Managed BYOD Program

Following the success of the 1:1 Learning Initiative in Year 11-12, Rosebud Secondary College is proud to introduce the Managed BYOD (Bring Your Own Device) program to provide opportunity for all students to access quality laptops in a 24/7 capacity. This will enable them to expand the learning environment beyond the walls of the classroom. Students will have the capability to collaborate, share information and experiences and take control of their learning in ways not previously possible.

A Managed BYOD Program is a brilliant new concept. It is designed to provide parents with the convenience of online ordering and secure payment for a Lenovo laptop from a range expertly selected by the RSC ICT Team in consultation with local provider Edunet.

Key contact information

Rosebud Secondary College

Phone: 03 59868595
Website: www.rsc.vic.edu.au
Publications link for full handbook
http://www.rsc.vic.edu.au/?page_id=136
Policies link
http://www.rsc.vic.edu.au/?page_id=134

Edunet

Website: www.edunet.com.au

Password: _____________

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The Laptops

Rosebud Secondary College completed in-depth research to provide its students with what they consider the best range of devices to satisfy not only learning needs but also financial needs. The recommended device is a **Lenovo 11E Yoga Convertible Notebook**. There is option to purchase a device more orientated to multi-media work (**Lenovo 11E Yoga Convertible Notebook with active stylus**) for students in senior school completing a subject that requires this type of machine. The Lenovo Yoga 11E Notebook gives students a notebook that can work in four different configurations including a touchscreen tablet mode.

As standard, the device comes with the following specifications:

**Lenovo 11E Yoga Convertible Notebook**
- 128 GB SSD (Solid State Drive)
- Intel quad core Celeron processor
- 4 GB RAM
- Up to 6.5 hour battery life
- Windows 10
- 11.6” HD Multitouch screen
- Wireless and Bluetooth capabilities
- eduSTAR Software as approved by DET
- 1 year onsite warranty (standard with a 3 year warranty upgrade option)

**Multi-media option**
**Lenovo 11E Yoga Convertible Notebook with active stylus**
- 192 GB SSD (Solid State Drive)
- Intel Core-M (M-5Y10) processor
- 4 GB RAM
- Up to 6.5 hour battery life
- Windows 10
- 11.6” HD Multitouch screen
- Wireless and Bluetooth capabilities
- eduSTAR Software as approved by DET
- 1 year onsite warranty (standard with a 3 year warranty upgrade option)

Details of the individual devices are as follows:

<table>
<thead>
<tr>
<th>Lenovo 11E Yoga Convertible Notebook</th>
<th>Lenovo 11E Yoga Convertible Notebook with active stylus</th>
<th>Lenovo 11.6” Work-In Case</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lenovo 11E Yoga Convertible Notebook</td>
<td><strong>Notebook with active stylus</strong></td>
<td><em>Other case options available</em></td>
</tr>
</tbody>
</table>

In addition to purchasing the Lenovo Laptop, RSC has arranged important features to protect and prolong the life of the device. These include:

- **Comprehensive Insurance**- iBroker laptop 3 year insurance to cover against accidental damage and loss or theft Australia wide ($50 or $100 excess depending on device).
- Protective case options will be available including a Lenovo Work-In case or laptop sleeve.
The eduSTAR software is a specifically designed package that has been created to meet the digital needs of students and enhance the learning across the curriculum. Amongst the area covered is software for maths, science, thinking, ICT, art and graphics and audio and visual. Video tutorials can also be accessed which provide tips, how-to guides and links to additional resources. The software on eduSTAR is available to schools through the Department’s School Technology Architecture and Resources (eduSTAR) standard platform. There are currently over 80 software applications available on the eduSTAR software list. This software is loaded free of charge.

Ordering

All purchasing details are handled by Edunet. A secure online portal has been set up where information can be accessed and orders can be placed. The ordering portal is easy and convenient to access and use. Payment options (including credit card, direct debit) are available via the website including a 12 month payment option- zipMoney.

Frequently Asked Questions

Q. What happens if I cannot take up the Managed BYOD offer immediately?
A. It is an expectation that all students will be a part of the Managed BYOD Program. Purchases can be made at any stage through the year and is not restricted to the beginning of the year. There will be measures in place for those in extenuating circumstances; however this will limit access only to during school hours.

Q. After the initial purchase, are there any other costs that I will have to pay?
A. If the device is maintained in good working order there are no additional cost to parents / students. The following outlines possible payments associated with this program:
- Insurance Claim $50 additional claims (Yoga 11E)
- $100 additional claims (Yoga 11E with active stylus)
- Replacement key (for lock) $12
- Replacement lock $32
- Replacement Charger $50 (estimated)

Q. What if we don’t have access to the internet at home?
A. Your child will be able to access the internet at the College and there are many programs available on the laptop that do not require the internet.

