INABURRA BYOT 2017
BRING YOUR OWN TECHNOLOGY

INABURRA SCHOOL
A Project of Menai Baptists

ADVICE FOR 2017

After three years of operating Bring Your Own Technology at Inaburra School we would like to share the wisdom we have gained from talking to many students, teachers and parents.

Inaburra is leading the way amongst NSW independent schools in implementing a Bring Your Own Technology (BYOT) program. Since the start of 2013, we have been allowing and encouraging all students in Years 5-12 to bring their own mobile computing devices to school to use as a tool to advance their learning. We believe that students will be well served by learning to use their technology at school for learning as well as for communication and entertainment. The introduction of BYOT has presented a number of challenges to us, but we are confident that there are substantial benefits for the students' learning that are being seen already and that will continue to build in the years ahead. We now believe that it is essential for every student in Years 5 – 12 to bring their own device to school each day.

One of the most common questions that we have been asked is "What device should my child bring?". Our deliberate policy has been to avoid mandating any one device or platform. We do not believe that a "one size fits all" approach is the most helpful way forward. This sort of approach can result in a student being narrowly trained in how to use a particular device or platform; we believe that the connected digital age will require young people to develop flexibility and adaptability. A platform-agnostic approach is more likely to develop the kinds of resourceful thinking that will enable them to make use of the continually evolving and changing digital capabilities.

Having said that we do not mandate or require a particular device, our experience has refined our thinking about the sorts of technology that are most likely to be helpful for the students. This booklet contains information and recommendations that may be of assistance to families in choosing digital technology for their child to bring to school at Inaburra. Given the incredible pace of change that the world is experiencing with digital and mobile technology, we expect to update this booklet on an annual basis; some of the devices mentioned in this edition were not on the market 12 months ago.

Firstly we believe that students should be immersed into the technology they are using at home and at school. It should be the same device and the student should gain mastery of that device. If a student has a particular interest in using their device for creative endeavours, they shouldn't be forced to purchase equipment that would only be used at school. Parents and students should select the equipment that best suits the student's learning needs, and enjoy the advantages of digital technologies.

The weight of the device is crucial. We have found that many of the students who are carrying heavy laptops to school struggle bringing them everyday. Ultrabooks and MacBook Airs are very light and offer the power of a full laptop. Many of these devices do not have traditional hard drives in them. The solid-state memory that they use saves on power and increases their running time. In most cases a 13-inch screen is sufficient for work at school, saving on weight compared to the bigger models. A number of 11-inch models have been released recently and they offer many benefits in this area.

> **It is essential for every student in Years 5 –12 to bring their own device to school each day.**

It is better to have a physical keyboard as the students fluency in typing is increased. It is possible to get keyboard attachments for tablet computers. While it does not fit into the regular curriculum of the school, students are encouraged to undertake training courses in how to type.

Students who have devices that cannot support Flash (ie: iPads) have had difficulties accessing some classroom activities. Many educational websites are still reliant on Flash, especially those used in Science and Mathematics.

One new low cost alternative to tablets is the Chromebook. It is a laptop with an 11-inch screen that runs the Chrome OS for under $400. The device is similar to Android tablets, but includes a full size keyboard. Apps can be obtained from the Chrome store. The Chromebook this would have sufficient power for a large number of tasks at school. It does struggle with some of the more creative tasks such as video editing.

Google Apps for Education (GAFE) is becoming a core tool for teaching. GAFE enables teachers to keep regular checks on student's progress in their work without the need to collect their workbooks. All students will have a Google Drive account that can be accessed though the Internet, which provides cloud storage for all their schoolwork.

It has been recognised that Year 7 students make a large amount of adjustments as they commence Senior School. To help with this transition, Year 7 students can access the **TechKNOW Blog** where they can find online learning to help them to prepare for using their BYOT devices effectively at Inaburra School. Technology skills will also be integrated into the **Learning Foundation** course in Year 7.

In a lot of ways the devices that students use at school are just as important as the paper and books they use. All of the devices listed are a good choice for a BYOT device. Each family will decide which device best suits the learning needs of their child. If you still have questions please feel free to get in touch with us through the following email address:

ictsupport@inaburra.nsw.edu.au

POSSIBLE DEVICES

WINDOWS LAPTOP - $500 to $2500
Strengths
- Great compatibility-will run more software compared to other operating systems

Weaknesses
- Can be heavy if too cheap

Windows laptops are some of the most popular devices available. Try to avoid buying very cheap machines, as generally they are heavier and have poorer battery life. All new devices now run Windows 10, and generally touch screens make better use of these newer features.

