

# ST BEDE'S CATHOLIC COLLEGE

## STUDENT DEVICE PROGRAM

### OVERVIEW

St Bede's Catholic College Student Device program is modelled on a Bring Your Own Specified Device (BYOSD) model, where the school selects a specified device and supplier after a rigorous process and invites parents to purchase the device. This is similar to the way the school sources and then recommends uniform suppliers. The specified device program was implemented after extensive research into the different models of student devices.

### WHY A SPECIFIED DEVICE?

A specified student device program has several advantages including:

- Introducing consistent hardware and software that can enhance engagement, deepen learning, increase feedback, personalise learning, and make the best possible use of classroom time
- Minimising disruptions caused by incompatible hardware and software
- Allowing staff and students to assist with minor troubleshooting
- Access to business grade devices with volume discounts
- Streamlining ICT support and warranty and repair processes

### WHAT YEARS DO STUDENTS USE DEVICES?

Students purchase a device in Year 7 for Year 7-9, and again in Year 10 for 10-12. Each device is purchased to meet the specific educational needs of students in those years, and will come with a three year warranty to cover the period of their use.

### WHAT ARE THE TYPICAL COSTS?

The student device has been typically about \$1250 including the device, 3 years warranty including accidental damage, charging cable, active stylus, and case.

Any difficulties with purchasing should be referred to the Principal or their delegate as soon as possible. Finance is often made available by the chosen supplier.

### HOW AND WHEN DO I PURCHASE A DEVICE?

Information for Year 7 parents is provided during enrolment and at further information sessions. Similarly, information for Year 10 parents is distributed during an information session the year prior.

Devices are typically purchased in December of the year prior, to ensure that they arrive and can be set up for the start of the academic year.

Purchasing occurs through a parent portal, which often includes multiple payment options.

## WHAT IF I START THE SCHOOL AT A DIFFERENT TIME?

Students who commence school after the start of the purchasing cycle where possible will be given the option of purchasing the same device from the supplier.

We recognise that some families transition from existing device programs where families have already invested in an alternative device for learning. If this is the case, we ask that you discuss this at the time of enrolment and refer to the 'Alternate device guidelines' document.

## WHEN ARE DEVICES USED AT SCHOOL?

Devices are used regularly as part of the school day. This includes accessing Compass for school administration and news, regular use during teaching and learning, and using the device for Learning Preparation. While the laptop may not be used in every lesson, it is expected that students are ready to use it alongside the other tools for learning.

Students are not to use their devices in the playground or at breaks, unless in the Learning Hub.

Students only use their devices at school when requested by and under the instruction of the teacher.

## CAN I CHARGE THE DEVICE AT SCHOOL?

Students are expected to charge their device ready for the school day. An emergency charging facility is made available at the school, and students can use this during break times. However, this can be only utilised on a first-come first-served basis. Students who regularly access this service will be referred to the student coordinator. No other charging facilities are provided, and students are not to bring their chargers to school.

## WHAT SOFTWARE IS USED AT THE SCHOOL?

St Bede's Catholic College, as part of the larger Catholic Schools Diocese of Maitland-Newcastle, leverages Microsoft Office 365 as its primary productivity and learning software. Students will use Office 365, and particularly Microsoft Teams and OneNote, in their day to day learning.

Complimenting this software, students will use other tools and software specific to particular subject areas e.g. Adobe Creative Cloud.

Students who purchase a specified device will be provided with a core suite of software pre-installed on their device.

## WHAT SUPPORT IS THERE FOR STUDENTS?

Students are provided training in the use of software via an induction program (Year 7) and ongoing learning in classes.

Students are provided ICT support by Mr Ray Burg, the school ICT Support Officer. In the first case, they are encouraged to use the '3 before me' approach to self-help. For problems that require specific technical support, student should submit a helpdesk ticket via Compass.

## ARE STUDENT DEVICES KEPT SAFE?

Students and parents are encouraged to keep the device in a sleeve, ideally one that is water resistant. The school bag has a device pocket for added security during transport. There are no lockers provided for storage.

Students are kept safe online through the Catholic School's web filtering service that prevents the majority of students accessing inappropriate materials. Student devices are monitored by teachers throughout the school day.

Student devices used at home are not monitored, and parents are encouraged to investigate ways of keeping students safe online. The [Office of the eSafety Commissioner](#) has resources that can assist parents.

Students are expected to refer to the Cybersafety User Agreement for Secondary Students as outlined in the diary on pages 14-17 and ensure they, and their parents, sign and complete the agreement on Page 17.

Any students who breach the Cybersafety User Agreement for Secondary Students will be dealt with by the school's behaviour management systems.

## WHAT HAPPENS IF MY DEVICE BREAKS?

Students should submit a helpdesk ticket alerting the ICT Support Officer to the damage and bring the device to school. Devices are repaired as per the arranged warranty program. Parents should refer to the warranty information provided at purchase regarding excess, number and types of repairs, etc.

A loan device may be supplied for any student who has a specified device in for repairs. Any damage to the loan device will be the responsibility of the student during this loan period.

The school accepts no responsibility for accidents, damage, loss or theft of a student device.

# ALTERNATIVE DEVICE GUIDELINES

Students who commence school after the start of the purchasing cycle where possible will be given the option of purchasing the same device from the supplier. We recognise that some families may transition from existing device programs where families have already invested in an alternative device for learning. The guidelines below assist those families regarding the use of 'BYO' style devices at St Bede's Catholic College.

## PROCESS

Parents and carers of students who have an existing device are asked to alert the school of this during the enrolment interview. The device specifications – or physical device – are then passed on to the Learning Technology Coordinator and ICT Support Officer who will provide feedback as to its suitability.

If it is agreed that students can bring their existing device, the student must complete the following prior to commencing school:

- Connection to the school WiFi using the connection guidelines.
- Installation of Office 365 using the installation guidelines.
- Setup up of all connections to software and services.
- Installation of additional software required for learning.

Students will then need to arrange a time to meet with Mr Cornwall and/or the schools ICT team to ensure their devices are connected correctly and they can use the appropriate software.

The responsibility for the setup and maintenance of any BYO device is exclusively that of the student. The school will supply guidelines, but no direct ICT support for BYO devices.

## REQUIREMENTS

- Student BYO devices must meet or exceed the minimum specifications of the existing school laptop, including sufficient battery life to last the school day.
- Student BYO devices must either have equivalent warranty to the school provided device, or an alternative method should a device require repair. Students need access to a device every school day.

## LIMITATIONS

- Student BYO devices will not be set up for students. Any software required must be self-installed by the student.
- Student BYO devices will not be provided with support, any troubleshooting or issues must be completed by the student and their parents or carers.

I \_\_\_\_\_ (parent or carer) of  
\_\_\_\_\_ (student name) agree and  
understand to the guidelines above, including the requirements and limitations.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date