



A Better Choice in
Education

Mordialloc College



Mordialloc College BYOD Program

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Introduction

In order for our students to thrive as global citizens in the 21st Century, Mordialloc College runs a 1- to 1- BYOD digital device program. All students who are enrolled at Mordialloc College are asked to provide their own personal digital device which they will use in most of their subjects to complete a range of learning tasks, collaborate with their peers and communicate with their teachers.

Why BYOD?

Today, the ability of schools to provide an educational environment that allows their students to become authors, critics and contributors is more critical than ever. It is now more than ever that students need a personal digital device. The benefits of the BYOD program at Mordialloc College include:

- Flexible and immediate access to learning resources
- Increased student ownership of learning
- Prepare students for the professional and working world
- Students use a device they are familiar with, increasing control and creativity
- Smoother transition between school and home
- Teach students to make the most of their smart devices and to use them responsibly

What type of device?

Students can bring notebooks, netbooks and tablets. This includes Windows laptops, MacBooks, iPads, Android tablets, Surface tablets and Linux laptops. Chromebooks are currently not recommended or supported by the College. Students are not permitted to bring their mobile phones or e-readers as learning devices.

Do I need to purchase a new device?

There is no requirement to buy a new device, however students should have a device that is their own device (i.e. not a shared family computer/tablet). If you are intending not to purchase a new device for your student for 2020 please see the minimum specifications below to ensure that your existing device is suitable.

Minimum recommended specifications if purchasing a new device (NB - see below for minimum specification)

Windows laptop:

- i5 processor, or equivalent
- 8GB RAM
- 250GB hard drive

Apple MacBook

- Core M3 processor or equivalent
- 8GB RAM
- 250GB hard drive

iPads and other tablets:

- iPad 32GB WiFi or equivalent. If you are unsure whether a specific model of tablet will be suitable, please contact the Director of eLearning.

Please note that these are recommended specification only. New devices with lower specifications may still be able to perform all of the basic functions required of a student device.

Minimum specifications for any device

There are no minimum specification for processor speed or memory for student devices, however older and lower specification devices may not be able to perform all tasks optimally. At a minimum, all student devices need to:

- Be capable of browsing the internet
- Connect to Wireless 802.11 a/g/n
- support enterprise wireless
- Have up to date antivirus software installed (currently iPads and Windows Surface tablets do not require antivirus software, but Android tablets do)

How do I purchase a device?

Option 1: Order a new device through our BYOD purchasing portal with JB HiFi Solutions for Education

Families can choose to buy a device through Mordialloc College's Certified Reseller, JB HiFi Solutions for Education. This is the simplest way of purchasing a device with appropriate specifications, warranties and accidental damage protection. Families can visit the College's portal at JB HiFi Solutions for Education and select from the options on the following page.

How to order on the purchasing portal

1. Go to www.jbeducation.com.au/byod
2. Enter your school code: **Mordialloc2020**
3. Once logged in select the relevant student program
4. Select your preferred JB HiFi store pick up or home delivery
5. Follow the prompts to choose your device, insurance cover and device accessories
6. Enter your personal details
7. Select payment method and complete your order
8. If you have any questions, please contact JB HiFi at www.jbeducation.com.au/byod or call 1300 730 548

Pick up/delivery options

Families choose to pick up their device at their local JB HiFi store, or have the device delivered to their home for an additional fee

Option 2: Purchase a device from an alternative retailer

Families can purchase a digital device from their choice of retailer.

Please note: if this option is selected all repairs must be undertaken and paid for privately. It is strongly encouraged that warranty upgrades and insurance, including accidental damage protection, be purchased.

