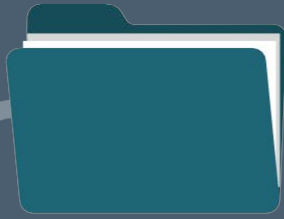




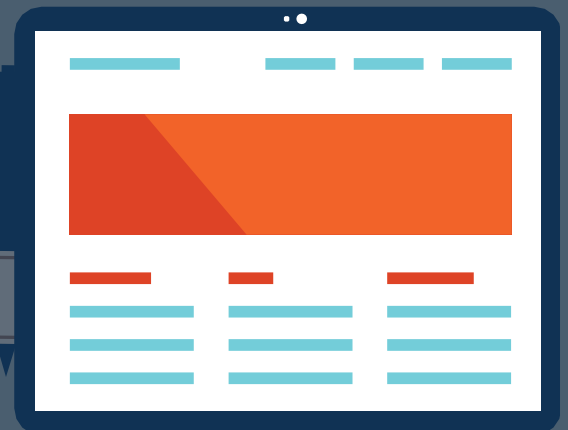
Swifts Creek

P-12 SCHOOL

Courage, Joy, Kindness



**BRING YOUR OWN
DEVICE
INFORMATION
FOR PARENTS & STUDENTS**



RATIONALE

Our aim is to develop in students a high level of digital skills and knowledge which will enrich their lifelong learning and enhance their employment opportunities.



Bring Your Own Device (BYOD) assists students to develop these skills which greatly enhance a student's success and engagement at school. These skills also prepare students for the world of work where technological competence is essential.

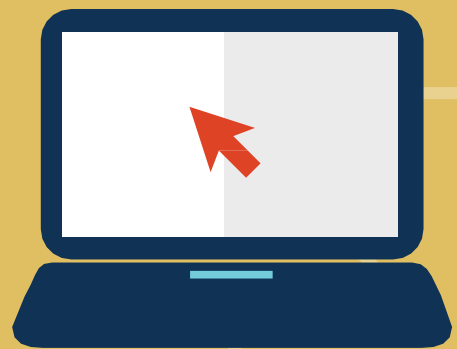
Our program is not just about typing up essays on the device. It is about providing students and teachers with the opportunity to explore new and powerful learning possibilities across the curriculum using the amazing applications available through technology. A computer device allows students to access information instantly and to take advantage of the myriad of digital learning and communication software available.

BYOD in classes assist in redefining learning. Access to immediate technology enables the staff to prepare and present new and exciting ways of achieving educational outcomes which were previously not possible.



SCHOOL DESIGNATED DEVICES

Purchasing a device from the School Supported Device List ensures greater learning flexibility and access to resources as students will be connected to the whole Swifts Creek P-12 School network allowing seamless access to resources.



HOW TO PURCHASE

Please follow the link below to purchase the current supported devices through 'Learning with Technologies' (LWT)



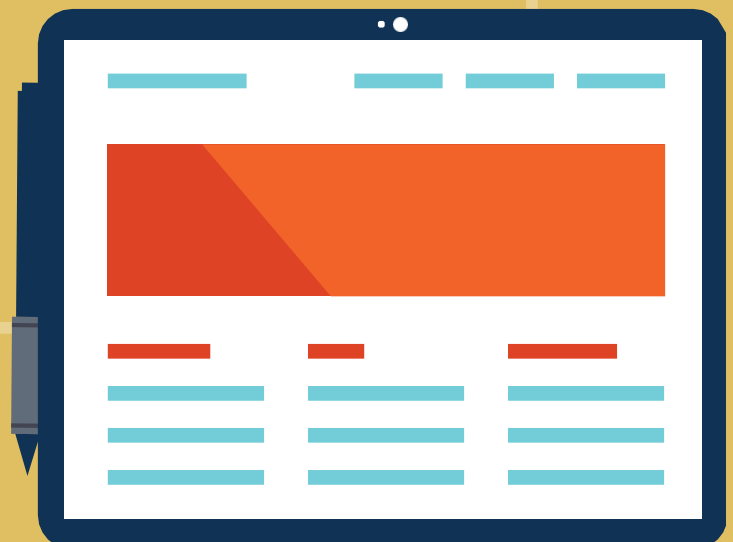
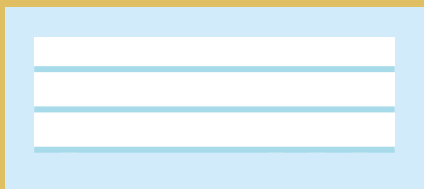
<https://swiftscreek-p12.orderportal.com.au>

3 Year Onsite Warranty & Accidental Damage Protection

It is highly recommended that you take out a 3 Year Onsite Warranty (if not included already) and Accidental Damage Protection when purchasing a device. You may be able to add the device to you existing insurance policy for accidental damage.

