



CBC

CHRISTIAN BROTHERS' COLLEGE ST. KILDA

cultivating boys' character

SINCE 1878

BYOD Program Handbook

Contents

Section	Page
1. BYOD Model	2
2. Program Devices	3
3. Cost of Participation	5
4. Private Devices	6
5. Process and Guidelines for participation	6
6. Loss and Damage Policy	7
7. Onsite Technical Support	7
8. Software, Copyright & Intellectual Property	7
9. Games, Music, Movies, Photographic Content and Non-School Applications	8
10. Internet Usage	8
11. Users and Security	9
12. Social Networking	9
13. Networks and Network Security	10
14. Appropriate Use of ICT	10
15. Cyber Bullying	11
16. Electronic Crime (e-Crime)	11
17. Backup and Data Storage	11
18. Printing	12
19. Caring for Your Device	12
20. BYOD Program Contacts	12

1. **BYOD Model**

In 2020, CBC St Kilda (“CBC”) is moving to a ‘Bring Your Own Device’ (BYOD) model. Parents may purchase one of the devices CBC has chosen through our BYOD Portal or purchase the same machine at a retailer of their choosing. It will be the Parents’ responsibility to make sure the device is insured under their Home and Contents insurance.

The advantage of purchasing the device from the CBC BYOD Portal is that the devices not only have 3 years warranty, but also have the option of purchasing Accidental Damage Protection (“ADP”) insurance. The ADP insurance protects the device against repair costs for loss and physical damages that are not generally covered by standard warranty terms and conditions.

2. Program Devices

CBC has negotiated special education pricing on the specified devices in order to provide families with the best available price. The CBC BYOD Program provides the opportunity to purchase the following three different devices.

- Acer Spin 5 Touch Screen with Active Stylus
- MacBook Air 13.3" 1.8GHz dual-core 5th Gen i5
- HP EliteBook X360 1030 G4 Touch Screen with Active Pen

Acer Spin 5 Touch Screen with Active Stylus and 3Yr Onsite Warranty



Features:

Operating System - Windows 10 Home

Processor - Intel® Core™ i5-8265U (Up to 3.9GHz, 6M Cache, Quad Core)

Screen - 13.3" FHD 1920x1080 IPS Multi-touch

Memory - 8GB DDR4

Storage - 256GB PCIe NVMe SSD

Wireless - 802.11ac + Bluetooth® 5.0

Camera - HD Camera with 2Mic.

Battery - 3-cell Li-Polymer battery - Up to 13 hours

Power Adapter - 45W

Ports - 1x USB 3.1 Type-C, 2x USB 3.0, 1x USB 2.0

Weight - 1.5kg

Dimensions - 324.4 x 226 x 15.9mm

Accessories - Active Stylus Pen

Warranty - 3 Year Onsite Education

HP EliteBook X360 1030 G4 Touch Screen with Active Pen and 3Yr Onsite Warranty



Specifications:

Intel Core i5-8265U 1.6GHz 8th Gen Processor
13.3" diagonal Full HD touch display
8GB LPDDR3-2133 SDRAM
256GB PCIe NVMe SSD
Intel UHD Graphics 620
Intel AX200 Wi-Fi and Bluetooth Combo
Bluetooth 4.2
1080p FHD camera
4 cell Li-ion 56Whr Battery
Windows 10 Pro
3 Year On-site Next Business Day Warranty

MacBook Air 13.3" 1.8GHz dual-core 5th Gen i5 with 3 Years AppleCare+



Specifications:

1.8GHz dual-core Intel Core i5 with Turbo Boost up to 2.9GHz
128GB PCIe-based flash SSD or 256GB PCIe-based flash SSD
Configurable to 256GB SSD
8GB of 1600MHz DDR3L onboard memory
Intel HD Graphics 6000
Thunderbolt 2 port
802.11ac Wi-Fi and Bluetooth 4.0
Dual USB 3.0 ports
720p FaceTime HD camera / macOS
Dual mics and stereo speakers / AppleCare+ for MacBook

3. Cost of Participation

There is no additional cost to Parents beyond the purchase of the device. A portion of the CBC Tuition Fees and Levies will partially offset some of the following costs:

- Access to the CBC wireless network
- Access to our fast internet connection (400Mbps)
- Access to Microsoft Office 365 on up to 5 devices (includes student email)
- Access to Adobe Creative Cloud (Design and Web Premium)
- Technical support for warranty and out of warranty logging and follow-up (for devices purchased through the CBC BYOD Portal)
- 24/7 student and Parent access to our Learning Management Systems (Simon and Canvas)
- Access to on-line textbooks and learning apps
- Students will also have cyber safety protection via the School Zone application. School Zone software provides device protection with 6 licences per student to cover our students not only at school but also after hours giving Parents complete visibility at home whilst they surf the internet. You can also choose to install it on their mobile phones and any other device you may wish to monitor.

4. Private Devices

The primary educational device in use at CBC is the noted in Section 2 Program Devices.

