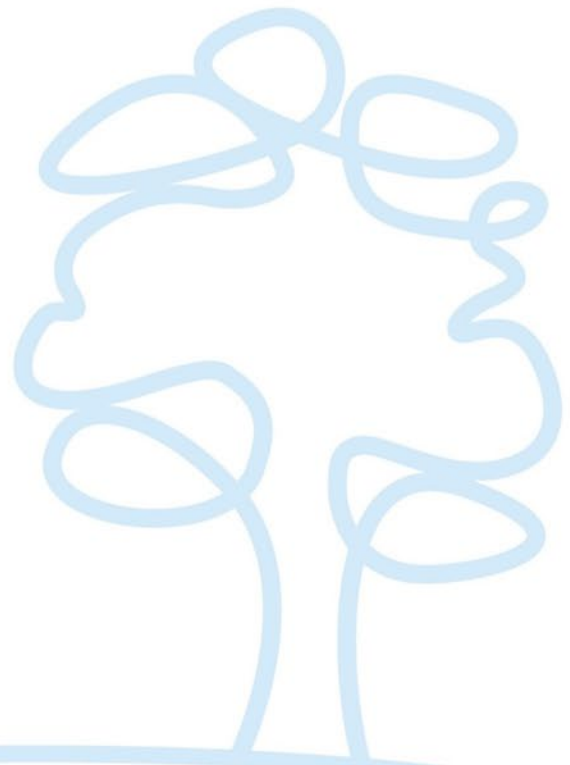# RICHARD JOHNSON
ANGLICAN COLLEGE

BYOD PROGRAM BOOKLET

(Bring Your Own Device)

2025

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ABOUT THE PROGRAM

Why One To One Learning?

The One to One Learning Program provides our Senior School students with access to extensive global resources and content. It also gives students the opportunity to increasingly manage their learning approach, particularly in respect to creative problem solving.

What will I need?

All Senior School students are required to have access at the College to a personal Windows Laptop or Apple Mac Book. Students are expected to bring the device to the College fully charged each day. This device may be a new or second-hand but must comply with some minimum requirements outlined below.

Can I buy a device from the College or do I purchase a device from a retailer?

The College does not provide laptops for sale. The College encourages you to purchase a device with good battery life from a known retailer. An RJ laptop bag is required for safe transport (available from Lowes). This bag does not replace the standard RJ backpack when travelling to and from home.

How will the device be used in class?

The Program facilitates the usage of technology to support learning by providing students with the opportunity to collaborate, communicate and research on a global level in real time. Teachers utilise various teaching strategies, which range from setting specific online tasks to creating open-ended and collaborative tasks. Digital learning tasks will become more prevalent and fluid. It does not mean that every lesson will be a computer lesson, but teachers will use digital resources in a meaningful and relevant way to enhance students learning.

What about textbooks?

The College uses eBooks in various Years and Faculties. The benefit of using an eBook, in addition to a reduction in the weight of textbooks, is the interactive content. At the current time, students will have a mix of eBooks and textbooks.

What effect will the Program have on exercise books?

The College will maintain a blended learning environment, wherein a range of learning activities are used. Depending on the type of activity, exercise books will be used; however, the device will be an integral part of most lessons. The teacher will decide on the best tool to use and will clearly communicate this to the students. There will still be an emphasis on writing skills as this is still useful to have and HSC exams still utilise written exams.

MICROSOFT OFFICE 365 EDUCATION FOR STUDENTS

Office 365 Education for Students is free for students: www.Office.com/GetOffice365. Students can download and install Word, Excel, PowerPoint, Outlook, OneNote, Publisher to their computer and it also provides access for up to 4 other PCs or Macs or other mobile devices including Android, iPad®, and Windows tablets. Students can also access OneDrive cloud storage, managed by the College, and students can edit and collaborate using Office Online, OneNote, and SharePoint sites.

What happens if there is no internet?

Internet access is required to install and activate all the latest releases of Office suites and all Office 365 subscription plans. Office 365 can be used online, or it can be downloaded to the student's laptop and used offline. If working with the offline version, it only must be verified over the internet every 39 days. For Office 365, internet access is needed to manage the subscription account, including the installation of Office on other PCs according to the Microsoft licencing agreement. Internet access is also required to access documents stored on the Colleges OneDrive. Regular connection to the internet will keep Office up-to-date and provide automatic upgrades.

