



BRING YOUR OWN DEVICE HANDBOOK



Westfields Sports High School

First in Australia

What is BYOD?

Bring Your Own Device (BYOD) recognises that technology and choices about technology are very much personal.

BYOD acknowledges technology in education means more than meeting specific curriculum requirements.

BYOD is designed to give you, as students and families, the freedom to make technology choices that suit you and all your circumstances.

BYOD delivers the benefits of one-to-one access to technology facilitating more personalised student centred learning creating engaged and motivated self-directed learners.

How does it work?

Students at Westfields Sports High School are encouraged to bring their own laptop or tablet to school every day. The school makes *recommendations* as to the device model and specifications students may choose to bring. Mobile phones are **not** considered as BYOD.

Software will be required for devices. Some free software is available to all students, by the NSW Department of Education (NSW DoE).

All students will be issued with a Digital User Charter that outlines how devices can be used at the school. Students and parents/caregivers are asked to;

1. Read the school's "ICT Policy – Students",
2. Sign and return the Digital User Charter to the school.

Limited technical support is provided by the school. The school is **not** responsible for device repairs, maintenance and/or damages.

Westfields Sports High School is an 'eSmart' school.

ESmart is a nationally recognised model of best-practice digital citizenship education. It teaches students to be responsible online citizens and to use digital technologies ethically. Specific lessons are delivered to teach and reinforce the qualities of digital citizenship.

BYOD Requirements

It is recommended that you bring this information with you when considering purchasing a device. Please ensure you are also familiar with pages 2 – 6.

Your device must also meet **all** the following requirements:

Hardware Specifications



Wireless

Device must have **5GHz 802.11n 5Ghz Dual Band or AC standard**.



Screen Size

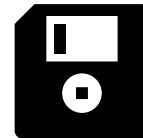
Minimum Screen Size: 9.7”
Maximum Screen Size: 14.0”



Form Factor

Laptop or tablet

A tablet device **must** have a physical keyboard attachment.



Operating Platform

Apple

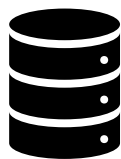
macOS 14 or newer
iOS 16 or newer

Google

Chromebook OS 117

Microsoft

Windows 11



Storage and Memory

Apple & Microsoft

128 GB SSD storage
8GB RAM

Chromebook

32 GB SSD storage
4GB RAM



Battery Life

Advertised battery life of at least six hours.

Devices **must** be fully charged at home.

Charging should **not** occur at school.

Software

The NSW DoE has enterprise software contracts in place which apply to BYOD. This means that NSW DoE school students qualify for free software.

Free software includes:



Adobe Creative Cloud

- Adobe Reader
- Photoshop
- Illustrator



Google Education

- Google Classroom
- Google Docs
- Google Sheets



Microsoft Office

- Word
- Excel
- PowerPoint

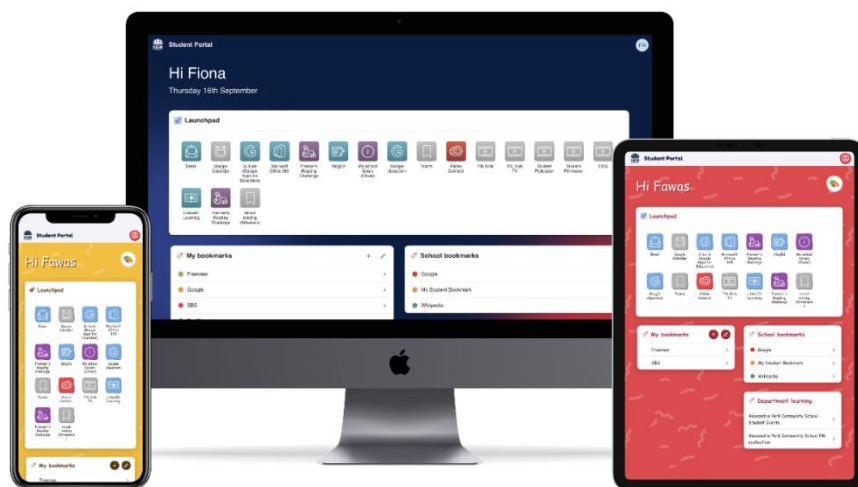


Back-up storage

Free Google and Microsoft Education Cloud Storage is available to students.

