Heathmont College Student Owned Devices – Guidelines, FAQs and BYOD Agreement

As part of the revised Department of Education and Training guidelines regarding student devices, families attending Heathmont College now have the option to provide their own laptop for use within classes.

Heathmont College has worked extensively with staff and students to further integrate student devices within the curriculum, making them a valuable learning tool in the classroom. With the introduction of convertible devices with touch capacity students are able to use devices across a range of learning areas to provide varied learning experiences and better outcomes for students.

ELearning programs and curriculum are designed around the school run device program and as such it is recommended that students participate in the program. However, parents do have the choice to not participate in the device program and may elect to bring a comparable device. In order to ensure connectivity and capability for use in the classroom the following minimum system requirements apply

- The laptop must be capable of running Windows 10 natively (not via virtualisation technologies such as Parallels, VM Ware Fusion or Virtual Box)
- A current series Celeron Processor (or greater)
- Able to be used in a tablet and laptop form factor
- 6 Hours of battery life
- Minimum 4Gb of RAM
- Support 802.11AC and 802.1X wireless standards
- Include a HDMI or Display Port
- A full size, physical keyboard that is directly attached to the device.
- Touch responsive

In addition to these minimum requirements, parents/guardians should be mindful of other physical aspects of the device, including:

- Size
- Weight
- Touch Response
- Warranty Support
- Accidental Damage Protection

Software Requirements

As the laptop will not be owned by Heathmont College, we are unable to install some software due to licensing restrictions. These software packages will vary according to the subjects and electives selected by your son/daughter.

It is the responsibility for all parents/guardians to ensure all software is purchased legally in accordance with the Digital Millennium Copyright Act.
Technical Support Provision
Due to the nature of a “Bring Your Own Device” program, and the variation between different laptop models, Heathmont College can only provide a limited amount of support for connecting student owned devices to the Wireless network.

Should your son/daughter experience any warranty and accidental damage issues, they must be managed by the parent/guardian in contact with the laptop supplier or insurer. Please note that many consumer level suppliers only provide an offsite warranty that is typically one year. All school program devices will include 3-year on-site warranty as well as optional accidental damage insurance.

It is the responsibility of the parent/guardian to ensure devices purchased for use at Heathmont College comply with the above specifications – Heathmont College provides no warranties or assurances that devices purchased outside of the laptop program are suitable for use within the school.

Frequently Asked Questions

Is the BYOD program preferred at Heathmont College?
No, Heathmont College device program allows the school to ensure students arrive in the classroom with a device that is educationally based and ready for learning.

This includes the ability for the school to limit the installation of games and other non-educationally relevant software, as well as ensuring the laptop is constantly updated to safeguard the security of the device.

Families electing to bring their own device to school assume a significant amount of responsibility. They must ensure the device brought into the classroom meets these strict standards, ensuring the student is ready to learn.

Who is responsible for backing up the student device?
It is the responsibility of all students, regardless of the device they use, to ensure they keep a backup of all important files. It is recommended that families utilise an inexpensive USB external storage device for this purpose.

Can I bring a MacBook to school?
Students must arrange to have Windows 8.1 or Windows 10 installed on their MacBook prior to bringing the laptop to school for use in class. The use of virtual machines or similar is not allowed.

Do I have to install software?
All students will need to install some software on their laptop to ensure it is ready for use in the classroom. It is the responsibility of each student to complete this installation on their own device. Heathmont College will not image your device or install any software for you.

If your son/daughter is participating in an elective that has a specific software requirement, the student device must have this software installed. If this software has
a cost associated, it is the responsibility of the parent/guardian to arrange this purchase and installation prior to use of the software in the classroom.

Specific details for how to acquire/ and or, purchase this software will be distributed by subject teachers to students either at the beginning of the year (or at the commencement of the course in the case of electives which may run as a semester based subject.)

The Microsoft Office package, and additional software resources, are provided by the Department of Education and Training. Students can acquire this by collecting a form from the IT Office when they submit their ICT Agreement. This form contains all relevant information for downloading and installing these free resources.

**Do I need Anti-Virus and Anti-Malware software?**

Every device connected to the Heathmont College network must have software installed to protect it against Virus and Malware attack. Microsoft provides the Windows Defender suite, which is suitable for this purpose.

Heathmont College does not recommend the installation of other anti-virus software packages, as they can cause connectivity issues with the school's infrastructure.

**How do I connect my laptop to the school wireless network?**

Details for how to connect your laptop to the school wireless network are available from Technology Support and will be supplied after the device is registered with the school for use in the classroom.

**What is the process for registering my device with Heathmont College?**

Each laptop in use at the school needs to be registered. Details regarding this registration process may be found at the end of this document. This agreement needs to be completed, signed where required and returned to the ICT office for the process to commence.

A BYOD device will still be bound by school’s ICT Acceptable Usage policy.

**How many devices can I connect at school?**

A device must be registered with the school prior to use. Each student may only bring and connect one device to the Heathmont College network.