DEVICE MINIMUM REQUIREMENTS - HARDWARE

Windows Laptop – Windows tablet PC – MacBook

Minimum Requirements for All Devices (and Recommendations):

- Screen size: 12 inch, Screen resolution: 1920 x 1080 Full HD
- CPU Computer Processor (recommended Intel i5 or Ryzen 5 or equivalent) *
- 8GB of Memory (recommended 16GB)
- 256GB of Storage
- Wireless Connectivity: 802.11AC or WiFi5
- Audio/Video: Headphone and Microphone Ports
- No 4G/5G embedded support
- Full QWERTY Keyboard suitable for touch-typing
- Minimum stated battery life of 6 hours
- The RJ laptop bag
- A screen protective film
- Three (3) year warranty
- Operating System for Microsoft Products – Windows 10 is recommended
- Operating System for Apple Products – OSX 10.12

In addition, a minimum 32Gb Memory Stick or a small Hard Drive is recommended to maintain valid backups of the BYOD computer.

Chromebooks, iPads and Android tablets are not accepted in the BYOD program.

* Note: Year 7 will be working with the CAD software Fusion 360. A low-end processor (e.g. Celeron, Pentium, AMD A6, AMD Ryzen 3) is not recommended for this application.

DEVICE MINIMUM REQUIREMENTS – SOFTWARE

Internet Browser:

All devices must have an internet browser, either Microsoft Edge for Windows device, or Google Chrome for MacBook installed and set as the default browser.

Productivity Software

Much of students' work undertaken using their devices will include word processing, data analysis, presentation, design and desktop publishing. Every student will have a Microsoft Account for Office 365, a productivity suite of applications that can handle these tasks at no cost for educational students. Office 365 is also available for the MacBook.

PDF Reader

Adobe Acrobat Reader needs to be installed.

Audio/Video Software:

A suitable audio and video application will be required. Due to the wide range of video types which exist, we strongly recommend that the free program VLC Player is installed (in addition to those already installed such as QuickTime, Microsoft Media Player etc.), as it can open and view many different forms of video.

Anti-Virus Software:

For PC users, Window 10 comes with virus protection software built in and kept up-to-date. This should not be disabled to keep files safe. Various free and paid Anti-Virus programs exist which are available for Mac OSX computers.

Software Installed for College Use:

In addition to the above software, during the on boarding process to gain access to the College network OnGuard security software will be loaded at the first day **One to One Learning On-boarding session**. All software required to be used at the College is at no cost to the student.

TAS Related Software:

A student who is planning to do a TAS based subject in current or future years needs to check with the Faculty Leader of TAS as to what software would be required. Technology Mandatory in Stage 4 will be using the Computer Aided Design (CAD) software Fusion 360 which is free for education purposes. Also, Adobe Photoshop for Visual Arts or Adobe Illustrator may be used for other TAS subjects. This software typically has a substantial space requirement and it is recommended to preload a copy of the software (trial version is acceptable) to allocate the space. A Year 7 student will be required to preload Adobe Photoshop Elements (trial version) to their computer. The College will provide a valid licencing key for the software when the student is required to use the software.

MAC & WINDOWS BASED LAPTOPS

How much do I need to spend on the device?

For College use, a median level Windows based laptop will meet the needs of most students, please note the recommended requirements are not mandatory but testing indicates that these recommendations provide a reasonable level of processing capabilities for students to not be hampered by slow speeds.

Senior students studying an IT course, TAS or Visual Arts may require higher specifications to cater for high powered application software e.g. Adobe Creative Suite (Photoshop, Illustrator, etc.) and should check with the appropriate Faculty Leader for the requirements for their course of study. Some students may also like to use their device beyond the classroom.

Will my child be at a disadvantage in the Senior Years in TAS subjects if they only have a cheaper laptop?

A cheap laptop will have some disadvantages but will not preclude a student doing a TAS subject, provided they have met the minimum requirements. Additional software will take up additional space and students with lower end computers should ensure they have sufficient space and not fill their computer's drives with unnecessary software and downloads. Students wishing to undertake a course that requires specialist software should consult the appropriate Faculty Leader before purchasing.

MAC BASED LAPTOP

Some people may prefer to purchase a device tailored to their own needs and likes. Others may already own a device that complies with the College's recommended specifications. While the Windows based laptop is the recommended option, an Apple MacBook is also suitable.

What are the benefits of purchasing a MacBook?

