BYOD FAQ

Fact Sheet for the Cape Naturaliste College Bring Your Own Device Program

Q: Which devices will be suitable for students to use at the school?

A: Windows laptops, MacBooks, and iPads are suitable for use on the school network, as long as they meet certain minimum specification requirements (please refer to the "**BYOD Minimum Specification Requirements**" section on page 4). Chromebooks and Android tablets are currently not suitable for use on the school's network.

Q: What happens if a student's BYOD device is damaged or stolen at school? Will the school cover it?

A: No, the school cannot cover damage or theft to privately owned property. The school's insurance, like all government departments, is determined through the government agency Risk Cover, which does not cover individual's private property.

Q: What if I cannot afford a new device?

A: A reasonable range of desktop computers are available throughout the school for student use, but the school cannot guarantee these devices will always be available when needed. Furthermore, the lack of a personal device impacts on student's abilities to complete homework and research assignments. Parents are encouraged to read the "**BYOD Minimum Specification Requirements**," and consider any suitable second hand options. If parents are still in a position where they cannot afford a suitable device, they should speak to Mrs Melanie Ryan, Associate Principal for further assistance.

Q: What about software? Will additional software add to the expense?

A: No, students will be required to install certain Microsoft Office Apps (Word, Excel and PowerPoint), but this is provided for free via registering the student's department email account with Microsoft. Please refer to the "**Student Guide to Microsoft Office 365 ProPlus**" section on page 6.

Q: If I chose an iPad or Microsoft Surface tablet, do I need to purchase a keyboard?

A: While it is not necessary to purchase a keyboard for use with tablets, it is recommended. Learning to type is an important skill that requires practise. While onscreen keyboards are functional, a physical keyboard encourages more consistent use, and provides a better typing experience.

Q: Can students use their own 3G or 4G internet services while on school grounds?

A: The use of internet services other than the college internet while on school grounds is against the school's ICT usage policy. Disciplinary action will apply to students who are found using their personal internet connections on school grounds.

BYOD Minimum Specification Requirements

iPads

The only minimum requirement for iPads is that they support the latest operation system version, which currently is iOS 11. iPads that support iOS 11 are as follows:

iPad mini 2, iPad mini 3, iPad mini 4, iPad Air, iPad Air 2, iPad Pro 12.9", iPad Pro 9.7", iPad 5th Gen, iPad Pro 10.5", iPad Pro 2 12.9", iPad 6th Gen.

If purchasing a new iPad, the school recommends the **iPad 6th Gen** with 32GB of storage. The more expensive **iPad Pro** models are not necessary.

All iPads should include a protective cover or keyboard/cover combination.

Macintosh Laptops

The minimum requirements for Macintosh laptops are as follows:

- Must be installed with at least MacOS Sierra (version 10.12.6).
- Must contain a wi-fi adapter capable of running **IEEE 802.11ac** (generally known as 5 GHz Wi-Fi).
- Must be installed with a commercial Anti-Virus solution.

Windows Laptops and Tablets

The minimum requirements for Windows laptops and tablets are as follows:

- Must be installed with Windows 10.
- Must contain a wi-fi adapter capable of running **IEEE 802.11ac** (generally known as 5 GHz Wi-Fi).
- An appropriate amount of RAM and storage. 4GB minimum RAM (8GB RAM is recommended) 120GB minimum storage (256GB SSD storage is recommended)
- Must be installed with a commercial Anti-Virus solution.

Unsupported Devices

Chromebook and Android devices are currently not supported by the school at this time. These devices have proven to be unreliable in consistently connecting to the school wi-fi network. While this may improve in the near future, the school has chosen not to support these devices at the current time.

BYOD Recommended Devices

The following information is for advice only. It does not advocate for any brand or supplier.

Apple iPad and Macintosh devices

The **iPad 6th Gen 32GB** has received overwhelmingly positive reviews, offering a relatively cheap option (around $450) without sacrificing performance. Considerations can be made towards more storage (128GB) or the larger screen size on the **iPad Pro** however, neither of these are required for daily school use. Please consider a keyboard option, such as the **Logitech Slim Folio Case with Integrated Bluetooth Keyboard**.

Any current Macintosh model will be significantly more powerful than an **iPad**, but this comes at an additional cost. The cheapest Macintosh is the **MacBook Air** (around $1,300), which provides more than enough performance for school tasks, and will suit student's needs up until Year 12, and potentially beyond.

