CORNERSTONE COLLEGE
Christ our Firm Foundation

BYOD HANDBOOK

(BRING YOUR OWN DEVICE)

TABLE OF CONTENTS

GENERAL INFORMATION

Cornerstone's Vision for Information and Communication Technology (ICT) and the BYOD Program

Today we prepare students for their future, one that we can hardly imagine.

Cornerstone's mission – 'We are a caring Christian community nurturing within students a growing relationship with Christ which promotes individual excellence, learning and responsibility, for life'.

We acknowledge that in a 21st Century context this is about preparing students to live, learn, and work in an increasingly complex, information-rich and knowledge based society.

To be successful in this environment and be informed, responsible, and contributing citizens, students need to become capable and creative information technology users, discerning information seekers, critical thinkers and effective communicators.

The College is committed to providing learning environments and opportunities that facilitate students' use of technology to learn, communicate and acquire important technology capabilities.

The College has used a parent ownership model since 2014, as a way of providing a sustainable computer programme for our students.

The BYOD Program provides constant access to technology for our students, where they are able to, both at College and home, enter a world of enhanced learning opportunities that are innovative, inspiring and engaging.

Ownership Model – Parent Owned Device

Parents will be asked to provide a device for their child's use at Cornerstone. It is advisable that students upgrade their device once during their time at the College.

Typically a student would have one device for Middle School and then another for Senior School.

Parents have the option of purchasing more frequently if desired and while families may choose to use a device for more than 3 years; reliability, lack of warranty, along with shortened battery life may start to become an issue.

The College works with a retail partner to provide a selection of devices for families to purchase. Families may purchase through an online portal, selecting from the options available.

The College has decided to take this approach to ensure that students are provided with reliable technology and ongoing support both through the College and with our retail partner.

Advantages include; better pricing through bulk buying, extended warranties (3 years), repairs by vendor, along with certainty that the device will provide for student needs.

Parents may also choose to purchase a device independently, or may already have an appropriate device, but in either case it must meet the College's minimum specifications which are included at the end of this booklet.

Process for Participation

Prior to beginning their studies at Cornerstone, families who purchase a device through the College/Supplier online portal will be provided with information of when and how to order so that they can receive their device before the start of the new school year (assuming they are starting then).

As a part of their introduction to Cornerstone, students will be taken through an orientation program to ensure they are familiar with using their device, know how to access resources, and understand the College's expectations and their responsibilities. For Year 7 Students, this is done as a class.

Insurance, Loss and Damage
Warranty:
The devices purchased via the College Supplier online portal are under a 3-year warranty, so that any failure of parts will be covered at no additional cost.

Warranty for devices purchased or provided by parents from other vendors will need to be arranged by parents directly with that vendor.

Accidental Damage:
It is highly recommended families take out the offered Accidental Damage Protection (ADP). This covers the device for unintentional damage.

Things covered include liquid spills, in or on the unit, drops, falls, and electrical surges. Accidental damages are not covered by warranty, nor does the College provide any coverage for devices damaged at the College or otherwise.

Coverage against accidental damage to the device is solely the responsibility of the family.

Loss and Theft:
Families will need to ensure the device is insured against theft or loss.

We suggest families do this under their own Home and Contents Insurance.

If families take out a finance option, this may well include an insurance component, and therefore extra cover is not required.

OPERATIONAL GUIDE

Dealing with Loss, Damage or Seeking Assistance

For devices purchased via the College / Supplier online portal, families will need to provide initial information regarding a warranty or accidental damage claim to the ICT Services department.

When hardware repairs are necessary students will be referred to the vendor for repairs.

The ICT Services department are available to help with diagnosing any issues with the device.

Dealing with a device issue should not to be used as an excuse for absence from lessons. During lesson times we ask that students seek permission from their subject teacher before dealing with any issue they may have.

Under normal circumstances students can expect to be without their device due to servicing and or repair at some stage during a school year. Being without a device for short periods will not be an acceptable reason for either failing to submit work or submitting it late. Please refer to the section on Backup in this regard.