STYLUS DEVICE (e.g. Microsoft Surface, HP Spectre, iPad Pro) - $1000 to $3000
Strengths
- The capacity to use a pen rather than type
- Great for taking notes by hand or creative pursuits such as drawing/sketching
- Full laptop operating system in a tablet-sized device (except iPad Pro)

Weaknesses
- Expensive
- Keyboards may not suit all students

Devices designed to use a stylus allow students to handwrite notes and comments very easily. Stylus devices designed for Windows will enjoy the compatibility of a full Windows operating system in a tablet-sized device. Be careful of cheaper stylus devices – they can often have very low storage capacity and processor speed.

MACBOOKS (e.g. MacBook, MacBook Air, MacBook Pro) - $1250 to $2500
Strengths
- Powerful computer in lightweight and portable shape (MacBook and MacBook Air)
- Compatible with most file types
- High quality device

Weaknesses
- No 'cheaper' option

For those students who prefer the Mac OS and software. MacBook and MacBook Air models maximise portability while maintaining good performance for everyday use. Those who need more power and storage for tasks such as video editing should consider the MacBook Pro.

TABLETS (e.g. iPad, Samsung Galaxy or other Android device) - $500 to $1200
Strengths
- Easy to use
- Portable
- Low cost

Weaknesses
- Not compatible with websites that use Flash
- Operating system has limited functionality compared to Windows or Mac OS X
- Separate keyboard is recommended, especially for Senior School students

Tablet devices are very portable and cheap devices which usually have good battery life. Many apps are available for these devices at low cost. Their operating systems are easy to use, but have limited functionality compared to a laptop. It can be a challenge creating documents on tablets.

CHROMEBOOK - $250 to $700
Strengths
- Very cheap
- Can do most of the key tasks that students need
- Lightweight with a full keyboard

Weaknesses
- Limited on the more creative tasks, such as video editing
- Works best when connected to the Internet

This 11-inch laptop is the ultimate in portability with a full size keyboard. It runs on the Chrome OS, and has access to a large number of apps through the Chrome store. It enables students the efficiency on working in the cloud using Google Apps for Education. This device have the advantages of a laptop at the price of a tablet.

SOFTWARE REQUIREMENTS

WEB BROWSER

- Preferably Chrome.
- Users of iPads will only require Safari as Chrome on the iPad is limited.

WORD PROCESSING SOFTWARE

- MS Word is the best choice on a laptop and is available for free to Inaburra students.
- Pages is recommended on an iPad.
- Android and Chromebook users would use the inbuilt Google software.

PRESENTATION SOFTWARE

- Power Point is the standard on laptops
- Keynote is very popular on any iOS device.
- Google Slides is also an excellent free online tool.

GENERAL INFORMATION

Tablet devices should have the Google Drive Apps installed including Google Documents, Google Slides and Google Sheets.

Other tools/apps may be requested and/or suggested by teachers. Students will normally be given several days notice to install apps.

MICROSOFT OFFICE
Through the school, students are able to download a free copy of the latest version of Microsoft Office (once they commence classes).

Office 2016

ADOBE CREATIVE SUITE
The Adobe Creative suite is also available for free, or the version used by Media and Computing students can be obtained for a small fee.

FREQUENTLY ASKED QUESTIONS

1. Is my child required to bring a mobile ICT device to school?
From 2013, students in Years 5-12 are allowed and encouraged to bring ICT devices to school for learning. It is now considered that a device is essential for learning at Inaburra School.

2. What sort of technology is suitable?
We believe that students should use the device with which they are most comfortable and with which learning will be most effective. Recognising the importance of choices, we are not recommending specific brands and models of ICT devices. We have prepared a list of devices in this document, which is also available on the website outlining the strengths and weaknesses of various devices for the learning activities in which the students will be engaged.

3. What about smart-phones?
Under the BYOT policy, the use of smart-phones for learning activities would be permissible, but the smart-phone has limitations that make it unsuitable to be the main BYOT device. Students are not allowed to use the 3G/4G capabilities of the phone to access the Internet (including tethering), as it is bypassing the schools filter.

4. What about the physical safety of the devices at school?
As with other equipment, individual students are resposible for their own property at school. Common sense would suggest that students ensure that devices have protective cases or coverings. Parents are advised to make their own insurance arrangements and cover for accidental damage. The School will not take responsibility for accidental damage to student property, nor do our insurance policies cover it. We will continue to refine our practices for the security of devices at school.