Windows devices

A windows device that is sturdy, reliable and affordable device is our current recommendation. Please refer to the minimum requirements for Windows Laptops and Tablets (above).

Student Guide to Microsoft Office 365 ProPlus

Student email and calendar has been extended at your school to include **free** downloads of Microsoft Office software: **Office 365 ProPlus makes it easy to** download and install the full MS Office suite on up to 5 PCs or Macs and 5 tablets or smartphones.

There is no charge for using ProPlus - it can be reached through the student email link on the portal. Your school can provide you with the log in details if you don't already have them.

ProPlus: how to install Microsoft Office on a student's home computer or portable device

What you will need

- A valid student login (username and password) for the Department portal (provided by School). Students will have both from previous school. The school can assist next year if this is a problem.
- An internet connection with sufficient download allowance for over 1Gb per installation (<u>not</u> the school network)

What you need to be aware of

1. The MS Office software should only be installed on personal equipment - not on computers within the school network.
2. The MS Office software should only be downloaded over a personal, home or non-school data network and it will consume up to 1.5 Gb of data allowances in the initial install.
3. The MS Office download is blocked on the Department network to prevent interference with essential data traffic. If you attempt to launch the software installation while connected to a school network, it will appear to work and will proceed through a number of stages before failing and issuing an error message. There is no way around this.
4. The software installed via Office 365 will automatically try to verify online that the user is still licensed. As long as the student remains registered with a Department school and an internet connection is available, this check will succeed. Once the student is no longer registered, the software will issue an onscreen notice of impending expiry and thirty days later, will no longer allow editing of documents.

How to begin

The following information has been designed to support students with the download and installation of the MS Office Suite via a fully provisioned account. If you have any problems with this process, contact the teacher managing your portal access.

1. Log in to Connect at connect.det.wa.edu.au or into the Department Portal at: portal.det.wa.edu.au
   Contact your teacher/school If you don't already have a username (usually firstname.lastname) and password.

2. Click on the 'email and calendar' icon to launch Office 365:

3. If you have not previously used the Office365 student email service here or if you are unfamiliar with the layout, simply click on '**Office 365**' at the top left of the screen:
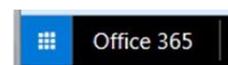
4. Clicking on the Office 365 link will display all the options available to you and you should see a screen similar to this:

5. Click on the '**Install Now'** button at middle right of screen to launch the download and installation process
   (note – you may want to un-tick the Bing and MSN homepage options before starting).
6. You will be asked to acknowledge various warnings and conditions and agree to allow the program to make changes. If, having given all the required positive answers, you encounter an error message or fail to get a message showing the progress of the installation, use the 'Troubleshoot installation' link located under the Install button on the screen shown above, or else follow the links given in any error message.
7. You may need to re-launch the installation a couple of times, if it at first, fails to make the required connections, but, with perseverance, the process should eventually complete – as long as you are not trying to do it over the school network.
8. Once the installation has finished, you should have a full suite of MS Office applications available on your computer. These programs can be launched in the usual way (e.g. from the Start button on a PC)

Installing Applications on a tablet or smartphone

Navigate to the appropriate store to search for and download the Word, Excel, PowerPoint, or OneNote apps:
- Apple devices: Apple App Store
- Windows Phone or Windows 10 device: Windows Store

Detailed guides to obtaining and installing the software on phones and tablets can be found at on the Microsoft support site (https://support.office.com/en-US/article/Office-365-mobile-setup-Help-7dabb6cb-0046-40b6-81fe-767e0b1f014f).

Who can use these downloaded applications?

Once the MS Office suite is installed on a computer or tablet, it is available to any user of that device. The Department of Education's licence with Microsoft allows for this as long as 50% or more of the usage is by a student or staff member of the Department.

When will the downloaded applications stop working?

The installed software needs to verify licensing at least once every 30 days and it does this by automatically checking online that the provisioned student continues to be listed in the Department of Education student domain. If this process fails, for example if you leave the public school system, you will see a warning message every time you launch one of the Office applications. If nothing is done about the warning, the licensed software will switch to read-only operation after 30 days and you will no longer be able to edit files with those applications. The software presents purchase and subscription options to allow all functions to be kept active or to be re-activated at a later date.