



DOCUMENT |

Bring Your Own Device (BYOD)

SET UP INSTRUCTIONS

St Joseph's College
Gregory Terrace



SETTING UP YOUR LAPTOP

STUDENT INSTRUCTIONS

This document will walk you through the process of setting up your Laptop ready for Day 1 at St Joseph's College. This will enable you to download the required applications specified by the College.

There are three main sections to the document. Please follow them all.

SECTION ONE: DEVICE SPECIFICATIONS (PAGE 3)

Step 1 - Checklist of Laptop Specs and Equipment

SECTION TWO: DOWNLOADING OFFICE (PAGE 4)

Step 2 - Installing Office Suite

Step 3 - Setting up Outlook Mail:

SECTION THREE: TESTING ACCESS TO SCHOOL SERVICES (PAGE 7)

Step 4 - Accessing School Services

- ✓ OneDrive
- ✓ Student Café
- ✓ Moodle
- ✓ Google Docs

These steps are to be completed at a location with Wireless Internet access, before bringing the device to school.

If you require any assistance with any of the processes described in this document, please contact Trevor Buley, IT Service Analyst, on 07 3214 5487 or via email byod@terrace.qld.edu.au

***IT IS IMPORTANT THAT ALL STEPS ARE COMPLETED AS OUTLINED.**

SECTION ONE: DEVICE SPECIFICATIONS

STEP 1- CHECKLIST OF LAPTOP SPECS AND EQUIPMENT

Go to the Terrace website at:

www.terrace.qld.edu.au

Go to Student Life/BYOD Program/BYOD – Device Specification

There is a vast selection when shopping for computers. The College provides a 'shop' option through a company called Datacom.

Information about device choices may be accessed via the College website: Student Life/BYOD Program/ Datacom Student Welcome Pack.

- **Screen size:** As this is a tool used in the classroom, it is impractical to have a screen that is too small. Be aware that touchscreen devices all offer an on screen keyboard but this can potentially stifle the learning process by not providing enough screen space to think.
- **Keyboard:** Some students prefer the improved posture and typing experience that an attached or external keyboard can offer. With the more recent trend of touchscreen devices, manufacturers are offering the user more choice than just onscreen keyboards. Keyboards can now connect via bluetooth or can even optionally attach or detach from the device.
- **Portability:** The physical dimensions of the device is an important consideration as your son will need to carry the device from home to school and then from class to class during the day.
- **Battery Life / CPU:** Many factors influence battery life. The type of processor (CPU) that the device runs tends to be a good indicator. The race is on at present between the computer chip manufacturers to deliver chips that produce great results with lower power output.
- **Connectivity:** Students will connect to the Terrace network via WiFi. Access to the internet outside this is achieved via your home WiFi network.
- **Storage:** In the past, laptop/pc storage relied on hard drives that used a lot of energy utilising a spinning disk. The newer technology solid state drives (SSD) allow for faster startup and usage times. With the advent of cloud storage, students also have the capacity to store data off site via the One Drive for Business system.

OTHER CONSIDERATIONS

- **Carry Case:** This is a must. The College recommends a separate case in addition to the standard College bag. Students will have a locker or storage strategy for day storage when needed.
- **Backup Solution:** This could be as simple as an external hard drive for some devices. Cloud backups are available also. At school, the Office 365 environment saves as you work and automatically stores content in the cloud, as such items saved in the One Drive for Business do not require a particular backup.

- **Virus Protection:** A fact of life, unfortunately. You will be responsible for virus protection.
- **Price:** Price is not just how much something costs, but also how long it will last. A student who takes good care of their belongings may get many more years' usage out of an expensive device than a student who is careless with their belongings.
- **Extended Warranty:** Many manufacturers offer an extended warranty for up to three years after the date of purchase to protect against hardware failures/defects.
- **Laptop Insurance:** Used to protect against theft, accidental damage (dropped, liquid spills, falling off the roof of moving vehicles, etc.) The College highly recommends that you review your home and contents insurance policy and refer to the Datacom Student Welcome Pack for options.

