

November 2025



Dear Parents/Guardians,

At St John's College, we know the importance of technology for creating rich learning environments and preparing students for the demands of the 21st century. To help students use technology productively and safely, we constantly review and redesign technology programs that take into account students' ages and learning needs.

Bring Your Own Device Program – Years 7 to 12

The one-to-one BYOD program assigns students greater responsibility for their devices while helping them develop strong digital skills and become responsible cyber citizens. Devices for students in years 7 to 12 are owned and maintained by their parents or carers.

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

New students in Years 7 to 12, or current students with new devices, are asked to bring their devices to school before the start of the school year in January 2026. Parents are kindly asked to book an appointment time. (see the online link below)

School Approved Devices

Senior students must own a device that can be enrolled on our network and meets our minimum specifications.

Please note that the device might need to be restored to factory settings for successful enrolment on our network. In that case, 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 device before restoring to factory settings. If issues occur during your child's device enrolment 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 less than two years old. However, all devices must be capable of running the latest version of the operating system.

Windows laptops must have the following:

- Windows 11 with all updates installed from Microsoft
- Intel Core i5 processor or above
- 16GB RAM
- 256Gb hard drive or above
- Must have a USB-A and HDMI port. If not, the device must be supplied with an appropriate adapter.

We strongly recommend families to use Windows laptops as they are more compatible with the software used in our school. Please note, Chrome Notebooks are NOT compatible with our school network.



Software

The College will provide all students with Microsoft 365 and antivirus software through their St John's College login. If additional software is needed for coursework, the College will ensure it is easily accessible and installable, as long as the laptop meets the college's requirements.

Warranty and Insurance

It is the parents' responsibility to consider insurance and warranty requirements for their child's device. St John's College will not service or perform hardware repairs for BYOD devices. Be aware of the manufacturer's terms and conditions regarding warranty and insurance. All laptops must have a solid case to protect against accidental damage that a manufacturer's warranty claim would not cover. A 3-year accidental breakage and liquid spill warranty is included with the purchase of a device through the school-approved purchase panel (below).

School Approved Purchase Panel

A dedicated online portal is available to view and purchase pre-approved devices. It is strongly recommended that parents consider buying a laptop through this portal.

Devices automatically come with a 3-year Lenovo Education Warranty that covers damage caused by accidental breakage, liquid spills, and electrical surges. Additionally, all repairs are carried out at the school. The purchase panel is organised through Learning with Technology (LWT), a highly regarded IT supply company. Devices purchased via the link below 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, although the school IT will assist where possible to help speed up any repair process.

Select the following link to access the portal: <https://stjohnspreston.orderportal.com.au/>

IT Rules and Policies

All students must adhere to the College's Information Communication Technology policy requirements. Before using their laptops, students must read and sign the Student Computer Use Declaration.



What to do before your appointment

In preparation for the start of the 2026 school year, any new BYOD devices from incoming or current students must be enrolled with the IT department for configuration into our BYOD program.

Our college IT staff will be available for device enrolment from 15 to 23 January 2026. Bookings must be made using the following web link:

[Student BYOD Enrolment 2026 booking page](#)

Step 1 – Device set-up (beforehand)

- The laptop must be configured as a personal device, with the student using their own 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 the very least, should be turned off - these often interfere with or block the enrolment process. If the device has been used at a previous school or business, it is crucial that all controls and anti-virus software are removed or that the device is reset beforehand.
- Please note that we do urge students to configure and use their laptops at home before the BYOD enrolment date and to run all system updates if possible.

Step 2 – Student device enrolment day

- Parents and students are requested to bring their laptops and chargers.
Depending on the device, the process will take up to an hour to finish, and you might not need to stay during this time. If so, come back after an hour, and the device should be ready for you to take home.

If you have any questions about whether a device is suitable or any inquiries regarding the BYOD programme, please contact us via email: ITSupport@stjohnspreston.vic.edu.au

Yours faithfully,

Dr Nikolaos Bogiannidis
Head of Research and Development
IT and Platforms Manager
Teacher (Secondary)



St John's College – Parent Checklist (2026) Years 7–12 – BYOD Program

- ✓ My child's device is **owned/maintained by us** and will be **registered on the school network**.
- ✓ I've **booked a January 2026 enrolment appointment** (device registration) — available **15–23 January 2026** via the school booking link.
- ✓ For **new devices** or **new students**, we will **bring the laptop to school before the term starts** for enrolment.

Device Requirements

Strongly recommended: Windows laptop (best compatibility with school software).

Minimum specs (Windows laptops):

- ✓ Windows **11** with all updates installed
- ✓ **Intel Core i5** (or above)
- ✓ **16 GB RAM**
- ✓ **256 GB** (or larger) SSD
- ✓ **USB-A** and **HDMI** ports (or bring suitable adapters if missing)

Not compatible: Chromebooks

Important notes

- ✓ If required for enrolment, we are prepared to factory-reset the device (we will back up files first).
- ✓ If the device cannot be enrolled due to specs, you will need to purchase a compliant device.

Software (Provided by the College)

- ✓ We will install Microsoft 365 and antivirus using the student's St John's login.
- ✓ Any additional course software will be provided/accessible if the device meets requirements.

Before Your BYOD Appointment (Years 7–12)

- ✓ The laptop is set up as a personal device with the student's own (non-school) account.
- ✓ The student has Administrator access.
- ✓ Parental controls (e.g., Microsoft Family Safety / Apple Parental Controls) are off.
- ✓ If previously managed by another school/business, all management controls & third-party antivirus are removed, or the device is reset.
- ✓ We've used the laptop at home and run all system updates.

On Enrolment Day (15–23 January 2026)

- ✓ Bring the laptop and charger.
- ✓ Allow up to ~1 hour for enrolment (you may not need to stay).

Quick Reminders

- ✓ Label the device and charger with the student's name.
- ✓ Keep a backup of important personal files (especially before any reset).
- ✓ Pack the device daily, fully charged, in a protective case.

Need Help?

- ✓ Contact ITSupport@stjohnspreston.vic.edu.au for device suitability or BYOD questions.