CHURCHLANDS
SENIOR HIGH SCHOOL

BYOD Laptop

Information Booklet

2022 - 2023

WELCOME

Churchlands SHS is a school leader in incorporating technology to enhance the learning experience for students. We want students to create rather than just consume information. The school implemented a very successful student one to one laptop program in 2009. From that time, Churchlands has invested significantly in a teaching and learning programme with laptops being an invaluable tool. In essence teacher's pedagogical practise has changed with the expectation that all students will have access to a laptop during class.

The school has embraced the use of technology to emphasise 21st Century Skills and to reinforce the General Capabilities of the Australian Curriculum i.e.

- Applying Social and Ethical protocols and practices when using ICT (Information and Communication Technologies).
- Investigating with ICT.
- Creating with ICT.
- Communicating with ICT.
- Managing and operating ICT (Source: http://www.australiancurriculum.edu.au).

The school utilises many online resources such as SEQTA (our Learning Management System) and is fully integrated with Office 365 especially the use of Class notebook for teachers to distribute and receive information to and from students. Hence it is essential that all students have a working laptop with them to facilitate their learning.

We have found that in Years 7-9, the focus of ICT is to create information, whilst in Years 10-12 the students are usually consumers of information.

This will be part of your evaluation process when you purchase a device. What processor? Is it touch and stylus enabled? What screen size? How heavy is the unit? Ultimately you will need to ensure the device purchased will enable your child to participate and be productive in the class activities.

(Source: Microsoft)
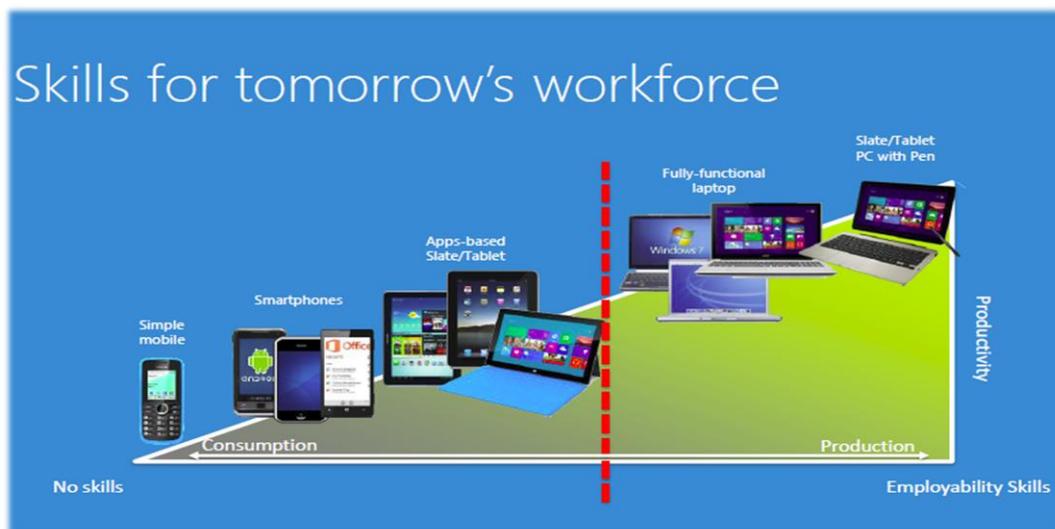
There will be discussions regarding "Business Grade" vs "Consumer Grade" vs "Educational Robustness", the expected life cycle of the unit, warranty repair times, ensuring all software is preloaded and appropriately configured. There will be compromises made in the purchasing decision.

Whilst we understand the concern raised by some parents regarding the cost associated with purchasing a unit, it must be emphasised at Churchlands SHS we believe in equality of educational opportunity and wish to ensure every child achieves their learning potential. To assist with this the school has a loan fleet of day use laptops available from the library.

From 2016 Churchlands SHS has offered two approaches for parents to purchase a laptop for their children. We will continue to offer the successful "full Service" model from Stott & Hoare and also a "on your own" model where a laptop, as long as it meets the minimum specifications, can be purchased from any vendor.