A MacBook may provide students with greater multimedia capabilities should they require them for visual media-based subjects. MS Office365 is fully available for a MacBook.

What are the disadvantages of purchasing a MacBook?

A MacBook is generally more expensive than a Windows based laptop. They may also require extra software and carry additional technical support overheads for the user.

FREQUENTLY ASKED QUESTIONS

Will my child be able to download songs, movies and other media on their device?

While connected at the College, students should be browsing the internet and downloading resources for educational purposes. All access to internet resources, email, copyright, etc, on One to One Learning devices is governed by the College's ICT Acceptable Use Policy. Generally, viewing or downloading material for other purposes would conflict with these guidelines.

At home, parents are encouraged to govern these types of activity.

Should I buy insurance?

The responsibility for the security of the device rests with the individual owner. The College takes no responsibility for stolen, lost, or damaged devices. While College employees may help students to identify how to keep their devices secure, students (and their families) will have the final responsibility for securing their devices. You may wish to check your homeowner's insurance policy regarding coverage of personal electronic devices, as many of these policies can cover loss or damage.

I have an old laptop at home; can I give this to my child to use?

We strongly recommend that the device your child brings to College is as new as possible so that it meets the minimum requirements and is as functional and reliable as possible.

My children all share a laptop; will this do for the One to One Learning program?

Ownership of the device is important and students need regular access to their One to One device. All students will be set individual tasks involving their device on a regular basis, across a variety of subject areas. For this reason, it is essential that students have their own individual device.

What happens if my child's device malfunctions or is broken?

The College ICT staff will provide technical support related to the connection to the College wireless network and internet ONLY. This will take place initially during the Onboarding Day as well as ongoing throughout Term time. For hardware and software issues, please contact the manufacturer or a computer technical support service. Unfortunately, the College ICT staff cannot attempt to repair a personal device as it is the student's responsibility and such action may invalidate the warranty.

I have bought the device, now what do I do?

The College will provide detailed advice regarding the College-appropriate set-up of the device at the start of each year. Students will be expected to attend a **One to One Learning On-boarding session** on a date to be advised as well as relevant details. In the meantime, we recommend each student gets comfortable using the device and avoids installing too many programs or games which take up valuable memory.

Will the College provide spare devices while my child's is being repaired?

Several basic College computers are available for students should their device be temporarily unavailable due to repairs. These devices will be clearly labelled as College property and the loan time will be restricted to a **maximum of two weeks** and for use on College grounds only. To borrow a College laptop a Loan College Laptop Agreement must be completed. These are available from Student Reception. There will be no charge for this loan. We recommend that, should you anticipate a repair taking more than two weeks, you arrange an alternative spare device for your student.

Will my child be able to use the same computer from Years 7 to 12.

Parents should expect to upgrade a device every 3 years to ensure minimum requirements are met.

INTERNET CONNECTIONS

Will the College provide WiFi 24/7?

Wireless internet connection is available to students whilst on the College premises during College hours.

Will there be web-filtering?

The College's WiFi has web-filtering. Whilst no web-filtering solution is perfect, the College will do its best to prevent access to inappropriate websites that may contain age-restricted material, potentially harmful material or illegal content. In addition, Facebook and other social media sites not deemed to be of educational value, will be blocked whilst on the College premises. Students found to be using any program to attempt to circumvent the security measures of the College will face serious consequences. When connected to the internet at home, web-filtering etc. will be decisions for parents to make. A suggested solution to help set internet boundaries at home can be found at https://www.qustodio.com

Will my child be able to use 4G/5G connections instead of the College's WiFi?

Students must only use the College's WiFi service to connect to the Internet whilst on College premises and must not use 4G/5G for their device. 4G/5G connections can become very costly and are not subject to web-filtering. If purchasing a new device, it is our strong recommendation that no 4G/5G enabled devices are purchased. Use of 4G/5G devices at the College will contravene College Policy and can circumvent safe internet practice.

DAY TO DAY USE AND SUPPORT

What do we do about printing?

Instructions regarding printing will be provided at the One to One Learning On-boarding.

Will there be a means of charging the device at College?

Personal devices must be **fully charged** on arrival and run on battery power whilst at College. A substantial battery life is strongly recommended accordingly. Charging bays are available in The Hub for students to use at lunchtime. As an exception, teachers may give permission to charge a device whilst in class provided the power cable is **checked for defects** to minimise electrical risk and there is **no trip hazard**. Permission to plug-in during lessons should not be expected.