Student Portal

Students will be issued access to the NSW DoE's Student Portal.



How To Select a Device



Subject Selections

Once students move into Year 9 they start to have some input into their choice of subjects. If you're taking or intending to take Digital Media or Software Design & Development for example, you may benefit from considering a more powerful device or one with a better-quality screen.



Size

Devices can range from 9.7" up to 14.0". A device larger than 14.0" may be too large to put in a school bag each day and will be big to sit on a school desk with other equipment.



Platforms

Windows, Mac and Chromebook devices are supported for the school's Bring Your Own Device program.

An iPad with a separate keyboard is also supported.



Battery Life

A device should have at least six hours of battery life to see it through the school day. Chargers present a trip hazard when in use and are something easily lost when not. Devices **must** be fully charged at home. Charging should **not** occur at school.



Warranty and Insurance

Warranty and insurance can add a large amount to the cost of a device, but may provide you with peace of mind.

Accidental Damage Protection should be considered to cover situations where the laptop is lost, damaged, dropped or knocked over.

Students and their parents/caregivers are responsible for arranging their own insurance and should be aware of the warranty conditions.

The school is **not** responsible for device repairs, maintenance and/or damages.



Price

Your personal circumstances will play a large factor in your device choice.

Ensure all BYOD Requirements recommended by the school, are met as a minimum.



Carry case:

Consider purchasing a carry case or skin to protect the device.

Device Examples

The following devices are examples and meet BYOD Requirements.

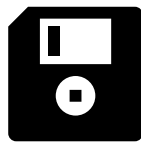
Apple - MacBook Air 13"



Wi-Fi 6
802.11ax



13.3"
1.29 kg



macOS Sonoma
(Version 14)



8GB Memory
256GB SSD



Up to 18 hours
battery life

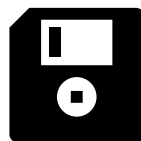
Apple – iPad 10th generation (must have a keyboard)



Wi-Fi 6
802.11ax



10.9"
477 grams



iPadOS 17



4GB Memory
64GB SSD



Up to 10 hours
battery life

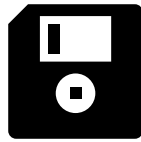
Chromebook - Lenovo IdeaPad Flex 3i 11.6"



802.11ac Dual
Band 2x2 Wi-Fi



11.6"
1.12 kg



Google Chrome
OS



4GB Memory
64GB eMMC



Up to 10 hours
battery life

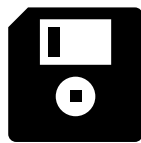
Windows - Surface Laptop Go 3



WiFi 6
802.11ax



12.4"
1.13 kg



Windows 11



8GB Memory
256GB SSD



Up to 15 hours
battery life

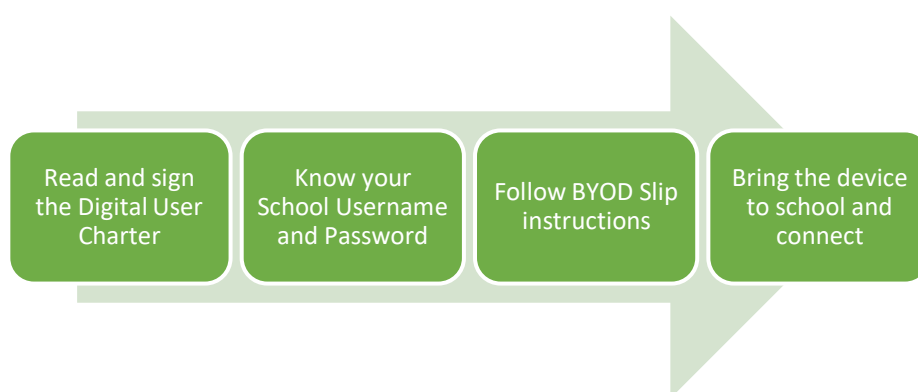
Student BYOD Journey

The NSW Department of Education is committed to providing a safe and secure e-Learning environment to enrich learning opportunities for all students in NSW public schools.

Westfields Sports High School is an 'eSmart' school.

