



PACIFIC PINES STATE HIGH
INSPIRING EXCELLENCE TO EMPOWER SUCCESS

PACIFIC PINES STATE HIGH

*Bring Your Own Device
Purchasing Guide*

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BYOD BACKGROUND

BYOD stands for Bring Your Own Device.

All students from Year 7 to 12 are required to participate in the BYOD program at Pacific Pines State High School.

This booklet has been developed as a guide for parents and students starting out on their BYOD journey at Pacific Pines State High School.

About BYOD

BYOD is a new pathway supporting the delivery of 21st Century Learning. This model allows students to bring an IT device to Pacific Pines State High that best supports their learning needs (within specifications).

BYOD is a term used to describe a digital device ownership model where students use their privately owned devices to access various applications to enhance learning. BYOD recognises the demand for seamless movement between school, work, home and play.

Pacific Pines State High is committed to moving students forward in a contemporary learning environment and is promoting a BYOD model to give parents and students greater choice in device, functionality and budget. Students are able to work with technology they are comfortable and familiar with. IT devices are a 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. Students are able to download free or inexpensive applications that will further help their learning and understanding of a topic.

We are giving families control over the choice of IT device (i.e. brand) to bring to school as their primary device (within specifications). Students may bring a device they already have at home. This must meet the minimum specification requirements as outlined in this booklet. For families considering purchasing a new device, please refer to the Minimum IT Specifications.

If families have a device not more than 3 years old, students are encouraged to bring it to school and see if connection can occur before having to purchase another device.

Parents and students in the BYOD program must read and understand this document as it will ensure that any issues with connecting to the PPSH BYOD network are minimised and that the student's personal BYOD device can be connected in a timely manner to ensure the best and most effective use at school.

Purchasing a Device

Due to the Public Sector Ethics Act of 1994 we are unable to recommend one particular device over another as we have a "duty to provide advice which is objective, independent, apolitical and impartial". Some vendors have however created BYOD portals to assist parents in purchasing a device. Details for these portals are provided below.

Vendor	Dell	HP
Website Link	www.dell.com/dci/fp/authorize/faa1f369-d81a-4ccb-ab23-5d22311cda4e?Id=5d1b3db8-16fc-4ab9-9f6d-133dd818b253	www.hpshopping.com.au/ppshsbyod
Notes	NA	5% Discount Code: pacific5% School Code: PacificPinesSHS

DEVICE REQUIREMENTS

Suitable Requirements

There are a number of requirements for a device to be suitable for use in the BYOD Program at Pacific Pines State High. A device meeting these requirements is essential to ensure your student is able to adequately engage with the device in the classroom.

The below table outlines the minimum requirements for devices in the BYOD Program. Recommended device features are also provided in order to assist with sourcing a device. All devices that do not meet these minimum specifications are unsuitable for use in the BYOD Program.

	MIN REQUIREMENT	RECOMMENDED
Operating System (OS)	Windows 10 Home/Pro OR MacOS 10.13 and above	
CPU	Intel i3 or AMD Equivalent	Intel i5 or AMD Equivalent
Memory (RAM)	4Gb	8Gb
Storage	128GB Hard Drive	256GB Solid State Drive (SSD)
Screen Size	11"	13"
Battery Life	6 Hours	10 Hours
Warranty	3 Yr Extended	3 Yr Extended + Accidental Damage Protection
Wireless	5 Ghz	
Case	Hard protective case	
User Account Type	Administrator	

If you have questions about whether a specific model computer will meet the requirements please feel free to contact Pacific Pines State High School on (07) 5502 5111.

Unsuitable Devices

Some common devices DO NOT meet specification and are unsupported at Pacific Pines State High. These include, but are not limited to, the devices outlined below.



Chromebook



Android Tablets



Mobile Phones

In addition to a laptop, students are also permitted but not required to bring an iPad for use as a secondary device. This means students will still be required to bring a Windows or MacBook device but may also bring an iPad. This is purely optional and not a requirement for participation in the BYOD program or for any part of the school curriculum.

