

BRING YOUR OWN DEVICE (BYOD)

In 2021, all students are expected to bring a Windows 10 laptop with touch screen and digital stylus to Villanova College each school day. This document will explain how BYOD laptops will be used in the context of teaching and learning and the type of Windows 10 laptop parents should purchase.

About Minimum Recommended Specifications

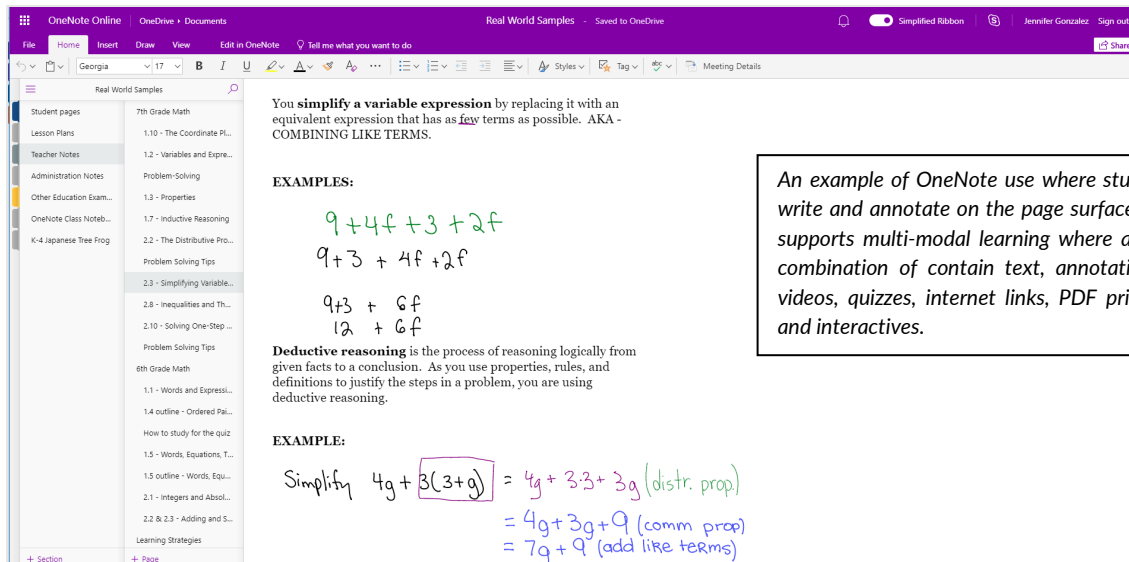
To ensure your son has equitable and effective access to learning experiences involving technology, the College has devised Minimum Recommended Specifications for BYOD laptops.

Minimum Recommended Specifications refer to the lowest technical attributes for a laptop to be suitable for sustained regular use at the College. Our Minimum Recommended Specifications are based on several factors, including:

- Planned use of technology in core and elective subjects;
- Battery consumption and longevity of laptop life;
- Effective integration of technology in teaching and learning; and
- Industry advice and our previous experience of BYOD and school-managed laptops.

Since 2015, Villanova College has implemented a BYOD laptop program across the Junior, Middle and Senior Schools. Over this time, the College has gained considerable experience and insights regarding the suitability and application of different types of devices across the three sub-schools. We share these insights with you to assist your purchasing decisions.

Firstly, it is mandatory that parents purchase a **Windows 10 laptop with a touch screen and digital stylus (or “active pen”)**. There is extensive research which demonstrates the benefits of digital inking to support learning; this physical act of writing on a screen engages more of our consciousness than simply typing and/or reading. Evidence-based studies indicate that digital inking enables more authentic, timely feedback between teachers and students, increases levels of student engagement, facilitates more personalisation of learning environments, increases knowledge retention and ideation/graphing and lowers technology ‘friction’ in the classroom (International Data Corporation, 2015; Oviatt, 2015). Further, touch screens enable students to engage with multi-modal content by interacting with the surface of the display. Examples of this include dragging protractors over graphs, dragging and resizing digital “rulers” to measure distances over digital photographs and manipulating 3D models and objects.



