



BYOD

BRING YOUR OWN DEVICE

Ipswich Grammar School

Information Services Levy

Ipswich Grammar School retains ownership of any **School owned** device for the duration of the loan period or in the event a student changes their enrolment status. In the case of a student leaving the school, the device and any accompanying accessories need to be returned functioning and in good order otherwise an invoice may be issued for payment to cover the cost of the device. The **BYO technology** remains the property of the parent or guardian. The ICT Levy is not directly related to device provision, and is billed per with school fees to contribute towards infrastructure (e.g. network, print/copy, storage, software, etc.). The following table outlines the ICT Levy to each student.

School provided devices (Years 4 - 6)	Annual Cost - \$400.00	Per Term Cost - \$100.00
BYO technology (Years 7-12)	Annual Cost - \$310.00	Per Term Cost - \$ 77.50

BYO Devices where to start?

While the device choice is up to the end user we provide recommendations and guidelines on the devices we believe are the best for teaching and learning and have a number of purchasing portals that have added benefits such as onsite repairs.

Minimum Device purchase information Main Device

Students in years 7-12 will require a device that enables the following functions:

- Full Version of Windows 8+ or Mac OS 10+ (with windows Support)
- Wireless must meet modern 5ghz standards (2.4 is not supported)
- Battery life for the duration of the school day 7hrs+
- Must have a keyboard
- Must have support to install and run the Office 365 & Adobe CC Software
- Local Hard Drive Must have at least 128GB Drive
- Warranty 3 years
- Recommended Added Accidental Damage Protection (ADP)

Do I need more than one device?

While this is optional if you are using an E-Book / Online Textbooks such as Jacaranda Plus or simply look up a website. A secondary/companion device may be useful.

NOTE: While a smart phone may be suitable for checking email or taking photos/videos in most other cases screen size may limit productivity.

Minimum Device Information Second Device

- Wireless must meet modern 5ghz standards (2.4 is not supported)
- Internet Browsing support for HTML5

Device Examples

Below are devices we recommend and where they fit at IGS.

Main Device	Second Device (Optional)
<ul style="list-style-type: none">• Acer Switch 11• Surface Pro 4• Surface Book• Macbook (with Windows OS)	<ul style="list-style-type: none">• Andriod Tablet• Ipad• Ipad Mini• Windows Tablet

Where to buy Devices?

Ipswich Grammar has engaged in a number of vendors to give you a selection of what the school believes to be the best devices for Teaching and Learning below are their portals;

- Aliva (Acer & MS Surface)
 - <http://igs.aliva.com.au>
 - Portal username: igs
 - Portal password: grammar
- Staples (MS Surface, Lenovo & HP) (*Step-by-Step Guide see end of document*)
 - <http://netxpress.biz>
 - Portal username: ipswichcreditcard
 - Portal password: ipswich
- BES Information Technology Systems (Apple / HP / ASUS)
 - <https://www.besonline.com.au/igsbyot>
- Retail or existing device at home
 - While you can still purchase a device from anywhere we certainly recommend devices & specifications we have listed on the previous page and make sure you are aware of the repair time before you purchase if your device is required to be repaired.

Do I need to purchase software?

No. Software used for Learning is included and available from a software page in our portal
This includes software such as;

- Microsoft Office 356
- Adobe Creative Cloud (except Video Tools)
- Autodesk Suite
- NewByte Suite (Science)

Software required is not available on my Mac / Run out of space?

For software available on windows only like MYOB we have a Virtual tool called Citrix. Citrix is available at School and when at home via the internet. Citrix also has the Autodesk suite for any devices that have problems running with storage & processing requirements

While Citrix is available the best experience will be from the BYOD computer with dedicated resources.

Storage

Ipswich Grammar School has made provision for Storage and file management by providing multiple storage locations based on Student & Teaching requirements.

- Our Learning Management System 1Gb
- Office 365 gives all students 1tb (size of an average external hard drive of space)
- Citrix users & Desktop users will also have available the legacy H: drive for storing data.

