RUSHWORTH
P~12 COLLEGE

IN PURSUIT OF EXCELLENCE

BRING
YOUR OWN
DEVICE

YEARS 9-12
2022

CONTENTS
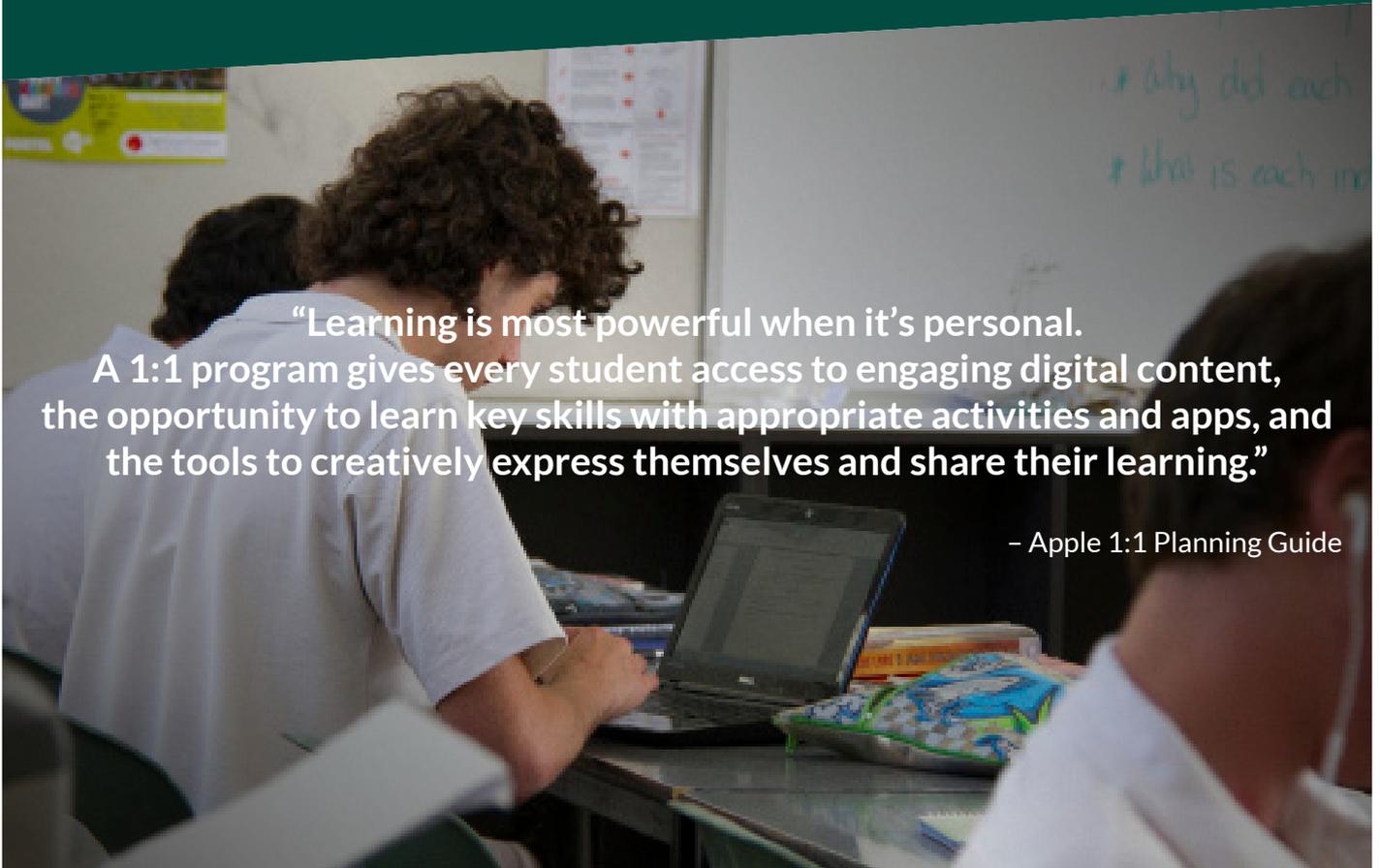
"Learning is most powerful when it's personal.
A 1:1 program gives every student access to engaging digital content,
the opportunity to learn key skills with appropriate activities and apps, and
the tools to creatively express themselves and share their learning."

– Apple 1:1 Planning Guide

ICT VISION STATEMENT

At Rushworth P-12 College we realise that our students live in a networked world where they have real-time access to ideas, people, resources and communities 24/7. Learning, school and life beyond school in the workforce should and must embrace this networked and now natural world of our students. We understand that the need for up to date technology for learning is no longer optional but something we must guarantee for each and every learner. Technology now forms a vital part of a high quality, fully rounded education that prepares students for their future. Technology is a tool and the friend of the number one indicator that promotes student learning, that being, good teaching. Our implementation of a 1:1 device program will allow us to put the right tools in the hands of students to support their learning both in and beyond the College.

