RICHARD JOHNSON
ANGLICAN SCHOOL
OAKHURST CAMPUS • MARSDEN PARK CAMPUS

ONE TO ONE LEARNING (& BYOD)

This document will address some questions you may have about the School's BYOD (Bring Your Own Device) One to One Learning Program. If your question is not covered here, please contact Mr Gary Clay (ICT Coordinator) gclay@rjas.nsw.edu.au or Mr Tim Rae (TASC Technology Services Site Leader) trae@rjas.nsw.edu.au

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ABOUT THE PROGRAM

Why One To One Learning?

The One to One Learning Program provides our Secondary students with access to extensive global resources and content. It also gives students the opportunity to increasingly manage their learning approach, particularly in respect of creative problem solving.

What will I need?

All Secondary students are required to have access at School to a personal Windows Laptop or Apple Mac Book. Students are expected to bring the device to the School fully charged each day. This device may be a new or second-hand but must comply with some minimum requirements outlined below.

Can I buy a device from the School or do I purchase a device from a retailer?

It is up to you. To assist families, the School has arranged for a third party (Next Technologies Pty Ltd) to make suitable devices and services directly available to families. More information is available on our website under: http://www.rjas.nsw.edu.au/learning/secondary/BYOD-program.

Parents have the option of purchasing elsewhere if they so choose but need to keep in mind the warranty requirements. Purchase of extra warranty may be required for purchased computers with less than three years warranty. The packages provided by Next Technologies offer convenience, meet specifications, and are commercially competitive.

How will the device be used in class?

The Program facilitates the usage of technology to support learning by providing students with the opportunity to collaborate, communicate and research on a global level in real time. Teachers utilise various teaching strategies, which range from setting specific online tasks to creating open-ended and collaborative tasks. Digital learning tasks will become more prevalent and fluid.

What about textbooks?

The School has started implementing an eBook policy across various Years and Faculties. In time, eBooks will be available across all Faculties. The benefit of using an eBook, in addition to a reduction in the weight of textbooks, is the interactive content.

What effect will the Program have on exercise books?

The School will maintain a blended learning environment, wherein a range of learning activities are used. Depending on the type of activity, exercise books will be used; however, the device will be an integral part of most lessons. The teacher will decide on the best tool to use and will clearly communicate this to the students. There will still be an emphasis on writing skills as this is still useful to have and HSC exams still utilise written exams.

MICROSOFT OFFICE 365 EDUCATION FOR STUDENTS

Office 365 Education for Students is free for students: www.Office.com/GetOffice365. Students can install Word, Excel, PowerPoint, Outlook, OneNote, Publisher, and Access on up to 5 PCs or Macs and Office apps on other mobile devices including Android, iPad®, and Windows tablets. Students can also access OneDrive cloud storage, managed by the School, and students can edit and collaborate using Office Online, OneNote, and SharePoint sites.

What Happens If There Is No Internet?

Internet access is required to install and activate all the latest releases of Office suites and all Office 365 subscription plans. For Office 365, internet access is needed to manage the subscription account, including the installation of Office on other PCs or to change billing options. Internet access is also required to access documents stored on OneDrive, unless the OneDrive desktop app has been installed. Regular connection to the internet will keep Office up-to-date and provide automatic upgrades. If you do not connect to the internet at least every 39 days, your applications will go into reduced functionality mode, which means that editing documents or creating new ones is not possible. To reactivate Office applications, simply reconnect to the Internet.

Connection to the Internet is not needed for use of Office applications, such as Word, Excel, and PowerPoint, because the applications are fully installed on the device.