The screenshot shows the OneNote Online interface. The main content area displays a math lesson titled "Real World Samples". The text reads: "You **simplify a variable expression** by replacing it with an equivalent expression that has as **few** terms as possible. AKA - COMBINING LIKE TERMS." Below this, under "EXAMPLES:", there are three handwritten equations: $9 + 4f + 3 + 2f$, $9 + 3 + 4f + 2f$, and $9 + 3 + 6f$ over $12 + 6f$. A definition of deductive reasoning is provided: "Deductive reasoning is the process of reasoning logically from given facts to a conclusion. As you use properties, rules, and definitions to justify the steps in a problem, you are using deductive reasoning." An "EXAMPLE:" follows with the equation: $Simplify\ 4g + 3(3+g) = 4g + 3 \cdot 3 + 3g$ (distr. prop.), $= 4g + 3g + 9$ (comm prop), $= 7g + 9$ (add like terms). A callout box on the right contains the text: "An example of OneNote use where students can type, write and annotate on the page surface. OneNote also supports multi-modal learning where any page may a combination of contain text, annotations, embedded videos, quizzes, internet links, PDF print-outs, images and interactives."

Secondly, software such as OneNote Class Notebooks are a primary means of content distribution, real-time digital collaboration and student work. Since 2018, the College has progressively migrated most subject curriculum, multi-modal content and “digital worksheets” onto the OneNote Class Notebook platform. **Windows 10 laptops provide a native, out-of-the-box OneNote app that updates constantly and is engineered to work effectively and efficiently.** Therefore, if your son’s device meets (or exceeds) our Minimum Recommended Specifications he will have a BYOD laptop that is engineered to meet the expectations of routine, consistent and daily use of the OneNote Class Notebook platform across the curriculum.

Thirdly, battery life is a critical element in purchasing a BYOD laptop. **SSD (Solid State Drives) are the preferred storage option for BYOD laptops.** Admittedly, you will find many laptops on the market without SSD storage at lower price points. However, SSDs consume significantly less battery power and are less susceptible to data corruption in the event the device is bumped or dropped. SSDs are like USBs; there are no moving parts and data read-write times are significantly faster.

Finally, accidents DO happen. If your son’s laptop is dropped or damaged, repairs can be very costly. **The College strongly recommends your BYOD laptop purchase includes both an extended 3-year warranty AND Accidental Damage Protection (ADP).** ADP does not cover loss or theft, so it is recommended you explore this option within your home and contents insurance policy. ADP can be chosen when a BYOD laptop is purchased through specific retailers at the time of purchase with a range of Excess options. There have also been instances where students have damaged other students’ devices. In these situations, it has been the responsibility of the third party to cover the repair costs. Once again, the importance of warranty and accidental damage insurance cannot be underestimated.

In summary, our BYOD program gives parents a range of choices to consider, provided the Minimum Recommended Specifications are met.

Additional reading

International Data Corporation. (June 2015) Digital Ink in the Classroom: Authentic, Efficient Student Engagement. Retrieved from https://info.microsoft.com/rs/157-GQE-382/images/IDC_Digital_Ink_in_the_Classroom.pdf

Oviatt, S. (2015). Pen? Keyboard? Voice? Touch? Retrieved from https://download.microsoft.com/documents/apac/en-au/For-Schools_MS-Oviatt-Paper_V2.pdf

Official OneNote resources: www.onenote.com/ink/; <http://onenoteineducation.com/en-US/students/>

2021 Minimum Recommendation Specifications

Please refer to the following Minimum Recommended Specifications when purchasing a BYOD laptop for the 2021 school year.

Specification	Minimum	Optimal
Operating system	Windows 10 64-bit	Windows 10 64-bit
Memory	8 GB	16 GB
Storage	256 GB SSD (Solid State Drive)	256-512 GB SSD (Solid State Drive)
Touch screen	Mandatory	Mandatory
Digital stylus/active pen	Mandatory	Mandatory
Wi-fi	802.11ac / 802.11ax	802.11ac / 802.11ax
Screen size	12"	13" (avoid larger screens to minimise battery consumption)
Advertised battery life	6 hours (or higher)	8 hours (or higher)
Insurance	3 years Extended Warranty	

	Accidental Damage Protection (ADP) / Accidental Damage Handling (ADH) Theft Insurance
Software	Villanova College will provide ALL software packages. This includes Office 365 (Excel, OneNote, Outlook, PowerPoint, Publisher, Teams etc), Adobe Creative Cloud (Illustrator, Photoshop, Premiere Pro, Premiere Rush etc), Sophos Endpoint Protection (managed anti-virus and threat detection security software) and other software required for core and elective subject areas.