As we embark on the journey to fully capitalise on the available technologies to support and extend learning we do so in recognition of our unique college culture and the values we uphold of respect, responsibility and resilience.   With this in mind we will see our students as:

Respectful learners and users of technology who will build relationships based on humility, fairness and open mindedness; who demonstrate respect, empathy and compassion; who through teamwork and collaboration and communication, contribute fully to the community and world.

Responsible learners and users of technology who will think critically and make discoveries; who use technology to learn, innovate, communicate and discover; who work with multiple perspectives and disciplines to identify problems and find the best solutions; who communicate their ideas to others; and who as a life-long learner, adapt to change with an attitude of optimism and hope for the future.

Resilient learners and users of technology who will create opportunities and achieve goals through hard work, perseverance and discipline; who strive for excellence and earn success; who explore ideas and challenge the status quo; who are competitive, adaptable and resilient; and who have the confidence to take risks and make bold decisions in the face of adversity.

SOFTWARE

Office Programs:
The college is able to offer & supply Office 365 & Google G-Suite free to all students. Both Office 365 & Google G-Suite accounts are created for all students by default. If you would prefer your student did not have access to these accounts, you can sign an opt out form, available on our website, and return it to the school. Student Office 365 & Google G-Suite accounts will only work for the duration of the students attendance at this college, after that they will cease to work.

Anti-Virus Software:
Anti-Virus software is a very important part of owning and running a computer, especially in today's connected environment. If your computer does not have Anti-Virus software or, it is not up to date, the device will not be connected to our network.

Anti-Virus for Windows based devices
Most Windows based notebooks come pre-installed with a trial version of various Anti-Virus software, usually Norton or Symantec. This is usually a 30 or 60 day trial, after which you are required to purchase a licence. It is your choice as to whether or not you purchase an extension license for that software. Alternatively, you can uninstall this software and choose to use the software provided by Microsoft for free.
These are as follows:
Windows 10 - Windows Defender

Anti-Virus for Apple OSX devices
Apple devices are not immune to computer nasties, and as such, it is still important to protect yourself. Popular protection suites such as Norton, Symantec, Trend-Micro are all available for Mac users.
There are also free options available such as Avast & Sophos.

Keep in mind, while these programs are good, the best prevention is to be smart when online and using your device. They will not always catch everything, and they can't protect you from user error.

Other Software:
The Education Department provides a library of free software titles that can be downloaded and installed by all students. These can be found at http://www.edustar.vic.edu.au

BACKUPS

As we all know, technology can fail, be lost or stolen, therefore it is extremely important that students have a backup plan in case things go wrong. It is the students / families responsibility to keep current backups of your device.

Backing up is easy. Once set up, your data should be backing up automatically. You just need to check every once in a while to make sure your backups actually work. We would suggest backing up every week. This would require students to copy their most important files onto an external hard drive or equivalent. This can even be done via Windows Backup (or Time Machine, if you have a Mac) so that this process happens automatically.

A handy guide on how to back up with Windows 10 is available from the school upon request.

DEVICE CARE

It is the responsibility of families to keep their chosen IT device in good working order to ensure minimal disruption to learning.

It is expected that students bring their IT device to school fully charged. Each device should be clearly labelled with the student's name.

Students should take care to put their device to sleep when moving around as failure to do so can damage the Hard Drive and potentially lose files.

A strong carry case is a great way to protect your device from accidental damage like drops. Use a bag or case designed to hold a laptop with adequate padding.

Lockers are provided for all students, and devices should be stored securely in these, when the device is not with the student.

REPAIRS & MAINTENANCE

All maintenance for the hardware, operating system, software and/or apps purchased by the Student/Parent is the responsibility of themselves. Parents/Students should ensure quick maintenance turnaround for BYOD devices that need repairing. Please see the FAQ section for more information regarding warranty & insurance.

BYOD-DO'S

- Do bring your device everyday, and take it to every class
- Do make sure your laptop is charged over night and fully ready to go for the next day of school
- Do make sure you have anti virus software installed and that it is up to date
- Do carry your device in a bag or carry case - broken screens aren't fun for anybody.
- Do keep your device secure in a locked locker when not in use
- Do make sure you have strong passwords

BYOD-DON'TS

- Don't leave your device at home because 'you probably won't need it today'
- Don't bring your device's charging cord to school. This may cause an OH&S risk
- Don't leave your device unsecured when not in use
- Don't share your passwords with anybody else

RECOMMENDED DEVICES

At Rushworth P-12 College, we use Windows 10 devices as they will work with our college's network perfectly, ensuring a high amount of compatibility and versatility, and giving your child the best option for learning.

The table below outlines what the minimum and recommended specifications are for a Windows 10 device. Buying a device with the recommended or higher specifications will help to ensure your students device lasts as long as possible while they are a student at the college. Because technology moves fast, we do recommend a 3-year update cycle though (two devices over the course of their secondary school time).