From the onset we must reinforce each unit has:

- **5 GHz** Wi-Fi capability.
- Minimum **256 GB** of Hard Disk Drive.
- Windows **10 (x64)** Operating system. We recommend windows 10 and most laptops have the rights to run windows 10 even though they come with windows 11 licenses. Please check this with your vendor.
- Microsoft **Office 365**, full versions installed. This is available free for students from Churchlands whilst they are studying with us.
- At least **6 hours of battery life** at moderate utilisation
- **A "corporate" grade Anti-virus**. A paid for corporate grade anti-virus is highly recommended. The school uses Trend micro and Webroot for example.
  If Antivirus has VPN functionality this must be disabled during school. We do not support privacy or other VPN services.
- Units must have a **physically connected "full" keyboard**, so students can be productive in class.

Full-Service Model via Stott and Hoare

Since 2014 the school has partnered with Stott and Hoare (a local company) to assist the school in supplying laptops to parents and students at Churchlands, via a full-service model. Ensuring students were able to access and complete the learning tasks set for them by their teachers. This is the school's preferred model for parents to purchase devices.

Advantages

- Units have been assessed and found suitable by the school.
- The units are known to work within our environment.
- Warranty repair and re-imaging (3 years).
- Business and Educational robustness.
- Drop off and pickup from the school for purchases and warranty issues.
- The school can intervene to assist to resolve issues.
- School software is preloaded and preconfigured.
- Laptops can be reimaged back to the original state if something goes wrong at no additional cost.
- Online and a person to speak to for ordering or warranty issues.
- 2-day service level agreement for warranty repair time. (Conditions apply).
- Ability to obtain hot swap units with the school software pre-installed.
- Interest free period available (there will be some processing costs).

Disadvantages

- Lack of choice.
- Potentially high up-front cost.

On Your Own Model via Minimum Specifications

Parents and students also have had the choice to purchase a windows laptop from any vendor if it meets the minimum specifications set by the school.

SUPPORT: It must be stressed from the onset if parents choose to opt to go it on their own there can be no support from the school and school personnel apart from:

- Ensure Wi-Fi is enabled, and your child can connect i.e., correct username and password (max 10 mins).
- Provide a list of software and order of installation.
- Provide some useful FAQ on the school website.

Advantages

- Greater choice in terms of model and specifications.
- Potentially lower upfront costs.

Disadvantages

- No support from the school if things do not work.
- Need to purchase, load and configure software. (Nb Office 365 is available at no cost via the school's Office365 Subscription)
- You are on your own to sort out warranty claims or resolve issues.

BYOD Minimum Specifications

Component	Minimum Requirement	Notes
Operating System	Windows 10 Home (x64)	Since the units will only be connected to the wi-fi it can be home addition. x64 architecture to fit within our existing school environment **NB**: Some parents may opt for a MacBook however please be aware not all the required software (especially the OneNote plugins) will work on a Mac and **support from ICT will be limited. Please note current Gen Macs do not support Touchscreen functionality which is encouraged at the school.** **Chromebooks and iPads are not supported and will not work at the school.**
Wi-Fi	a/n/ac 5 GHz	Units must be able to connect to a Cisco n/ac standard wireless access point. **NB**: Must be 5Ghz Compatible
Battery	6 hrs	Units must remain charged for a full school day with moderate use. Please remember battery charge will deteriorate over time. The more capacity the better. It would be good if your warranty also includes battery replacement. **NB**: The school does not offer charge facility
CPU (Processor)	Intel celeron 6th Gen or above	The better the processor e.g. Intel core i3/i5 the better the learning experience for your child. Please be aware some cheaper units offer AMD processors that may not be optimised for a mobile use and can be very power hungry. *For optimal experience intel i5 11th Gen is recommended*
Screen size	11.6" WXGA 1366 x 768	Once again a balance between weight, usability, battery life. Too small you require lots of scrolling, too large uses too much battery and cannot be placed safely on the school desk. *For optimal school use about a 12" screen is recommended.*
Input	Keyboard, touchpad	Again, for productivity it is suggested at least 10-point **touch enabled screen**, with stylus input. Students may also opt for an external mouse.
Output	1 x USB 3.0	Please consider having at least one USB charge port and HDMI or display port. Good to have at least 2 USB ports. You may also wish to consider a docking station at home to connect other peripherals including external monitor
RAM	8 GB	To enable having more than one application open *For optimal experience 16GB RAM is recommended.*
Storage	256 GB	Solid-state drive gives better performance and uses less battery. In addition, since it has no moving parts it may not break down. *For optimal experience a 500GB SSD is recommended*
Antivirus		A paid for corporate grade anti-virus is <u>highly recommended</u>. The school uses Trend micro and Webroot for example. If Antivirus has VPN functionality this must be disabled before joining the school network.
Recommended Suggestions		
Weight	Under 2 kg	Your child will need to carry this to and from school every day, need to balance weight, robustness, usability, recommended the weight of the unit is kept to under 1.5 kg
Carry case	Padded carry case, with rigid corners	Must fit inside your child's school bag, Tanc cases are very robust.
Warranty	For the expected life of the unit (1–3 year)	NB Most consumer grade units have a 12-month Return To Base warranty with no timelines on repair times. Upgrade to NBD onsite warranty repair with a guarantee repair time.
Insurance		Highly recommended you seek accidental damage protection where available. May be covered via credit card or home insurance please check
Portable Hard drive		For backups
Computrace or something similar		If unit was left behind, lost, stolen.