Other multimedia devices such as smartphones will only be permitted as a supplement to the student's primary educational device with the approval of CBC.

Other devices such as wireless routers, USB modems and Wi-Fi modems or tethering from your smartphone are strictly prohibited.

Any use of a device other than the primary educational device will only be approved in exceptional educational situations or as agreed by CBC.

5. Process and Guidelines for Participation

Prior to the commencement of 2020 school year:

- Parents will receive this BYOD Program Handbook outlining the details of how the BYOD Program operates.
- Parents and students are required to sign the CBC Protocol For Acceptable Technology Use which forms part of the College Activities and Sports Information Booklet each year.
- Please be aware that completion of the CBC Protocol For Acceptable Technology Use is a requirement of being able to access the CBC ICT network.
- Students will be instructed in the use of the devices, Simon, Canvas and other software when they commence in 2020.
- Each device purchased through the CBC BYOD Portal will be registered in the CBC database with a unique identifier against the student's ID. This will be important for security, repairs and warranty purposes.

The device must be brought to school fully charged and ready for use in classes each day. There will be limited opportunity for charging student devices at school. Due to loss and safety regulations we recommend that Adaptors and Power supplies be left at home at all times.

The device must be taken home each evening and must not be left in the locker or classroom overnight.

6. Loss and Damage Policy

Parents need to ensure that the device is covered under their home/contents insurance policy at all times.

It is the user's responsibility to report lost or stolen devices to the nearest Police station and provide the insurer with a crime report number and claim for a replacement on their Home Contents or Car insurance. If the device is taken overseas, please ensure that it is covered by travel insurance.

If a device is damaged in any way during lesson time, students should report this immediately to their classroom teacher. For all other damage sustained on school grounds, the notification should be made to their Pastoral Care teacher.

7. Onsite Technical Support

The CBC offers ICT Support services to devices purchased through the CBC BYOD Portal.

Devices purchased via CBC's BYOD Portal will be diagnosed and sent by us to our repair agent (Compnw) if required. You also will be able to book your device repair directly with a Compnw retail centre in Clayton or Apple service centre directly and if you wish.

Devices purchased outside of the BYOD portal will be diagnosed by CBC I.T. Support, however, you will be responsible to return the device to the place of purchase for any further repairs or queries.

8. Software, Copyright and Intellectual Property

CBC licensed software is subject to copyright and must not be distributed or copied in any way. When a student is no longer enrolled at the CBC, it is their responsibility to remove any CBC installed software.

Students may install their own software as required. This software must be legally purchased with a user licence. The software must not be malicious, offensive or breach copyright laws. Students should avoid installing registry cleaners and pc optimizer programs as they have the potential to damage the operating system. CBC internet filtering does prevent some private software such as P2P, VPN applications and online games from being used.

9. Games, Music, Movies, Photographic Content and Non-School Applications

CBC does not object to the installation of non-school content on devices provided that the installed content:

- Is appropriately licensed (i.e. does not breach copyright and intellectual property laws – this includes video and music downloads).
- Is ethically and morally acceptable (including consideration of school appropriateness, age appropriate ratings and privacy issues).
- Does not affect the efficient functioning of the devices for educational purposes (i.e. they do not interfere with the speed and storage capacity of the device or problems that might arise from increased battery use).
- Does not affect the CBC wireless network.
- Does not interfere with the classroom learning program (i.e. they may only be used in class under specific teacher direction).

In particular, while some games have significant educational benefits and will be used under teacher direction, other games have little educational merit. As a result:

- The use of network games is prohibited.
- No ad-hoc networks are to be formed.

10. Internet Usage

Students can access the Internet through CBC's wireless network while on site. Access to the Internet through CBC's network will be monitored and subject to categorised filtering.

Parents now have the ability to install Cyber safety on up to 5 devices at home. Our new School Zone tool can be installed at Parent's/guardian's discretion. With this install Parents will be supported 24/7 via contacting School Zone directly. It will allow you in monitor what your child/children do online, set on and off times for the internet and get reports readily available.

Things such as:

- Personal information security.
- Cyber bullying.
- Copyright and online referencing.

Will now be able to be monitored not only at school but by Parents outside of school hours.

11. Users and Security

Each student will be issued a network username and password to access CBC's wireless network, Office 365 and the Adobe Creative Cloud suite, Simon and Canvas Management System as well as eBooks and more. This password cannot be divulged to any other party under any circumstance. Sanctions will be taken against any sharing of passwords and students will be responsible for sites accessed using their account irrespective of whether they personally accessed the site or not.

Our network audit logs contain information on the user logging in, the computer which is attempting to log in and various other parameters. This information can, and will, be used to track user access and usage. Outside access will be monitored and referred to the Police.

12. Social Networking

There are significant educational benefits for some Social Networking applications. These sites allow users to interact with other users. These include web-based communities, hosted services, web applications, social-networking sites (Facebook, Twitter etc.), video-sharing sites, wikis and blogs.