Please note devices will be shipped to the school first so they can be prepared for handout. Normal home use will not be affected.

Exiting student devices will be returned to its original Windows Operating System.



DEVICES PURCHASED FROM INDEPENDENT RETAILERS OR BROUGHT FROM HOME

Devices purchased from independent retailers or brought from home will need to be 'imaged' with the school specified applications and settings.

All devices brought to the school for imaging **MUST** have the data backed up. All devices will be managed when on the school's network; thus all data will be lost when configuring.

Normal home use will not be affected.

Chromebooks or Apple/MAC devices will not be connected to the schools network.

Exiting student devices will be returned to its original Windows Operating System.



Bring Your Own Device (BYOD) technical requirements:

- The device must be capable of running Windows 10 Professional
- Processor must at least be a i5 or i7
- The device must have at least 8GB RAM
- The Hard Drive (HDD) must be at least 128GB, preferably 512GB HDD
- The battery must last at least 6 hours
- The device must have a physical keyboard
- The screen must be at least 11.6"
- The device must have a padded carry bag
- Chromebooks or Apple/MAC devices will not be connected to school server

3 Year Onsite Warranty & Accidental Damage Protection

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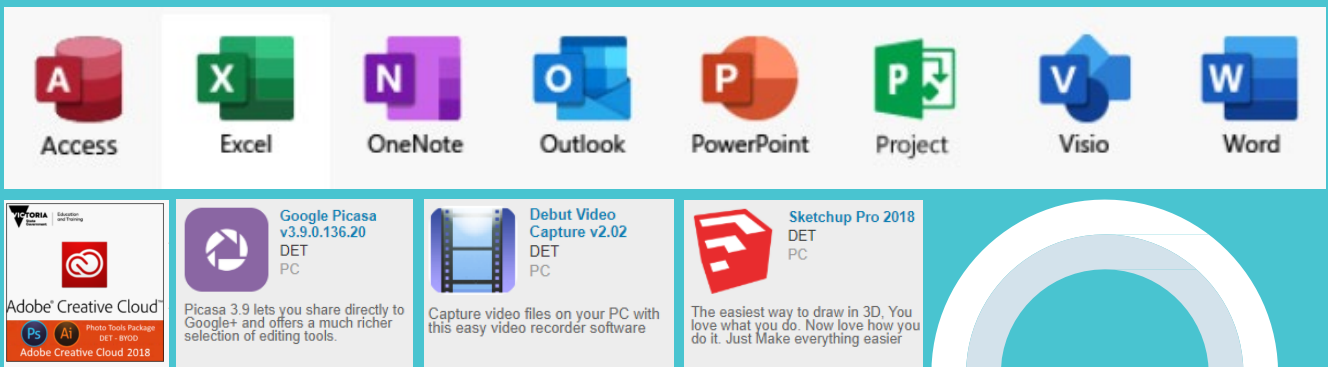


SCHOOL IMAGE ON DESIGNATED DEVICES

The benefits of using the school image (eduSTAR) are many. The school image will:

- Provide greater learning flexibility and access to resources as students will be automatically connected to the whole Swifts Creek P-12 School network allowing seamless access to all these resources from home and at school.
- Provide access to anti-virus software and automatic updates.
- Provide access to the full suite of Microsoft Office.
- Provide access to Microsoft educational apps at as well as a range of educational resources.

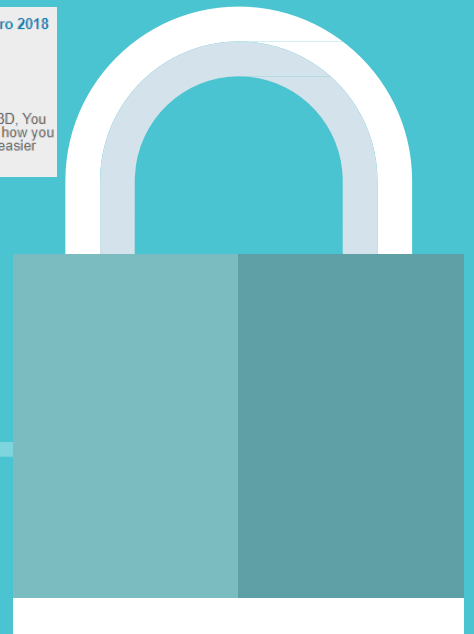
Just a few examples:



It is important to point out that when the school's image is loaded onto the student's machine all existing programs and data will be removed from the device and replaced with the school's image. It is highly recommended that any personal programs and data are backed up. Normal home use will not be affected. Exiting student devices will be returned to its original Windows Operating System.

