

BRING YOUR OWN DEVICE (BYOD)

In 2022, 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

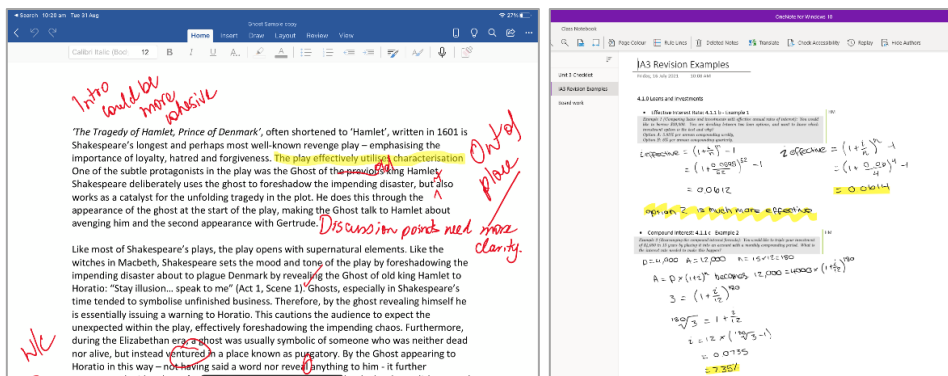
To ensure your son has equitable and effective access to learning experiences involving technology, the College has devised Minimum Recommended Specifications for BYOD laptops.

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;
- Industry advice; and
- Our 6 years of BYOD experience.

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 laptops 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 directly with their screen, and helps teachers work directly with student laptops without having to share mouses, trackpads and/or keyboards. Once again, this leads to less friction with use of technology in the classroom.



Secondly, Microsoft Office is used extensively at the College. From Year 5 to Year 12, all students communicate, collaborate and engage in a range of learning activities using Office 365 software. Whilst this certainly has not replaced pen and paper, there has been a significant evolution towards elearning due to increased efficiency, online learning (e.g., lockdowns and remote learning), the need for secure online meeting spaces and enhanced integration with educational software (e.g. Kahoot, Flipgrid, Minecraft Education Edition,

Education Perfect, Stile, Box of Books, ClickView). At the heart of this evolution is Microsoft Teams and Microsoft OneNote. Both are used extensively and daily. **Windows laptops provide a native Microsoft Office experience engineered to work effectively and efficiently.** Therefore, if your son's laptop 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 Microsoft Office platform across the curriculum.

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 onsite 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' equipment. 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/>

2022 Minimum Recommended Specifications

Please refer to the following Minimum Recommended Specifications when purchasing a BYOD laptop for the 2022 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)
Tablet/wrap-around mode	Highly recommended. Tablet/wrap-around mode means the laptop has a 360° hinge allowing the student to write on the surface like a tablet.	
Insurance	3 years Extended Onsite 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) 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, onsite 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: VILLA2022

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 <https://www.vnc.qld.edu.au/student-life/our-technology/byod/support/> for additional 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 2022. 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. However, the College strongly recommends that your son and a parent/guardian attend the hosted BYOD Set-up Workshops during mid-January 2022. These 1-hour hosted sessions give you and your son the opportunity to set up your laptop with direct support and guidance from our IT team and elearning support teachers. Attendance will ensure your son's new laptop is fully operational and ready for school use. Please check your email correspondence during early January for more information – it is recommended you book early your preferred session early to secure the most suitable time.

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.
- Please think of creative solutions for remembering passwords or passphrases! Your son will have several passwords to remember such as (a) laptop access, i.e. getting past the Windows welcome screen; (b) Administrator account access (should he need to install apps); and (c) Villanova College email account password. To protect privacy, Junior School teachers may ask you to email passwords to them for safe keeping in the early stages of the school year.
- 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 ellearning@vnc.qld.edu.au