Purchasing option on the BYOD portal - JB HiFi Education Solutions

Device	Information	Price	Price with Onsite Warranty Repair and Accidental damage Protection or Apple Care*
<p><u>Entry Level Windows Option</u></p> <p>Lenovo ThinkPad 11e 5th Gen Clamshell 11.6” Screen, Celeron N4100 Processor, 4GB RAM, 128GB, 1 Year Depot Warranty</p>	<p>This is an entry level device that will carry out all basic functions. This device is not suitable for any high end graphics applications and may not have the longevity of the mid-range option</p>	\$562.72	\$730.27
<p><u>Mid-Range Windows Option (RECOMMENDED)</u></p> <p>Lenovo ThinkPad L390 Clamshell 13.3” Screen, i5 processor, 8GB RAM, 256GB, 3 Year Depot Warranty</p>	<p>This laptop is the recommended device. It will carry out all of the functions required at school. Students considering VCE Media and Art subjects may consider purchasing the High Performance option, as this will perform better with high end graphics applications</p>	\$1047.00	\$1142.27
<p><u>High Performance Windows Option</u></p> <p>Lenovo ThinkPad L390 Yoga 13.3” Touch screen, i7 processor, 16GB RAM, 256GB, 3 Year Depot Warranty</p>	<p>This is a high specification device suitable for all applications, including high end graphics tasks</p> <p>NB - there is a shipping time of approximately 3 weeks for this device</p>	\$1471.37	\$1566.64
<p><u>Apple MacBook Option</u></p> <p>MacBook Air 13.3” 1.6GHz, 8GB RAM, 128GB</p>	<p>This Apple MacBook will carry out all of the required functions at school</p>	\$1527.77	\$1771.17
<p><u>Apple iPad Option</u></p> <p>Apple iPad 7th 32 GB Wi-Fi</p>	<p>This iPad is capable of carrying out most required functions at school. If deciding to purchase the iPad it is highly recommended that a keyboard is also purchased</p>	\$468.38	\$567.38

***It is highly recommend that Onsite Warranty Repair and Accidental Damage Protection (for Windows devices) or Apple Care (for Apple devices) is purchased, at a minimum. We also recommend that you consider additional insurance for loss or theft of the device**

Warranty options on the BYOD portal

Please note that all insurance and warranty options are the responsibility of JB HiFi Solutions for Education and/or the vendor and are not the responsibility of Mordialloc College. All warranty and accidental damage claims can be lodged online at www.jbeducation.com.au/warranty

JB HiFi offer a range of warranty options for each device, both through the vendors (e.g. Lenovo) and through Warranty Group. **Mordialloc College strongly recommends that the following warranties are purchased with your device:**

Lenovo laptops:

- Lenovo Warranty Upgrade - 3Year Onsite
- AND**
- Either:
 - Lenovo Warranty Upgrade - 3 Year Accidental Damage Insurance Uplift from Onsite + Premier Support (\$100 Excess)
- OR**
- Lenovo Warranty Upgrade - 3 Year Accidental Damage/Theft Insurance Uplift from Onsite + Premier Support (\$100 Excess)

MacBook:

- AppleCare+ Education for MacBook Air

iPad

- AppleCare+ iPad

Below is a brief description of some of the different warranties available. This list is not exhaustive and should be used as a guide only. Please ensure that when purchasing warranties, accidental damage protection and/or AppleCare that you read and understand all of the information regarding these products, which is available through the JB HiFi Solutions for Education website.

Depot warranty - device is covered for manufacturing faults only. Device must be returned to the vendor to be repaired

Onsite warranty - device is covered for manufacturing faults only. Device is repaired at Mordialloc College by an authorised technician

Accidental Damage Insurance- device is covered for accidental damage, but not theft or loss (excesses apply)

Accidental Damage/Theft insurance - device is covered for and accidental damage and theft (excesses apply)

Please note that with Accidental Damage Insurance, Accidental Damage/Theft Insurance and AppleCare that excesses apply and there are limits to the number of claims that can be made

Device Security

Students are responsible for looking after their device and taking the necessary precautions to reduce damage caused by general wear and tear. The school provides each student with a locker that must be secured with a Master Lock combination lock, available from reception. Students must keep their device securely stowed in their locker when they attend classes that do not require the device (e.g. PE).

During the Orientation Program students will be given clear instructions about how to best care for their device and reduce the risk of it being lost. Mordialloc College cannot be held responsible if the device is lost or damaged. It is strongly recommended that all families insure their device.

Accessories

All students participating in the BYOD program are required to have a laptop bag or tablet cover, depending on their device. Headphones are also required and screen protectors and keyboards are also strongly recommended for iPads and other tablets.

