



BYOD

Bring Your Own Device
2017 Guide for Parents & Students

What is BYOD?

BYOD stands for Bring Your Own Device. This model allows students to bring an IT device to the Academy that best supports their learning needs (within specifications).

IT devices are powerful means of differentiating and personalising a student's education, and student-owned devices facilitate student choice over which application best suits their learning and communication style. Teachers will work with students to ensure everyone can access and view a student's final work in appropriate formats as necessary.

We are giving families control over the choice of IT device to bring to school as their primary device (within specifications). With this primary device we will continue to support students by diagnosing IT issues and consulting with families if further action is required. We make the following recommendations around device specifications and software as these are expectations that the Academies have of the devices students bring to school.

Minimum IT Device Specification

The table below should help you in purchasing a device with the minimum specifications supported by Queensland Academies for your student's technology needs.

Platform	PC, Tablet PC or Mac
Screen Size	10" screen or higher (measured diagonally) – consider portability and weight
Processor	Intel i5 or higher (or equivalent)
RAM	4 GB or higher
Hard Drive	128 GB or higher
Operating System	Windows 7 or higher Mac OSX 10.10.3 or higher <i>NOT SUPPORTED: iOS, Android, Windows RT, Chromebook & distributions of Linux (eg. Ubuntu, Debian, Fedora etc.)</i>
Wireless	Dual-band wireless capabilities (2.4 & 5 GHz / also referred to as 802.11ac)
Features	Keyboard, USB port, headphone port, In-built microphone, webcam
Battery Life	4+ hours

If you have questions about whether a specific model computer will meet the requirements please feel free to contact the QAHS IT Department on 07 5510 1100 or it@qahs.eq.edu.au.

When to Purchase

It is expected that all students will have an IT device ready for the first day of school. It is a good idea to purchase the device early so the student can become familiar with it and hit the ground running when they arrive at the Academy.

Choosing your Device

We can understand and appreciate the uncertainties that may be associated with choosing the best device for your child. This documentation provides the minimum specifications that are required as well as examples of the majority of the popular brands that meet these specifications. You will also find examples of devices that do not meet specifications.

Unfortunately we are unable to recommend one particular device over another due to our adherence to the “Public Sector Ethics Act 1994” where we have a “duty to provide advice which is objective, independent, apolitical and impartial”.

Should you have any specific questions in regards to a particular device please consult our IT staff and they will be happy to assist you.

Software

The only software requirement for Queensland Academies is each student must have Microsoft Office 2010 or higher installed. All state school students can now download multiple free copies of the Microsoft Office 2013 Suite to their personal home and mobile computer equipment.

Students who want the free software will need an active Managed Internet Service (MIS) login, school email account and password — those who don't should contact their school's MIS Administrator or class teacher. The administrator will help students activate their MIS login. If your student is coming from a private school, these details will be provided on commencement of schooling at QA.

Students can download Office from here - <https://portal.office.com/OLS/MySoftware.aspx>.

Students also have access to a range of Adobe products available to install on a personal device. You can download a Trial version of the software, which can be serialised by QAHS staff while students are at school. The following Adobe software is available to students: Photoshop CC, Illustrator CC, Indesign CC, Acrobat XI Pro, Photoshop Elements, Dreamweaver CC, Flash Professional CC, Fireworks, Edge Animate, Muse, Media Encoder CC, Captivate. Download here: <https://www.adobe.com/au/creativecloud/catalog/desktop.html>

Suggestion of additional software to install:

Internet Browsers

- Google Chrome <http://www.google.com/chrome>
- Mozilla Firefox <http://www.getfirefox.com>

Plugins

- Adobe Flash, Reader, Air, Shockwave Player www.adobe.com
- Java - <http://www.java.com/en/download/index.jsp>

Online Storage/Backup

- DropBox <http://www.dropbox.com/>
- Google Drive <https://drive.google.com/>
- Microsoft OneDrive <https://onedrive.live.com/>

Video Players :

- Quicktime Player <http://www.apple.com/quicktime/download/>
- VLC Player <http://www.videolan.org/vlc/>

Audio Recorder:

- Audacity <http://audacity.sourceforge.net/download/>

Virus / Malware Protection:

- Microsoft Security Essentials <http://windows.microsoft.com/en-us/windows/security-essentials-download>
- Malwarebytes <http://www.malwarebytes.org>
- Please note some security software is not compatible with the DET network (eg. Bullguard).

Backing Up

As we all know, technology can fail and can be lost or stolen so it is extremely important that students have a backup plan in case things go wrong.

Backing up is easy. Once set up, your data should be backing up automatically. You just need to check every once in a while to make sure your backups actually work. There are three main types of backup solutions:

Local Backup

Every week, copy your most important files onto an external hard drive next to your desk, in your cupboard, or any other place where you can easily retrieve it.

You can even use Windows Backup (or Time Machine, if you have a Mac) to do this automatically!

Offsite Backup

This is another automatic backup on an external hard drive that's stored at another location, such as a friend or family's house. This protects your backup in case of theft, natural disaster or simple hardware failure.

Cloud Backup

Similar to an offsite backup, this involves simply installing a small app (eg. Dropbox, Google Drive, Microsoft OneDrive) on your computer to instantly and automatically copy your files to the internet. This makes multiple copies of your files at various places around the world, making it hard to lose any of your files.

It's super simple and done instantly - you barely need to do anything! However, your backups can be a little bit of a pain to retrieve though (it's a lot of stuff you have to download!) so having this option in conjunction with one of the above is a good, secure plan.

Care of Device

It is the responsibility of families to keep their chosen IT device in good working order to ensure minimal disruption to learning.

It is expected that students bring their IT device to school each day fully charged.

Each device should be clearly labelled with the student's name.

Students should take care to put their device to sleep when moving around, as failure to do so can damage the Hard Drive and potentially lose files. Choosing a device with a solid state drive (SSD) can alleviate some of these issues.

Case / Carry Bag

A strong carry case is a great way to protect your device from accidental damage like drops. Use a bag or case designed to hold a laptop with adequate padding.

Insurance

Purchasing insurance is a personal choice.

When purchasing your laptop please learn about your options to purchase accidental damage protection for your IT device. This covers your device with accidental damage on and off the school campus. Fire, theft and acts of God are usually not covered under these programs and we request you to include it in your personal or home insurance. The insurance can be purchased with your computer vendor or any insurance company. All insurance claims must be settled between you and the insurance company. Statistically, 30% of repairs at the academy are considered non-warranty. Eg. repairing a cracked screen from a drop can cost up to \$1000.

Warranty

We advise that all devices are covered by an extended warranty to last the students' time at the Academy. Statistically a computer will require, on average, 2.5 repairs during its 3 year life cycle. This is a computer requiring a hardware repair due to component failure (warranty) or accidental damage (non-warranty). On average 70% of these repairs are warranty and 30% non-warranty.

Repairs and Maintenance

All maintenance for the IT device, operating system, software and/or apps purchased by the family are the responsibility of the family. Families should ensure quick maintenance turnaround for student devices. A limited number of loan laptops are available from the IT office for use while repairs are occurring.

School Support

If you run into a problem, we advise students to see the Academy IT staff who will attempt to diagnose the fault. If this is not able to be resolved by QA Staff, they can recommend a course of action for repair (eg. warranty claim, insurance claim etc.)

Secondary Devices

We acknowledge that the majority of today's users experience media on a variety of screens: computer, smartphone, tablet and TV. Students are welcome to bring secondary devices to the Academy. IT staff can assist in connecting the device to the Wi-Fi, however cannot support repairs and maintenance.