JB Education Parent Purchasing Portal

Villanova College is seeking to assist parents in device selection with an optional Parent Purchasing Portal. The portal aims to make purchasing simpler by offering a range of devices that meet the College Minimum Recommended Specifications. Parents may use this portal to select a device, accessories, warranty extensions and ADP (Accidental Damage Protection) plans and payment options.

Visit the JB Education Parent Purchasing Portal at:

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

School code: VILLA2021

This code will become active in Term 4.

Please note that BYOD laptops purchased through the portal are not supported or serviced in JB outlets and stores. Refer to the [BYOD laptop repairs, servicing and hot swap loans](#) document on the Villanova College BYOD Facebook page for servicing contact information.

Installation of Software for commencement of the school year

All students' BYOD laptops are required to have some basic software packages installed prior to the commencement of Term 1.

For these installations to occur, your son will require his College email address and password. Continuing students already have this information. New students will receive an email containing these credentials very early in January 2021. It is imperative the College has the correct email addresses for parents of new students to avoid delays with the receipt of this important message.

Instructions to install the basic software packages will be provided in early January. Alternatively, the College will host a series of BYOD Set-up Workshops during mid-January 2021. Please check your email correspondence during early January for more information.

Useful links

Villanova College BYOD page

The BYOD page on the College website is the central point for all information regarding use and management of BYOD laptops.

<https://www.vnc.qld.edu.au/student-life/our-technology/byod/>

Villanova College BYOD Facebook page

The Villanova College BYOD Facebook page regularly posts scam alerts, cyber safety tips, app reviews and support information to help parents manage laptops and digital devices in the home.

<https://www.facebook.com/villanovabyod/>

The Office of the eSafety Commissioner web site

The Office of the eSafety Commissioner is committed to empowering all Australians to have safer, more positive experiences online. This website provides extensive information and free games to teach students and parents how to be safe online.

<https://www.esafety.gov.au/>

Internet Safe Education

Brett Lee is a popular speaker on internet trends, scams and cyber safety. His website is regularly updated and provides extensive guides for parents and students.

<https://www.internetsafeeducation.com/>

Microsoft Family set-up guide

Windows 10 laptops give families the ability to set, monitor and control content/app access and screen time. This requires a free Microsoft account (for both the parent and child).

<https://www.groovypost.com/howto/manage-kids-screen-time-track-online-activity-windows-10/>

Family Zone (parent control, monitoring and reporting software): www.familyzone.com.au

Circle (parent control, monitoring and reporting software): <https://meetcircle.com/>.

Tips from your son's classroom teachers

- Establish a routine. Ensure your son charges his laptop every night, especially Sunday evening.
- Do not expect your son to remember his password. Please write down passwords for (a) laptop access, i.e. the Windows welcome screen; (b) Administrator account access (should we need to install apps at school); and (c) Villanova College email account password. To protect privacy, passwords can be kept inside a sealed envelope or printed on a card in your son's wallet.
- Limit the amount of games on the laptop. Whilst the laptop is a personal item, its primary purpose is a "digital workbook" and device to support learning.
- Don't panic if things go wrong. There's always a solution we can work around!
- Label everything (including styluses) but be careful not to engrave (may void warranty conditions).

Do you have questions?

Please contact the IT/BYOD Support Team via email: byod@vnc.qld.edu.au

Villanova College has a staffed IT Helpdesk in the IT Office under the Cascia building. Students/parents can bring BYOD laptops for assistance with passwords, account access, installation issues, diagnosis of hardware faults and other advice and support.

IT Helpdesk hours (during term time): before school: 7.45-8.25am; during both recess breaks; after school: 3.00-3.30pm.

The IT Helpdesk (during the holidays): please contact the College to arrange a mutual time.

If you have any general queries regarding the use of technology in teaching and learning at the College, please contact Jason Lane (eLearning Pedagogy Leader) at elarning@vnc.qld.edu.au