Users and Security

Passwords to access the network will need to be updated on a regular basis. Passwords will need to meet the following criteria:

- Minimum of eight (8) characters.
- Must include at least one (1) number and one (1) capital letter in password.
- Password will be case-sensitive.
- Will be required to change every 180 days.
 - Under no circumstances should you log on using another student's username/password. Once you have logged on, the Network will audit your usage and track what sites you are visiting.

Protection Tips for technology

- *Ensure backup / restore points are done regularly (ensure done before any changes to software or hardware).*
- *For **BYO** these varying depending on device so check and follow device manufacturer or operating system notifications/warnings.*
- *Do not open files attached to suspicious/unknown emails*
- *Have an antivirus software, install updates, and scan weekly.*
- *Keep software updated (ensure updates are authentic, and do not add-on extra software with installations unless you know what they do).*
- *Never open or reply to spam. This is one of the easiest routes for viruses to infect your device and divulge your personal details via your email.*
- *Always save files when you are downloading and run a scan before opening them*

Expectations

- All use of personal devices should support student learning and will be utilized at the discretion of the teacher.
- Students are to take responsibility for the condition and upkeep of their personal devices. Devices brought to school, should be fully charged.
- Incomplete tasks due to device being left at home or a fully discharged battery are the student's responsibility to finalize through negotiation with their teacher.
- Loss of data will not be an excuse for work not being submitted on time and will have to be redone.
- It is the student's responsibility to ensure all data and shared files/assignments are backed up on USB flash drive or external hard-drive at home or cloud storage (e.g. OneDrive for Education - Office 365).
- Access to the internet is a vital component of the ICT Enhanced Learning implementation and places the emphasis for correct and proper use squarely with the students and parents. The Acceptable Use of Personal Electronic Devices Policy, Positive Behaviour Policy and Junior/Middle and Senior School Student Bullying Prevention Policies outline the intended and expected behaviour associated with the values of Ipswich Grammar. All students will be held accountable for any action/s that is contradictory to the Code of Conduct.
- Any user suspected of inappropriate or unlawful use, or jeopardizing the good order and reputation of Ipswich Grammar School or property device will be required to provide visibility to inspect device for I.G.S. staff. This may also lead to further disciplinary action under the School's Discipline Policy.
- Devices will be stored in student lockers and secured with a padlock when not in use.

Contact

If you would like to know more information or you need some guidance in choosing a device for your son, please contact information services on the below details.

Information Services

Informationservices@ipswichgrammar.com

+61 7 3813 9653

8am - 3:30pm Monday – Friday (Excluding Public Holidays)

Staples Technology Solutions online Parent Portal ordering guide

Dear Parent,

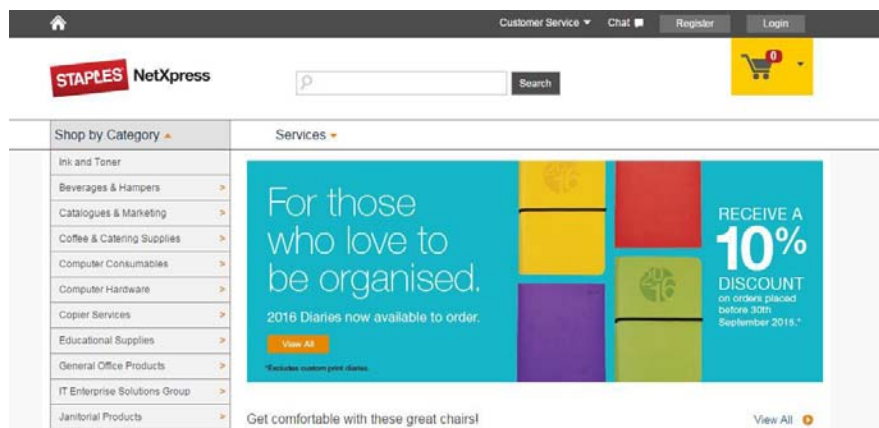
Please use this guide to assist you with placing an order from your School's preselected list of devices and accessories from our online portal.

We are providing all parents with the option of either purchasing their children's equipment outright via credit card, or leasing the equipment via our leasing partner, Flexirent.

