



Bring Your Own Device (BYOD) Information for families

At St Francis de Sales College we are committed to the responsible, contemporary and creative use of digital technologies to enhance student learning.

The BYOD program enables access to web-based research materials, problem solving, communication, collaboration, research skills and improve the digital literacy of students throughout their school lives.

The College continues to provide ICT infrastructure to ensure that we can provide the best capacity for students' use of personal learning devices within our learning environment.

As with all other aspects of our community operation, we are committed to working with families to ensure no child is excluded by this process, and concerned families should contact the College Finance department to arrange a meeting.

The following table will provide information regarding your child's BYOD needs:

Student's Year Level	Action recommended
Reception - Year 3	If an iPad has been purchased, continue to bring as BYOD if desired. or: If no previous purchase, school will supply shared iPads for classes to access as required.
Years 4-12	Laptop as BYOD - see recommended minimum specifications on page 2.

We have brokered competitive prices for families through three companies (Harvey Norman, Edunet and LWT - Learning with Technology) who offer several models of personal learning devices for parents wishing to purchase a new device. Links to these companies' are available on our website at stfrancis.catholic.edu.au/learning/byod

Please visit their websites for exact pricing as some pricing may change due to the volatility in the value of the Australian Dollar, and to consider options for accessories, warranty and accidental damage cover.

Devices

Our strategic intent is for all students from Reception to Year 12 to access and utilise a digital device for their learning.

Students in Reception to Year 3 will continue to use College supplied iPads in these years. Families who have bought iPads in recent years; however, are encouraged to have their child benefit from its use as a BYOD. Other families currently in Reception to Year 3 can therefore hold off on any purchase until Year 4.

Apple Devices

A reminder that our network is set up for PC use, however, students with a preference for Apple devices may continue to use them at more senior year levels in the College, but must be aware that full functionality **may not be possible** due to software and network differences.

Google Chromebook Devices

Please be aware that the google **Chromebook** devices are not a preferred supported option.



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Recommended Minimum Specifications

- > Processor: i5 or higher for Years 7-12 and core i3/i5 or higher for Years 4-6
- > RAM: 4GB or 8GB (students undertaking high end software specific subjects 8GB or 16GB)
- > Wireless: Must support 5Ghz signal
- > Minimum Display Screen: >11 inch. Touch-screen optional
- > Battery: All day battery life 7-9 hours
- > Operating system: Windows 10 or higher (preferred)
- > Microsoft 365 supported

Microsoft 365

Students currently enrolled at our College have access to Microsoft 365 via their Student Microsoft 365 account.

The Microsoft Licensing agreement overview is included below:

Microsoft 365 Online Applications

The latest online (cloud based) versions of Microsoft Office Web Apps, including Microsoft Word, Excel, PowerPoint, OneDrive for Business, OneNote, Outlook, Exchange Online, SharePoint Online, accessible from any computer/device with an Internet connection; Office files can be created and edited via a web browser.

Microsoft 365 Applications

Five personal Microsoft Office (Windows/Mac) licenses to every staff member and student within Catholic Education South Australia (CESA) for use on any personally owned computer (BYOD or at home) that you have administrative rights to.

This provides the latest version of Microsoft Office Desktop applications including Word, Excel, PowerPoint, OneNote, Outlook, Publisher, Access and Skype for Business (formerly known as Lync) Teams etc. (NB. Apple MAC OS devices will get the latest version released for Apple by Microsoft - typically a release or two behind).

Microsoft 365 also delivers five additional personal licenses for tablets and other devices.

Graduating students and students leaving the College

When students graduate, leave school or move to an educational institution outside CESA, their Microsoft 365 subscription through CESA ends. They can enrol in other consumer or commercial offers.

When a student leaves, their Microsoft 365 account is automatically removed and they will no longer have access to their Microsoft 365 account. Such students should ensure they backup their OneDrive for Business Data to an alternate location before they leave as this information will no longer be accessible.

Users who have made use of the facility to obtain up to five Office Pro Plus licenses can expect that their licenses will no longer work after they leave the school. They will have to activate their licences using their own personal Microsoft account.

Device Registration

We will continue the current online registration process. This process does not need to be completed again if students are returning to the College with a previously registered device, but does for all new devices.

Laptops and iPads do not have to be handed in to be configured manually.

A single online registration form replaces the Consent, Agreement and BYOD request forms of previous years.

1. Fill in the electronic form on the College website at stfrancis.catholic.edu.au/learning/byod/byod-registration
2. When the College receives the lodged form, IT staff will process your registration.



