LISTON COLLEGE

**Bring Your Own Device
Information for Parents**

e-Learning

Liston College BYOD 2018

Liston College began a trial in 2014 where students in selected Year 7 and Year 8 classes were able to bring their own approved digital device to school. The purpose of bringing a digital device such as a laptop or tablet is to assist the student in his work inside and outside of the classroom. During 2015 this trial was extended to include all of Year 7 – 9 classes and in 2016 to all classes throughout the school. **Your son is accordingly strongly encouraged to bring a suitable device with him to assist him in his studies in 2018.**

BYOD (Bring Your Own Device) - students will be able to bring a mobile device (this must meet the minimum specifications—see below) to support their learning in the classroom. These will have access to the internet and the school online environment via the Liston College wireless network.

We see this as a further step forward in making more extensive use of digital technologies and as an important way to improve teaching and learning at this exciting time for Liston College.

Information you will need to be aware of:

Minimum Device Specifications

- A portable device – a laptop (or tablet). *Please note* that feedback from trials has found *that a laptop provides greater flexibility and is therefore recommended in preference to tablets*.
- Running either Windows (PC's), MacOS (Mac's), iOS (ipads)
- Capable of connecting to the internet wirelessly
- Have a battery that can *at least 6* or more hours 6 hours is the **MINIMUM** that the battery should last.
- Capable of playing both sound and video
- Have a web cam installed
- If using a laptop this should have at least 4GB of RAM (8GB recommended) and at least a 500GB hard drive or 128GB (256 GB recommended) SSD.
- A suitable protective bag to carry the device.

Notes on the Liston College BYOD

1. All students running any internet capable device will have access to the web based version of Office 365.
2. Students running Windows based devices will have access to the desktop version of Office 365 / Office 2016 free of charge. This will be made available through the school from the start of the year for newly enrolled students. Currently enrolled students can access this software now.
   This is not available to students running MacOS or iOS due to the conditions of the Schools Microsoft Agreement.
3. All students will have secure access to the College wireless network. Access is monitored and delivered via the school's enterprise firewall and content filter.
4. All students will adhere to the school's Acceptable Use Policy.
5. Students bringing their device are ultimately responsible for that device on the way to and from school and while at school. *We do recommend having any device covered by the family's contents insurance policy.* Liston College *is not liable for any damage or loss* to a student device.
6. The above specifications will be suitable for students in Years 7 – 13. For students in Years 11 – 13 it is highly preferable that students bring a laptop. Be aware that some software used in our courses is Windows only.

The classes that will be using BYOD devices will be taught in a way that makes full use of the potential that a digital device such as a tablet or laptop provides for enhanced levels of personalisation, participation and productivity.

Combined with effective teaching and if used responsibly by the students, these technologies can help them to pursue their own areas of research and interests in the areas being studied and beyond.

They will enable greater collaboration with their teachers and fellow students and allow them to express themselves and their ideas even more effectively.

PURCHASE OPTIONS

Liston College has obtained information from various suppliers about suitable devices that you may wish to look over before committing your son to be part of the trial. A device can be sourced from any supplier not only those given in the enclosed information, as long as the device meets the specifications given.

FUTHER INFORMATION

If you require further information then please feel free to e-mail Mr Swanink at a.swanink@liston.school.nz

Frequently Asked Questions

What are the benefits of a student having their own device? You know your son the best and what suits their learning but generally benefits include the following:
* Greater access to research a wide range of information.
* It makes it easier for your son to communicate with his teachers outside of class time.
* Increased access to Web tools that support learning
* Development in digital knowledge and understanding.

How much time is spent on a computer/device? This can vary from day to day and largely depends on the classroom tasks. Breaks are regular as the class programme is broken into learning periods. The use of pen and paper, having discussions, reading books, hands on building and creating along with a range of digital technologies are all part of the blended classroom programme.

Can a student device be left at school? This is not recommended however, lockers are available at school for use by students with digital devices.

Will my son be expected to share their device? No— a student's device is exclusively for their learning. If they share their device it is ultimately still their responsibility.

