



BYOD Program Agreement 2017

Rationale:

Mount View Primary supports the belief that through Information and Communication Technologies we equip students to effectively participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology.

The walls of the classroom and the home have been expanded by the internet and the instant access to information to support teaching and learning. These are new learning environments and they are local, national and global and populated by whole communities in addition to family, teachers and friends.

Through the provision of greater access to technology, we strive to enable our students to find, explore, analyse, exchange and present information and evidence of learning. We aim to develop the skills necessary to effectively participate in the 21st Century.

We are now moving into the fourth year of our successful 'Bring Your Own Device' program at MVPS. We have 90% of Year 5 & 6 students bringing their own computer between home and school each day. Curriculum is being delivered in new and engaging ways. Students are developing 21st Century skills such as critical thinking and creativity, the ability to work cooperatively and to adapt to the ever changing use of technology. These skills are equipping students to effectively participate and be connected in this fast paced world.

HOW TO ORDER

Head to our online portal where you will be able to browse the 3 options with options for taking out insurance for accidental damage, loss and theft, accessories and payment options including finance and interest free credit options.

Online portal: <https://www.jbeducation.com.au/byod/>

School code: 2017MVPS

MVPS have again partnered with JB HIFI Solutions for Education to be our preferred provider for our program.

Benefits of purchasing a laptop through JB HIFI Education:

- Extended 3-year warranty included in the price (base is 1 year)
- Laptops purchased through the program will have Microsoft Office 2016 and various applications installed ready for 2017 – no extra setup required by families
- Access to MVPS wifi and printers already set up for students so they're ready to go for the start of 2017
- Onsite technical support provided by MVPS at no extra cost (jobs logged by classroom teacher)
- Any warranty jobs logged and fixed at school with no parent action required
- School can access repair quotes and technicians for anything not covered by warranty
- Online portal provides access to insurance options for accidental breakage, theft & loss
- Online portal provides access to finance providers

Our Preferred Devices for 2017: The Lenovo 11e series

- Rugged Design Rubber bumper around the top cover to protect the system
- Stronger hinges and hinge brackets that keep the panel intact during rigorous use
- Reinforced ports that can withstand repeated use
- Dustless fan to reduce maintenance costs when using in harsh conditions

These laptops have been specially designed for the education sector and have increased strength and durability for student use and transfer to and from school. They are not a commercial laptop and are not available in retail outlets.

These laptops have been in use throughout 2015 & 2016 in the BYOD program and we have been extremely impressed by their reliability and durability.

	Lenovo 11e	Lenovo 11e Yoga Touch	Lenovo 11e Yoga Touch w/ Pen
Specifications	 <p>Screen: 11.6 HD Anti-Glare Screen Processor: Intel Celeron Processor N3150 (2M Cache, up to 2.08 GHz) Memory: 4GB 1600MHz DDR3L SODIMM Hard Drive: 128GB SSD Wireless: Intel Dual Band Wireless-AC 7265 (2x2, 802.11ac/a/b/g/n) Operating System: Windows 10 Home 64bit Battery: 3 cell 42Wh Standard Warranty: 1YR Depot</p>	 <p>Screen: 11.6 HD IPS Multitouch Processor: Intel Celeron Processor N3150 (2M Cache, up to 2.08 GHz) Memory: 4GB 1600MHz DDR3L SODIMM Hard Drive: 128GB SSD Wireless: Intel Dual Band Wireless-AC 7265 (2x2, 802.11ac/a/b/g/n) Operating System: Windows 10 Home 64bit Battery: 3cell 42Wh Standard Warranty: 1YR Depot</p>	 <p>Screen: 11.6 HD IPS Multitouch Processor: Intel Core™ i3-6100U Processor (3M Cache, 2.30 GHz) Memory: 4GB 1600MHz DDR3L SODIMM Hard Drive: 128GB SSD Wireless: Intel Dual Band Wireless-AC 7265 (2x2, 802.11ac/a/b/g/n) Operating System: Windows 10 Home 64bit Battery: 3cell 42Wh Standard Warranty: 1YR Depot</p>
Features	<ul style="list-style-type: none"> - Traditional laptop design and features - Intel HD Graphics - Bluetooth - Camera - 4 in 1 card reader 	<ul style="list-style-type: none"> - Touch screen - Intel HD Graphics - 360-degree hinge that offers four usages modes: Laptop, Tablet, Tent, and Stand - Bluetooth - Camera - 4 in 1 card reader 	<ul style="list-style-type: none"> - Touch screen - Active Pen - Intel HD Graphics - 360-degree hinge that offers four usages modes: Laptop, Tablet, Tent, and Stand - Bluetooth - Camera - 4 in 1 card reader

Can my child bring along their own laptop purchased elsewhere in 2017?

We understand that families may have a laptop for their child at home, or may wish for whatever reason to purchase a laptop from an alternative supplier. Whilst we will still have our preferred models and supplier, we do allow families to bring along devices purchased outside of the program if they wish.