Software Installation

Please note students should not uninstall any software from this list

Software	Rationale
Windows 10 Home or above (64 Bit)	**Windows S** is not compatible with the school environment & **Windows 11** is currently <u>not supported</u> by the school
Cyberhound Certificate	This certificate allows secure connection to the School Wifi. The certificate is found by logging into SEQTA & accessing the Onedrive Student folder/ICT/Cyberhound Certificates.
Microsoft Office 365 including Word, Excel, Powerpoint, Onenote, Publisher & Onenote plugin Learning Tools for Onenote https://www.onenote.com/learningtools *Language Packs (Chinese, Japanese, French) ***How do I download and install office on my laptop?*** *You can navigate to the O365 home screen via the Churchlands website. Clicking on the **Student** option and then **O365** will take you there. Once signed in, select the Install Office button (top right of screen) and it will install.*	This is available at no cost via the school's Office365 Subscription. • Word - Word processor • Excel - Spreadsheet application • Publisher - Desktop publishing application • PowerPoint - Presentation application • OneNote - Electronic note making and multimedia container. Learning tools allows support for English • Outlook – Email and personal information manager • Minecraft Education Edition
Acrobat Reader https://get.adobe.com/reader/	To open pdf Documents
Adobe Digital Editions https://www.adobe.com/au/solutions/ebook/digital-editions/download.html	Software program used to read ebooks
Pearson Reader+	Contact your Science teacher for login and download details if required. You will be supplied with the license once Pearson is purchased through the book list.
Java Runtime Environment https://java.com/en/download/	Enabled execution of Java applications
Corporate grade antivirus	Paid subscription ensuring you have support & updates
NAPLAN Browser https://www.assessform.edu.au/layouts/Technology/LockedDownBrowser.aspx	**Year 7** & **Year 9** students **must** have the NAPLAN Locked Down Browser installed. Please check NAPLAN website for latest version.
VLC Player https://www.videolan.org/vlc/	Open source media player and multimedia framework
Audacity including LAME MP3 codec http://www.audacityteam.org/download/	Digital audio editor and recording application
GIMP https://www.gimp.org/downloads//	Raster graphics editor. Used to retouch and edit images.
Lanschool	Available via USB installation at parent/teacher request. Contact ICT via website for more information.
Other software may be installed at the discretion of parents. This should not interfere with school software. To configure additional Language packs, please follow the following instruction: 1. Open Word 2. Go to File, then options 3. Choose Language from the side menu 4. On the Languages page, choose the language you wish to install from the drop down menu, then click add 5. In the languages list, click on the "Not Enabled" under the Keyboard column. In the window that opens, click add language, then find the language you want to add. Double click on the language, then you are done.	

CHURCHLANDS SHS ICT ACCEPTABLE USE POLICY

The school's ICT resources exist to provide access to curriculum related information. By using these resources students are agreeing to use computers, the network, the Internet and peripherals in a responsible and appropriate manner.

If you use the online services of the Department of Education <u>YOU MUST AGREE</u> to the following rules. Infringement will mean **cancellation of network privileges** for a period of time. Additional disciplinary action may also be taken.