Loan / Replacement Computer

If a student's device needs repairing or servicing by the vendor, they will be able to loan a device (subject to availability) while waiting for theirs to be repaired. These devices will be issued to students through the ICT Services Department. The College reserves the right to withhold a loan device from a student who has been negligent or has caused wilful damage to a device.

Carry Cases / School Bags

Students are required to use a computer bag to store and transport their device at all times. (Some ADP policies are void if devices are carried around or transported not inside a computer bag.) The bag needs to be kept in good condition to ensure it sufficiently protects the computer stored in it.

Software, Copyright and Intellectual Property

Students will be assisted to load curriculum related software to their device at the College. Students will receive more information on this during their orientation.

On delivery, students receive information to set up key software (eg. Office 365). Other software applications requested by Learning Areas can be installed by the ICT Services department at the College when required.

The College makes a considerable investment on software licensing each year. Much of the software students have access to is covered by licensing agreements not generally available to private individuals.

This software must not be distributed or deleted without written permission from the College.

The College has a zero-tolerance policy on pirated material, including software and media. If pirated content is found on a student device, it will be removed immediately and may result in disciplinary action.

Internet Usage

The College has installed industry standard Web and Email Filtering services. Students' College email accounts are also filtered.

These services are provided to help protect students against harmful or inappropriate content. They greatly reduce the likelihood of students accidentally stumbling across such sites. However, no service is 100% effective.

The College filtering services enable internet usage to be monitored by staff. Any inappropriate use of the internet is unacceptable and may result in disciplinary action.

This may include exclusion from our network and/or a ban on the student using their device on campus.

If students believe that a website that would assist their learning is currently blocked they should approach their subject teacher and discuss the need with them.

The teacher can then make a request to the ICT Services department to have the site made available.

Each family will establish their own conditions at home regarding the use of technology and the internet. We require that families have virus protection software and that they consider filtering software on home networks. The College filtering services only work on the campus grounds. (See section "Virus Protection" for further information.)

Students receiving their own device provides an important opportunity for parents and caregivers to have an open and honest discussion with their child about their development as a digital citizen; including online dangers, 'being safe' strategies, respecting others, contributing positively, and agreed 'rules' that help maintain a healthy balance with technology use.

http://thinkuknow.org.au/ is a useful resource for parents and carers on cyber-safety, social media guidelines and device management for families.

Users and Security

Each student is solely responsible for their own device. Therefore, it is strongly recommended that their device is not loaned to another student, or pressure is not put on others to loan theirs.

Students should not divulge their password to anyone else.

We recommend that students change their password regularly (several times each year). If they suspect someone else may have inadvertently found it out, they should also change it.

In setting a password it needs to meet the following criteria:

- is at least 8 characters

- has not been used previously

- does not contain your account, full, or part name

- contains at least one of each of the following character groups

    - English uppercase characters (A through Z)

    - English lowercase (a through z)

    - Numerals (0 through 9)

Password Help:
It is often easier to remember a password when you take an English word and alter it to fit the criteria. For example, take the word 'students'.

- sTud3nts will work as a password, as it has the minimum number of characters and has at least one of each type.

- However, Student3, will not work. Although it is enough characters and at least one of each type it is still recognised as an English word. (Note: please do not use this example).

Virus Protection

Computer viruses in all their forms have the potential to severely damage and disrupt a computer's operation as well as the College network. As you will have the ability to use your Device and connect to the internet from home as well as at the College, you need to take all necessary steps to protect it and our network from virus attacks.

We require families to have some virus protection installed. We strongly recommend families install an antivirus client that they purchase from the vendor or alternative sources. However, the College will also provide information on free options.

Viruses can enter your device through:

- Removable media such as USB memory sticks or external hard drives

- Emails

- The internet (including web browsing, FTP programs and chat rooms)

- File download\Network file shares, such as servers and shared folders

Once Anti-Virus software is installed, it is essential that this software not be tampered with or removed and that the virus definitions are kept up to date. It is also important that students take a cautious approach to downloading, sharing and distributing files.