However, many Social Networking applications can be unproductive and distracting to student learning.

The use of Social Networking applications is based on the policy that:

- The technologies, and the use of the technologies, do not breach any ethical and moral issues.
- The applications do not distract student learning.

13. Networks and Network Security

Ad-hoc Networks: Ad-hoc networks (the creation of a standalone wireless network between two or more devices) are strictly forbidden while at school. CBC's network security system will scan for, remove and report on any ad-hoc networks detected.

Wired Networks: Students are forbidden to plug any device into CBC's wired network. CBC's network security system will scan for and report on any non-school devices plugged into our wired network.

Hacking: Hacking is a criminal offence under the Cybercrime Act (2001). Any hacking attempts will be forwarded to the Police.

Packet Sniffing: Any type of software or hardware device designed to capture or view network data/packets is forbidden. Any student detected capturing network traffic will be suspended. CBC's network security system will scan for and report of any device capturing packets.

14. Appropriate Use of ICT

The Network Manager maintains computers/devices and the network so that they operate effectively, and that the resources needed are available.

Guidelines in relation to appropriate use of devices are contained in CBC's ICT Policies. The following guidelines are in keeping with these policies, and are outlined to ensure all users are able to access the latest research available with the latest technology in an acceptable and safe learning environment:

- Users will avoid sites with content that is violent, racist, sexist, pornographic, dominated by offensive language and/or illegal in any way
- Engaging in chat lines or downloading files is not permitted unless forming part of legitimate class activity guided by the teacher of that class
- The Federal Communications Act determines guidelines for appropriate use
- Inappropriate use of the internet and email is a serious matter and can have significant consequences, e.g. sending a message over the internet using someone else's name
- Passwords should remain confidential. No user should log-on as another student using their password
- It is the responsibility of students to maintain sufficient credit in their printing account to allow subject related tasks to be carried out
- Do not remove files or folders that have been installed to the hard disk or network
- Do not use inappropriate or offensive names for files or folders
- Do not bring to school, or use, games or any other materials which may be offensive to others
- Do not engage in cyber-bullying or e-crime

- No device (or mobile phone) with camera capabilities are to be used in change rooms or toilets
- Under privacy legislation, it is an offence to take photographs of individuals without their expressed permission and place these images on the Internet or in the public forum.

15. Cyber bullying

Technology provides individuals with a powerful means of communicating instantly with others in both positive and negative ways. Cyber bullying is bullying which uses technology as a means of victimising others. It is the use of an internet service or mobile technologies, such as email, chat room discussion groups, instant messaging, Webpages or SMS (text messaging) – with the intention of harming another person.

Examples can include communications that seek to intimidate, control, manipulate, put down or humiliate the recipient.

Activities can include flaming (repeated negative messages), trolling, sexual or racist harassment, denigration, impersonation, trickery, exclusion and cyber stalking. The targeted person often feels powerless and may need help.

16. Electronic crime (e-crime)

Cyber bullying may involve varying levels of severity, ranging from occasional messages to frequently repeated and highly disturbing threats to a person's life.

Cyber bullying can therefore be an e-crime, a fact often not clearly understood by those involved.

E-crime occurs when a computer or other electronic communication devices (e.g. mobile telephones) are used to commit an offence, are targeted in an offence, or act as a storage device in an offence.

Consequences

Serious breaches are a Police matter and will be dealt with through State and Federal laws and Victoria Police.

17. Backup and Data Storage

It is important to keep backups of critical student work. The main option for student backups is to install and use Microsoft OneDrive which comes as part of the Office 365 suite.

OneDrive is free and allows up to 1TB worth of storage on Microsoft Cloud. This means that in the event of losing a device the student is still able to access a copy of their work. CBC will not be held responsible for lost work due to a failure to backup.

18. Printing

Student work will most often be electronically submitted. If students are requested to hand up a printed version, printing facilities will be available in the CBC Library.

There is now a cost to printing. An amount of \$20 will be automatically added to the students account at the start of each semester. Printing is charged at a rate of 10c per black and white print and 20c per colour print. If the student requires further credit, Parents/Guardians are required to make a payment online via our CBCpay portal and this will be added to the printing account.

19. Caring for Your Device

Packing away your device

Looking after the device is the student's full responsibility. Here are some tips in helping students achieve this:

- Always keeps device in its protective case when not in use.
- Keep your device locked away in designated lockers during breaks.
- Never leave your laptop unattended.
- Never leave any items in between the keyboard and screen. (as this is the most common way of screen breakages occurring).

20. BYOD Program Contacts

Should Parents or students have any questions in relation to the CBC BYOD Program; please contact the CBC Network Manager, Adrian Beale, at ithelpdesk@cbcstkilda.com or 9529 6611.

Should Parents or students have any questions in relation to the recommended devices; please contact the Compnow at andrew.gallaher@compnow.com.au or on 9684 3677.