In order for the connection process to commence, students must bring their signed ICT Acceptable Usage policy and their laptop to the ICT office where it will be connected as soon as possible.

**Can I use the laptop my son/daughter used in years 7-9?**

Yes, as this was a previously approved device. However, the device will be managed in the same manner as a BYOD device, as all support, warranty and accidental damage coverage has expired.

In addition to this, it is important to note that laptops that are more than three years old are often unreliable and their use is not advised due to degraded battery life and the potential for data loss.
ICT Acceptable Use Policy

School Rules for Use of Hardware and Software

- Students are responsible for taking full care of their device.
- All users must log in under their own username and password and correctly log out at the end of each session. Students are responsible for information sent or accessed through their login details.
- Students must not attempt to discover, disclose or use another person’s password nor must they reveal their own password to others.
- At school, the internet is to be used for school work only and the students must not send unnecessary or inappropriate emails.
- Only devices highlighted on the ‘Student Owned Devices’ document can be used at the school, and can only be used for school work.
- Students must not tamper with the system setup or add or remove school provided programs/applications without permission.
- Games are not permitted on any device.

ICT Acceptable Use Policy

Internet Usage and Conduct

- All students must abide by generally accepted rules of etiquette. They must be polite when communication with other people. This includes not swearing, using inappropriate language or vulgarities.
- All students must respect and not disclose and private, confidential, or personal school or student information they may view or have access to.
- Apart from their name, school and email address, students must not disclose any information about themselves on the internet.
- Students are not to attempt or deliberately access, download, upload, send (including forwarding) or view any unacceptable or illegal material. This includes any content that could be considered racist, sexist, violent, anti-social, pornographic, explicit, vulgar or obscene.
- While the school encourages debate, students are not permitted to engage in libellous criticism of peers, teachers, the school, staff, other individuals or organisations. Students who are both directly and indirectly involved (through encouragement) of defamatory, libellous criticism and harassment via an electronic medium maybe subject to disciplinary and/or legal (both civil and criminal) action. This extends to all content posted/submitted on social media websites, blogs, wikis, instant messaging and other publically accessible and restricted access websites.
- Students must understand that actions on the internet are subject to both state and commonwealth and laws, in addition to school discipline policies and procedures. Students’ online misconduct may also result in criminal and/or civil legal charges and/or penalties.
- Students must check the internet rules of different external groups and always observe these rules.
- Students must observe copyright laws when copying or redistributing another’s work. Students must always correctly acknowledge the use of another person’s work.
- If students read or see something on the internet which they think is not acceptable, they must tell their teacher, learning group teacher or year level coordinator immediately.
- Students must not use the internet for any commercial purposes such as buying/selling of goods
- Students not use any means including anonymous proxies, online tools or software to bypass internet security to access blocked sites.
- Students may only use the devices’ camera to take photographs with the permission of a supervising teacher
- Whilst on school grounds, students will only access the internet via the school’s network. Wireless hotspots, phones and other devices must not be used.
- Students must not access or attempt to access any non-authorised part of the school’s network.
- Responsible cyber citizenship is promoted and all forms of cyber bullying are prohibited.
- Students may not upload to ma website or distribute electronically any material relating to Heathmont College without permission from the principal.
Heathmont College BYOD Agreement

As part of the revised Department of Education and Training guidelines regarding student devices families attending Heathmont College now have the option to provide their own laptop for use within classes. Before any Heathmont College student may bring a laptop to school, the following agreement must be completed by the student and parent.

Student Agreement

Before you may bring a computer to use the network and facilities at Heathmont College, you must sign this contract which binds you to the following conditions as set out in the ICT Acceptable Use Policy. If you break any of the conditions, appropriate penalties as stipulated will be applied.

In addition, I understand that any device I bring to school must be immediately registered with Technology Support upon arrival to the school, where it will be connected to the network.

Name:
I have read the Guidelines and Conditions for Appropriate Use of ICT Resources document and agree to obey the guidelines and conditions in it.

Signed: __________________________
Date: __________________________

Parent/Legal Guardian Agreement

I, the Parent/Guardian of_____________________________________________ (Students Name) have read and understood the ICT Acceptable Use Policy document. I agree that my child shall observe these guidelines and conditions.

In addition to the stipulations outlined in the documents named above, I understand that I am bound by the following stipulations:

- I understand that my son/daughter may only bring on device to school to use in the classroom.
- I understand that the laptop brought to school by my child may, with my permission, be confiscated by Heathmont College staff in the event of a breach of the ICT Acceptable Usage Policy.
- I understand that if my son/daughters laptop is confiscated for any reason, it will be returned to me in person at Reception.
- I will ensure all software required by the school curriculum has been purchased and installed on my son/daughters laptop prior to commence of the class.
- I understand that any technical support and repair work, excluding connecting the device to the “Heathmont College” network, is my sole responsibility.

Name:
I have read the Guidelines and Conditions for Appropriate Use of ICT Resources document and agree to obey the guidelines and conditions in it.

Signed: __________________________
Date: __________________________