Any devices purchased outside of the program to be brought to school **MUST** meet the following requirements:

MINIMUM HARDWARE REQUIREMENTS

Form factor type:	Laptop
Physical screen dimensions:	Minimum 11"
Memory:	4GB (RAM)
Storage:	120GB (SSD or Mechanical)
Network/Wireless capability:	<ul style="list-style-type: none">• 1000 T/Gigabit Ethernet• Wireless Integrated Card "802.11abgn", "802.11agn", "802.11ac" or "Gigabit Wireless"
Battery Life:	minimum 6 hours preferred

MINIMUM SOFTWARE REQUIREMENTS

Software:	<ul style="list-style-type: none">• Minimum Windows 8 or above (Macs and Chromebooks not accepted)• Microsoft Office 2016 (downloadable for free through Edupass – see more information below)• Anti-virus software required• Local admin access required
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Things to consider if not purchasing through the program

MVPS believes that a BYOD device purchased through the online portal from our preferred supplier is the most cost effective and protected option for our families. Whilst we will be allowing devices purchased elsewhere to be brought to school each day in 2017, there are several things you should consider when choosing whether or not to purchase a device from our selected provider, JB HIFI Education:

Warranty

You will need to think about what warranty your child's laptop has come with as standard and if you will purchase an extended warranty at the time of purchase. Any faults that occur once the warranty has ceased will need to be repaired at a cost. Mount View Primary School is not responsible for the arrangement of repairs under warranty for devices purchased outside of the program.

Repairs

Consider what you would have to organise if your laptop needed repairing. Who would you need to contact? Who will fix the laptop and do you have to send it away to be fixed? If a child is waiting for their laptop to be repaired they will have shared access to the school desktops when available. Mount View Primary School is not responsible for the organisation of any repairs of devices purchased outside of the program.

Insurance/Accidental damage cover

If any damage occurs to your child's laptop and are considered to be caused by the user, you will not be covered under warranty and will need to pay for repairs. These can become costly. If you are concerned that the device may be broken, lost or stolen, consider what insurance you can take out to protect your device. These policies can often

only be taken out at the time of purchase. Talk to your reseller about what Accidental Damage Protection Insurance they can recommend for your laptop. Mount View Primary school is in no way responsible for the costs of any accidental damage, loss or theft.

It is important to note that the school does not support the device or warranty of the device in any way if it purchased outside of the program.

If you are purchasing a new laptop, please take this information in to the store to show the minimum hardware and software specifications required.

Can I pass my Year 6 child's laptop onto my next child moving into Year 5, and can I purchase a second hand laptop from a friend's child leaving Year 6?

Yes, you can. The current Year 6 student's will soon be receiving information home mid Term 4 outlining the process for restoring their laptops back to factory settings prior to leaving MVPS (this process is changing from the new 2017 BYOD laptops).

If passing on to a sibling: Please let me know ASAP at middlemiss.kylie.a@edumail.vic.gov.au and during the restore process our technician may be able to set up your younger child's account at the same time. If not, it is something that can be done at the beginning of 2017 when school returns.

If you are purchasing a laptop second hand from another family: you will receive it from the family once it has been restored to factory settings. You can then download the software applications yourself over the Christmas holidays (see EDUPASS information below).

Please keep in mind that with second hand laptops that were originally purchased through the program, the 3-year onsite warranty will not last the length of your child's time at MVPS and you may incur repair costs if required.

We do from year to year have a couple of parents wishing to sell their child's laptop second hand. MVPS does not get involved or take responsibility for these sales between families, however if you're interested in a second hand laptop please email and let me know through email. If I hear of parents wishing to sell I can provide you their details.

EDUPASS Accounts & eduSTAR catalogue

All students whilst attending public schools in Victoria have access to the eduSTAR online resources and applications free of charge. At the end of 2016 all Year 4 students will receive a welcome letter that includes their unique Edupass username and password. Students who are bringing in laptops from outside of the program will need to use this account to access and install the applications onto their laptop prior to the beginning of the school year. This account will also allow students to connect to the wireless network at school.

Note: Devices purchased through the program will have this software and wifi access installed for them prior to the devices being available for pickup. These students will still be asked to create EDUPASS accounts should they need to reconnect to the wifi/install extra applications throughout the year.

When the letters are sent home, please follow the attached instructions to create an account and install the following:

- Microsoft Office 2016 Pro Plus (Word, PowerPoint, Excel, One Note, Access, Visio, Project, Outlook)
- Scratch v2.0
- Microsoft Windows Live Essentials 2012 (Movie Maker, Photo Gallery and Writer)
- Pivot Stick Figure Animator v2.2.7
- Audacity v2.0.2
- Adobe Reader XI
- VideoLAN VLC Media Player v2.0.7 x64
- Google Chrome (not included in catalogue – please install directly from website)

Please note that if there are applications other than those listed below that you wish to install that's absolutely fine.

If you have any questions regarding the program, please contact:

Erwin Dumenden

Digital Learning Coordinator

Dumenden.erwin.s@edumail.vic.gov.au

9560 0471

MVPS BYOD ACCEPTABLE USE POLICY 2017

1. Cost of Participation

The device will be owned by the Parent/Student.