TABLETS AND SMART DEVICES:

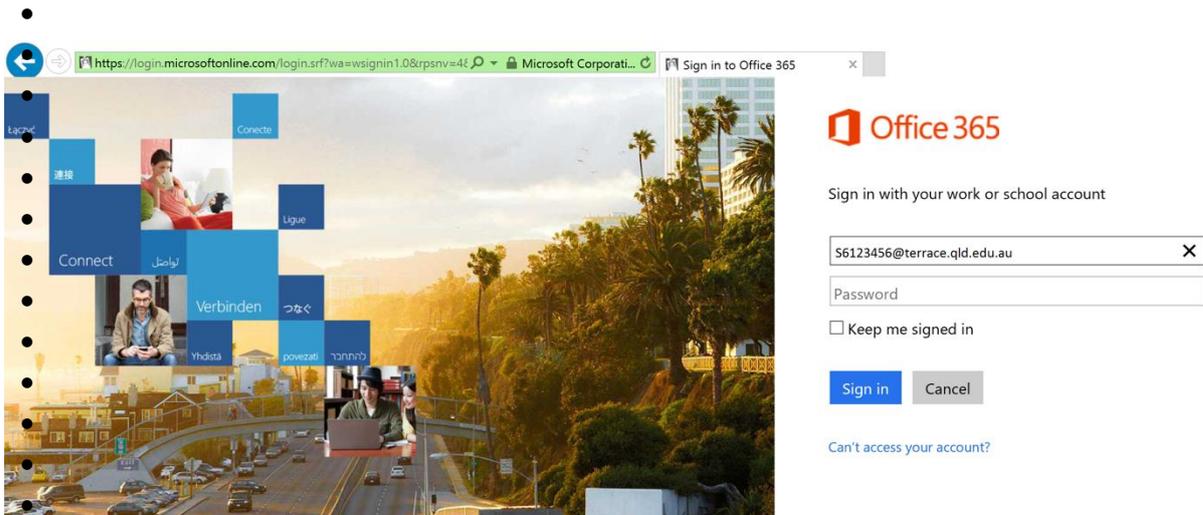
Can be brought to school as supplementary devices to be used for educative purposes only. Devices must be named within the settings with your student number, first name, and last name before bringing to Terrace. A hard cover that protects the screen and corners when being transported is essential and must have iOS 9 version or newer.