It is highly recommended that students purchase laptop bags that are slimline, satchel style bags. Backpack style laptop bags are strongly discouraged because students will not be permitted to take these into classrooms.

There are a number of accessories available on the BYOD portal. If purchasing through the BYOD portal the accessories we recommend are:

Lenovo laptop

- STM Ace Vertical Cargo 13-14" Laptop Bag with strap - \$41.80

MacBook

- STM Dux (13" MacBook Air) - Black - \$38.19

iPad

- STM Dux Plus Duo (iPad 7th Gen) - Black - \$42.42
- iPad keyboard - specification and price TBC
- Screen protector - specifications and price TBC

G suite for Education

All students at Mordialloc College are allocated a Google account within the College’s domain. This provides students with access to Google’s suite of software including Gmail, Google Drive, Classroom, Docs, etc. This provides use of the College’s internal curriculum sites to access resources, as well as communicate with their teacher, ask questions and submit work anytime, anywhere.



 Google Drive	 Google Slides	 Google Sheets
 Google Classroom	 Google Docs	 Gmail

eBooks

eBooks are a fantastic resource and allow students to have all their learning tools inside their device. The Mordialloc College utilises a number of textbooks and online resources from Pearson for their Mathematics, Science, French and Japanese classes. Students will be set up with an account at www.pearsonplaces.com.au and are also able to access the texts both online and offline using the Pearson Reader+ app which is available for free in the Apple App Store and on Google Play.



Please note: This package will replace the need to purchase a number of hard-copy textbooks (except English novels) and must be purchased via the College booklist.

eLibrary

The Mordialloc College Resource Hub launched its eLibrary in 2014. Students are able to use the library via a web browser or a free app which gives them access to a large selection of eBooks to borrow and read on their devices free of charge. Students will be able to request books to be made available. This is a fantastic resource!

Orientation

Students entering the Year 7 BYOD program in 2020 will participate in a comprehensive orientation program. The key elements of this program include:

1. Setting up an individual Mordialloc College Google Account
2. Digital device etiquette in the classroom
3. Understanding roles and responsibilities to be cyber safe
4. Securing the device at school
5. Understanding the user agreements at Mordialloc College
6. Setting up the device for learning

Cyber Safety

The growth in use and ownership of personal digital devices in recent years has opened the door to a world of new and exciting possibilities for student learning, communication, interaction, access to information, etc. Yet with the pervasive nature of these technologies, comes the equally significant and important need to be conscious of cyber safety. The College has an extensive and thorough filtering system but also takes the approach that education and consistent support is a much more effective way to foster positive use of technologies.

Mordialloc College takes cyber safety very seriously and is an eSmart school. We know that it is often difficult to keep abreast of the devices, sites or software your child is using. While there is much to know and consider when addressing issues of cyber safety, here are Mordialloc College's simple guidelines for 'staying safe' and supporting your child to become a responsible digital citizen:

1. **Communicate.** The best approach is to learn as much about your child's online and digital use. Begin a conversation with your child as to what they access online, how they use various technologies etc. Create a positive, clear and mutual understanding that sets clear expectations for behaviour and habits.
2. **Monitor.** Use safety software to filter or keep track of what your child is accessing. If software isn't available, establish a system where your child works in a shared space

or is supervised in some manner. This may simply involve placing computers/consoles in family rooms or restricting Internet access at certain times.

3. **Research.** Become familiar with the popular sites, apps etc. and any issues or trends that are arising. You don't have to become an expert- simply sign up to newsletters or visit the sites below for clear and simple information.
4. **Report.** Report any concerning behaviours or interactions immediately. If these are school related, contact your child's coordinator. It may help in any investigations to keep evidence via a screenshot or similar.
5. **Block.** Most social media platforms have the ability to report and block content. If unable to, blocking sites might also be an option.

There is a wealth of information, resources, tips and strategies for helping parents, schools and students available. Page 15 provides a list of excellent organisations and resources that provide support, understanding and strategies for both parents and students to discuss and address issues around cyber safety.

Contract and User Agreement

It is important that all families read through and discuss the Personal Digital Device Agreement and Acceptable Use/E-Safety Agreement very carefully before signing these documents. In order for our BYOD program to run effectively and safely, all students need to be aware of the College's expectations of behaviour and appropriate use. It is also important that students are aware of the actions the College may take if these agreements are not followed.