- **I will ask the permission of a staff member to access ICT resources.**

- **I will follow the instructions of teachers.**

- **I will only use online services for purposes which support my learning and educational research.**

- **I will not reveal personal information,** including names, addresses, photographs, credit card details and telephone numbers of myself or others.

- **I will use online facilities (including emails) in an appropriate manner and not access, send or redistribute inappropriate materials.** Examples of inappropriate content include violent, racist, sexist, pornographic, offensive, disturbing or intimidating content. Also content that encourages dangerous or illegal activity, downloading files (games, music, programs etc), chatting with friends (backwards and forwards), sending games, or inappropriate links.

- **I will not attempt to access inappropriate material online or try to access Internet sites that have been blocked by the school or the Department of Education.**

- **If I find any information that is inappropriate or makes me feel uncomfortable, I will tell a teacher about it.**

- **I will use my device for educational activities and not leisure while at school.**

- **I will not use the Department's online services for personal gain or illegal activity, to bully, offend or intimidate others or send inappropriate materials including software that may damage computers, data or networks.**

- **Storage devices** (this also includes web based email attachments) **must be scanned for viruses.**

- **I will be courteous and use appropriate language in all Internet communications.** I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.

- **I will abide by copyright law,** ensuring that I will not copy and/or distribute another's work without correctly acknowledging them. I will not use or distribute material from another source unless authorised to do so by the copyright owner.

- **I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.**

- **I will not alter any file or application on the computer.** I will report any damage I notice to any ICT resources to my teacher.

- **I will use my own username to logon to the network. I will not access other people's online services accounts.** I will not give anyone my password and I will not let others use my online services account.
I understand that I am responsible for all activity in my online services account. I will tell my teacher if I think someone has interfered with or is using my online services account.

- **When I have finished using a computer I will log off. It is my responsibility to ensure my user account is secure.** I understand that the school and the Department of Education may monitor any information sent or received and can trace activity to the online services accounts of specific users. I understand that I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account.

- **I will always abide by the students online in public Schools policy**

- **I will bring my laptop to School everyday fully charged and with up to date software**

- **I will always keep an up to date backup of my work that is saved somewhere other than my School Laptop**

- **I understand I may be held legally liable for offences committed using online services.**

- **I will not record audio/video of students or staff without their permission**

- **I will only connect officially approved devices to the school network.**

- I **have read and agree to the use of the websites and applications as stated in the [Third party websites & apps](#) list available on the school website**

Use of Student Personal Devices: Devices not purchased by the school and/or maintained by the school e.g. personal computer, smart phone, wireless devices etc are not supported by ICT staff, unless there are exceptional circumstances and approved by the appropriate Associate Principal and Learning Support Coordinator.

ICT SUPPORT To access ICT support, students may visit the ICT office from 8:00 am till 9:05 am, at recess and at lunch times.

Students | Parents | Staff

Online Resources for the whole community.

Common Drives

- Found in SEQTA
- Used for items that all students or all staff may require such as text books (students) or Minutes/Forms for Staff.
- You may contribute to these folders as staff members
- Some Common Software Installation files – such as NAPLAN / OLNA and other online testing application installations files.

Churchlands SHS
Online Resources

Office 365

- Following tools are available via office365:
  OneNote – Class OneNote or Staff OneNote
  OneDrive –Personal OneDrive and Faculty OneDrive
  Teams – Teams Collaboration 1 on 1 or as a team.
  Streams – Churchlands Local Video Repository
  Outlook - Emails

- OneNote - Your class space "in the cloud"
- OneDrive – Your storage space "in the cloud"
- Teams – Your virtual class space
- Streams – where you will upload media content.
- All these tools are online and can work with Online websites or offline applications

SEQTA

- Teacher Portal.
  - School Information System
  - Attendance
  - Marksbook
- Parent Portal
  - Marksbook
  - Notices
  - Progress
- Student Learning Portal
  - Learning Management System
  - Attendance
  - Marksbook

Templates Information	Primary Online Platform	School Information System

NEED MORE INFORMATION?

For more information related to **Information and Technology in school**

https://www.churchlands.wa.edu.au/my-churchlands/ict

For more information related to **BYOD Laptops**, visit:

https://www.churchlands.wa.edu.au/my-churchlands/ict/parent-owned-laptop-program

Laptop ordering page:

Laptop Options