SECTION TWO: DOWNLOADING OFFICE

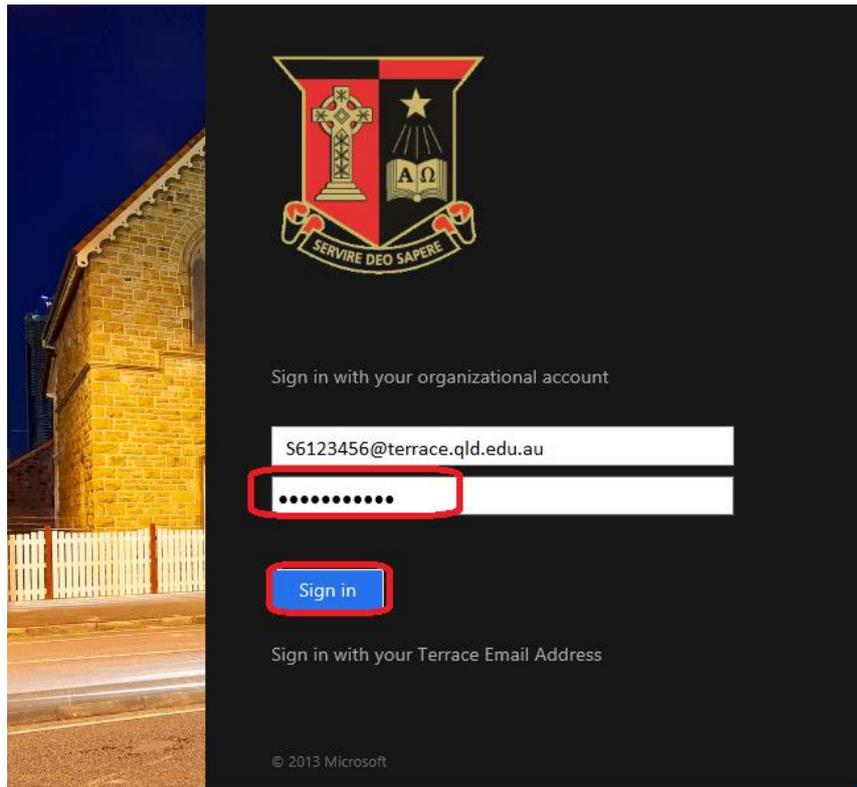
STEP 2: INSTALLING OFFICE SUITE

In the web browser enter <https://portal.office.com/>

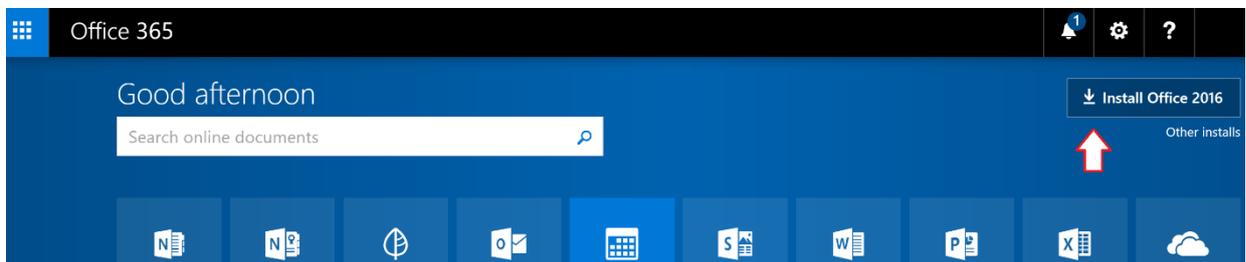
In the Username box, type in your **student email address** and press the tab key.
(No password required at this stage):



This will take you to the **Terrace Sign in** page, enter your **password** at this point:



The following screen will appear:



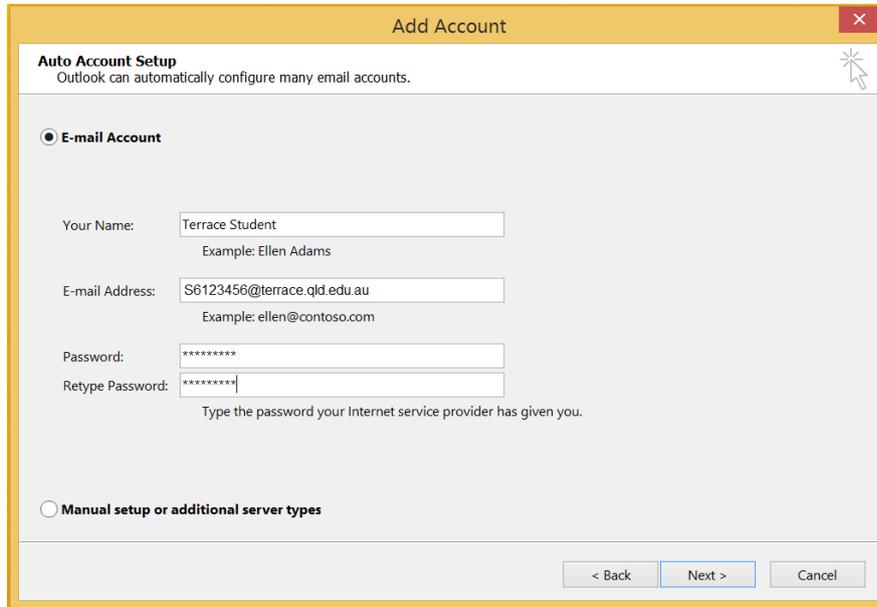
Click Install Office 365 and follow prompts.

STEP 3: SETTING UP OUTLOOK MAIL

Open Outlook on your device. If this is the first time you are setting up your Outlook on this device, it will walk you through the Automatic setup.