What are the Hardware and Software Considerations?

How can my child's computing device connect to the Internet? Liston College has a wireless network which students may connect to while using their devices at school.

Are there suggested accessories? Providing a padded bag or protective case is **highly recommended**. This will provide more protection for the day to day use of these computing devices. Earphones will be useful when accessing a website with audio and/or video. We would also prefer devices to have an attached keyboard.

Will there be "charging stations" so my son's electronic device can be recharged? Considering today's battery technology, the device's battery charge should be sufficient for lessons which require its use throughout the day. A device should be fully charged at home overnight. Students are able to use their power adapter if necessary. *A spare battery pack is also an option that is highly recommended for students who use their device for large periods of the day.*

Are there any specifications for the type of laptop, notebook, or tablet my son may bring to school? See Specifications on the previous page.

purchase and use productivity tools that best suits one's personal needs. Your son will find it useful, however, to have some type of word-processing software installed e.g. Word

Whose Responsibility Is It?

Who pays for the technology brought to school? These devices will be purchased by and remain the property of the family.

Who is responsible for any repairs or updating to personal computing devices? Students and/or their families are responsible for their personal computing devices at all times.

Who is responsible for damage, loss, or theft of devices your son brings to school? Families must stress the responsibilities their children have when bringing their own computing devices to school. Any devices students bring to school are their sole responsibility. Liston College takes no responsibility to search for lost or stolen devices nor is there any assumption of financial responsibility by Liston College for damaged, lost or stolen personal computing devices.

Will the family need to have Internet access at home? It is recommended that families have some form of Internet access (wired or wireless) in order for a student to make full use of school resources from home, as well the multitude of resources available on the World Wide Web, but it is not required in order for a student to use a personal computing device at school.

Does Liston College suggest any other considerations? It would be wise to include a device on a family's contents insurance.

Miscellaneous Information

Will my son need to have a signed Acceptable Use Policy on file? Yes. In order for Liston College to supervise student use of the computer network and the Internet, the Student Acceptable Use Policy must be signed by all students who want to have access to educational resources. Parents/ guardians are required to read and sign the agreement. Signing the document indicates that the student and parent/guardian have read and understand the expectations of the school.

FINANCE OPTIONS

For any of the companies mentioned in the information being sent out you can always ask about their hire purchase or leasing options.

When gathering information as to which is the best deal for your son, it would be worthwhile asking about what interest free deal they can offer you. If one company is prepared to give you a good deal use this as a bargaining tool when talking to other companies!

PROVIDERS OF BYOD DEVICES

Included here are some sources where you could look to purchase an approved digital device. You will need to bear in mind that not all the devices shown in these websites are approved devices for Liston College. You will need to make sure that any device you are considering purchasing for your son meets the specifications.

Liston College can assist families with the purchase of a device through an arrangement made with Harvey Norman - see the box below for further information.

Harvey Norman

Harvey Norman is a leading New Zealand retailer with the sale and support of digital technologies one of their strengths. Liston College will be working with Harvey Norman to assist families who wish to purchase a device for their son.

If you wish Liston College to assist your family in the purchase of a device please contact the school office and leave your details. Liston College will then liaise with you and the local Harvey Norman store with regard to organising the purchase. Liston College will purchase the device and the family will be responsible for paying back the cost of the device to Liston College over a period of up to 3 years. The device we will be recommending is the first device shown on the Harvey Norman flyer.

See included flyer

Noel Leeming

The Noel Leeming Group (NLG) is proud to be offering a BYOD Partnership to Liston College. Our aim is to provide you with the best offers available and exceptional service

Some of the great benefits we offer to you are:

BYOD DISOUNT

We will organise special offers and bundles which will be well suited to the school environment but there will also be a school discount across all devices so you can still access the full range available.

Through our Open Learning Centre we will also offer free and discounted training to help you set up your device and learn how to use it effectively.

