6. Bring Your Own Device (BYOD) and Computer Access

Botany Downs Secondary College expects all Year 9 to Year 12 students to bring their own device (BYOD) to support their learning. Year 13 students are also invited to bring their own device. Students can access the internet using the wireless network on campus, and access learning materials provided by the college. This includes access to Office 365 and Monitor Web Printing (to print to school printers). While BDSC has extensive provision of computers (desktops and laptop, etc.) and specialist software as required, learning is enhanced when a student has his/her own device, one that can be used anywhere. Having your own device means the student can use the device that he or she prefers, and increases the amount of time a device is accessible for learning, both at college and at home.

The most suitable device for *learning* is a laptop or similar with a keyboard, and reasonable screen size. You may wish to consider a device that allows a stylus or pen to be used, as this enables a blend of typing, writing and drawing. A smartphone is not suitable. More information about specifications are below.

Information Communication Technology (ICT) is used to promote an active and interactive learning environment, allowing students to further develop their 21st century competencies of digital literacy, communication and working collaboratively to problem solve and think creatively. It is important that our students develop their critical thinking skills as well as using technology to complete tasks. The Years 9 to 12 curriculum and learning activities are being adapted so that teachers can rightfully expect students to bring their device every day, just as one would expect a textbook, or any other essential materials, to be brought to class

Every student at the college is issued with a unique network username and password(s) which allows him/her to log onto the College's network when onsite. All students have access to a cloud-based service (Office 365) which gives them a personal College Outlook email account, document storage (OneDrive) and the ability to view, edit and create Microsoft Office documents in the cloud and access learning materials/activities provided in SharePoint or using OneNote Classroom Notebooks. Office 365 is a web-based version of Microsoft Office allows for creating and opening/editing Word, Excel, Power Point, OneNote documents and integrates with the full Office suite, if available on the device. The Office 365 Student Advantage Programme allows BDSC students to install the Microsoft Office suite (Word, Excel, PowerPoint, OneNote, etc.) on up to 15 devices (Windows or Mac versions)– new students will receive information how to install at the beginning of Term 1.

A student's logon identity is used to track the activity of each student on the BDSC network, keeping a record of his or her internet activity, and his or her use of network printers. Consequently, it is a requirement that a student's username and password are confidential as per the ICT Cybersafety Agreement signed at enrolment.

COLLEGE DEVICE REQUIREMENTS:
- A Laptop (or equivalent hybrid);
- At least 12" (30 cm) screen size;
- Wireless Connectivity using 802.11n (or higher)
- 6-8 hour battery life from one charge (minimum)
- Preferably light and robust
- A protective carrying case
- Operating System
  - Most compatible: Windows 10 or Windows 8.1 – this is the system the College network uses.

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- o Other operating systems that have the appropriate wireless connectivity are supported, e.g. Mac OS v.10.10 or newer, Android, …
- Must support software requirements below
  - o Up-to-date Antivirus Software
  - o Microsoft Office 2013 / 2016: The ability to install and run the Microsoft Office Suite (free for BDSC students with the Student Advantage).
  - o Optional: Selected Adobe Software, if appropriate for courses chosen by the student, e.g. Design courses may require Adobe Photoshop
  - o Higher specification machines may be required for Year 10 Digital Technology Year 10 Digital Art, and Years 11-12 Design or Digital Technology classes, so consider the expected lifetime/usefulness of the device.

Students are encouraged to use their own devices (including phones) as personal organisers, keeping track of homework or assessment requirements, in addition to maintaining a diary.

CARE AND MAINTENANCE OF DEVICE

- Our on-site technician is able to help students with internal technical issues (i.e. connectivity, printing, etc.) but the security and care of the device is the responsibility of the student and parents/caregivers.
- We recommend ensuring contents insurance covers the loss or damage to a device whilst at College. Devices that are not being used should be kept locked in a student's locker.
- If a student's device is damaged or have technical problems that mean it cannot be used at College, then we ask parents to notify the College (by note or email) and to make repair a matter of priority, to minimise any loss of learning.
- Equity: A limited number of personal devices is available for student loan in case of hardship; please contact your child's whanau leader to find out more.

For further information about BYOD please visit Harvey Norman's website: http://www.harveynorman.co.nz/computers. New Era has partnered exclusively with Harvey Norman nationwide to ensure availability of superb hardware at a competitive price, and a great retail BYOD experience for students and parents (including technical support). For more information contact Harvey Norman on 0800 464 278 or email Satpal Rehal, National Corporate & Education Coordinator, Harvey Norman, satpal.rehal@nz.harveynorman.com.

If you have any queries, please feel free to contact the College.