

# Kapunda High School



## BYOD

(Bring your own device)





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A few years ago, with an ever increasing presence of personal technology at school, KHS initiated an option for students to use their own mobile technology (Laptop, Netbook or Tablet) as a learning tool. Our students have enjoyed considerable benefit in having their own device to use.

Now, with the previously funded federal government laptops being withdrawn from service at the end of 2017 due to their declining condition, **students attending Kapunda High School will be expected to have a device for daily school use from the beginning of 2018.**

Most secondary schools (public and private) are in the process of making this transition as unfortunately, purchasing enough devices for all students is not sustainable from within school budgets.

### Policy, Filtering & Security

Students are required to complete and sign the KHS BYOD Policy - Permission and Acceptance form which may be downloaded from the KHS website and is also available from the school Reception office. This agreement will remain 'active' during enrolment at Kapunda High School.

While using their devices, students at school are connected to the school network and will automatically use the school internet, protected by standard network policies, school filtering and security.



The school's wireless network filters online content to prevent students accessing inappropriate content. Students will therefore not be distracted using their own device by accessing things like Facebook during lessons.

Provision of internet security and appropriate use at home will continue to be the responsibility of families. The school encourages parents to discuss expectations with their child regarding appropriate use of the device. Many parents already require their children to 'surrender' their mobile phones at bedtime, and a similar approach with the laptop is recommended.

## Device Use During School Time

Frequency of use will vary from class to class depending on the nature of learning activities. There are many opportunities for students to take advantage of using their own device.

Though the devices are intended for use at school on a daily basis, it will not replace the use of all the tools we currently use in class, such as books, pen and paper.

Our ultimate goal is that the laptop will replace the need for students to carry textbooks.

However, with textbook publishers still working hard to catch up with technology, some textbooks will be available on the laptop, while others will still be in the traditional textbook form.

## Required Software for Learning

### General Software

A range of freeware will be available for student use. This will be subject specific and individual teachers will let students know how to access these pieces of software. Some of this software may be web based.

### Microsoft 365

All students will have access to the Microsoft 365 Office Suite free of charge. This includes Word, Outlook, Excel, PowerPoint and OneNote as well as cloud storage through OneDrive. This suite of software is available for download through office.com and students will need to know their Learn Link email and password. This range of software will allow students to word process documents; create presentations and perform calculations. For general use this will satisfy most students' needs across the curriculum.

### Adobe Creative Cloud

Adobe Creative Cloud will be available as a download for individual students and will depend on individual subject requirements. This suite of software will incur a materials and services charge of approximately \$30 per year. If students are required to have this for certain subjects, it will be listed in the curriculum



book. Students studying Digital Technologies (years 9 and 10), Information Processing and Publishing, Systems and Controls and Media Studies will require this software. Some students undertaking Visual Arts may require it.

Programs that students will be accessing include InDesign, Photoshop, Dreamweaver (web development), Adobe Premiere (movie making), Muse (web development), Media Encoders and LightRoom (Photography). This software will require an initial download from the Internet, but individual pieces of software can be downloaded and the entire suite may not be required.

### Affordability

KHS have negotiated with *Learning With Technologies* to provide a 'rent to buy' option for families, which is accessible through the recommended device portal via our website (link below). That way, families will be able to pay the device off on a monthly basis if that works better than an outright purchase.

### Limited KHS Loan Computers

A limited number of better quality second hand devices will be available for long-term loan from the school. Our Governing Council has developed criteria for allocation, which will mainly be around evidence of financial hardship but other aspects will be taken into consideration, including the number

of students in the family attending KHS, etc. Families will be able to apply for one of these devices mid-way through Term 3, 2017. Application forms will be made available to current and future (year 7) families with decisions made by the beginning of Term 4.

A very small number (less than 20) of aged laptops will be available for short-term (daily) loan. Priority will be given to students who are having their own device repaired, etc.

## Recommended Device Portal

We have introduced a recommended device portal as a one stop shop for families wanting to purchase something that they can be certain will 'do the job'.

The school has negotiated a competitive price for our families, but we receive no commission on the devices. Our interest is only in providing an easy way for families to purchase appropriate devices for school.