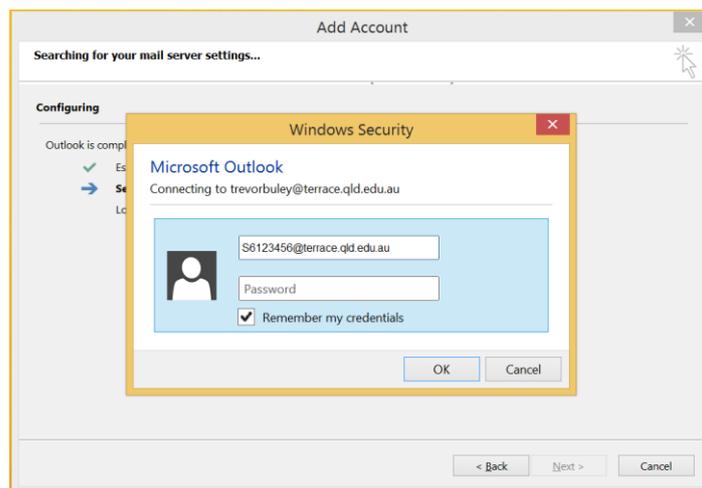
Run Outlook 2016, Click 'Next' until you reach the following screen.

Enter your **name**, **student email address** and **password** (twice) as shown, then click 'Next':



A 'Windows Security' window may pop up.

Enter your **password** again and click 'Remember my Credentials':



After a few minutes, the email configuration will complete. Press *Finish*.

SECTION THREE: TESTING ACCESS TO SCHOOL SERVICES

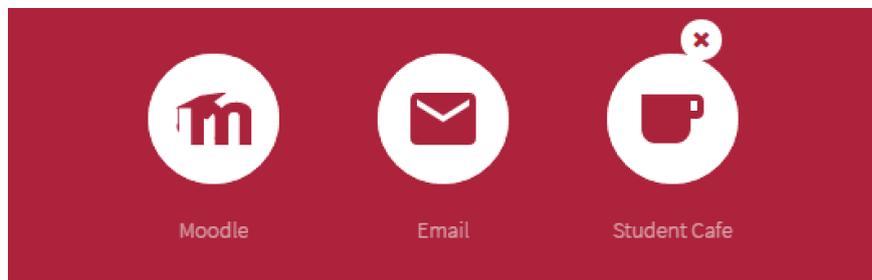
STEP 4: ACCESSING SCHOOL SERVICES

➤ OneDrive

OneDrive is a way of storing important files for school and all students have been given an account with unlimited space.

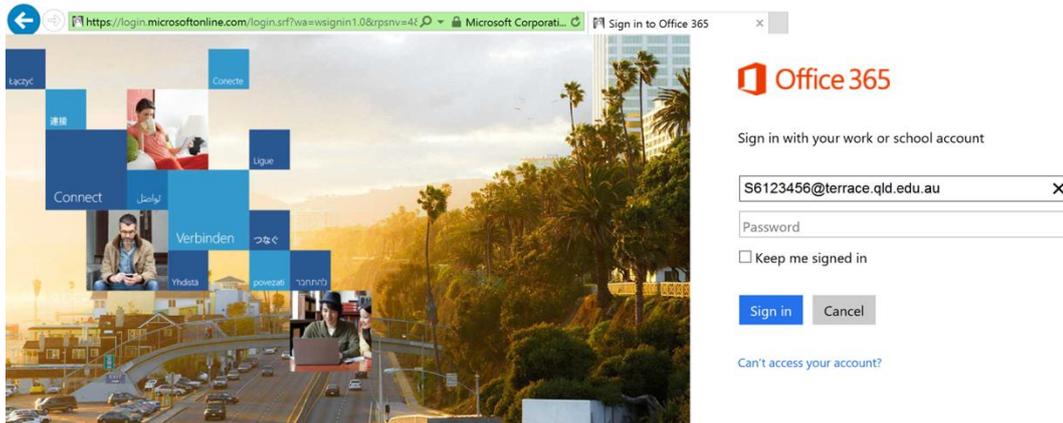
Go to www.terrace.qld.edu.au

Click on Student / Email:



In the username box, type in your **student email address** and press the tab key.
(No password required at this stage):

