A photograph of two students, a young man and a young woman, standing in front of a large, multi-story building with classical architectural features like columns and arched windows. They are both wearing dark green school blazers with a red crest on the left chest. The young man is on the left, and the young woman is on the right. They are both smiling and looking towards the camera. The background is slightly blurred, showing more of the building and some greenery.

BYOx - Information Handbook 2019

BYOx at MacGregor SHS

BYOx is a program where students use a personally owned digital device within the MacGregor SHS network. The “X” stands for the device and all associated network capabilities. During 2019, this will include an expansion to One Drive, which will allow students to operate in a “cloud” environment based on Microsoft Office 365. Students will be able to move between school and home using the same device and accessing a common cloud based network giving unprecedented flexibility in how they operate.

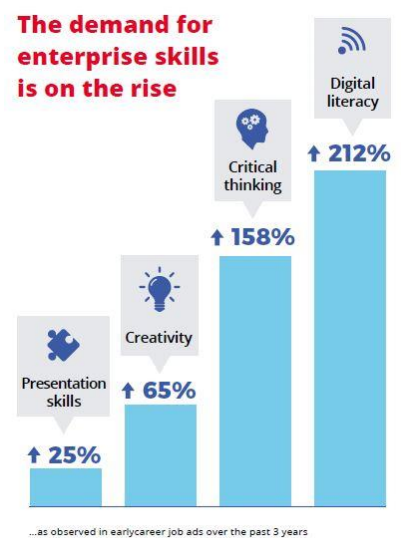
A successful enrolment at MacGregor SHS requires students to be connected everyday by having access to our digital network with a suitable device. We have an equity program in place to assist families who need extra support and encourage families to work with us to provide their student with quality digital access as soon as possible at the start of the year.

Why Expand Digital Capabilities?

Research from the Foundation for Young Australians (FYA) has identified Digital Literacy as a high demand enterprise skill for the future. During 2017/18, a dedicated group of teachers has been working on building a strategic plan for the use of Information Technology (IT) at MacGregor with this and other research driving the agenda.

For students at MacGregor it is clear that accessing a personal digital learning device at school is now essential to prepare for pathways after school. All students are expected to have access to a personal device in 2019. There are some differences in expectations across year levels as part of our transition to a full BYOx program, however, our clear direction will be all students accessing a Windows Based laptop

A Windows Based laptop has distinct advantages such as being a content producing device as well as a content consumption device, having the ability to connect seamlessly to all school drives through the cloud based One Drive and having the ability to map to all student printers.



Daymap

The focal point for student connectivity at school will be through a software package called Daymap. Daymap is web-based software that can be accessed through any internet-based connection. Daymap will provide all students with the following in 2019.

- Diary for organisation.
- Class communication. Teacher to student, student to teacher and whole class posts.
- Student notices.
- Resources such as video clips, class notes and key unit documents.
- Assessment Planner. All student assessment tasks will be uploaded to Daymap so assessment task timelines will be in real time.
- Assessment submission. Most assessment tasks will be submitted digitally via Daymap. This is vital preparation to be ready for the new Senior QCE system from 2019.
- Feedback portal. Students will receive written, audio and video feedback.

Learning with a Device

The Vision:

We believe in a school where Information Technology supports collaboration, communication, creativity, innovation and critical thinking to provide authentic learning experiences and opportunities.

At MacGregor SHS, a digital device is a tool to be used in the learning process, not as a substitute for learning. The first step is to ensure that all students have a personal device as part of our Daymap communication portal and Office 365 through our OneDrive cloud based resource.

Minimum Device Specifications

The following device recommendations are minimum specifications only. Families may consider sourcing a device above these specifications. Students in Year 10, 11 and 12 studying subjects like Design, Engineering, Film and Television and Digital Solutions must source a higher capacity device to be able to access specific software. These specifications include an i7 processor, 8GB RAM and 512GB Hard Drive as minimum requirements.