	Minimum	Recommended
Processor	Dual core	Quad Core
RAM	4GB	8GB
Operating System	Windows 10	Windows 10
Battery Life	6 Hours	8 Hours
Wireless	802.11n Dual Band	802.11n Dual Band
Hard Disk Drive	128GB +	128GB+ SSD

OTHER DEVICES

Although we highly recommend a Windows based device for students, we will still be supporting the following devices:

Apple MacBook (Including Pro & Air models, running OSX 10.14 or above)
Apple iPad (Including Mini & Pro models, running iOS 10 or above)
Chromebooks

We will not be supporting the following:
Android Devices
Devices with screens smaller than 10"

ANDROID

iPhone

EXAMPLE DEVICES

Listed below are some example devices that would make suitable computers for your student at Rushworth P-12 College. The 4 listed below range in price from $550 up to $900.

They are all sub 13-inch laptops, which is a hndy size for students to be carrying around betwen classes, and all include touch screen and a tablet mode for flexible use.

Microsoft Surface Laptop Go 12.5"

Intel® Core™ i5
8GB RAM
128GB SSD
Touch screen
wifi & Bluetooth
13 Hour Battery

HP 50R82PA 15.6" HD Laptop

AMD Athlon 3050U CPU
8GB RAM
256GB SSD HDD
wifi & Bluetooth
Windows 11

Dell Inspiron 3511 15.6" Full HD Laptop

Intel® Core™ i5-1135G7
8GB of RAM
256GB SSD Storage
wifi & Bluetooth
Windows 11

Lenovo 11e Netbook 5th Gen

Intel® Celeron® Quad Core
4GB of RAM
128GB eMMC Hard Drive
wifi & Bluetooth
12 Hour Battery

FREQUENTLY ASKED QUESTIONS

How many devices can I connect to the school network?
Each student is allowed to connect one device. This device can be changed only if the students previous device breaks or they upgrade.

What version of Windows do I need?
All Windows based BYOD machines must be running Windows 10.

Apple OSX (MacBook, MacBook Pro & MacBook Air) based devices must run OSX 10.9 or higher, iPads (iPad, iPad Mini) must have iOS8 or higher installed.

What services will the school support on my BYO Device?
Rushworth P-12 College will be responsible for connecting your device to the eduSTAR School WiFi Network, which includes access to the following:
-Internet (through our filtered proxy)
-School Printers

This can only be done if your machine is fully functioning and meets all previously stated requirements

Do I need an Anti-virus and Anti-malware program?
Yes. Please refer to the Software section on page 4 for more information.

Who do I see about warranty, insurance and software problems?
Warranty – you should contact the retail outlet you purchased the machine from.
Insurance – it is recommended that you contact your house / contents insurer to add it on.
Software – Any software including the operating system is the responsibility of the owner and should be referred to a computer specialist outside of the school.

Can I use a Mac?
Although we recommend a Windows laptop, yes, you can use a macbook, as long as it is running OSX10.9 or higher. Please see the 'Other Devices' section above for more information.

Can I charge my notebook at school?
No, there are no facilities to charge your device at school. This should be done prior to coming to school each day. It is an expectation that students bring devices to school fully charged and ready to support their learning.

What software do I need to purchase?
Nothing. Through the Education Department's offer of Office 365 & Google G-Suite for students, as well as the edustar.vic.edu.au website, most software required for school is now available for free. Please refer to the 'Software' section on page 4 for more information.

FREQUENTLY ASKED QUESTIONS

Will connecting my device to the Rushworth P-12 College network impact upon my home network connection?

No, the connection process should have no impact on the device's ability to work away from the College.

Who is responsible for backing up my data and where do I backup to?

It is the student's / family's responsibility to keep current backups of your device.
This should be done at home.
The College takes no responsibility for data that is lost on a BYO Device.

Will students be able to access the Internet using their device and will they be able to print at school?

Students will be able to access the College intranet and internet via wireless on their device at school. The internet connection is filtered (at school only), logged and limited and it is for educational purposes only. Updates should be undertaken at home. Printing will be available from student devices in the same fashion as all other computers in the College. The same charges will apply as for printing from a College owned computer.

How does the school support students to use their devices appropriately while at school?

The use of devices is covered by the College's ICT Policy, and it is expected that as good digital citizens the students will use the device appropriately not only while in class, but at other times as well. The College sees the importance of working with families to ensure students have appropriate skills and strategies for participating responsibly in the global digital world. The Responsible Usage of the College Network Agreement provides clear guidelines regarding appropriate computer usage within the school.

What are the limitations on personal use?

The device is owned by the child's family, and they are thus able to use the device for any personal uses within the constraints of the College's ICT Policy and Responsible Usage policies. These uses should not interfere with the use of the device at school. This would include ensuring adequate storage space was maintained, that no inappropriate materials are put on the device, and the device is fully charged for daily use in the classroom.

How do I get my device connected to the school?

The school technician will arrange for new devices to be connected as soon as possible during the early part of Term 1. Your device must be set to English Language for this connection and support to take place.

If you feel there is anything that this booklet does not cover, or have any other feedback, please email us at rushworth.p12@education.vic.gov.au and let us know.