope

BYOL (Bring Your Own Laptop) Program

All students in Years 5 to 12 require a laptop computer. This booklet provides essential BYOL information for students in **Year 5 to 12 in 2024**.

Safe Online Behaviours

Saint Stephen's College continues to work closely with parents to support students in developing safe online behaviours. We encourage students to build a positive digital image and ensure they are a responsible digital citizen. Students need to develop these skills in a 21st-century society.

Within the College, we ask students to **THINK** before they post anything online. They need to **THINK**: Is it thoughtful, helpful, inspiring, necessary and kind? If so, then post; if not, then don't!



Additionally, we want students to think about the spaces they are working in. Dr. Stephen Heppel talks about the "Me, We and See spaces". "Me" spaces are spaces that only **you** will see, e.g. spaces such as your own desktop or OneDrive. "We" spaces are spaces that only a **closed group** of people will see, e.g. emails or text messages. "See" spaces are spaces the **whole world** sees, e.g. Instagram, Facebook or Twitter.

We want our students to THINK about the spaces they are working in, and consider if this space is a “We, Me, or See” space before they share.



In the Home

Students use of devices at home should always be supervised. The i3 process is a great support tool for parents and one we recommend implementing in your own home. It has three key components;

- be informed about the sites your child is visiting,
- your children should use devices in a visible area, in-view, and
- be interested in the types of sites your child is using.

Research has shown that children feel more comfortable talking with a parent that has shown interest in their child's use of technology and online spaces. They are more willing to discuss things with parents and ask for assistance when things go wrong.

i3 INTERNET SAFETY



INFORMED

Be informed about the types of social media platforms your child is using.

IN-VIEW

Ensure your child uses technology in a visible area, to ensure appropriate and acceptable use.

INTERESTED

Be interested in the social media sites your child is using. Ask them to share their profiles and posts with you.

CRICOS Provide Number 01938G

Device Requirements

A Pen-Based Device is Superior

All students in Year 5-12 require a computer that has a modern, digital pen. Over the past few years there has been much research into the way we think and learn so the educational and cognitive support for this is significant. More information about this is available in the [Pen-Based Computing](#) document on the Saint Stephen's College Website (Our College / Technology and Learning).

Front and Rear Camera

Saint Stephen's College uses the devices for a range of filming projects within the curriculum. Students create stop motion animation movies, green screen productions and short films in different projects. To ensure your device can film in all situations, we have mandated a front and rear camera on all BYOL devices.

Windows 11 Operating System

Saint Stephen's College has a Windows 11 laptop environment. **Any new laptop computer must be a 'real' Windows 11 device.** Other environments and computers are **not** appropriate. Unsuitable operating systems include Windows 7, Windows 8, Windows 10, Apple OSX and Chrome OS. Inappropriate devices include iPads, Android Tablets, NetBooks, Chromebooks and Apple Mac laptops. Unsuitable devices or devices running unsuitable operating systems will not be connected to the network and cannot be used at Saint Stephen's College. Devices running BootCamp and other non-Windows operating systems are not suitable.

Avoid 'Hand me down' Computers

Ideally, students will begin the BYOL program with a new laptop. The device your child uses at Saint Stephen's College must have long battery life, no damage and the processing power to run all necessary software. 'Hand me down' computers often do not meet these requirements.

Setting up computers at the start of the year

New students will be guided through the setup of a new laptop when they start at the College. Try to avoid setting up a new laptop at home.

Hardware Specifications

Minimum laptop specifications ensure that each student can use their laptop efficiently and effectively to maximise potential learning. When purchasing the new computer, it is vital to get one that meets the minimum requirements.

