Macquarie College BYOT 2023 Guidelines

ICT AT MACQUARIE COLLEGE

ICT is used as a tool for learning which enables all students to have the opportunity to become competent, discerning, creative and productive users of ICT. Students develop the knowledge, skills and capacity to select and use ICT to enquire, develop new understandings, create and communicate with others in order to participate effectively in society and achieve their academic goals. All students need to be able to operate, communicate, create, enquire, and recognise the ethical use of ICT in order to apply for jobs and to be a participating member of our community.

EDUCATIONAL RATIONALE FOR BYOT

It is clear through decades of studies, as well as a casual look at society today, that technology has a massive role to play in our students' lives. Increased access to technology not only allows for the benefits afforded to traditional education subjects, but also allows for increased education of appropriate digital citizenship. BYOT (Bring Your Own Technology) allows for teachers to teach appropriate online behaviours in the context of the regular teaching and learning activities. Our aim is to normalise the ICT integration into teaching, learning and life in an appropriate way, removing the aspect of the online world being an escape from parents and teachers. BYOT opens the doors to creative aspects of teaching and learning only possible through digital means. Personal ownership brings many advantages, and reduces the cost as duplication (a device for home and another for school) is avoided. In 2013, surveys of College students indicated that a strong majority wanted greater integration of technology in their classes, and 86% indicated they already had a suitable device. The BYOT device remains the property of the student/parent, with insurance also remaining an issue for the parent. Software becomes a personal choice (the cloud is a free solution for everyone).

EQUITY POLICY

The College recognises that all students should have equal access to learning opportunities. There also may be occasions where devices are not available to bring to school. The College provides devices for borrowing on the rare occasion when a student is not able to bring in their own device. Temporary (one day) loans are available through Student Services. Families in exceptional circumstances should contact the Senior School Office to discuss solutions.

WHAT DOES BYOT MEAN IN REAL TERMS FOR PARENTS?

The BYOT program is compulsory for all Senior School Students (7-12). Students will be expected to each bring a device, with appropriate software, that will connect to the College Wi-Fi network. Headphones should also be brought from home. While the College is adding a technology device to the student's 'pencil case' as an additional tool for learning, it is imperative that parents and guardians remain responsible for their student's welfare and learning environment at home. Parents and guardians should feel empowered to view student's online Macquarie College activities as well as set restrictions that the home requires (for example, requiring online activity to take place in a common area of the home,

such as the living room). The use of technology at the College does not imply the student's right to dictate online activities in the home.

CHOOSING A DEVICE

It is the intention of this program that the College will work with whatever device the parents choose to provide their students with. However, we recognise that parents will appreciate some guidance, and with that in mind, please consider the following:

Phones are not suitable learning devices - Among other factors, the College believes screen size needs to be of a minimum size to allow efficient learning activities and allow adequate teacher supervision in the classroom. In addition, parents should consider that 3G/4G enabled devices can bypass the school's network monitoring/filtering, and this is not the College's desired option.

Chromebooks - While a Chromebook may seem like a viable device, it has limitations around some of the software used at the College. Chromebooks are not a recommended device.

Battery - Students need a device that is capable of a minimum of 6 hours sustained use without a recharge.

Weight - For students carrying laptops between classes, and to and from school, the weight of the device is an important consideration.

Physical Keyboard - Students will find that a physical keyboard is much easier to use than virtual keyboards. Parents choosing devices such as a Microsoft Surface should consider also acquiring a physical keyboard for the device.

Windows vs Apple? - The College is committed to providing a system that works for everyone. What works in your home, should work at school. The College does not have a preferred platform for the BYOT program, and we encourage you to choose what you prefer in your home.

College BYOT Device Recommendations
Hardware
All Devices should have:
- Windows 10 or macOS 10.9 Mavericks and up
- A minimum 10 inch screen
- A minimum 6 hour battery life
- 5GHz Wireless capability to connect to the College Wi-Fi Network
- Be able to run Google Chrome (Firefox, Safari, or Edge are also suitable).
- A robust carry case
- An in-built camera and microphone

Please note: To maximise compatibility with industry leading applications the College no longer recommends iPads or Chromebooks for the BYOT program.

Software

Students are free to choose software they feel will fulfil assignment requirements on their devices. The College uses SEQTA in combination with Google for Education (formerly known as Google Apps), all of which is free for student use via the internet. The Chrome web browser should be installed on the device (although Firefox, Safari or Edge will also be suitable).

Device Access

Students must have full administrative access to the device so that they can install programs and change settings.

Antivirus /Malware

Up-to-date Antivirus and/or Malware Software is necessary to keep students' own and other files safe. Various free Antivirus and Malware programmes exist, which are available for both Windows and macOS.

Please note: Student devices may be refused connection to the College Wi-Fi network where the device does not have an anti-virus and/or malware software installed.

SOME POSSIBLE DEVICES

Please note that this is just a sample, and the College recognises there are many other options (sometimes cheaper), but the following are some of our suggestions.

Windows Laptop (from $500)
Strengths: Compatible with most software available. Many students are familiar with Windows Operating Systems.

Weaknesses: Cheaper models can be very heavy, with limited battery life.

Suggested Minimum Specifications: Intel Core i5, 8GB+ RAM, 256GB Solid State Storage.

MacBook Air (from $1499)
Strengths: Powerful laptop that should easily handle any school work, very lightweight, high quality device, battery life of 9+ hours.

Weaknesses: No 'cheaper' option, no touchscreen.