ESmart is a nationally recognised model of best-practice digital citizenship education. It teaches students to be responsible online citizens and to use digital technologies ethically. Specific lessons are delivered to teach and reinforce the qualities of digital citizenship.

There are some steps to take before bringing a device to school for the first time:



1. Read and sign the Digital User Charter

The Digital User Charter sets out the rights and responsibilities of students and families in the Bring Your Own Device Program. It must be returned and processed by the school, before a device can be connected to the School's Wi-Fi Network. A Digital User Charter Agreement will be provided by the school to students.

2. Know your School Username and Password

Students will be issued with a NSW DoE Login Username and Password. Students transferring from other NSW DoE Schools will retain their @education Login Username and Password.

3. BYOD Slip

A BYOD Slip will be issued to students upon returning their completed and signed Digital User Charter. The BYOD Slip directs students to join the school's BYOD Google Classroom and provides instructions on how to connect devices to the School's Wi-Fi Network.

4. Bring the device to school

Once a device is ready to be brought to school, it's simply a matter of connecting to the School's Wi-Fi Network, by having followed the instructions in the BYOD Google Classroom.

Internet Browsing and E-mails

Students will be provided with an individual username and password, to access filtered internet browsing and an education email.

Westfields Sports Policies & Procedures



ICT Policy - Students

Information and Communication Technologies (ICTs) are provided in schools for educational, communication and research purposes and include the use of computers, the School Network, the Internet and Webmail, Digital/Video Cameras, printers and Scanners.

Westfields Sports High School is an eSmart school – we are a school where the smart, safe and responsible use of technology is expected. Students, teachers and the wider community are educated to embrace the best these technologies can offer, while being aware of the consequences of misuse.

In order for students to access the NSW Department of Education's server students must submit a Digital User Charter to the school and comply with its guidelines.

Bring Your Own Device

Westfields Sports High School does not issue portable electronic devices to students for personal use. The school encourages students to bring their own personal devices to school for educational purposes and provides connectivity via the NSW Department of Education's network.

A Digital User Charter must be signed by caregivers and returned to school for access to the department's network.

RULES FOR RESPONSIBLE ICT AND LAPTOP USE

UNLAWFUL AND INAPPROPRIATE USE

- The use of ICT resources must at all times comply with State and Commonwealth laws.
- School ICT resources must not be used to download, display, print, save or transmit material that others may find offensive, for example pornographic, violent or racist material.
- If you inadvertently access offensive material on a website or in an email you should leave the site immediately (click on the Home icon) or delete the email and notify a teacher.
- Use for personal financial gain, gambling or advertising is not permitted.
- Chain letters, anonymous or threatening messages and other unsolicited mail must not be sent.

COPYRIGHT AND INTELLECTUAL PROPERTY

- You must not make an unauthorised reproduction of material protected by copyright or use audio-visual material without permission from the copyright owner. This includes material on the internet, CD-ROMS, movies and music.
- If you use words, images, ideas or information from other sources in your assignments, you must cite and reference those sources.
- Computer software must be used in accordance with licence agreements.

ACCESS AND SECURITY

- Access must only be made via your authorised webmail account. This must never be given to another person.
- You must not deliberately damage/disable the school's computer systems or network.
- You should log out properly at the end of each session.
- Never send or publish unlawful material or abusive comments.
- Never send or publish bullying, harassing or threatening material.

PRIVACY AND PERSONAL SAFETY

- The privacy of other users must be respected at all times.
- Use of the Internet and Webmail carries the risk of bringing you in contact with individuals who may be unfriendly, rude or exploitative. You should not reveal personal details about yourself or others, or arrange meetings with strangers.
- Webmail and the Internet are not necessarily secure, and messages can be forwarded without your knowledge. For this reason you should be very careful about communicating private and confidential information via ICT resources.

MONITORING

The school will exercise its right to monitor the use of the school's ICT resources to:

- Ensure that the systems and networks are functioning properly.
- Protect against unauthorised access
- Ensure compliance with the Rules for Responsible ICT use.

MISUSE AND BREACHES

- Students will be held responsible for their actions while using the internet and online communication.
- The misuse of internet and online communication services will result in disciplinary action and withdrawal of access to services.