5. How can I protect my child's device against theft?
It would be sensible to ensure that your child's property is named through engraving or other indelible marking (please clarify that this does not void the warranty before getting your device engraved). Different devices also have different options for locating them when they're missing. For example, any iOS device (iPhone, iPad, iPod) has a built-in service called "Find my iPhone/iPad/iPod" that can help locate the device on a map if it is enabled before the device is lost. Likewise, software is available for laptops that can enable them to be located when missing. One such product is Absolute Software's CompuTrace LoJack for Laptops. Absolute Software also provide the services of a Theft Recovery Team that will work with local law enforcement to assist in the recovery of a stolen laptop, along with many other features.

6. Won't this make my child's schoolbag heavier?
We are conscious of the issue of bag weight, particularly for our younger students. We are reviewing some different approaches that may help us to keep the weight down, including moving to electronic textbooks. However, it would be wise to consider weight and size when choosing a device with your child; tablets and lighter laptops are significantly lighter than full-size laptops. We recommend that the weight of the device is less than 2kg.

7. Will the students' use of the Internet be monitored at school?
All student usage of the school's network and internet connection is filtered. Their complete web history is also logged and able to be tracked. Parents need to be aware that if they provide their child with a device with direct 3/4G access, the school is unable to filter, log and monitor the student's usage.

8. Will students be able to recharge their device during the day?
We are discouraging students from planning to recharge at school; power cords/chargers can be a WHS hazard and they add extra weight to school bags. For this reason, battery life is a key in choosing technology. Students will need to cultivate the habit of charging their device overnight.

9. What policies and structures will guide the students' use of ICT?
The basic protocol is that the students' use of ICT will take place only with a teacher's explicit authorisation. Students should refer to the schools Acceptable Use of ICT Guidelines that outline our expectations of students.

10. Won't this lead to an increase of cyber-bullying and inappropriate behaviour?
We hope not! Our young people need to learn how to conduct themselves in online interactions and behaviour. The School has gained accreditation as an eSmart school, which is intended to help our students to be smart, safe and responsible in their use of technology. Through the eSmart initiative there will be a number of ways in which we will seek to equip students and parents in this area.

11. What if my child doesn't bring their own technology? Will they be disadvantaged?
The School will continue to provide the same level of ICT resource that it does at the moment. In classes when specialist software is required (Visual Arts, Media, Computing etc), the School will continue to provide computers for student usage. Our hope is that, in time, all students in Years 5-12 will be able to bring their own technology. Many of the laptops that we have been providing to students are getting old and no longer functioning as well as they should.

12. Won't technology become a status symbol amongst students?

This is certainly possible. We live in a culture that constantly makes status symbols out of possessions, so it is unlikely that our technology will be exempt from the same fate. Hopefully, as we continue to model and commend values that place character over possessions and virtues over bling, we can help young people to be aware of the shallow and fleeting nature of status symbols. There are better ways to be human than to think that life is about possessions.

13. Won't students just be staring at screens all day?

No. Firstly, ICT is a tool that teachers and students will use only some of the time; it is not suitable for every aspect of learning. Secondly, we will maintain our present practice of requiring technology to be switched off and out of sight at recess and lunch. Face to face interaction and physical activity are the priorities in these unstructured times that we are gathered at the school.

14. My child struggles with organisation as it is; how will they manage electronic files and documents as well?

The School has prepared a Tech KNOW curriculum that will help students to use ICT effectively for their learning. This will involve resources and lessons that equip students with a recommended set of practices for the storage and management of ICT-related learning, including basics such as managing files and backing up work. Students will be assisted to implement these recommended practices through formal lessons and informal support.

15. How do we know the students won't just be playing Angry Birds and using Facebook in class?

The reality is that ICT does provide the potential for multiple distractions. All of us face the challenge of developing self-control in avoiding these distractions; in fact, you could make a case that this is a vital skill for the 21st Century workplace. School and home both have a role to play in helping young people to self-regulate in these areas.

16. Didn't the government provide a lot of money for students to have computers?

The Federal Government's Digital Education Revolution (DER) program, initiated in 2008, was designed to ensure that all students in Years 9-12 had access to a computer. Different schools deployed these funds in different ways. Inaburra purchased computers (both laptops and desktops) that are made available to students at the school as needed for learning activities. This program has worked successfully for us. Many schools that chose an alternative path of issuing laptops to individual students are now trying to work out what to do now that the laptops are becoming obsolete and no further money for computers is expected from the government.

17. Why doesn't the school provide computers for the students?

If the school was to provide computers for students, parents would ultimately be paying for them through increased school fees anyway, since the federally-funded DER program has come to an end. In addition, there would be significant inefficiencies and extra costs involved, which would also be reflected in school fees. It makes more sense for families to purchase the technology that best suits their circumstances, budgets and needs. We also consider it likely that students will exercise more care and responsibility in looking after their own property.