Year Level	Recommendation
7	<ul style="list-style-type: none"> • A Windows based laptop • Processor: Intel 6th Generation i3 or higher • RAM: 4GB or higher • Screen size 11" and up. • Hard drive: 256GB or higher (Solid State Hard Drive is strongly recommended) • Operating system: Windows 10 Home Edition • Wireless: Capable of connecting to a 5GHz network. • Ports: at least one USB port, audio in/out, in-built microphone • Battery life: Up to 5 hours of intermittent use. Power save and power down to be used between lessons. • Anti-virus protection. Windows 10 has "Defender" anti-virus built in • Protective case • Not supported- Windows RT, Chromebook, Linux, Windows 10 S version. <p>Other optional features: Touch screen, faster processor, larger screen, reduced weight, larger hard drive, increased RAM, wireless mouse and keyboard.</p>
8	Continuing with the Windows Based Laptop from 2018. If acquiring a new device the recommendation is a Windows Based Laptop as for Year 7.
9	<p>Continuing with an iPad if already purchased. If no iPad then the recommendation is a Windows Based Laptop as for Year 7.</p> <p>Year 10 students in 2020 will require a Windows Based laptop device.</p>
10	<p>Continuing with an iPad if already purchased. If no iPad then the recommendation is a Windows Based Laptop as for Year 7.</p> <p>Year 10 students are also able to connect a mobile phone or tablet to the school network to ensure they have convenient access to Daymap, email and Internet.</p> <p>Year 11 students in 2020 will require a Windows Based laptop device.</p>
11	<p>Strong recommendation for a Windows Based Laptop, as for Year 7, especially for students pursuing university study. This device will serve students into university.</p> <p>Year 11 students are also able to connect a mobile phone or tablet to the school network to ensure they have convenient access to Daymap, email and Internet.</p>
12	<p>Device of Choice.</p> <p>Year 12 students are also able to connect a mobile phone or tablet to the school network to ensure they have convenient access to Daymap, email and Internet.</p>

Further Information Related to BYOx Devices

Apple Laptops

- MacGregor SHS operates in an extensive Microsoft environment provided by the Department of Education including the cloud-based application One Drive.
- Apple Laptops cannot be reliably connected to One Drive and mapped to printers so are not considered suitable as primary BYOx device.

Administrative Account

- All students must have Administrative Access to their device to be able to connect to the school network. In other words, the device must be in their name and they know the password to access the device.

Operating System

- The device must have the operating system in English.

Anti-Virus Protection

- All BYOx devices must have up to date antivirus protection installed.
- Devices using Windows10 are already equipped with Windows Defender.
- Do not leave expired trial versions of antivirus software on a device. Please uninstall.

Software

- Windows devices will automatically have Internet Explorer and Edge for browsing. Students will also be required to have Google Chrome as an alternate browser.
- Every state school student across Queensland can download and install multiple copies of the Microsoft Office 2016 Professional Plus Suite to their personal home computers and mobile devices for free.
- Install Office from [here](#) or find the Quicklink from MacGregor SHS website.



- The BYOx program also enables students to install Adobe Creative Cloud Suite on their own device. For most of the students, Design & Web suite will be adequate. Access to the Video and Audio tools can be formally requested, and will be granted according to curriculum requirements. Installation details TBA.

PACKAGE DETAILS

	CC Design & Web Desktop Apps	CC Complete Desktop Apps	CC Design & Web Desktop Apps	CC Complete Desktop Apps
DESIGN & PHOTOGRAPHY TOOLS				
Photoshop CC (2017)	●	●		
Illustrator CC (2017)	●	●		
InDesign CC (2017)	●	●		
Bridge CC (2017)	●	●		
InCopy CC (2017)	●	●		
Acrobat DC	●	●		
Lightroom CC (2015)	●	●		
Fuse CC (Preview)	●	●		
VIDEO & AUDIO TOOLS				
Premiere Pro CC (2017)				●
After Effects CC (2017)				●
Audition CC (2017)				●
Character Animator CC (Beta)				●
SpeedGrade CC (2015)				●
Prelude CC (2017)				●
Encore CS6				●
Media Encoder CC (2017)			●	●
WEB & MOBILE APP TOOLS				
Dreamweaver CC (2017)	●	●		
Animate CC (2017)	●	●		
Muse CC (2017)	●	●		
Flash Builder Premium	●	●		
Fireworks CS6	●	●		
MISCELLANEOUS APPS				
Adobe Photoshop Elements 15			●	●
Adobe Captivate 9			●	●
PRODUCT ADD-INS				
Adobe Premiere Elements 15			○	○
Adobe Presenter 11			○	○

Further Information Related to BYOx Devices (Cont.)

Charging Devices

- Students are expected to bring a fully charged device to school each day.
- Limited charging opportunities will be available at school based on teacher discretion.
- The school will not have spare chargers available for use.

Be Aware of “Bargain” Laptops

- Some cheaper laptops that don’t meet minimum specifications are available but they have slow processing power, short battery life and connectivity problems. Please avoid.