Software Requirements

Microsoft Office (FREE for EQ Students)

EQ and Microsoft currently have an agreement that allows all students to install the Microsoft Office suite for FREE on primary devices. Installation advice and instructions are provided along with the BYOD information from the Information Technology page on the school website.

www.pacificpinesshs.eq.edu.au

Adobe Design Web Suite

Access to Adobe Creative Cloud is available for students within selected Subjects that require the software.

This will be available to those students via the Creative Cloud login where students can sign in, Download and Install the software onto their devices.

Subject specific software/hardware

Please refer to the subject selection handbook for details on any software / hardware requirements for specific subjects.

School owned software may only be installed on school owned devices. Some subjects require subject specific software with each having different licensing agreements for private purchase. For installation of subject specific software on BYOD devices, the cost, purchase and installation is the responsibility of the parent/caregiver as the owner of the device. Refer to subject handbook for details.

BYOD Responsibilities

Ready to Learn

Students must ensure that their byod device has been fully charged and restarted every day before school commences. Failure to do so may result in disciplinary action.

Administrator Access

To successfully connect to the BYOD network students require full Administrator level access.

Backing Up

As we all know, technology can fail and can be lost or stolen so it is extremely important that students have a back-up plan in case things go wrong. Backing up is easy. Once set up, your data should be backing up automatically. Students are required to check periodically to ensure your backups have been completed successfully.

V2021.1

Device Protection

Windows / MAC and Virus Protection Updates

To ensure that the BYOD network is secure and that its operation is maintained for all students there are a couple of checks that are regularly performed on BYOD devices before they are able connect to the BYOD network at school each day. The two main checks that can affect a devices ability to reconnect to the BYOD network are:

- Windows/Mac updates
- Virus protection updates.

Virus Protection updates

Microsoft regularly provide updates to their Operating System and these are accessed via the "Windows Update" feature on your device. The checking and installation of updates can be performed manually or on a set schedule. It is highly recommended to set to daily automatic updates.

It is mandatory that all devices have Virus Protection Software. Pre-installed trial versions of antivirus may cause issue with your connection to the BYOD network initially but this will be covered and discussed by the school technicians during the BYOD connection session. Parents are responsible for ensuring that any Antivirus software installed is kept up to date and that regular scans are performed to ensure student BYOD devices do not bring malicious software onto the school BYOD network.

Devices that are found to be running out-of-date windows versions and virus protection will be automatically prevented from connecting to the BYOD network until these two issues have been rectified at home.

Security

Passwords

Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals.

The password should be changed regularly, as well as when prompted by the department or when known by another user. Personal user accounts are not to be shared. Students should not allow others to use their personal account for any reason. Students should log off or lock the device at the end of each session to ensure no one else can use their account or device.

Students should also set a password for access to their BYOD device and keep it private. Parents/ caregivers may also choose to maintain a password on a personally-owned device for access to the device in the event their student forgets their password or if access is required for technical support. Any student that is having issues with their EQ password that they are unable to resolve are advised to see the school Information Technology Support officers.

Maintaining your device

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.

EQ Acceptable Usage Guidelines

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student(s) access to the internet, based upon the policy contained within the Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems.

This policy also forms part of this Student Laptop Charter. The acceptable-use conditions apply to the use of the device and internet both on and off the school grounds.

Communication through internet and online communication services must also comply with the department's Code of School Behaviour and the Responsible Behaviour Plan available on the school website.

While on the school network, students should not:

- create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- use unauthorised programs and intentionally download unauthorised software, graphics or music
- intentionally damage or disable computers, computer systems, school or government networks
- use the device for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

Note: Students' use of internet and online communication services may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

Carry Bag, Insurance & Warranty

Pacific Pines State High School does not accept responsibility for damage, loss or theft of BYOD devices. Devices are the sole responsibility of the student.

It is recommended that students have a suitable protective bag to protect your device from accidental damage like drops. Teachers or staff will not store or hold on to devices. **School Backpack style bag which contains a section suitable for the storage and carrying of a laptop is available at the Uniform Shop. This bag comes with a Lifetime Warranty.**

We also advise parents to consider purchasing Accidental Damage Protection for the BYOD device. Some House Insurance Policies may cover devices when they are at alternate sites. We advise that all devices should be covered by an extended warranty to last the students' time at Pacific Pines SH. A computer will require, on average, 2.5 repairs during its 3 year life cycle. On average 40% of these repairs are warranty and 60% non-warranty.

