Dear Parents/Guardians,

At St John's College, we know the importance of technology for creating rich learning environments and preparing students for the 21st century. For students to use technology productively and safely, we have designed a technology program that considers the student's age and learning needs.

Technology in the Junior School – Foundation-Year 6

In Foundation to Year 6, students begin the digital learning journey using the multitouch environment of an iPad. iPads provide many opportunities for Junior School students to develop subject-specific knowledge and essential information and communication skills. The iPads are owned and supported by the College IT Team.

- An iPad is allocated to each student for their use during the school day.
- By providing school iPads to all primary students, we increase online safety for students as well as provide a consistent learning platform.
- Students are not permitted to take their allocated iPad home.
- We are an eSmart school; we have an age-appropriate *eSmart eSafe Agreement* teachers complete with the students (a copy is included for your convenience).

Students are provided with an iPad, screen protector, a keyboard and a carry case. Students take responsibility for their device, ensuring that it is collected and placed back into the charging trolley at the end of the school day.

The College is transitioning away from a BYOD program for Year 5-6 students in 2023. Students will no longer require a personal device at school and will make use of in-class iPads.

Bring Your Own Device Program – Year 7-12

The one-to-one BYOD program gives students increased responsibility for their devices while developing strong digital skills and becoming good cyber citizens. Student devices in years 7 to 12 are owned and maintained by the parents/carers of the students.

All devices used at school must be enrolled on our network. Please refer to the current Annual Fee Schedule for ICT inclusions and exclusions.

Students in Years 7 to 12, with new devices are asked to bring their device to school before the school year commences (January 2023). Parents are requested to make an appointment time.

School Approved Devices

Due to the pandemic, many families may already have bought devices for their children to use whilst learning from home. If students own a device that can be enrolled on our network and meets our minimum specifications, they may use it at school.

Please note that the device may have to be restored to factory settings for the enrolment on our network to be successful. In that case, please make sure that you have backed up any existing files on the device. St John's College will not take any responsibility for personal files stored on the devices prior to restoring to factory settings. Should issues arise during the enrolment of your child's devise due its specifications, parents will be asked to purchase a device that meets the minimum requirements.

Minimum Device Specifications and other information

The device should meet the minimum requirements if it is less than two years old. However, please check that all devices must be able to run the most current operating system version. Windows laptops must have the following:

- i5 processor or above
- 8GB RAM or above
- 128/256Gb hard drive or above
- Must have a USB-A and a HDMI port. If this is not the case, the device must be accompanied by an appropriate adapter

Software

The College will provide all students with Microsoft 365 and antivirus software via their St John's College login. If additional software is required to complete coursework, the College will make provisions to ensure it can be easily accessed and installed.

Warranty and Insurance

It is the parent's responsibility to consider insurance and warranty requirements for their child's device. St John's College will not service hardware repairs to BYOD. Be aware of the manufacturer's terms and conditions regarding warranty and insurance. This will be covered when purchasing a device through the purchase panel. All laptops must have a good protective case which will provide protection against accidental damage that a manufacturer's warranty claim would not cover

School Approved Purchase Panel

A purchase panel offers pre-approved devices by the College for purchase. The purchase panel is organised through Learning with Technology (LWT), which is our ICT managed services company. Devices purchased via the below link will be delivered straight to families at home. Families will be dealing with LWT directly, and the College takes no part in this arrangement. Any breakages, repairs or warranty claims will be dealt with between the parents and LWT.
https://stjohnspreston.orderportal.com.au/

IT Rules and Policies

All students must comply with the College's Information Communication Technology policy requirements. Before students may start using their laptops, they must read and sign the Student Computer Use Declaration, which they will receive during the first week of school.

What to do prior to your appointment

In preparation for the commencement of the 2023 school year any new BYOD devices from incoming or current students will need to be enrolled for configuration into our BYOD program with the IT department.

Our college IT staff members will be available for device enrolment from the **19th to 27th of January 2023.** Bookings are required to be made by using the following web link:

Student BYOD enrolment 2023 booking page

Step 1 – Device set-up
As part of the configuration process, the laptop needs to be setup as a personal device which ties to the student using their own non-school Microsoft account.
Please note that the laptop can be configured and used at home prior to the BYOD enrolment date.

Step 2 – Student device enrolment day
Parents/students are asked to bring their laptop and charger.
The process will take up to an hour to complete, and you do not need to stay while this is in progress. Simply come back after an hour and the device should be ready by then.

Step 3 – Software and Learning Platforms
During orientation day and the first week of school, students will be guided by the Digital Learning Specialist and their teachers on how to access and use the School's recommended learning platforms, eBooks and software.

If you have any questions about the appropriateness of a device or have any queries about the BYOD programme, please get in touch with us via the following email addresses:

Technical questions: ITSupport@stjohnspreston.vic.edu.au
Learning through digital technologies: Nikos.bogiannidis@stjohnspreston.vic.edu.au

Yours faithfully,

Mr Nikos Bogiannidis
Digital Learning Specialist