The advantages of purchasing through the BYOD recommended device portal:

Devices are 'educational standard' which means that you can be assured that they have the necessary battery life, storage capacity, screen size and 'sturdiness' for the rigours of school life.

A three year warranty is included in the price with service organised directly through Kapunda High School.

There is also the ability to organise insurance for damage, loss or theft (if not covered through household insurance) as part of the package.

KHS is the service point for any issues. Instead of returning the device to the retailer, students can drop it into the IT Help desk and our staff will arrange for it to be collected and fixed by the manufacturer.

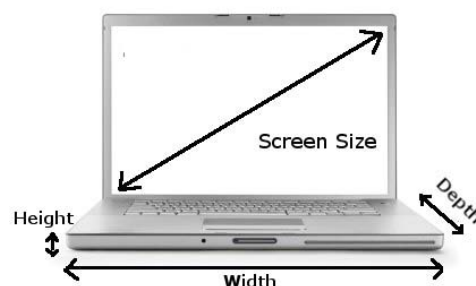
The link to the portal and device descriptions is available via: <http://kapundahs.sa.edu.au/byod/>

## Other Retailers

Devices can certainly be purchased from other retailers such as Harvey Norman or JB HiFi. The following are recommendations for devices:

Battery life to last the whole school day (6 - 8 hours)

Screen size is at least 10 inches. For students undertaking Design and Technology course, a larger screen may be more suitable.



Highly recommend Windows or Mac Laptops.

Android and IOS tablets will not support all required applications for all subjects and may make it difficult for entry of written assignments.

Processing power: Most new laptops will have adequate processing power. Whilst the higher i5 or i7 processors will give better performance, they are not necessarily required for school applications.

Storage: Recommend an SSD Hard drive 64gb or above. SSD drives have no moving parts and are therefore less likely to be damaged.

RAM: 4gb minimum

Warranty: recommend 3 years – but it's up to the individual.



## Insurance

Devices are not covered by school insurance and the school does not accept responsibility for personal device loss or damage and for the personal hardware and/or software on the device. Families will need to check insurance and warranties to provide adequate protection for accidental damage or theft. The school offers secure lockable options for personal devices.



The purchase price via the Portal, however, includes some options for some cover.

## Security for Devices

At the beginning of 2016, we purchased over 100 new lockers for student use. These are currently allocated to year 8 and 9 students. Older style lockers are available for year 10-12s. However, if there is demand, we will purchase new lockers as required.



Whilst in practical classes, students are encouraged to place devices in the valuables cupboards and boxes which have been provided in areas such as Home Economics, Design and Technology and Physical Education.

Classrooms are also locked at recess and lunchtimes.

Families, however, are strongly encouraged to explore insurance options for devices. In some cases, the device may be covered by household contents insurance (contact your insurer) while in other cases, it may be more appropriate to take out device specific insurance.

## Students Taking 'Ownership'

We advise against any other members of your family using your child's laptop. We believe that ownership of the device is an integral aspect of any BYOD program. As part of their growing responsibility as a 'digital citizen', it is important that each student is aware of the fact that they are responsible for the device and for the contents of that device.

## Charging Stations & Electrical Testing

We have a number of Charging Stations for students to *boost* laptop/iPad batteries over a recess or lunch break, but they are not designed to be used for sitting at during class time.

To use these charging stations, the device and charger must be electronically tested and tagged to comply with Workplace, Health and Safety Act 150 regulations. Opportunities for students to have their device chargers tested and tagged will be made available and publicised in DayMap bulletin notices.

Devices must pass a visual inspection as well as an electrical compliance test. A device will fail a visual inspection if any parts of the electronic device look damaged or are showing damaged or uncovered wires.







**Government  
of South Australia**

Department for Education  
and Child Development

Kapunda High School

West Terrace

Kapunda SA 5373

P 08 85 662203

F 08 85 662664

E [dl.0779.info@schools.sa.edu.au](mailto:dl.0779.info@schools.sa.edu.au)

W [www.kapundahs.sa.edu.au](http://www.kapundahs.sa.edu.au)