Tips:
- Protect your device from virus attacks by scanning it for viruses at least weekly.

- Keep the operating system (Windows/macOS) and other software up to date.

- Consider carrying out a virus scan of the device after you have accessed the internet, personal mail or opened a file from a removable media source. Scans will often be run automatically, however it recommended that students also do this themselves regularly.

- Do not open any files attached to suspicious or unknown emails.

- Exercise caution when downloading files from the internet. Save the files to the hard disk and run the virus scanner on the file before opening them.

- Delete chain and junk emails. Do not forward or reply to any of these.

- Never reply to spam. Spam email messages can contain viruses that notify a third party of the legitimacy of an email address and then add the recipients to the spammer's database they can also consume a large amount of disk space on a server, which slows computer networks.

- Hundreds of viruses are discovered each month, so run your virus scan regularly.

- If unsure of the source of a file, program or email either remove them immediately from the device or scan the file before opening.

Non-School Applications, Files and Games

Student devices are first and foremost a tool for learning.

There is a clear expectation that the computer is free of inappropriate, age-restricted, or objectionable content, files applications or language.

It is important that students, as good digital citizens, comply with licensing and copyright laws for any software or files on their device.

We recognise that there can be significant educational benefits for some games. However, many games can be unproductive and distracting to student learning. College staff may include educational games as part of the learning program here at Cornerstone.

Students are not to use non-school related software (including games) during lesson time. They may be asked to remove software from their computer if it continues to interfere with their learning.

Charis – the College's Learning Management System

The College utilises a learning management system called Charis (pronounced "Ka-ris"). All students have access to this system for their timetable, general information, daily notices and subjects.

Teachers will direct students to the relevant subject pages for resources, information and sometimes discussion. All summative assessment results and feedback are also recorded on Charis.

Parents will be provided access to view assessment results and feedback as well as other College information. For parents, information will also be provided about how to access Charis via an app that can be downloaded to mobile phones or tablet devices.

Social Networking, Forums and Wikis

While recognizing some of the apparent dangers associated with applications such as Social Networking sites, we are also aware of the unique opportunities that various educational web sites offer for students and teachers to engage, communicate and learn. We see that increasingly the use of applications such as Forums, Virtual Classrooms, Blogs and Wikis will be integral to learning here at Cornerstone. Teachers will direct students to appropriate and safe services when using these technologies for learning.

At this stage the College Web Filter will block access to public social networking sites such as Facebook, Instagram, Tumblr etc when students use their device on campus as their use can be distracting to student learning.

Music and Video

If personal music and videos are stored on a student's device they need to comply with the principles of responsible ownership.

There is a practical issue as well. Programs such as iTunes by default store files on the 'C' drive of the device. If a repair or reimage of a device is needed these files could be lost. Students need to make sure they back up their own music or video files. (Please refer to the Family Handbook regarding the policy for using iPods or MP3 players at College.)

Misuse of ICT

Students who are found to be using the computing facilities in an unacceptable way will be dealt with according to the Cornerstone College Behaviour Management Policy. In serious cases a student may have their account suspended.

Data Storage and Backup

Students are to take responsibility for their own data management. This means making sure important school work is backed up at all times.

Backing up implies having at least 2 copies of the data stored on separate media in different locations. Students will need to provide their own memory stick and/or external drive to regularly backup their work.

It is both SACE Board and College policy that loss of data as a result of failing to backup is not an acceptable reason for granting an extension or for the submission of incomplete work.

All students have a generous amount of online storage space provided by Microsoft, which is ideal for automatic backups of their work.

Updates

Students are strongly encouraged to update their computer regularly. Ignoring prompts for updates on their device for an extended length of time, may lead to slowness or to particular programs not working properly. Students should shut down their computers regularly and let updates run to ensure their device works efficiently long term.

Care and Use of Your Device

Charging

- It is an expectation that students will charge their device at home overnight.

- While they can make use of power points in classrooms, at this stage the provision of these is limited. There are also WHS issues related to a large number of cords and adapters on the floor in classrooms.