SECURITY ON STUDENT DEVICES

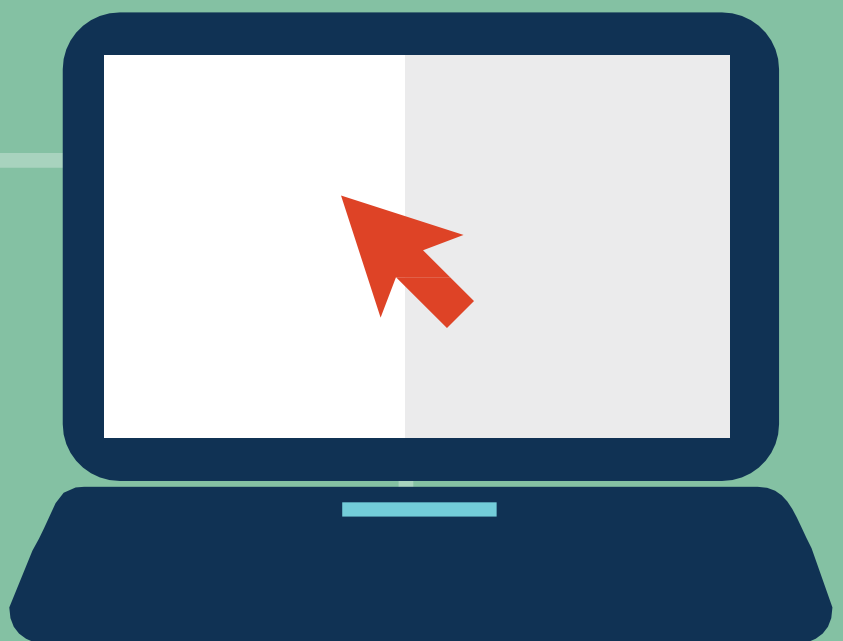
The student will remain the administrator of the device and we encourage parents to monitor any additional programs or apps which are uploaded.



HOW THE PROGRAM IMPROVES STUDENT LEARNING

Following are just a few of the creative and unique ways students use their device:

- Research information.
- Organise ideas.
- Make blogs and wikis.
- Make websites.
- Survey people.
- Present information using a variety of technologies.
- **Access Clickview** - A powerful Educational "You Tube" where students can access lessons, documentaries, experiments, research and much more which are all aligned with Victorian Curriculum and VCE Study Design.
- Access a variety of educationally appropriate and tested apps via the Education Department platform.
- Learn and use the suite of Microsoft software programs - Word, Excel, PowerPoint and Outlook
- Make games to demonstrate learning.
- Collaborate with teachers and other students.
- Share resources and work.
- Communicate with teachers and other students.
- Participate in online safety training designed to teach students how to use technology responsibly and keep themselves safe - includes digital footprints, cyberbullying and electronic security.
- Use digital editions of textbooks.
- Use educational games.
- Use their device as a learning tool. This also enables students to become accustomed to a range of technologies. They learn to use learning tools that have known benefits in the classroom. This includes organizational tools, such as note-taking applications, calendars and virtual sticky notes. These help students stay more organized by keeping all of their information centralized and connected between devices. Students can experience a range of apps/programs to find what works for them and tailor their devices to help them perform more effectively and efficiently.



CYBERSAFETY

Swifts Creek P-12 School is very aware of the issues surrounding the use of ICT, including digital footprints, cyberbullying and electronic security.

We aim to educate students on their role and responsibilities as a digital citizen, including awareness of dangers and managing their online identities (digital footprint). Students, teachers and the wider school community are equipped to embrace the best these technologies can offer, while being savvy about the pitfalls.

eSafety Office

The Office of the Children's eSafety Commissioner protects Australian children when they experience cyberbullying by administering a complaints scheme and deals with complaints about prohibited online content. To find out more, get help with cyberbullying or report content that may be illegal or offensive, please visit www.esafety.gov.au

eSafety Webpage

On this website you will find information and real time *interactive* learning activities that address social networking, cyberbullying and online grooming.

www.esafety.gov.au

A guide to social media, apps and games with links to online safety information and how to report abusive content.



RESPONSIBLE USE OF TECHNOLOGY AGREEMENT

It is a privilege and not a right to use computer, internet services and resources provided by Swifts Creek P-12 School.