DEVICE MINIMUM REQUIREMENTS - HARDWARE

Windows Laptop – Windows tablet PC – MacBook

General Minimum Requirements for All Devices:

- Screen size: 10.8 inch
- Screen resolution: 1024 x 768
- 4GB of Memory
- 64GB of Storage
- Wireless Connectivity: 802.11 N or AC
- Audio/Video: Headphone and Microphone Ports
- No 3G/4G embedded support
- Full QWERTY Keyboard suitable for touch-typing
- Minimum battery life of 8 hours
- Robust carry-case
- Three (3) year warranty
- Operating System for Microsoft Products – Windows 10 is recommended
- Operating System for Apple Products – OSX 10.10

In addition, a minimum 32Gb Memory Stick or a small Hard Drive is recommended to maintain valid backups of the BYOD computer.

Chromebooks, iPads and Android tablets will not be accepted in the 2017/18 BYOD program

DEVICE MINIMUM REQUIREMENTS – SOFTWARE

Internet Browser: All devices must have an internet browser, either Microsoft Internet Explorer / Edge for Windows device, or Google Chrome for MacBook installed and set as the default browser.

Productivity Software: Much of students' work undertaken using their devices will include word processing, data analysis, presentation, design and desktop publishing. Every student will have a Microsoft Account for Office 365, a productivity suite of applications that can handle these tasks at no cost for educational students. Office 365 is also available for the MacBook.

PDF Reader: Adobe Acrobat Reader needs to be installed.

Audio/Video Software: A suitable audio and video application will be required. Due to the wide range of video types which exist, we strongly recommend that the free program VLC Player is installed (in addition to those already installed such as QuickTime, Microsoft Media Player etc.), as it can open and view many different forms of video.

Anti-Virus Software: For PC users, Window 10 comes with a virus protection software built in and kept up-to-date. This should not be disabled to keep files safe. Various free and paid Anti-Virus programs exist which are available for Mac OSX computers.

Software Installed for School Use:

In addition to the above software, during the on boarding process to gain access to the School network, OnGuard security software and LanSchool classroom management software will be loaded at the first day Boot Camp. These are required for School management and should not be removed. All software required to be used at School is at no cost to the student.

TAS Related Software:

A student who is planning to do a TAS based subject in current or future years needs to check with the curriculum coordinator of TAS as to what software would be required. Typically, Adobe Photoshop for Visual Arts or Adobe Illustrator may be used for other TAS subjects. This software typically have a substantial space requirement and it is recommended to preload a copy of the software (trial version is acceptable) to allocate the space. A Year 7 student will be required to preload Adobe Photoshop Elements (trial version) to their computer. The school will provide a valid licencing key for the software when the student is required to use the software.

MAC & WINDOWS BASED LAPTOPS

How much do I need to spend on the device?

For School use, a modest Windows based laptop will meet the needs of most students. However, senior students studying an IT course, TAS or Visual Arts may require higher specifications to cater for high powered application software e.g. Adobe Creative Suite (Photoshop, Illustrator, etc.). Some students may like to use their device beyond the classroom.

Will my child be at a disadvantage in the Senior Years in TAS subjects if they only have a cheaper laptop?

No, provided they have met the minimum requirements. Additional software will take up additional space and students with lower end computers should ensure they have sufficient space and not to fill their computers drives with unnecessary software and downloads. Students wishing to undertake a course that requires specialist software should consult the appropriate Faculty Head or ICT Coordinator before purchasing.

MAC BASED LAPTOP

Some people may prefer to purchase a device tailored to their own needs and likes. Others may already own a device that complies with the School's recommended specifications. While the Windows based laptop is the recommended option, an Apple MacBook is also suitable.

What Are The Benefits Of Purchasing A Macbook?

A MacBook may provide students with greater multimedia capabilities should they require them for visual media based subjects. MS Office365 is fully available for a MacBook.

What Are The Disadvantages Of Purchasing A Macbook?

A MacBook is generally more expensive than a Windows based laptop. They may also require extra software and carry additional technical support overheads for the user.

ADDITIONAL QUESTIONS

Q: Will my child be able to download songs, movies and other media on their device?

While connected at School, students should be browsing the internet and downloading resources for educational purposes. All access to internet resources, email, copyright, etc, on One to One Learning devices is governed by the School's ICT Acceptable Use Policy. Generally, viewing or downloading material for other purposes would conflict with these guidelines.