BYOD Connection Checklist

Before you bring your BYOD device to PPSH, the following steps must be completed at all stages. I.e. "YES" to each stage. Your device will then be easily connected to the PPSH BYOD network.

Device Complete? YES NO

The Laptop will need to have a clean build. (Brand new or factory reset). A second hand device with viruses or software which hinders a safe EQ computer environment will not work.

Specifications Complete? YES NO

These specifications are required of all devices that are used to PPSH:

- Device is a laptop or tablet?
- Device has Windows 10 home/pro or macOS operating systems installed?
- Device is NOT Windows 10 S? (free upgrade to Windows 10 home/pro available from Microsoft if it is) Windows 10 S device will not connect to our wireless.
- Device is NOT a Chromebook, Smart phone, Android device or a laptop with a Linux distribution. These devices will not connect to our network or are unsuitable to the classroom.
- Device is capable of connecting to the 5Ghz wireless range? You can purchase a USB wifi dongle from computer retailers if it is not compatible.

Regional Settings Complete? YES NO

The Time Zone should be UTC+10 Brisbane (Windows) or Australian Eastern Standard Time – Brisbane (Mac OS X)

Credentials Complete? YES NO

Do you have a valid username and password from Education Queensland? You may test it by logging on here. <https://owa.eq.edu.au/>
Please have your student see their teacher if they do not know their username or password and they can supply it to them.

User Account has Admin Access Complete? YES NO

Does your computer account have administrator access? User accounts must have administrator access for your device to connect to the PPSH BYOD Network.

For Windows devices it has been found through experience that using a Microsoft Account to sign into the device results in fewer issues connecting to the network. Using a Microsoft account also allows the user to reset their account password over the internet. Devices with Microsoft Accounts on them should be configured to have an alternative sign-in method (such as PIN, Face Unlock or Biometrics) to allow the device to sign in whilst not connected to a network.

The below link provides guidance for setting up and signing into your Microsoft Account.
<https://account.microsoft.com/account?lang=en-us>

V2021.1

BYOD Connection Checklist

Antivirus

Complete? YES NO

Through our experience, the FREE Windows built in antivirus program 'Windows Defender' has been found to cause fewer issues with the PPSH BYOD Network, however some families prefer an alternative antivirus program and can do so.

There should only be one antivirus program on your device, if there are more, please uninstall one.

***How to uninstall a program:**

<http://www.laptopmag.com/articles/uninstall-programs-windows-10>

***How to enable windows defender:**

<https://support.microsoft.com/en-au/help/17464/windows-defender-help-protect-computer>

Microsoft Office Complete? YES NO

Please note before you attempt to install Office on your BYOD, you will require an Education Queensland email address and a valid password.

Most Windows computers come with a trial version of Microsoft Office, you can try and license this program for free using your student's Education Queensland username and password. If you are unable to license the currently installed version you can install the FREE version of Office. Before you can do this however the trial version needs to be removed.

Next, follow the basic Instructions on the PPSH website to download and install Microsoft Office on your child's laptop.

After you've installed Office, you may run Microsoft Word to test the application is functioning correctly. If it asks for an email address, you must supply the Education Queensland provided email address. (E.g. *abcde12@eq.edu.au*) Any other email such as **someone@gmail.com** will NOT activate the Office software. There are NO Activation codes or Serial Numbers. If you are prompted for one, then you have missed one or more of the Instructions above. Please follow them again. Failing that you can visit the school's tech office for help.

Next Steps

Please now attempt to connect to the PPSH BYOD Network AT HOME. Please see the connection guides below for assistance in connecting:

FACT SHEET: <https://pacificpinesshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/Facilities/byoxlink-parent-fact-sheet.pdf>

WINDOWS: <https://pacificpinesshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/Facilities/windows-intune-installation-guide.PDF>

MAC: <https://pacificpinesshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/Facilities/mac-intune-installation-guide.PDF>

iOS (IPAD): <https://pacificpinesshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/Facilities/ios-intune-installation-guide.PDF>

Note: If you have any problems with the above steps, please visit the IT Office and schedule a time to have them resolved.

Support Contact Information:

Please contact us at support@pacificpinesshs.eq.edu.au

V2021.1