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Student and Family Responsibilities

Operating system and anti-virus

Students must ensure they have a legal and licensed version of a supported operating system and software. Students' devices must be equipped with anti-virus software.

Battery life and charging

Students must ensure they bring their device to school fully charged for the entire school day. It is important that devices have sufficient battery life to last through the school day. However, charging stations are available in cases where devices are flat (see separate note on recharging).

Security

Students are responsible for securing and protecting their device at school. A protective carry case is **highly recommended**. Any loss or damage to a device is not the responsibility of the College, and families are urged to investigate family insurance conditions to see if additional cover is required.

Appropriate use

Family support of College processes is required by ensuring material on student devices brought into the College are not in breach of the policy document committed to when signing the registration form. Students' devices will be held and supplied directly to the parent if the school has grounds to suspect that a device is being used in breach of College policies.

Maintenance

Students and families are solely responsible for the maintenance and upkeep of their devices.

BYOD Device Recharging

We will continue to support existing personal devices below the recommended minimum specifications as best as possible. Please be mindful that they may not have full network capabilities.

Laptop charge stations are available in the Library, 7-12 Administration Office, Years 5 and 6 Learning Community and Inclusive Education for the recharge of student devices. A charging tip for windows devices can be purchased from Battery World Mount Barker that will work with the power supplies available (refer to the Adapter Tip List and Reference Sheet on page 5).

Contact details for Battery World Mount Barker are as follows:

Battery World Mount Barker

2/1 Kookaburra Lane
Littlehampton "Totness" SA 5250

T: 13 1760/8391 2799

E: mtbarker@batteryworld.com.au

W: batteryworld.com.au

Further Information

We will continue to reduce our carbon footprint as far as can be practically achieved. You will continue to see the communication of information via online and electronic means such as Link Up, Seesaw, Learning Reviews and senior years' course selections. Additionally, students and families from Years 7-12 will have access to the online student management and learning platform called SEQTA.

A reminder that mobile phone registration is not permitted, and these student devices will not have access to the College Network.