- ICT Services provide a charging service. Students can bring their device to the ICT Services department to have it charged. Often a short 20 minute charge is sufficient to enable students to keep working for a couple of lessons.

Packing away your Device

- Always store the device inside the sleeve/bag provided. When it is in a backpack, face the LCD screen away from the front of the backpack.

- Do not wrap the cord around the power adapter or the cord will become damaged. Instead, loosely gather and place in a bag.

Use, Transport and Storage at College

- Always carry a device with the lid closed, in the bag provided when moving between lessons or in breaks.

- The computer needs to be in sleep/ hibernation, or off when being moved. Devices should always be completely shut down before leaving school.

- When not using the device at College it should be stored inside the College backpack. The College bag should then be stowed carefully inside your locker.

- Before switching on or waking from sleep, gently place the device on a stable surface and then switch it on.

- Don't place items on the device when not in use.

- Avoid using the device outside in places that are dusty or dirty. Also avoid using or leaving it in areas where others usually run about or are otherwise very active.

Carrying your Device to and from College
- Devices should be switched off before being placed into their sleeve/bag when travelling to and from College. It is preferable that it be transported in the back section of the College backpack, inside the computer bag.

- Students need to be careful with their device while it is in their bag. Avoid dropping the bag from your shoulder. Rather, always try and place any bag with a device in it down gently.

- Be careful where the device is placed when travelling by car or bus. Avoid placing other items on top of it and put it in a place so that nothing can knock or roll against it.

Storage when not at the College
- Have a regular, safe and secure location for storing the device at home.

- Avoid leaving your device in a car. If it is necessary to do so, ensure it is secure and not visible.

Looking After It
- Avoid exposing the device to:
  - Direct sunlight or sources of heat such as desk lamps.
  - Dust, dirt, rain, liquids or moisture.
  - Heavy shock or vibration.

- LCD screens are delicate - they don't like being poked, prodded, pushed or slammed. Avoid picking up the device by its screen. Avoid slamming the screen closed and always be gentle when putting the device down.

- To clean the LCD screen:
  - Switch off the device.
  - Lightly dampen a clean non-abrasive cloth with water and gently wipe screen in a circular motion.
  - Do not directly apply water or cleaner to the screen.
  - Avoid applying pressure to the screen.

- AC adapter
  - Only use the adapter supplied with the device (or one exactly the same).
  - Avoid stepping on the power cord or placing heavy objects on top of it. Keep the cord away from heavy traffic areas.
  - When unplugging the power cord, pull on the plug itself, rather than the cord.
  - Avoid wrapping the cord tightly around the adapter box.

- Keyboard
  - Gently brush the keyboard with a clean soft-bristled paint brush, or similar, to remove dirt.
  - If any key tops are missing or keys are in a damaged state, these can be replaced through ADP.

- Case Cleaning
  - Take a clean non-abrasive cloth.
  - Spray Windex or like cleaner on to cloth to moisten, do not spray your device directly.
  - Gently rub your device casing with the moistened cloth to remove any dirty marks.

CORNERSTONE DEVICE REQUIREMENTS

What to look for when purchasing a device

If purchasing a device from a third party (i.e. **not** from iSeek), there are several requirements you must adhere to to ensure the suitability to the College environment.

The device **must run** either Windows 10 or macOS – Chromebooks and iPads **are not supported** by the College. Below are the minimum recommend specifications for a device to be used at the College:

• An Intel Core series (i3/i5/i7 - i3 recommended)/AMD Ryzen 5 processor

• 8GB of RAM

• 256GB of SSD-based storage

• 12-hours of usable battery life

• Intel Pentium and Core M processors **are not** recommended.

Please note, if your student intends to study Computer Aided Design (CAD), Music or Design, a slightly more powerful device may be required. Please contact the ICT Services team if you require more information.

CORNERSTONE
COLLEGE
Christ our Firm Foundation
ABN 54 858 405 236

68 Adelaide Road
Mount Barker 5251
South Australia
(08) 8398 6000
connections@cornerstone.sa.edu.au
cornerstone.sa.edu.au