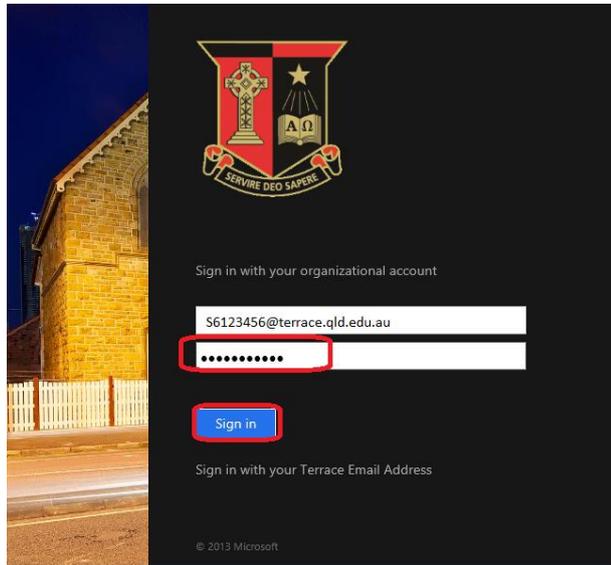
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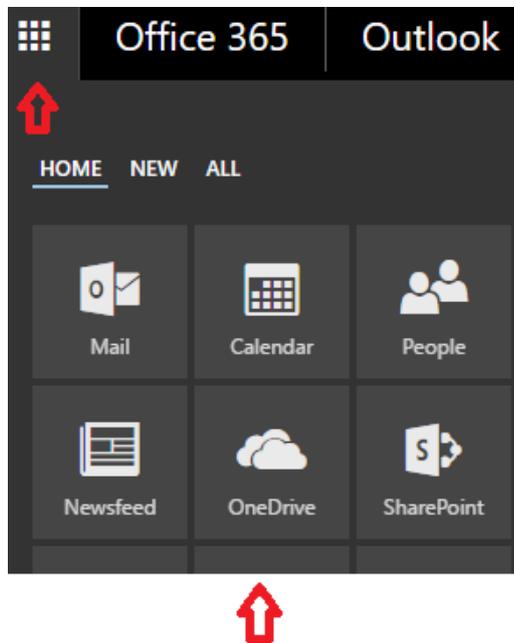
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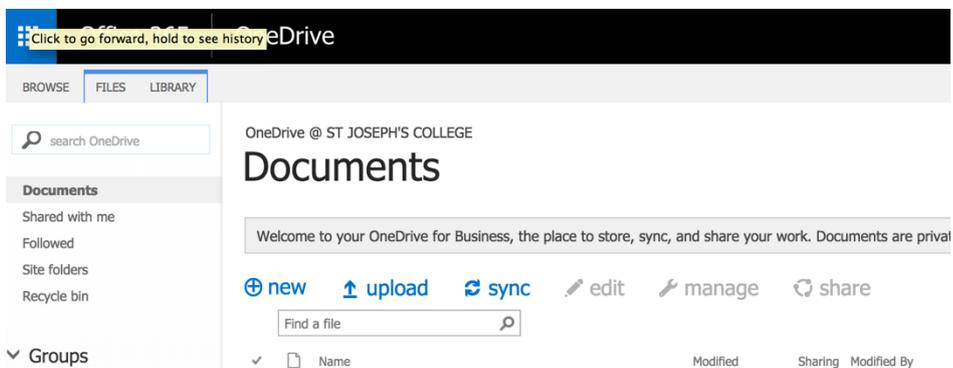
This will take you to the **Terrace Sign In** page, enter your **password** at this point:



Click on the menu bar on the top left corner of the screen and select OneDrive:



You should now be able to access your OneDrive account.
(This sometimes takes a while if it is the first time accessing your account):