Please note: If you do elect to buy a 3G/4G enabled device the sim will need to be removed while your child is at school.

Frequently Asked Questions

What will a lesson look like using the device?

The digital device will be used in most lessons. Students will use it to create and publish their learning, access the Internet, download curriculum resources, participate in interactive activities and assessment and record home study.

During periods of instruction students will need to demonstrate active listening skills, including putting their device to one side. Digital devices are a fantastic resource but, as with any classroom resource, students will need to listen to cues from their teachers about when it is and isn't appropriate to be using the device.

Do teachers have the authority to confiscate my child's device if he/she uses it inappropriately?

Yes. In order to participate in the BYOD program students and their families must sign the Acceptable Use and Digital Device Policies. These contracts clearly outline the College's expectations of appropriate behaviour; students found to be using their device in the wrong way will be asked to hand it to their teacher.

On the first occasion the student will be able to collect their device from the Year Level Coordinator at the end of the day. On any subsequent occasion parents/guardians will need to come into the College to collect it.

We are committed to providing a safe and stimulating learning environment for all students. As part of the orientation program students will become familiar with the College's expectations of appropriate device use and we will work in partnership with all students to build a culture of respect and responsibility.

How will the device be kept safe when it is not in use?

Every student is provided with a secure locker that can be accessed before and after school, recess and lunch. When students are not using their device it is their responsibility to secure it carefully in their locker. During the orientation program students will be taught how to use the official Master Lock combination lock and how to make sure their device is kept as secure as possible. All students must purchase a Master Lock, available at the office or via the booklist.

How will my child know how to use their device?

At the start of the year all students will participate in an in-depth orientation program where they will learn how to:

- Create and navigate their Mordialloc College Google Account
- Create and navigate their Pearson account, where they will also be assigned into a class group
- Use their device effectively in the Learning Centre and follow the program's processes
- Use their device safely, in accordance with the Acceptable Use and Digital Device Policies
- Use cloud storage
- Use software and/or apps to create and collaborate
- Effectively search for information
- Understand how to be cyber safe and a responsible community member online
- Keep their device safe and secure

How can I learn to use the device to help my child with his/her learning?

We encourage all parents to support their child's learning. You can do this asking your child to show you the learning activities they are using their device for at school, and ensuring your child completes one hour of home study each night.

There are a number of ways you can learn how to use the device to help your child at home:

- Attend the parent information sessions provided by Mordialloc College.
- Sit down with your child and share your knowledge - as digital natives our kids have lots to teach us!

How will the school ensure students don't use class time to play games?

Playing games on the digital device during learning time breaches both the Acceptable Use and Digital Device Policies. Students found to be using their device inappropriately will be asked to hand their device to their teacher and can collect it at the end of the day from the Year Level Coordinator. If this occurs more than once, we ask that a parent/guardian come to the College to collect the device.

Mordialloc College provides all students with an engaging and rigorous learning environment and we believe our students will be too busy to play non-learning games!

Helpful Links

Apps for Education

- <http://www.teachthought.com/apps-2/50-of-the-best-resources-fo-ipads-in-education/google>
- <http://andrewdouch.wordpress.com/>
- <http://ourinspiredclassroom.wordpress.com/ipads/>
- <http://intertecheducation.edublogs.org/2013/05/25/pedagogy-wheel-for-ipads-in-education/>
- http://www.pcworld.idg.com.au/slideshow/368859/best_ipad_apps_education/

Cyber Safety

- <http://www.esafety.gov.au>
- <http://www.thinkuknow.org.au>
- <http://www.education.vic.gov.au/about/programs/bullystoppers>
- <http://www.digizen.org>
- <http://www.chatdanger.com>

Devices and Accessories

- www.jbeducation.com.au/byod
- <http://sourcecentral.com.au/>
- <http://www.mcsc.vic.edu.au/>
- www.thesnugg.com/au
- www.apple.com/au
- www.jacplus.com.au
- www.techbuy.com.au
- www.belkin.com/au
- www.geckogear.com.au
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Respect
Integrity
Personal Best
Responsibility