



DOCUMENT |

Bring Your Own Device (BYOD)

DEVICE SPECIFICATION

St Joseph's College
Gregory Terrace

2019

BYOD DEVICE PROGRAM

ST JOSEPH'S COLLEGE, GREGORY TERRACE

As a part of the “Bring your own Device” (BYOD) program within the College, all students are required to bring their own electronic devices to school. This program allows them (and their families) to choose their own devices and use them at the College in their classes. There are some specifications required by some subject areas and these are set out below. They can also be found on the College website under *Student Life – BYOD Program*.

YEARS 5 - 6 PROGRAM

Year 5-6 students will be required to supplement their school resources with a Microsoft Surface Pro device. Students will use their devices to access online resources and collaborate with other students. By allowing students to use their own technology on campus we are hoping to increase the access all students have to the technology they need to enhance their learning. Students will need to have a current generation Microsoft Surface Pro with a Surface Cover/Keyboard, Surface Pen, protective case and headphones.

YEARS 7- 12 LAPTOPS

Students in the secondary school will be required to bring a current generation laptop to school with the most current Windows based operating system (Windows 10). The guidelines and specifications have been set out below. Further information can be found on the College website under *Student Life – BYOD Program*.

BRING YOUR OWN DEVICE GUIDELINES

The following guidelines are designed to maximise the use of personally owned computing devices as instructional tools.

APPROVED DEVICES AND REGISTRATIONS

- Personally-owned computing devices approved for use at Terrace include laptops, netbooks, tablets, e-readers, iPod touch and Smartphones;
- Devices must be labelled with the student's name. The College is not responsible for any device loss or theft and will not disrupt the school day looking for lost devices;
- All devices must be registered with Terrace's Wi-Fi system.

STUDENT USE OF AND RESPONSIBILITY FOR DEVICES

- All use of personal devices should support student learning, and it will be at the discretion of the teacher as to when and how devices will be used;
- Personal communication or other non-learning and teaching use of devices will NOT be permitted during school time;
- Students can be asked to leave a device at home or have it taken away if it is causing difficulties in the learning and teaching environment. If a teacher confiscates a device, it will be taken to Student Services and must be retrieved by a parent;
- Devices are not to be used in the following areas: toilets, change rooms and hallways;
- Devices should be brought to school fully charged. Terrace is not responsible for providing an opportunity or the necessary power for students to charge their devices;
- Students will be responsible for their overall use of technology and will follow the same rules as if they were using school-owned devices;
- Students will have limited access to printers at school from their devices. A small number of print centres will be available around the College to cater for any printing requirements;
- Students are responsible for any device they choose to bring to school. Teachers will not store or hold on to devices;
- Teachers and IT support staff will not support, repair, charge or troubleshoot student devices.

BYOD TIPS FOR STUDENTS

STUDENTS SHOULD:

- Connect their devices onto the Terrace Wi-Fi system
- Charge them overnight before bringing them to school. No charging at school!
- When at school use Terrace Wi-Fi only
- Keep your device with you. Do not lend it to anyone!
- Get your teacher's permission before using your personal device
- Know which apps will work for which purposes. Teachers will not suggest apps
- Get parent approval before installing new apps
- Use for class-related purposes ONLY
- Respect no-use areas (bathrooms, changing rooms, hallways etc.)
- Troubleshoot your own device – ask your parent for help, not your teacher
- Secure your device using lockers, or other approved methods
- Only use their device in designated areas before and after school and at break times during the day
- Ensure they take sufficient breaks away from technology during the day.

SPECIFICATIONS

Terrace uses the following as a guideline that permits the use of personal electronic devices in our College.

The devices will require the following specifications:

DEVICE	YEAR LEVEL	MINIMUM BYOD SPECIFICATIONS AND ESSENTIALS
MS SURFACE PRO	5 - 6	<ul style="list-style-type: none"> • Headphones (must be named) • 128 Gb hard drive space • 4 GB of RAM minimum • Windows version 10 • Surface Cover/Keyboard and Pen • Laptops must be named within the settings with your student number, first name and last name prior to bringing to Terrace • A hard cover that protects the laptop when being transported.
MS SURFACE / LAPTOP	7 - 12	<ul style="list-style-type: none"> • A touchscreen device with a stylus is highly recommended. • Headphones (must be named) • 128 Gb hard drive space • 4 GB of RAM minimum (8 GB of RAM recommended) • Current Microsoft operating system (Windows 10) • Laptops must be named within the settings with your student number, first name and last name prior to bringing to Terrace • A hard cover that protects the laptop when being transported.
IPADS, TABLETS & SMART DEVICES	5 - 12	<ul style="list-style-type: none"> • Can be bought to school as a supplementary device to be used for educative purposes only • Devices must be named within the settings with your student number, first name and last name prior to bringing to Terrace • Headphones (must be named) • A hard cover that protects the screen when being transported and corners is essential.