School Technical Support

- Students can seek assistance with their device at “Tech Connect” in F Block before school and during breaks.
- Any device hardware issues will be examined by “Tech Connect” to diagnose the fault and fix if possible. If it cannot be resolved, “Tech Connect” will recommend a course of action for repair. (Eg warranty or insurance claim)
- Families should consider insurance and warranty options when purchasing a device. This is a personal choice for BYOx.
- “Tech Connect” will strive to fix all connectivity issues in the shortest possible time.

Warranty and Insurance – Damaged Devices

- Families are responsible for device repairs under warranty or through insurance policies where Tech Connect cannot address the problem.
- While repairs are in progress, students can access a “hot swap” device through Tech Connect. Students are required to present a note from a parent/caregiver requesting the “hot swap” for a period of up to two weeks. For longer than two weeks, parents and caregivers will be referred to the IT Deputy Principal.

Retailer Recommendations

- MacGregor SHS has no affiliation with any retailer as part of our BYOx philosophy based on individual choice of device driven by a demand for use.
- If assistance is required, our IT staff will provide advice on possible devices in requested.

Mobile Data Networks (3G and 4G)

- Mobile networks can provide students with an unfiltered network within the school grounds. Parents/caregivers are to ensure these are disabled before arrival at school, as the school cannot take responsibility for content accessed through mobile networks.
- Students found to be inappropriately using or providing access to a mobile network will be addressed through the school Responsible Behaviour Plan.

BYOx Equity Policy

The MacGregor SHS BYOx policy, like all similar programs in an educational setting, imposes a financial cost on students and their families. At the same time, the program can only function if all students have access to an appropriate device. While access to a personal device is an essential educational tool, it is understood that there may be difficulties for some families in genuine cases of hardship.

MacGregor SHS will:

- 1) Ensure that device minimum specifications are designed to allow for a range of device options to be considered.
- 2) Assess applications for assistance in meeting the BYOx requirements on a case by case basis. Due consideration will be given to all facts including:
 - The level of assistance required.
 - The year level of the student.
 - The subjects being studied by the student.
 - The technology already available to the student at school and at home.
 - Current financial commitments and arrangements with the school.
- 3) Consult with the parent/caregiver to determine what form any assistance will take.
- 4) Consider a range of alternatives for providing device access for students including:
 - Loan/hire of a device for up to a fortnight to allow a personal device to be acquired.
 - Loan/hire of a device for up to a term in significant hardship cases.
 - Other solution approved by the Principal.

BYOx Costs

An annual BYOx connection fee of \$65 per student is payable. Through the Department of Education, MacGregor SHS is able to provide value for money tech access with cloud based One Drive accessibility and licenced software access at a fraction of the cost it would take to access individually.

- Network connectivity.
- Associated licences including access to the Microsoft and Adobe suite of software.

The “On Boarding” Process

“On Boarding” involves connecting the devices of students in the BYOx program to the school network. This process cannot proceed until students are solid and active students within the Department of Education network, which may take time to confirm.

Most students will be “on boarded” into the BYOx program during the first month of the school year. Measures will be in place to ensure students are organised while these steps are taken:

- Students log in to the school network.
 - Students access their school email.
 - Students log in to and access Daymap.
 - Student devices are connected and mapped to printers.
-

Student Printing

Students will be able to print from the BYOx devices at printers around the school. In most cases, students are issued with enough printing credit to last the year. The printer will indicate how much printing capacity is needed. If more printing capacity is needed, students can “top up” their accounts at Student Services and present their receipt to Tech Connect in F Block to convert that to printing capacity.

Summary of Responsibilities

School	Parents/Caregivers	Students
<ul style="list-style-type: none"> - provide suitable school Wi-Fi connection and filtering system - provide a blended educational environment - model safe device and internet practices - provide access to printer services 	<ul style="list-style-type: none"> - provide a suitable device - maintain the device - purchase, install and update relevant software/applications - source appropriate insurance and warranty 	<ul style="list-style-type: none"> - bring device fully charged each day - show respect for other devices, work and privacy - access technology as a Responsible User

Student Charter and Responsible Use Agreement

These documents are available on the school website.

The student charter provides enhanced details of expectations related to the responsible use of technology at MacGregor SHS.

The Responsible Use Agreement document will be distributed to students as part of the “On Boarding” process in the first month of Term 1. This form needs to be completed and returned to clan teachers