Q. What should I do if the laptop is damaged or stops working?
A. The ICT Technician Team at the College is the first place the students should attend if there is a problem with the laptop. Most repairs are usually done onsite. For major issues, an insurance claim may be needed in which relevant processes will be followed.

Q. What should I do if the laptop is lost or stolen?
A. Action will depend on the type of insurance. If covered by iBroker, RSC will proceed with the claim after the relevant excess is paid. If private insurance is in place, the owner of the device is responsible for the process.

Q. Will a student be able to do anything they want with their laptop (especially be able to load programs, and access inappropriate websites)?
A. The laptop will be set up so that the student will have limited administrational privileges. Students will be able to access an unrestricted internet service at home (if the home has one). Legally purchased software can be installed. If software is installed that is inappropriate or compromises the operation of the device the IT technician may remove this privilege.
Q. What if I lose my work from the laptop?
A. RSC accepts no responsibility for lost data from the laptops. Students are strongly encouraged to back up their work regularly.

Q. What should I do if I am being cyberbullied when using my laptop?
A. Any incidents of cyberbullying must be reported to a teacher at the College immediately. The College will act in accordance to the Bullying and Harassment Policy within the Student Engagement Guidelines. Students and parents can gain further information and tips on dealing with cyberbullying from the DET website.

Q. What happens if my child finishes or leaves Rosebud Secondary College?
A. As you are the owner of the device, the laptop and any associated additions go with the student when they leave the College. If not transferring to a government school the software will not be available and will become inactive.

Q. I am not confident with computers. What can I do to help my child?
A. Students will be taught required skills at school to ensure they are best equipped to work efficiently with their laptop. It is unnecessary for them to require support from their parents. Any issues should be reported to the RSC ICT Technician Team.

Q. Will the laptops replace textbooks?
A. The College has already made reductions to the booklists and has implemented alternatives to hard-copy textbooks. eBooks are becoming more readily available and may be a suitable and beneficial substitute in future years.

Q. Will students in the Managed BYOD Program be located in a separate part of the College?
A. As all students are included in the Managed BYOD Program they will remain in their standard classrooms and will not be located in any specific area of the College.

Q. What impact will the Managed BYOD Program have on handwriting and writing skills?
A. Even though students will have laptops, they will still be required to handwrite at times in class. Specific tasks (particularly in English) must be hand written.

Q. What impact will the Managed BYOD Program have on the environment?
A. The Managed BYOD Program should have a positive impact on the environment. A key benefit is the reduced need on photocopying and printing of resources.

Q. Will the school continue to provide computer rooms with desktops?
A. The school will gradually phase out the use of desktop labs. We plan to only provide for multi-media requirements through desktop labs. More and more mobility of devices is crucial in learning and therefore students will be encouraged to utilise laptops as part of their learning. There will be a borrowing system in place for students who cannot purchase a laptop or their laptop is being repaired.

Q. I have purchased a different laptop, can I use this in the school?
A. Yes, but there are limitations regarding software and technical support. We have limited resources for technical support which is why we have a managed BYOD program (standard device). This means we are confident that the recommended device meets the learning requirements for the school and is provided with the EduSTAR software package. The school has research extensively to find a device that is lightweight, robust and reliable as required in school at a cost efficient price. Managing the fleet of student computers means there is less chance of viruses affecting the device or network. Please contact the school for further information regarding this option.
Rosebud Secondary College
Acceptable Use Agreement for BYODs, the Internet and Digital Technologies

Rosebud Secondary College believes the teaching of cybersafety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at RSC and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

Part A - School support for the safe and responsible use of digital technologies

Rosebud Secondary College uses a CMS (Content Management System- Edmodo, Xuno), the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use a CMS, the internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Rosebud Secondary College we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide access to the Department of Education and Early Childhood Development's search engine, FUSE www.education.vic.gov.au/secondary which can be used to direct students to websites that have been teacher recommended and reviewed
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cybersafety program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers to understand this agreement (e.g. language support)
- provide support to parents/carers through information evenings and through the document attached to this agreement for parent to keep at home
- work with students to outline and reinforce the expected behaviours in a CMS.
**Part B - Student Agreement**

When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in
  online bullying (this includes forwarding messages and supporting others in harmful, inappropriate
  or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe,
  inappropriate or hurtful online behaviour
- treat the College’s equipment respectfully and not act in a way which may cause damage to
  equipment such as mark or deface, eat or drink near, attempt to repair, unplug, move or replace
  peripherals, remove covers or panels, attempt to disassemble, delete, add or alter any configuration
  files.
- seek to understand the terms and conditions of websites and online communities and be aware that
  content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full
  names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text,
  audio and video and cite references where necessary)
- think critically about other users’ intellectual property and how I use content posted on the internet
- not interfere with network security, the data of another user or attempt to log into the network with a
  user name or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school
  computers

When I use my BYOD (purchased laptop) I agree to:

- use the device primarily for educational purposes.
- not attempt to alter or manipulate the pre-loaded settings of the device.
- not attempt to breach the security of the school’s computing facilities.
- complete the request form for the installation of any genuine software purchased by the owner to be
  loaded onto the device.
- assist the RSC IT Technicians with any necessary servicing requirements by ensuring the device is
  delivered to the technicians when necessary or requested.
- insure the netbook through EDUNET or through my own private insurance arrangement (e.g. home and
  contents insurance). If I chose not to do this I understand I will be required to pay any cost not covered
  by the warranty for repair.