Item	Minimum Specification
CPU (Processor)	Intel i5 or i7 recommended AMD equivalent acceptable
Hard Drive	128 GB SSD minimum
Memory (RAM)	8 GB minimum (FTV and Digital Technologies 10,11 and 12 16GB)
Screen	11 inch minimum Touch Screen with battery-powered pen compulsory Touch screens must be detachable or allow 360-degree rotation for flat surface writing
Operating System	Windows 11 on a Windows 11 Device (not Apple or Chromebook)
Front/Rear Camera	Devices must have both a front and rear camera
Battery Life	6 hours of continuous use minimum
USB Ports	1 minimum (USB C Acceptable)

Warranty and Insurance

When purchasing a new computer, some questions you should be asking the retailer include:

- Does the computer warranty conversation happen with the store I purchased it from, or do I phone a state/national phone number?
 - What is the standard turnaround time for repairs?
 - Is the computer repaired locally, or is it sent away?
 - What is and isn't covered?
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Many laptops come with a standard 12-month warranty. Some come with a standard two-year warranty. **We recommend an extended warranty**, as a laptop should last three years in a school environment.

A large percentage of hardware problems are due to physical damage, which is not covered by warranty. **Accidental damage protection (ADP) insurance is essential**. You can add this during the purchase of the laptop. College insurance does **not** cover student computers that are lost or damaged while on campus.

All devices purchased through the College JB HiFi portal have a **three-year warranty** and **accidental damage protection (ADP)**. The ADP varies from each supplier; some incur a \$100 excess on each claim whereas some incur no cost for claims.

Security

Year 5 and 6 students store their laptops in their classroom. Years 7 to 12 students must store their laptops in their locker during breaks. Laptops should **not** be left unattended before, during or after school.

Year 11 and 12 Students Secondary Devices

Students in years 11 and 12 may bring a secondary device to the College to assist in their learning. The secondary device must have be operating in Windows 11 laptop environment. **Any secondary tablet or computer must be a 'real' Windows 11 device**. Other environments and computers are **not** appropriate as a primary or secondary device. Unsuitable operating systems include Windows 7, Windows 8, Windows 10, Apple OSX and Chrome OS. Inappropriate devices include iPads, Android Tablets, NetBooks, Chromebooks and Apple Mac laptops. Unsuitable devices or devices running unsuitable operating systems will not be connected to the network and cannot be used at Saint Stephen's College. Devices running BootCamp and other non-Windows operating systems are not suitable. Students bringing a secondary device must have a primary device that meets the minimum requirements of the BYOL program.

Software and Updates

Please do not purchase Microsoft Office when purchasing a computer. The College has educational licensing for Microsoft Office, which is free for all students. The download and installation of this software is done at the College under the supervision of the eLearning Department and classroom teachers. Students are expected to update their device when prompted. Future updates of the Windows 11 OS should be done at home as these often take some time to complete and often require a reboot.

Charging Laptops at the College

Students must bring their laptops to school fully charged each day. Charging in the classroom is not encouraged as chords can pose a tripping hazard.

"Loaner" Laptops

Some laptops are available for short-term loans (up to two weeks) if a student has a computer under repair. They are not available if a student forgets to bring their laptop to school. The *Laptop Loan Request Form* is a digital form that needs to be completed by parents. This form can be found via the [Laptop Loan Form](#).

Anti-Virus, Spyware and Malware

We recommend the default product provided with Windows 11 (Defender) rather than any other free or commercial anti-virus products. **Do not purchase or install anti-virus software**. We recommend *Malware Bytes* which can be downloaded for free at [malwarebytes.com](https://www.malwarebytes.com). Run this program regularly as it can detect and remove an extensive range of problems.

Essentials

Laptop case: The hybrid laptop/tablet devices (e.g. Surface Pro) should be encased in a custom-made protective case to minimise the chance of damage. These are available from companies, such as STM, UAG and Targus.

Laptop bag: Each student should have a padded case for their laptop. This reduces the risk of damage when travelling around the College or to and from home.

Mouse: For ease of operation, it is recommended that students use a wired or Bluetooth mouse in class.

Headphones or earbuds: These are necessary as online learning sessions often involve video tutorials.

Parents are encouraged to show this document to salespeople if buying an ‘over-the-counter’ device.

*For further information or guidance with regards to purchasing laptops, please contact Greg Wilkinson, Director of eLearning on (07) 5573 8600 or via elarning@ssc.qld.edu.au. The College has a purchasing portal relationship with JB HiFi Solutions for Education. Visit jbeducation.com.au/byod and enter **sschyod2024** to choose from a selection of devices that all meet the BYOL specifications criteria. (Delivery time is currently 8 - 10 weeks)*