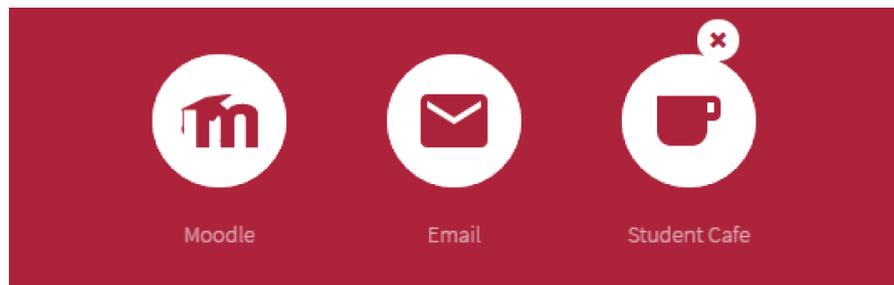


Student Café

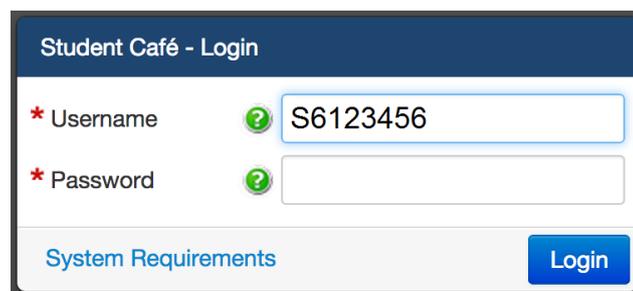
This is where you will go every morning to check student notices, to see your assessment calendar and to access other important school information and links.

Go to www.terrace.qld.edu.au

Click on Student / Student Café:



Log in using your **student number** (ie S6123456) and **password**:

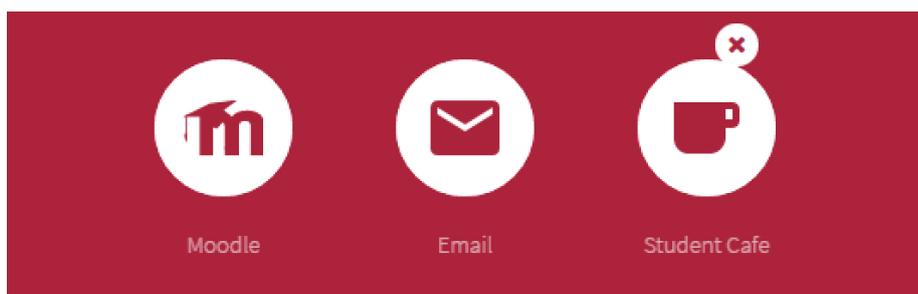
A screenshot of the 'Student Café - Login' form. It has a dark blue header with the title 'Student Café - Login'. Below the header are two input fields: 'Username' with a green question mark icon and the value 'S6123456', and 'Password' with a green question mark icon and an empty field. At the bottom left is a link for 'System Requirements' and at the bottom right is a blue 'Login' button.

Moodle

This is where all of your class content will be placed for you to access. This will include subject outlines, assessment details, revision/homework and resources pertaining to your classes.

Go to www.terrace.qld.edu.au

Click on Student / Moodle:



Click on Log In, which is located in the top right corner:

You are not logged in. ([Login](#))

Sign in using your **student number** (ie S6123456) and **password**:



St Joseph's College
Gregory Terrace
Servire Deo Sapere
To serve God is to be wise

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) ?

⚠ Your session has timed out. Please login again.

Username

Password

Remember username

[Forgotten your username or password?](#)

Some courses may allow guest access

Google Docs

The College has created a Google account for you to use as a means of storing your schoolwork and creating simple documents online. You will need to sign out of any other Google accounts before testing this.

Go to www.google.com

Click on **Sign in**:

+You Gmail Images 

Use your **student email address** and **password** to sign in:



One account. All of Google.

Sign in with your Google Account

A screenshot of the Google sign-in interface. It features a grey profile icon placeholder at the top. Below it is a yellow input field containing the email address 'S6123456@terrace.qld.edu.au'. Underneath is a white password field with seven dots. A blue 'Sign in' button is positioned below the password field. At the bottom left, there is a checked checkbox labeled 'Stay signed in'. At the bottom right, there is a blue link labeled 'Need help?'.