At home, parents are encouraged to govern these types of activity.

Q: Should I buy insurance?

The responsibility for the security of the device rests with the individual owner. The School takes no responsibility for stolen, lost, or damaged devices. While School employees may help students to identify how to keep their devices secure, students (and their families) will have the final responsibility for securing their devices. You may wish to check your homeowner's insurance policy regarding coverage of personal electronic devices, as many of these policies can cover loss or damage.

Q: I have an old laptop at home; can I give this to my child to use?

We strongly recommend that the device your child brings to School is as new as possible so that it meets the minimum requirements and is as functional and reliable as possible.

Q: My children all share a laptop; will this do for the One to One Learning program?

Ownership of the device is important and students need regular access to their One to One device. All students will be set individual tasks involving their device on a regular basis, across a variety of subject areas. For this reason, it is essential that students have their own individual device.

Q: What happens if my child's device malfunctions or is broken?

The School ICT staff will provide technical support related to the connection to the School wireless network and internet ONLY. This will take place initially during the Onboarding Day as well as ongoing throughout Term time.

For hardware and software issues, please contact the manufacturer or a computer technical support service. Unfortunately, the School ICT staff cannot attempt to repair a personal device as it is the student's responsibility and such action may invalidate the warranty.

Q: I have bought the device, now what do I do?

The School will provide detailed advice regarding the School-appropriate set-up of the device at the start of each year. Students will be expected to attend a "One to One Learning Boot Camp" on a date to be advised as well as relevant details. In the meantime, we recommend each student gets comfortable using the device and avoids installing too many programs or games which take up valuable memory.

Q: Will the School provide spare devices while my child's is being repaired?

Several basic School computers are available for students should their device be temporarily unavailable due to repairs. These devices will be clearly labelled as School property and the loan time will be restricted to a maximum of two weeks and for use on School grounds only. To borrow a School

laptop a Loan School Laptop Agreement must be completed. These are available from Student Reception or from the ICT Coordinator. There will be no charge for this loan. We recommend that, should you anticipate a repair taking more than two weeks, you arrange an alternative spare device for your Connections.

Q: Will my child be able to use the same computer from Years 7 to 12.

Parents should expect to upgrade a device every three years to ensure minimum requirements are met.

INTERNET CONNECTIONS

Q: Will the School provide WIFI 24/7?

Wireless internet connection is available to students whilst on the School premises during School hours.

Q: Will there be web-filtering?

The School's WiFi has web-filtering. Whilst no web-filtering solution is perfect, the School will do its best to prevent access to inappropriate websites that may contain age-restricted material, potentially harmful material or illegal content. In addition, Facebook and other social media sites not deemed to be of educational value, will be blocked whilst on the School premises. Students found to be using any program to attempt to circumvent the security measures of the School will face serious consequences. When connected to the internet at home, web-filtering etc. will be decisions for parents to make. A suggested solution to help set internet boundaries at home can be found at
http://www.kidsblocker.com

Q: Will my child be able to use 3G/4G connections instead of the School WIFI network?

Students must only use the School's WIFI service to connect to the Internet whilst on School premises and must not use 3G/4G for their device. 3G/4G connections can become very costly and are not subject to web-filtering. If purchasing a new device, it is our strong recommendation that no 3G/4G enabled devices are purchased. Use of 3G/4G devices at School will contravene School Policy and can circumvent safe internet practice.

DAY TO DAY USE AND SUPPORT

Q: What do we do about printing?

Instructions regarding printing will be provided at the One to One Learning Boot Camp.

Q: Will there be a means of charging the device at School?

Personal devices must be fully charged before School each day and run on battery power while at School. To ensure students can fully participate in all class activities we strongly recommend you purchase a device which has a substantial battery life so that it lasts the full School day. There are a limited number of charging bays available in the library for students to use in lunch time.