



## BYOD Checklist

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

### 1. DEVICE

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.

Complete?    Yes                       No

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### 2. SPECIFICATIONS

#### Windows laptop

	Min Requirement	Recommended
CPU	Intel i3	Intel i5 /i7
Operating System (OS)	Windows 8	Windows 10 (Except Windows 10 "S" edition)
Memory (RAM)	4Gb	8Gb
Hard Drive (HDD)	250Gb	500Gb or more
Battery	3 hrs	6+ hrs
Wireless Card	5Ghz (2.4Ghz is not compatible)	5Ghz (2.4Ghz is not compatible)
Warranty	Default	Extended + accidental damage protection

#### Mac laptop

	Min Requirement	Recommended
Operating System (OS)	Mac OS x 10.9 "Mavericks"	Mac OS x 10.12 "High Sierra"
Memory (RAM)	4Gb	8Gb
Hard Drive (HDD)	250Gb	500Gb or more
Battery	6 hrs	6+ hrs
Wireless Card	5Ghz	5Ghz
Warranty	Default	Extended + accidental damage protection

**## The BYOD device should not be a Chromebook, iPad, Smart phone, Android device or a laptop with a Linux distribution. As these devices will not operate as effectively as a laptop device.**

Complete?    Yes                       No

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### 3. REGIONAL SETTINGS

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

Complete?    Yes                       No

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### 4. CREDENTIALS

**Education Queensland (EQ)**

Do you have a valid username and password from EQ? You may test it by logging on here.

<https://owa.eq.edu.au/>

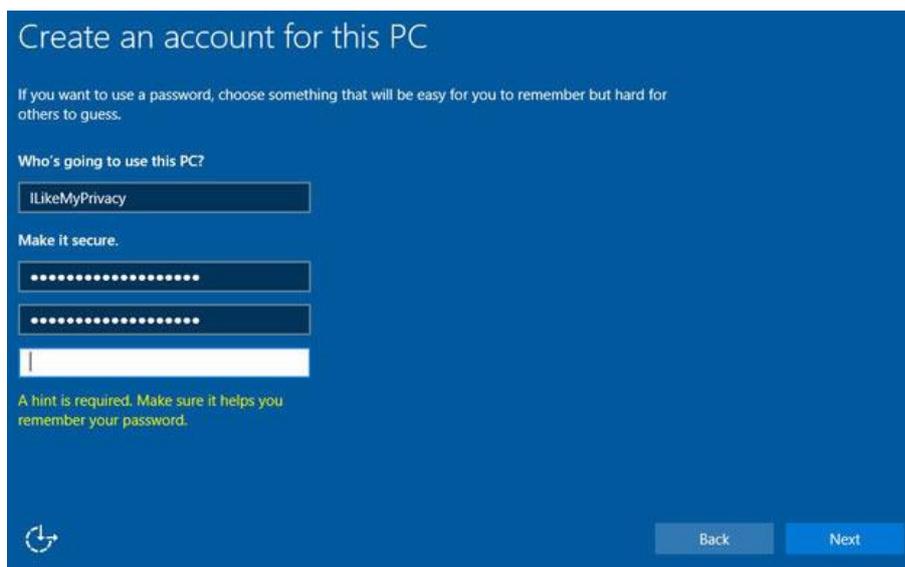
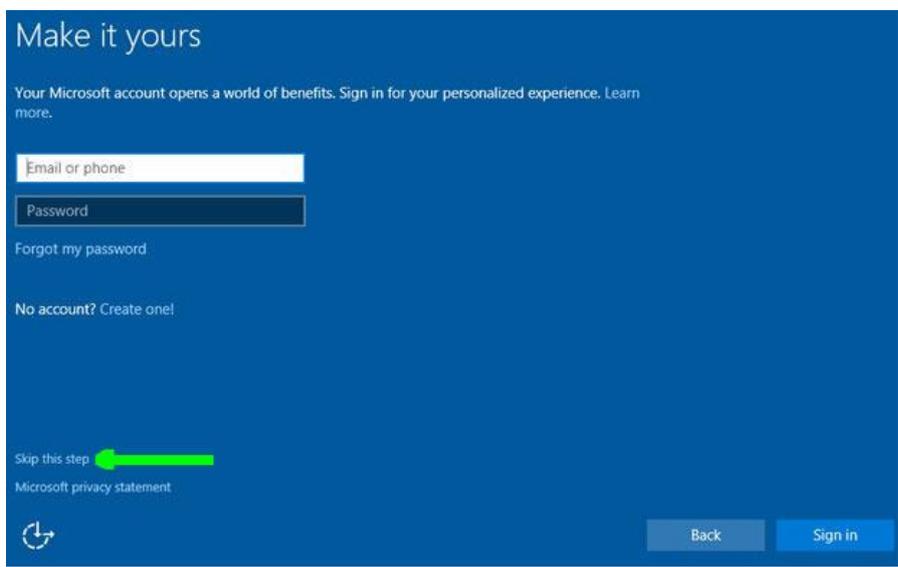
Complete? Yes

No

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**Personal laptop**

Do you have a local username and password for your laptop with Administrator Access? (Not a Standard Account which most parents create for their children). Also the account should not be part of a Microsoft family account. When creating an account, please don't create it using a Microsoft account. Here is a screenshot on how to create your account. Detailed information can be found here <http://www.networkworld.com/article/2956427/microsoft-subnet/how-to-setup-a-local-account-in-windows-10-during-or-after-installation.html>



Complete? Yes

No

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**5. ANTIVIRUS**

Do you have an Antivirus program? We have found that the FREE Windows built in antivirus program “Windows Defender” to have fewer issues with BYOD. However, if you are happy with another antivirus program, you may wish to use it. If on the other hand you wish to activate Windows Defender, below is how you can enable it. In order to do so you must remove any other antivirus program you have. There can only be one.

\*How to uninstall a program - <http://www.laptopmag.com/articles/uninstall-programs-windows-10>

Once uninstalled your built in antivirus program will automatically be turned on. To make sure, follow these steps.

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

Complete?    Yes                       No

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## 6.    MICROSOFT OFFICE

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. This is not sufficient for your child’s education. At Pacific Pines SHS we offer all our students a full version of Microsoft Office FREE of charge as part of our Education program. This can be downloaded from our website or at school.

However before you can install this FREE version of Office, the trial version needs to be removed. Please see above on “**How to uninstall a program**”\*.

Next, follow these basic Instructions to download and install Microsoft Office on your child’s laptop.

<https://pacificpinesshs.eq.edu.au/Supportandresources/Formsanddocuments/Documents/Facilities/Office%20365%20for%20Students.pdf>

For Instructions on how to get the Windows version is [here](#) and the Mac version is [here](#).

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](mailto:abcde12@eq.edu.au)) Any other email such as [someone@gmail.com](mailto: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. Fees and charges may apply.

**Note:** This activation process of Microsoft Office using the EQ email **cannot** be done at school.

Complete?    Yes                       No

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