Before access is granted the following agreement must be read and agreement acknowledged on by students and parents/guardians.

This agreement refers to the use of the Resource Centre, school ICT, as well as your personal device. A copy of this agreement can be found at: <https://www.swiftscreekp12.vic.edu.au/policies>

Responsible Use of ICT/Resources Agreement

When I use digital technology at Swifts Creek P-12 School I agree to:

1. Bring a fully charged, safe and functional device and charger to school eachday.
2. Transport my device in a padded computer bag or hard cover case when moving between classrooms and to and from school to prevent damage.
3. Keep my device in a secured place when not in use. I understand the school will not be held responsible for damage, lost or theft.
4. Be a safe, responsible and ethical user at all times.
5. Follow instructions at all times, including when requested to give a device to a staff member.
6. Protect my privacy rights and those of others by not forwarding or giving out personal or private details including full names, telephone numbers, addresses and images.
7. 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).
8. Only take photos and record sound or video when it is part of an approved lesson or activity.
9. Seek permission from all individuals involved before taking photos, recording sound or videoing them.
10. Seek written permission from all individuals involved before publishing or sending photos, recorded sound or video to any onlinespace.
11. Be respectful in the photos I take or video I capture and never use these as a tool for bullying.
12. Not share my login and password details with any other person, or use another person's account to access ICT, unless requested by SystemAdministrators.
13. Not interfere with ICT security or the data of another user.
14. Talk to a staff member if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
15. Use my device only if directed by the teacher otherwise keep it on silent during class times and only make or answer calls and messages outside of lesson times.
16. 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.
17. Think critically about other users' intellectual property and how I use content posted on the internet.
18. Abide by copyright procedures when using content on websites and cite references where necessary.
19. Not bring inappropriate content or copyright protected content to school either on my device or an external storage device.
20. Not access or transmit inappropriate or illegal content or run unauthorised programs.
21. Not attempt to use any software or web sites designed to deliberately by-pass the school's ICT systems.
22. Abide by the System Administrators requests to add or delete an application and/or content from my device.
23. Abide by the System Administrators or a teachers request to view/access any content that I bring to school on my device and delete if inappropriate or illegal.
24. Back up the contents of my device regularly to a secondary storage location. I understand that if no back up has occurred, this is not a valid reason for non-submission or late submission of work.
25. Not wilfully damage any equipment, and treat all equipment with respect. I will report any damage immediately. I may be held liable for any damage to equipment.
26. Read, understand and agree to comply with the Responsible use of technology agreement. The latest version can be accessed online at <https://www.swiftscreekp12.vic.edu.au/policies>
27. Permit the school to use my data to improve student learning. This includes allowing third party organisations such as Edval, Microsoft and those with Department of Education agreements, to store my data for school use only.
28. Comply with this agreement, and understand that failure to comply may result in not being permitted to use ICT resources. I accept that additional actions may be implemented depending on the nature of the breach of this agreement.

I understand that this agreement may change at any time without notice and that I can access the latest version online at <https://www.swiftscreekp12.vic.edu.au/policies>

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.

Student Name: _____
Signed: _____

Parent Name: _____
Signed: _____

Date: _____

FAQ's

1. What options does my child have for bringing a mobile device to school?

Students can choose to purchase one of the devices on the school list on the Purchasing Devices page. The list has a range of devices to suit the students age, usage and importantly your budget. A device can also be purchased from independent retailers or brought from home. These devices must meet the School's technical requirements for BYOD. When students bring a device, the image on the machine has to be the one provided by the school.

2. How is our device connected to the school network?

Our Information Technology Manager will oversee this process. Devices purchased from the school list, independent retailers or bought from home will have the school image uploaded and given access to the internet and printers. Normal home use will not be affected. Exiting student devices will be returned to its original Windows Operating System.

3. What happens if my child's device is lost or stolen?

Like any personal item brought to school, the security of the device and its care is the responsibility of the student. The school does not have insurance to cover loss or damage to personal items belonging to students or staff.

Therefore, we recommend that all students have a robust case or carry case. Computer carry cases should fit in the student's school bag.

We strongly recommend purchasing Accidental Damage Protection which can be purchased when buying the device via the BYOD purchase portal.

<https://swiftscreek-p12.orderportal.com.au>

4. Do I need to buy additional software for the device?

Devices from the school list, purchased from independent retailers or brought from home - No you don't have to buy any additional software. The school will put an image on the device which contains all the software - free of charge. Additional software, other than the school software, can be added as you choose.

CONTACT Swifts Creek P-12 School
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