2. Guidelines for Participation

- Parents will need to sign the BYOD Program Agreement Form agreeing to the terms and conditions of the program if they wish to participate in the BYOD program
- Laptops purchased through the program will have wifi connected, printers installed and applications downloaded prior to pick up
- Laptops purchased outside of the program will need to ensure that the appropriate applications have been installed prior to bringing to school (see EDUPASS information). Each device will have to be checked by the MVPS technicians to make sure it meets the technical specifications required.

3. Warranty

If purchased through the program	If not purchased through the program
Warranty jobs will be logged and completed onsite. All devices come with a 3-year warranty. The school will log these jobs on your behalf during your child's time at MVPS. Parents can contact JB Solutions for Education directly to log warranty jobs after they leave the school should the need arise.	Any technical support is to be organised by the parent/guardian and is not the responsibility of MVPS.

4. Technical Support

If purchased through the program	If not purchased through the program
Jobs will be added to the technician's job log by the classroom teacher. No student or parent should be contacting or approaching the school's ICT technician directly at any time.	Any technical support is to be organised by the parent/guardian and is not the responsibility of MVPS.

5. Insurance

If purchased through the program	If not purchased through the program
Taking out insurance for accidental breakage and theft is the responsibility of the parent/guardian. MVPS is not liable if the laptop is damaged/stolen whilst at school.	Taking out insurance for accidental breakage and theft is the responsibility of the parent/guardian. MVPS is not responsible for damage/theft/loss whilst at school, home or travelling in between.

6. Standards for laptop/school desktop care

The student is responsible for:

- Adhering to the Acceptable Use Policy signed by students at the beginning of the school year (this will include all the student responsibilities listed in this document)
- Ensuring that the laptop is available for use at school each day
- Making sure the laptop is fully charged every night ready or the next school day
- Leaving chargers at home
- Transporting laptops to and from school in an appropriate case/bag
- Ensuring that all laptops and cases are clearly named at all times
- Notifying their class teacher if they are having a problem and need a job logged for the technician
- Backing up data securely to an external storage system at regular intervals (such as a USB or hard drive) or cloud system such as their Google Drive account
- Ensuring that the laptop is maintained as a tool primarily for work and therefore will be setup accordingly
- Ensuring that laptops are not used in the playground before/after school or during recess and lunch without the supervising teacher's permission
- That data is backed up prior to the laptop being reimaged (if required)

The parent is responsible for:

- If purchased outside of the program, all technical support and repairs so that the device is functional for learning at school
- Discussing with their child how to be eSmart and what the boundaries for use at home will be. This includes abiding by the legal requirements for the minimum age requirement when creating accounts and using particular online services (e.g. Facebook, Instagram, Snapchat etc.)
- Communicating with the child's classroom teacher if they have concerns about the functioning of their child's laptop. The classroom teacher will then log a job for the school technician

The school is responsible for:

- Ensuring all students have access to the school's internet connection when at school
- Providing technical support for laptops purchased through the MVPS BYOD program
- Ensuring that any problems with student laptops are logged for the school technician through the appropriate logging system

7. Access and Security

The student will:

- Be responsible for all actions taken using my user account
- Check the minimum age requirement of online accounts and services BEFORE creating and using an application (e.g. Facebook, Instagram, Snapchat etc.)
- Make sure that any websites or applications accessed during school hours are related to their schoolwork unless the supervising teacher has given permission
- Ensure that online communication during school hours is solely related to learning
- Ensure that if someone has access to their username and password they inform the teacher so that their details may be reset
- Not send, download or be in possession of offensive, inappropriate or objectionable material
- Talk to a teacher if they feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- If they don't feel comfortable talking to a teacher, parent or other trusted adult, use the Cyber Incident Reporting tool on the MVPS website or school intranet.
- Protect their privacy rights and those of other students by never giving out personal details such as full name, birthdate, photos and addresses to strangers, in public forums or when signing up for user accounts online

- Not use another person's credentials to access any accounts or touch another student's computer without their direct permission
- Tell their supervising teacher if they suspect they have received a virus, spam or if they receive a message that is inappropriate or makes them feel uncomfortable
- Not disable settings for virus protection, spam and filtering
- Never knowingly initiate or forward a message sent in confidence, a virus, a hoax email or spam

8. Music, Videos, Photos, Games and Downloaded Software

MVPS does not object to music, video, photo or gaming files saved on student laptops provided that the files:

- Are only added to the laptop with parent/guardian permission
- Are never installed during school hours using school wifi
- Are not copied and shared with other students at the school
- Never threaten, bully or harass another person
- Are appropriately licensed (i.e. they do not breach copyright and intellectual property laws – this includes video and music downloads)
- Are not accessed during school hours without the supervising teacher's permission
- Do not affect the functioning of the laptop as a tool for learning
- Do not include applications that support illegal/inappropriate activities such as hacking or file sharing tools
- Not share any personal applications, music, videos etc. with other students during school hours
- Not store any personal music, videos, photos, games or downloaded applications on the school server at any time.

n.b. MVPS is not responsible for a student's loss of data as a consequence of breaching these guidelines.

This Acceptable Use Agreement will come home at the beginning of the 2017 to be signed by students and parents.