Suggested Minimum Specifications – Apple Silicon M1, 8GB+ RAM, 256GB Solid State Storage.

Surface Pro (from $1350)
Strengths: Powerful hybrid tablet/laptop that should easily handle any school work, the capacity to use a pen, battery life of 9+ hours.

Weaknesses: Need to purchase a 'Type Cover' keyboard to use effectively like a laptop.

Suggested Minimum Specifications: Intel Core i5, 8GB+ RAM, 256GB Solid State Storage

*prices as of January 2023

ACCEPTABLE USE POLICY

The College provides ICT facilities to support its teaching and learning, administrative and business activities and as such all use of ICT facilities are governed by an Acceptable Use of ICT facilities policy.

ICT facilities include all computing and communication equipment, software, services, data and dedicated building space used in connection with information and communication technology, which is owned by, leased by or used under licence or agreement by the College.

All staff and students must agree to this policy before they use any ICT facilities at the College.

A copy of this policy is available at https://www.macquariecollege.nsw.edu.au/bring-your-own-technology-byot/, and is also available on request from the Macquarie College office.

Please note: Senior School students will be required to return the BYOT User Agreement form each year before their device will be granted access to the College Wi-Fi Network.

FREQUENTLY ASKED QUESTIONS

What are the College Device Specification Recommendations?
All Devices should have:
- Windows 10 or macOS 10.15 Catalina and up
- A minimum 10 inch screen
- A minimum 6 hour battery life
- 5GHz Wireless capability to connect to the College Wi-Fi Network
- Be able to run Google Chrome (Firefox, Safari, or Edge are also suitable).
- A robust carry case
- An in-built camera and microphone

When can students use their devices?
During school times devices may only be used in class and at the discretion of the teacher. The devices are viewed as a learning tool and as such when students are at recess or lunch devices should be secured in lockers.

Will students be able to recharge their device during the day?
While there will be some ability for students to charge devices in the classroom, due to availability, the College is discouraging students from planning to recharge at school. For this reason, battery life is a key consideration in choosing technology. As is stated in the device specifications, devices should have a battery life of at least 6 hours. Students will need to cultivate the habit of charging their device overnight.

Will Students be able to print work from their device?
The necessity to print should be minimalized due to transfer of work between students and teachers via SEQTA and Google for Education. Where printing is necessary a web portal is provided that allows students to access printing from their device via the internet.

Is there particular software that my child will need on his/her device?
All applications necessary for accessing the internet, word processing and related applications, accessing SEQTA and Google Classroom only require a web browser (this is one of the system requirements). For some specific subjects Adobe CC and Autodesk products may be required. However, the College provides these products and instructions on how to install them will be supplied at the start of the school year.

What happens if a student's device is not working during a class?
In the first few weeks there will be extra provision to assist with student passwords and accounts and general troubleshooting from the College ICT staff.

It should be noted that the support will be at specific times (lunch and recess), not during class. The device should be viewed as another tool for students to use, if it is not working in a particular class they will need to seek assistance from the College ICT Service Desk at lunchtime.

What about the physical safety of the device at School?
All students are provided with a locker and new combination locks so that the device can be secured during break times when students do not have the device with them.

It is strongly encouraged that parents buy protective covers for their child's device to guard against damage from everyday wear and tear.

Parents are also strongly advised to consider including the device as a portable extra to their contents insurance. It should be noted that the College insurance does not cover damage to personal devices. Where the damage is a result of misbehaviour by another student the College will deal with it in line with its Student Welfare Policy, however this may not include the replacement of the device.

Will the use of the internet be monitored at school?
All student use of the College's network and internet is filtered and monitored. Their web history is able to be tracked. Parents should be aware that if they provide their child with a 3G/4G connected device the College is unable to filter internet use through these devices.

What happens if a student has inappropriate material on their device (violent games, pornography, etc.) or are accessing things such as Facebook during class time that take them off task? Won't these devices lead to an increase in cyberbullying and inappropriate behaviour?
A fundamental objective of a BYOT program is to help normalise the use of technology and to work with students in teaching good digital citizenship. The College is an accredited eSmart school. Through this program the College has put in place a number of ongoing initiatives to educate students and parents in being safe and responsible in the use of ICT.

All students must sign the College's Acceptable Use of ICT Agreement at the beginning of the school year.

Significant instances of misuse will be dealt with as a behavioural issue in line with the Student Welfare Policy referenced to areas of Gross Misconduct. References to what is appropriate and inappropriate are also covered as part of the Acceptable Use of ICT Agreement signed by each student.

Where a student is using the device to access material that would constitute Gross Misconduct the device may be confiscated and handed over to Student Services.

Off-task use of the device during a learning task will be managed by the teacher in the first instance and where there is an ongoing issue in this area and a student is not responding to teacher direction, it will then be viewed as an issue of behaviour and dealt with in line with the Student Welfare Policy.

How will student usage be monitored in class?
Students will only be using devices in class under teacher direction and instruction. Students will use their devices in a manner that allows teachers to view their screens as the teacher moves around the classroom. Students who make a choice to use their devices inappropriately will be dealt with as a welfare issue (as discussed in the question and answer above).

Do Parents have a right to know what is on their child's device?
It is the College's view that parents have every right to access and view the material on their child's device. The College encourages parents to take an active role and support the College in the education of the students in regards to avoiding illegal and/or inappropriate materials on their device, as well as appropriate online behaviours in social media.