When I use my mobile phone, iPod or other mobile device I agree to:

- keep the device on silent during class times and only make or answer calls and messages outside
  of lesson times – except for approved learning purposes
- protect the privacy of others and never post or forward private information about another person
  using Short Message Service (SMS)
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them
  (including teachers)
- seek appropriate (written) permission from individuals involved before publishing or sending photos,
  recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular
activities.
Rosebud Secondary College is providing students with access to a digital device on the expectation that they will make good decisions with regard to their personal use of technology.

The acceptable use agreement must be agreed to through the online Edunet Ordering Portal before the device will be issued or used on the RSC network.

1. Purpose
The Managed BYOD Program laptop is intended to be a tool to assist student learning both at school and at home.

2. Equipment
2.1 Ownership
2.1.1 The student must bring portable devices fully charged to school every day. Power cords should be left at home.
2.1.2 The parent/student retains ownership of the device at all times.
2.1.3 Parents/carers and students should be aware that files stored on the device or on the school's server are not private.
2.1.4 If the student exits the school at any time, the device will remain in the possession of the student. There will be some technical servicing provided by RSC that will be necessary for the device to be used outside of the RSC environment.

2.2 Damage or loss of equipment
2.2.1 All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
2.2.2 Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.
2.2.3 For devices insured through iBroker, in the case of suspected theft, a police report must be obtained by the family and a copy of the report provided to the school in a timely manner.
2.2.4 For devices NOT insured through iBroker, in the case of suspected theft, the parent/carer is wholly responsible.
2.2.5 For devices insured through iBroker, in the case of loss or accidental damage, RSC must be informed of the loss or damage immediately, where it will assist on the parent's/carer's behalf to lodge an insurance claim with iBroker. The insurance excess must be paid by the parent for the claim to proceed.
2.2.6 For devices NOT insured through iBroker, in the case of loss or accidental damage, the parent/carer is wholly responsible.
2.2.7 Students will be required to replace lost or damaged chargers.
2.2.8 If a device is accidentally damaged, lost or stolen and an insurance claim is made through iBroker insurance, the parent/carer of the student is responsible for funding the excess cost per netbook per claim.

2.3 Substitution of equipment
2.3.1 When a device is replaced under warranty, its type of replacement will depend upon the respective manufacturer's warranty.
2.3.2 When a device is replaced by the insurance company, its type of replacement will depend upon the replacement policy of the insurance company.

3. Standards for device
The student is responsible for:
3.1.1 Taking care of the digital device/s in accordance with school guidelines, including using the recommended lock on the school locker when storing the laptop.
3.1.2 Adhering to the school's Acceptable Use Agreement when using the machine at home.
3.1.3 Backing up data securely and regularly.
3.1.4 Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard.
4. Consequences for non-compliance with agreement
Students must acknowledge and agree to follow these rules and understand that their access to the internet and mobile technology at school will be renegotiated if they do not act responsibly. Additional possible consequences for non-compliance with the Agreement are:

4.1.1 Notification of parents
4.1.2 Detentions
4.1.3 Removal of internet privileges
4.1.4 Suspension from the College
4.1.7 Criminal charges may be laid

By ticking the appropriate box on the Edunet online ordering portal to accept the terms and conditions outlined in the Rosebud Secondary College Acceptable Use Agreement for BYODs, the internet and digital technologies.

I, the student, have read the Rosebud Secondary College Acceptable Use Agreement for BYODs, the internet and digital technologies carefully and understand the significance of the conditions and agree to abide by these conditions. In signing this agreement, I agree to behave in a certain way online and to take appropriate action when and as required. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

I, the parent / carer, have read the Rosebud Secondary College Acceptable Use Agreement for BYODs, the internet and digital technologies carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked. I agree to support my child in the appropriate use of their digital technology at home and agree to pay relevant excess charges if an insurance claim through iBroker is made on my child’s device and any other associated charges in order to replace missing equipment. I will take full responsibility for the maintenance of the device if it is not insured through iBroker.

For further support with online issues students can call Kids Helpline on 1800 55 1800.
Parents/carers can call Parentline 132289 or visit http://www.cybersmart.gov.au/report.aspx

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