It will prompt you to do this twice:

Sign In

fs.terrace.qld.edu.au

A screenshot of a local sign-in form. The title is 'Sign In'. Below the title is the text 'fs.terrace.qld.edu.au'. The main instruction is 'Type your user name and password.'. There are two input fields: 'User name:' with the value 'S6123456@terrace.qld.edu.au' and an example 'Example: Domain\username'; and 'Password:' with seven dots. A 'Sign In' button is located at the bottom right of the form.

Go to drive.google.com to access your Google Drive:

A screenshot of the Google Drive web interface. At the top left is the Google logo. To its right is a search bar. Below the logo is the word 'Drive' in red. On the left side, there are two red buttons: 'CREATE' and an upload icon. Below these are navigation links: 'My Drive', 'Shared with Me', 'Starred', 'Recent', 'Trash', and 'More'. At the bottom left, there is a link to 'Install Drive for your'. On the right side, there is a promotional banner for 'Try the new Drive.' with the Google Drive logo and the text 'We've been working hard to cre'. Below the banner, there is a section titled 'My Drive' with a checkbox and the word 'TITLE' in red.

Final Checklist

Tick off checklist as you complete each step so that you know nothing has been missed:

- Purchase Laptop that meets technical specifications;
- Purchase a hard cover that protects the screen and corners;
- Purchase and label a pair of headphones;
- Clearly label cover / Laptop where possible;
- Download the Office Suite and set up Outlook Email;
- Update Windows Defender or Install Anti-Virus Software;
- Test access to all school services;
- Charge Laptop ready for Day 1.

Please note that all other set up requirements will be completed at the College on Day 1. For example, connecting to School WiFi.

BYOD FREQUENTLY ASKED QUESTIONS

How will students be using their device during the school day?

Students will use their registered devices to complete in-class activities, check Terrace's learning systems and school related messaging/daily notices, complete homework, collaborate in real time, research for projects, access websites with curriculum-related content, keep track of classroom assignments, and record journal entries and other approved learning activities.

This is a technology-rich world, and students are immersed in digital technology in their out-of-school lives. The use of devices in the classroom will evolve over time as students and teachers become more familiar and, therefore, will be able to optimise the advantage of their use to support teaching and learning in the classroom, wherever that classroom may be.

Staff and students will collaborate and use the device as a tool that develops the student as an information seeker, analyser and evaluator, problem-solver and decision maker. They will use programs to create ways in which to communicate their findings and become publishers of their work.

Will learning outcomes be evaluated differently?

Students will continue to be evaluated against the Queensland and National Curriculum. The devices complement the existing school curriculum by providing digital learning tools that link in with planned classroom activities. Wireless access points at schools will foster collaboration and teamwork, allowing students to search for information together and share the learning experience.

What about handwriting?

Handwriting will continue to have a place in the classroom as well as the use of the keyboard.

Will students be safe carrying BYOD devices?

Overseas and Australian research has shown that insurance companies have reported very few incidents while students travel to and from school. Students should be specifically warned not to take the devices out in public, and to carry them in a protective cover, which should be placed in their school bags.

Will the student files on the device be private?

The College may from time to time request access to the browser history and caches on an individual's device as well as any and all files belonging to the student that reside on the laptop as well as stored on web based drives. Students and parents need to be aware that files stored locally or on school established web based drives are not private.

What about security/theft/damage?

Devices are the sole responsibility of the student. St Joseph's College, Gregory Terrace accepts no responsibility for the security or safety of the device. Students are responsible for the security of the device and should use the lockers or other security measures provided to secure their devices. Teachers and other staff will not store or hold onto devices. School technology support or teachers will not support, repair or troubleshoot student devices. It is the responsibility of the individual to insure their device. Insurance options can be found in the BYOD Datacom Student Welcome Pack, which can be found on the College website under Student Life/BYOD Program. It is strongly recommended that families investigate insurance options such as personal home and content policies as the school does not accept responsibility for loss, theft or damage.

What is the policy on charging personally owned devices while at school?

It is expected that personally owned devices come to school with a full charge. The school is not responsible for the provision of necessary power to charge devices during the school day. Uncharged devices or poor battery performance will lead to a student's inability to participate in some class activities.

What applications/software will be used in the classroom?