18. What about students in Years K-4?

The school has recently increased the number of resources in this section of the school to better integrate technology into the curriculum. Students in Kindergarten to Year 2 have access to iPads for learning. We have recently commenced a school provided Chromebook program for students in Years 3 and 4.

19. Are we getting rid of pen and paper?

No. Apart from anything else, the HSC credential still requires students to handwrite and the students will need to maintain and develop this skill with their final examinations in mind. In addition, there are some forms of learning and recording information that are better suited to pen and paper. We anticipate that there will be a place for writing and ICT in schools in the foreseeable future.

20. What about storage of work?

As part of the BYOT initiative, student storage of files will be increasingly shifted to the cloud, rather than on the school's file servers. Recommendations on the form this ought to take will be part of the Student Management of ICT document. All students will are highly encouraged to backup us their work. Suggestions on how this can be achieved can be found on the Tech KNOW website – http://inaburratechknow.blogspot.com

21. Is there particular software that my child will need to have on his/her device?

The students need to be able to connect to the School's wireless network and to access the Internet with a browser. Different teachers will make use of different programs, sites and resources for learning but the vast majority of these will be web-based. The School has prepared a list that outlines the basic software needed in this document.

22. Do you have answers to all the issues that will arise?

No. A change like this will have all sorts of unforeseen consequences. We anticipate needing to refine, review and reformulate many of our practices and policies as we move into this next chapter of learning at Inaburra and as we reflect on our experience. We appreciate your understanding, support and patience as we do so.

USEAGE OF ICT GUIDELINES

Inaburra students are expected and equipped to be smart, safe and responsible in their use of Information and Communication Technology. They are to be guided by the School's values, in the following ways:

We commend and cultivate **FAITH in God**, who makes himself known to us in and through his Son, Jesus Christ. Therefore we...

- utilise ICT in ways that are consistent with Christian behaviour, including honesty, kindness and responsibility.

We pursue **KNOWLEDGE**, delighting in the gift of learning to live well in God's world. Therefore we...

- Ensure that the use of ICT and mobile devices at school is related to genuine curriculum and education-related learning activities.
- Recognise the authority and responsibility of staff to direct, permit, restrict and authorise the use of ICT at school and act accordingly.

We commit to **LOVE**, because Christ first loved us. Therefore we...

- Do not use ICT to harass, bully, demean or hurt others.
- Exercise appropriate care for and stewardship of the ICT property and resources of the school and of other people.

We strive for **EXCELLENCE** in thankful response for all that God has provided. Therefore we...

- Harness out ICT expertise and skills to support and enhance the work of the school, rather than engaging in destructive activities such as hacking, uploading viruses, damaging infrastructure, distributing spam or deleting the work of others.
- Avoid allowing ICT-related distractions to detract from our learning or the learning of others at school.
- Do not plagiarise, ensuring that we properly reference the work of others.

We treasure each **INDIVIDUAL**, recognising and respecting the image of God in every person. Therefore we...

- Protect the privacy, confidentiality and dignity of individuals by not disclosing, using, distributing or publishing information about individuals in any way that may cause them harm.
- Do not utilise the identity, accounts, passwords or confidential details of other people.

We cherish **COMMUNITY**, knowing that relationships are at the heart of living and learning. Therefore we...

- Protect our relationships by not accessing, sharing, sending or publishing material that is hurtful, offensive, inappropriate or false.
- Do not use ICT to photograph, video or record people in the school context, or publish or distribute those recordings without the express permission of the supervising teacher.
- Take responsibility for reporting inappropriate usage of ICT in the school community.

Inaburra exists to be a
Christ-centred learning community
pursuing excellence in education
with every individual known and loved.

INABURRA VALUES

We commend and cultivate FAITH in God, who makes himself known to us in and through his Son, Jesus Christ.

We pursue KNOWLEDGE, delighting in the gift of learning to live well in God's world.

We commit to LOVE, because Christ first loved us.

We strive for EXCELLENCE in thankful response for all that God has provided.

We treasure each INDIVIDUAL, recognising and respecting the image of God in every person.

We cherish COMMUNITY, knowing that relationships are at the heart of living and learning.

INABURRA SCHOOL

A project of Menai Baptists

www.inaburra.nsw.edu.au

75 - 85 Billa Road Bangor, NSW, 2234

📞 **(02) 9543 2533** ✉ **school@inaburra.nsw.edu.au**

📘 **www.facebook.com/inaburra** 🐦 **www.twitter.com/inaburra**