Below there are a set of steps to follow for the credit card payment method.

Credit Card orders.

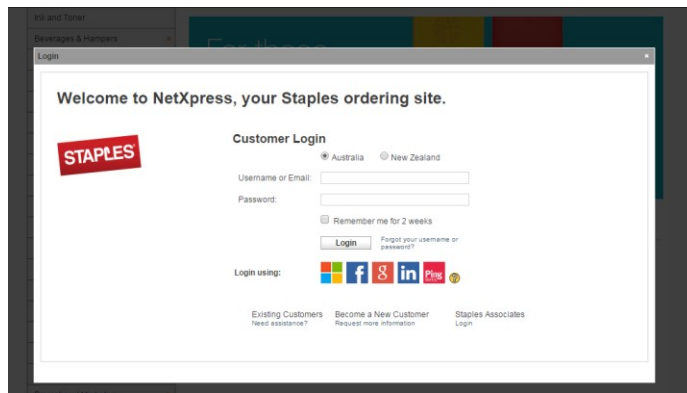
1. Access our online ordering portal, Netxpress, via the link below
 - a. <http://netxpress.biz/>



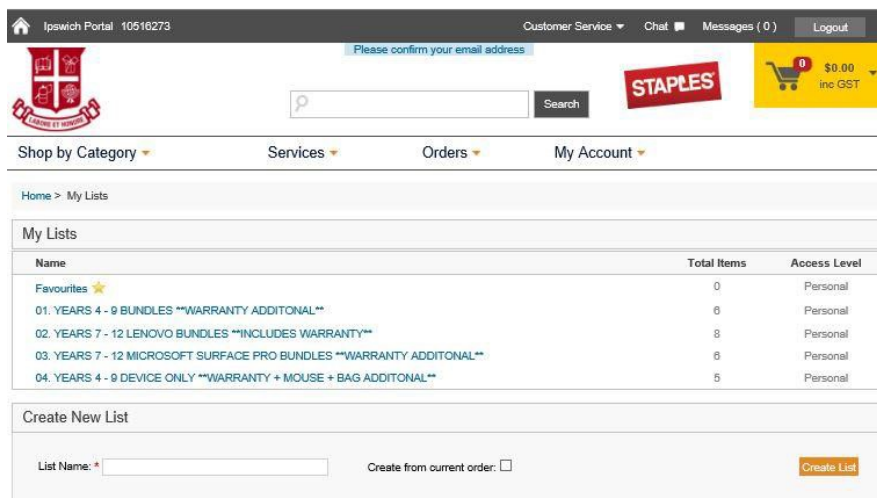
2. Click the 'Login' button on the top right of the page and enter the below login information:

Username: ipswichcreditcard

Password: ipswich



3. NetXpress will launch into a predefined set of lists called "My Lists"
 - a. From here you can browse through the lists and select which product you would like to purchase and add to your shopping basket



4. Click on your basket to view your items and hit complete order down the bottom once confirmed. Note there will be a standard \$22 inc GST delivery charge applied to your order.

Add to Cart

Additional Order Charges:

Delivery Charge \$22.00

Revised Order Total \$1,831.74

☐ I accept these charges

use 4000 - Graphite

ence only)

Case - New - Replaces

ence only)

Pro3 Commercial Ext HW Supp + Adh General lead time is 5-7 days

- Fill out all relevant contact information :

Home > Checkout

Account Code: LIVINGSTONE CHRISTIAN COLLEGE - CREDIT CARD

1. Order Details 2. Review & Submit 3. Confirmation

Contact Information

Name *
Livingstone

Your Order Reference

Email *
enter@youremail.com

Notes to Self

Telephone *

Comments entered here are for your own use and will not be seen by Customer Service or the Delivery Driver.

Mobile

Fax

Shipping Address

One Time Delivery Address

Street Address *

Suburb *

State *
ACT

Postcode *

Special Delivery Instructions

Enter any additional instructions for the Delivery Driver.

Customer Service Comments

Enter any special requirements or comments for Customer Service to action. This may require extra time to process the order.

- Proceed to payment via credit card and confirm your details to finalise the order.