EXCLUSIVE PURCHASING OPPORTUNITIES

At various times throughout the year Noel Leeming will offer Liston College 'Friends & Family' exclusive shopping opportunities with specially discounted prices across all of our product ranges.

At these events friends and family of the school will receive cost plus 10% pricing on everything in store - better yet 2.5% of all purchase during this time will be donated back to the school to help with other purchases. These events are a great time to buy BYOD devices, and anything else you might need, knowing that in supporting 'Noels' you are supporting the school.

We know you will enjoy the total Noel Leeming experience and we look forward to meeting as many of you as possible at Friend & Family events over the coming months.

See included flyer

PB Technologies PBTECH.CO.NZ

Founded in 1993 and 100% New Zealand owned, PB Technologies is NZ's largest computing and I.T. retailer with 10 superstores + service centres throughout the country and over 500 staff. In addition to our bricks and mortar retail and service locations, PB Tech also has dedicated Wholesale, Commercial, Education, Online and Service divisions operating from our 7,000+ square metre head office / distribution centre in Manukau, Auckland.

The website for this company
http://www.pbtech.co.nz/

They have a local store in Henderson as well as other locations across Auckland. PBTech run specials frequently and it is worthwhile having a look at their site and then talking to one of the sales representatives.

Security of BYOD Devices

A common area of concern for parents when their son starts to bring their own device to school is around the question of device security.

These notes outline some practical ways in which you and your son can help to ensure that his device is kept secure and safe while at school and travelling to and from school.

Personalise your device
A device that is easily identified from others means it can be more quickly linked to its proper owner. To personalise a device you could:
a) Name it
b) Place stickers on it
c) Decorate it in other ways – floruo pens, paint etc. could be used.

Passwords
A device should always have a username and password that is never shared with others so that other people cannot easily access it.
Passwords should be periodically changed – every 2 – 3 months.
Never write your password down and leave it your device i.e. in the same carry bag.

Anti-theft laptop recovery software
There is a range of software that can be installed on a laptop that can make it very difficult for a thief to then use the device and which can also track the device.
The following site has a review of some free Windows based software that can be used for data protection and tracking:
http://www.howto-connect.com/best-and-free-anti-theft-laptop-recovery-software-for-windows/
There is also the option to purchase software that combines antivirus, antitheft / tracking capabilities – information about one product can be found here:
https://anti-theft.eset.com/?wrfsts=true

Similar tracking abilities are already built into iOS or MacOS devices. You do need to check that this tracking is turned on as it will be off by default.

Storing the device while at school
Lockers are available at school for use by students with digital devices. Currently there are sufficient numbers of lockers to meet demand, however they are allocated on a first come first served basis. It is possible for a group of 1 – 4 friends to use the same locker to store their devices during morning break or lunchtime. They could share the combination for a suitable padlock. Students should see Mr McLaughlan if they wish to hire a locker.

Using a lockable laptop carry bag
There are lockable bags that students could store their device in when it is not being used. This only make it more difficult to access the device but in combination with other measures it could act as a deterrent.

Students working together
When working together students can be the most effective means of preventing devices being vandalised or stolen. Some possible ways they could work together are:-

a) Put all bags etc. together if playing out on the fields and have a student act as a "watcher" for that day. This role of "watcher" could be rotated each day. Always put bags in a place where the owner can see it.

b) Tie together all the bags with a padlocked light chain. This would prevent a bag being quickly walked off with as it would be tied to all the other bags. If each bag is also locked it would prevent someone from easily accessing the bag at the same time.

c) Report cases of theft and suspicious behaviour immediately to a teacher or dean. If those responsible for taking another person's gear are caught it can act as a real deterrent to others.

Viruses and other Malware

It is **essential** that the device your son uses has installed a **robust antivirus program** which your son is responsible for updating regularly. This should be about every week. It is also **strongly recommended** that the device has an **anti-malware program** installed. On Windows devices a good option is Malwarebytes which has a useful free version. (https://www.malwarebytes.org/)

For further information, contact Anthony Swanink on 09 838 9350 or email: a.swanink@liston.school.nz