



Dear Parents/Guardians,

At St John's College, we understand how crucial technology is in fostering engaging learning experiences and equipping students for the demands of the 21st century. To ensure students utilise technology effectively and securely, we regularly evaluate and update our digital programs, considering the specific age and educational requirements of each student.

Technology in the Junior School – Foundation to 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 by St John's College and managed by the school's IT Team.

- An iPad is allocated to each student for use during the school day.
- By providing school iPads to all primary students, we increase online safety for students and provide a consistent learning platform.
- Students are not permitted to take their allocated iPads 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 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.

Bring Your Own Device Program – Years 7 to 12

The one-to-one BYOD program gives students increased responsibility for their devices while developing solid 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 2024). Parents are requested to make an appointment time.



School Approved Devices

If students own a laptop that can be enrolled on our network and meets our minimum specifications, they may use it at school.

Please note that the laptop may have to be restored to factory settings for the enrolment on our network to be successful. In that case, please ensure you have backed up any existing files on the device. St John's College will not be responsible for personal files stored on the devices before restoring to factory settings. Should issues arise during the enrolment of your child's device due to 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 under two years old. However, all devices must be able to run the most current operating system version.

Windows laptops must have the following:

- Windows 10 or later
- i5 processor or above
- 8GB RAM or above
- 256Gb hard drive or above
- Must have a **USB-A and a HDMI** port. If not, the device must be accompanied by an appropriate **adapter**.

We strongly encourage families to use **Windows laptops** as they are more compatible with our school's software and digital platforms.

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 provided the laptop meets the school requirements.

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 or perform 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 solid case to protect 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), our ICT-managed services company. Devices purchased via the below link will be delivered straight to families at home. Families will deal 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. Select the following link to access the portal: <https://stjohnspreston.orderportal.com.au/>.



IT Rules and Policies

All students must comply with the College's Information Communication Technology policy requirements. Before students use their laptops, they must read and sign the Student Computer Use Declaration.

What to do before your appointment

In preparation for the commencement of the 2024 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 **18th to the 25th of January, 2024**. Bookings are required to be made by using the following web link:

[Student BYOD Enrolment 2024 booking page](#)

Step 1 – Device set-up (beforehand)

The laptop must be set up as a personal device with the student using their non-school account details.

Students must have full Administrator access to the device. Protection features like Microsoft Family Safety or Apple Parental Controls should not be installed or, at least, be switched off - these often interfere with or block the enrolment process. Suppose the device has been used at a previous school or business. In that case, it is extremely important that all controls and anti-virus software be removed or that the device be reset beforehand.

Please note that we do urge students to configure and use their laptops at home before the BYOD enrolment date.

Step 2 – Student device enrolment day

Parents/students are asked to bring their laptops and chargers.

In most cases, depending on the device, the process will take up to an hour to complete, and you may not need to stay while this is in progress. If that's the case, return after an hour, and the device should be ready to take home.

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 email: ITSupport@stjohnspreston.vic.edu.au

Yours faithfully,

Dr Nikolaos Bogiannidis
Digital Learning Specialist