

## 2024 Bring Your Own Device (BYOD) Program

This information is for students and families intending to enroll at Killara High School in 2024. Please consider this information to help prepare students for a 21<sup>st</sup> century BYOD learning environment at Killara High School.

Killara High School acknowledges the importance of harnessing technology for teaching and learning to address the needs of today's students, within an ever-increasing tech-focused society and workforce.

In the first few weeks of school, students will also be directed to complete an online *BYOD and School Technology Agreement*. This agreement must be completed before students are permitted to use school technology or to bring a laptop for school learning.

More information about BYOD at Killara High School is available on the BYOD Policy & Setup section of the Killara BYOD Learning Hub <https://www.killarabyod.com.au/byod-policy-and-setup.html>

### **Program Aim**

The BYOD program aims to increase students' engagement and enhance skills in critical thinking, collaboration, creativity and problem solving.

Our Bring Your Own Device program:

- Supports the view that technology in any form should never take the place of good pedagogy, rather, technology should be used as a tool within classrooms to enhance the effectiveness of learning activities where appropriate.
- The program is driven by the premise that laptops will be used alongside traditional learning methods.
- Students will still be required to engage in activities that require handwriting in exercise books and on worksheets. Therefore, students will still be required to bring with them their usual stationery, including exercise books.
- Laptops will be used as another tool to enhance engagement and provide access to a range of additional resources where appropriate.

Our students are active citizens in a world that utilises digital technologies in almost all aspects of life. Killara High School's BYOD program will guide the seamless integration of technology into the learning fabric of our school, aiming to enhance student learning experiences.

### **Equity program**

- Killara High School has an equity policy to support students and families who require laptops on loan. To access policies and procedures go to the Killara BYOD Learning Hub <https://www.killarabyod.com.au/byod-forms.html>

## **BYOD Minimum Specification Guide**

Minimum specifications required for your laptop are below. You should use this information to assist you in purchasing a laptop. For the full specification guide info graph go to <https://goo.gl/A4VryH>

### **Hardware minimum specifications:**

- Must have a keyboard
- 10.5" minimum screen
- 8GB RAM
- 256GB Hard Drive
- 5Ghz WIFI enabled
- At least one USB port
- Windows/Mac compatible
- **Not a Chrome Book or iPad**

### **Software requirements:**

- Microsoft Office Pro Plus (Free for NSW Department of Education student's Office 365 student portal)
- Adobe Creative Cloud (Free for NSW Department of Education students)
- Adobe Acrobat DC (Free and downloaded from Adobe Creative Cloud launcher)

**Adobe Creative Cloud software** can be downloaded from this website: <https://www.adobe.com/au/creativecloud.html> Students will need to use their @education.nsw.gov.au student email address and choose company or school account.

- For information, video and [download guide](#) go to <https://www.killarabyod.com.au/byod-device-setup>.

**Adobe Acrobat DC** can be downloaded from the Adobe Creative Cloud launcher.

For information, video and [download guide](#) go to <https://www.killarabyod.com.au/byod-device-setup>.

### **Suggested devices**

- The Killara BYOD Learning Hub <https://www.killarabyod.com.au/byod-purchasing-information.html> website's BYOD policy and setup section includes links to assist you in purchasing a device.
- This information is provided for parents who need more specific guidance.
- These alternatives are in no way prescriptive as there are many different suppliers and laptops that would suit the needs of the school.

**Take the minimum specifications outline to your local computer retailer to research alternative options. Computers that match our minimum specifications will range in prices, so shop around and try to get the best deal.** There are many laptop models that meet these specifications.

### **Mobile Phones**

We understand that many families wish their children to have a mobile phone for reasons of safety and security. **Please be aware, however, that the use of phones in any class, or any educational setting such as excursions, assemblies, seminars and the like is not permitted.**

We have provided a BYOD readiness checklist to help you with the process.

## **BYOD Readiness Checklist**

### **1. BYOD policy**

- Familiarise yourself and your student with the BYOD policy OR BYOD easy to read (see below for links)
- Ensure your student understands each part of the BYOD & School Technology Agreement\*

(\*In the first few weeks of school, students will be directed to complete the *BYOD and School Technology Agreement*. This agreement must be completed before students are permitted to use school technology or to bring a laptop for school learning)

#### QUICK REFERENCE

**Killara full BYOD policy**



<https://goo.gl/kJjJAz>

**Killara easy to read policy**



<https://goo.gl/ochvrz>

**BYOD forms page**



<https://goo.gl/bJxbZe>

### **2. Purchasing your BYOD device**

- Check BYOD minimum specifications guide
- Read the Killara equity laptop procedures
- View the purchasing information on <http://www.killarabyod.com.au/byod-policy-and-setup> (shop around & we recommend insurance)
- Read device maintenance page on <http://www.killarabyod.com.au/byod-policy-and-setup>

#### QUICK REFERENCE

**BYOD Minimum specifications**



<https://goo.gl/hfXyrb>

**Killara equity procedures**



<https://goo.gl/bJxbZe>

**Device maintenance**



<https://goo.gl/JmwP6N>

### 3. Getting your BYOD device ready for commissioning

- Ensure you have your student's email & password
- Read the BYOD device setup page <http://www.killarabyod.com.au/byod-policy-and-setup>
- Install Office Pro Plus formerly Office 2016 (through student portal> learning tab>Microsoft Office 365)
- Install Adobe reader
- Adobe Premiere elements <https://nsw-students.onthehub.com/WebStore/Welcome.aspx>
- All installations must be performed at home** (Laptop needs to be ready Term 1 Week 3)

#### QUICK REFERENCE

##### BYOD setup page



<https://goo.gl/zkZV9>

##### How to login videos



<https://goo.gl/kqLUFU>

### 4. BYOD familiarisation

- Ensure your student knows how to access Office 365 & G Suite through the student portal
- Ensure laptop is fully charged each day

#### QUICK REFERENCE

##### BYOD setup page



<https://goo.gl/zRkZV9>

##### Office 365 & G Suite videos



<https://goo.gl/wJ8ihE>