See our website for further details:
stfrancis.catholic.edu.au/learning/byod

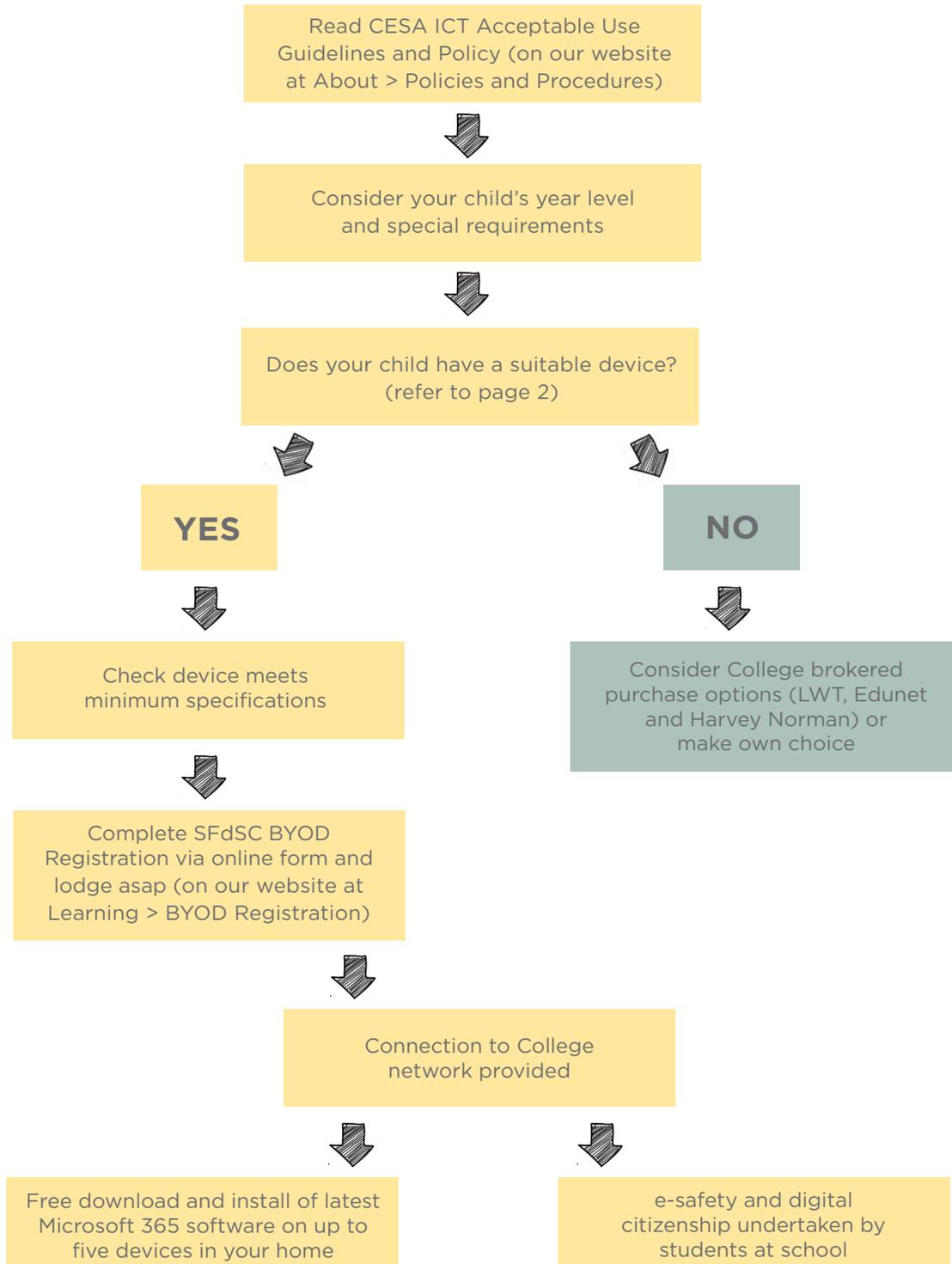
We also recommend:
esafety.gov.au

For information and links to resources about keeping your child safe online.



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Step-by-Step Process



If you need to clarify any aspect of our processes and how it impacts on you and your child, please contact **Alice Taylor (R-6)** or **Kim Bathe (7-12)** on **8393 1000** or email: info@stfrancis.catholic.edu.au

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St Francis de Sales
COLLEGE

 Adapter Tip List and Reference Sheet									
Tip No	Photo	V	Connector Size	Fits Manufacturer	Connector No.	Photo	V	Connector Size	Fits Manufacturer
M1 (Tip Box)		15V	Ø6.3*3.0*10.7mm	TOSHIBA	M16 (Tip Box)		14V	Ø6.0*4.3*10.7mm pin1.4	SAMSUNG, DELL
M2 (Tip Box)		16V	Ø5.5*2.5*10.7mm DC-F	IBM, PANASONIC	M17 (Tip Box)		18.5V	Ø4.8*1.7*10.7mm Bullet tip	HP/COMPAQ
M3 (Tip Box)		16V	Ø6.0*4.3*10.7mm pin1.4	SONY, FUJITSU	M18 (Tip Box)		12V	Ø5.5*2.5*10.7mm DC-F	LCD/ACER, BENQ
M4 (included)		18.5V	Ø4.8*1.7*10.7mm DC-F	HP/COMPAQ	M19 (Tip Box)		12V	Ø4.0*1.7*10.7mm DC-F	SAMSUNG
M5 (included)		19V	Ø5.5*2.5*10.7mm DC-F	LENOVO, COMPAQ/HP, TOSHIBA, NEC	M20 (Tip Box)		19V	Ø4.0*1.7*10.7mm DC-F	HP/COMPAQ
M6 (Tip Box)		19V	Ø5.0*3.0*10.7mm pin1.0	SAMSUNG	M24		19V	Ø2.5*0.7*11mm	ASUS
M8 (Tip Box)		19.5V	Ø6.0*4.3*10.7mm pin1.4	SONY, FUJITSU	M26 (Tip Box)		19V	Ø3.0*1.1*10.7mm	SAMSUNG
M9 (included)		19.5V	Ø7.4*5.0*12.5mm pin0.6	DELL	M27 (Tip Box)		19.5V	Ø4.5*3.0*9mm pin0.6	DELL
M11 (included)		20V	Ø7.9*5.5*12.5mm pin0.9	IBM/LENOVO	M28 (included)		20V	11*4.6*12mm	LENOVO
M12 (included)		18.5V	Ø7.4*5.0*12.5mm pin0.6	HP/COMPAQ	M29 (Tip Box)		22V	Ø3.5*1.35*11mm	SHARP
M13 (included)		19V	Ø5.5*1.7*10.7mm DC-F	ACER	M30 (Tip Box)		19V	Ø4.0*1.35*11mm	ASUS
M14 (Tip Box)		10V	Ø4.8*1.7*10.7mm DC-F	SONY, ASUS	M31 (included)		19.5V	Ø4.5*3.0*9mm pin0.6	HP/COMPAQ
M15 (Tip Box)		12V	Ø4.8*1.7*10.7mm DC-F	ASUS					