Wherever possible, classroom lessons will be tailored for the technology that all students have access to. The internet browser built into the personally owned devices can be used to access the Terrace Moodle system. As part of the Office 365 arrangements, students can download up to five copies of Microsoft Office and install it on their device(s). The software is downloadable from the Office 365 portal site.

What happens if the device breaks while in school?

The student will put the device away and take it home at the end of the school day where the student and parent can troubleshoot the device. Terrace has limited hot swap laptops that can be loaned to students for the remainder of the day.

Will the device be protected with Internet Content Filtering?

To facilitate instruction and practice internet safety, Terrace's internet connection is protected by an internet content filter. Cellular data plans do not use Terrace's internet connection and, therefore, do not use Terrace's internet content filter. Students must use the Terrace WiFi internet connection with their BYOD device while on the College campus.

BYOD GUIDELINES

Terrace has developed guidelines that are designed to maximise the use of personally owned computing devices as instructional tools.

Approved Devices and Registrations

- For Years 7 to 12, it is required that students bring a laptop style device. Specifications are outlined on the College Website under Student Life/ BYOD Program / BYOD – Device Specification.
- Devices must be named with the student's name. St Joseph's College, Gregory Terrace, is not responsible for any device loss or theft and will not disrupt the school day looking for lost devices. Do not engrave your device as it may invalidate the manufacturer's warranty.
- All devices must be registered with / connected to Terrace's wireless network.

Supporting Learning

- 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. Students should have their teachers' permission before using their personal devices.
- 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.
- Students in Years 7 to 12 also may bring in supplementary devices such as iPads, tablets, e-readers and smartphones etc. to be used for the sole purpose of supporting student learning.
- At a teacher's direction, the use of earphones will be allowed, to use with sound based resources.
- Students will be managed to ensure they take sufficient breaks away from technology during the day.

Charging

- Devices should be brought to school fully charged. Students are not to bring peripheral devices such as chargers, docking cradles or cables to school.

Printing

- A small number of print centres will be set up around the College to cater for any printing requirements.

Care of device

- Students are responsible for any device they choose to bring to school. Teachers will not store or hold onto devices.
- Under no circumstances are students to leave a device unattended and the following guidelines have been developed to protect students. When devices are not in use the students should leave them in a locked locker or storage space. This includes occasions when undertaking co-curricular activities. Students must always take home their devices overnight and never leave them in a locker or storage space. Students should also ensure that their device requires a password to access their device.
- The College is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair. Terrace teachers and administrators will not disrupt the school day looking for lost devices.

- Students are to take care of their device(s) by carrying them in a protective case especially between classes.
- Students are to keep their device with them and are not to lend it to others.

Technical and Application Support

- The College cannot undertake to provide technical assistance for hardware or software problems that may occur with personal devices. Such assistance remains the personal responsibility of the student as a private matter. If the personal device malfunctions during a lesson, the student is required to continue with his learning promptly in a conventional manner.
- Persistent issues with a device should be raised through the store where the device was purchased for technical assistance.
- If a device requires repair, it is expected that the repair will be carried out immediately. A small number of loan (older) computers will be available for short-term student loan during school time.
- Students are expected to troubleshoot their own devices with assistance from home.
- Know which apps will work for which purposes. Unless prescribed, students are to find applications that are best suited for a particular purpose.

Misuse of equipment and communication systems

- Student personal devices are only to be used in designated areas during break times as directed by the College. Personal devices must be kept out of sight or secured. It is important that students balance the use of mobile technology with the need to socialise with their peers, without technological interference.
- Students will use their wireless connection exclusively for educational purposes. Activities such as downloading inappropriate files via programs or playing networked computer games via the internet or the wireless network is not permitted.
- Use of the device for non-learning and teaching use (i.e. Facebook, instant messaging) will NOT be permitted during school time.
- Cyberbullying is an intentional, repeated behaviour by an individual or group to cause distress or undue pressure to others using technology. Cyberbullying includes all communications that seek to threaten, humiliate, intimidate, control or put another person or persons down. Cyberbullying is part of the College anti-bullying policy and must be reported immediately.