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Faith Lutheran College, Redlands

eLearning

Information Booklet

Updated 7 November, 2016

CONTENTS

FAITH LUTHERAN COLLEGE ELEARNING STATEMENT	4
JUNIOR SCHOOL ELEARNING DEVICE PROGRAM AT FLCR.....	5
RATIONALE FOR IPADS.....	5
RESPONSIBILITIES OF FAITH LUTHERAN COLLEGE, REDLANDS.....	5
RESPONSIBILITIES OF STUDENTS	5
MIDDLE SCHOOL ELEARNING DEVICE PROGRAM.....	6
RATIONALE FOR ACER SWITCH ALPHA 12	6
RESPONSIBILITIES OF FAITH LUTHERAN COLLEGE, REDLANDS.....	6
RESPONSIBILITIES OF STUDENTS	6
ACCESSORIES	7
COST	7
ACER CARE ACCIDENTAL DAMAGE PROTECTION INSURANCE	7
ACER SWITCH ALPHA 12	8
STUDENT TRAINING FOR STUDENTS	9
FREQUENTLY ASKED QUESTIONS – ACER SWITCH ALPHA 12	10
MIDDLE SCHOOL (9) AND SENIOR SCHOOL (10, 11, 12) ELEARNING DEVICE PROGRAM AT FLCR.....	13
RATIONALE FOR DEVICES	13
WHAT IS BYOD?	14
BYOD – COLLEGE LEASED DEVICES	14
LEASE MODEL.....	14
RATIONALE FOR ACER SWITCH ALPHA 12	14
RESPONSIBILITIES OF FAITH LUTHERAN COLLEGE, REDLANDS.....	14
RESPONSIBILITIES OF STUDENTS	15
ACCESSORIES	15
COST	15
ACER CARE ACCIDENTAL DAMAGE PROTECTION INSURANCE	15
ACER SWITCH ALPHA 12	16
STUDENT TRAINING FOR STUDENTS	17
IT SUPPORT – COLLEGE LEASED	17
DEVICES NOT LEASED THROUGH THE COLLEGE.....	18
IT SUPPORT.....	18
SOFTWARE – ALL DEVICES.....	19
FREQUENTLY ASKED QUESTIONS.....	20

PURCHASING PORTAL	22
SCHOOL DEVICE DAMAGE, LOSS AND REPAIR FORM.....	23
ICT ACCEPTABLE USE GENERAL POLICY	24

This document is accurate at the time of production but is subject to change.

FAITH LUTHERAN COLLEGE ELEARNING STATEMENT

Background

Advances in technology have revolutionised the way that we think, communicate and work. Technology changes quickly, and it is essential that the 'citizens of the future' are able to effectively and ethically incorporate this emerging technology into their personal and professional lives.

Educational excellence is a priority at Faith. To achieve this, students have access to leading digital resources.

The College continues to place an emphasis on preparing students for contemporary learning. To date we have helped students unlock their learning and creative talents by providing them with computer labs, equipped with audio and visual projection, laptops, sets of mobile devices for focused purposes, projectors in every classroom and a well-equipped Information Services Centre with computers to enhance their information research skills.

To maximise their learning in today's technology context at Faith all students in Junior School have access to classroom iPads and state of the art computer labs, Middle School and Senior School students have access to their own personal digital device and computer labs.

Commitment to eLearning

To enhance learning opportunities, Faith Lutheran College, Redlands ensures:

- Access to eLearning resources;
- Development of an appropriate ICT (Information Communication Technology) infrastructure;
- Integration of high quality learning spaces and resources;
- The adoption of contemporary pedagogies to maximise the opportunities provided by ICT; and
- eLearning opportunities to transform the educational experience of our students.

JUNIOR SCHOOL ELEARNING DEVICE PROGRAM AT FLCR

The College Council, Senior Administration Leadership Team and Staff require that all students in the Junior School have access to an appropriate eLearning device. Junior School students have access to a device via class sets of iPads, classroom projectors, Apple TV's and desktop computers.

Digital technologies are offering new educational opportunities, better tailoring educational choices, and providing unprecedented access to services and resources. Social media, educational games, multimedia, cloud computing and mobile learning have become a pervasive and necessary part of contemporary education.

Rationale for iPads

- Using an iPad addresses all of the learning styles - auditory, visual and kinesthetic;
- Anywhere, anytime access to the Internet gives students the opportunity to learn wherever they are on campus;
- Using an iPad is intuitive for students, and minimal technical support will be needed;
- A variety of apps allows teachers to choose the one that best suits their students learning needs;
- iPads increase independent and self-initiated learning among students;
- iPads increase student motivation and active engagement in learning;
- iPads improve teacher's capacity to plan for and meet individual student needs;
- iPads improve student learning outcomes; and
- iPads extend students learning beyond the classroom.
- iPads instantly turn on which reduces the amount of downtime in the classroom;

Responsibilities of Faith Lutheran College, Redlands

- Support and assist in the delivery of learning programs;
- Provisions of effective bandwidth, cabling and network switches to support the wireless network;
- Technologically competent teaching and support staff who successfully integrate ICT and digital devices with learning pedagogy whereby enabling students to meet their learning outcomes.
- Appropriate ICT policy and procedures to ensure the digital safety of all students.

Responsibilities of students

- Care for the device;
 - Keep device in the protective case provided at all times;
- Only use device when directed by the teacher;
- Using the device for curriculum purposes only;
 - Parents to sign the ICT Acceptable User Agreement on enrolment.

MIDDLE SCHOOL ELEARNING DEVICE PROGRAM

The College Council, Senior Administration Leadership Team and Staff require that all students in Middle School have access to an appropriate eLearning digital device. These devices will be leased by parents through the College. The device is for Middle School students.

Rationale for Acer Switch Alpha 12

- The Switch 12 compact and versatile. It is light and portable which makes it easily carried in a backpack to and from school.
- The 9-hour battery life means that students can use the device the entire school day before needing to recharge it.
- The Switch 12 instantly turns on which reduces the amount of downtime in the classroom.
- Using the Switch 12 addresses all of the learning styles - auditory, visual and kinesthetic.
- This device allows students access to online textbooks, learning resources and apps for note taking using audio, hyperlinks and images.
- Anywhere, anytime access to the Internet gives students the opportunity to learn wherever they are on campus.
- A variety of apps allow the students to choose the one that best suits their learning needs.
- The Switch 12 pen writes naturally so students can easily take handwritten notes.
- The Switch 12 has 2 modes - laptop and tablet, making it a versatile learning tool.

Responsibilities of Faith Lutheran College, Redlands

- Support and assist in the delivery of learning programs.
- Provisions of effective bandwidth, cabling and infrastructure to support the wireless network.
- Arrange distribution and maintenance of devices for students.
- Technologically competent teaching and support staff who successfully integrate ICT and digital devices with learning pedagogy whereby enabling students to meet their learning outcomes.
- Appropriate ICT policy and procedures to ensure the digital safety of all students.

Responsibilities of students

- Care for the device.
 - Keep device in the protective case provided at all times.
- Take the device home at night for battery charge (Chargers are not to be brought to the College).
- Carry the device inside schoolbags for security and ensure the device is in the case at all times.
- Store the device in lockers during break times.
- Only use device when directed by the teacher.
- Use the device for curriculum purposes only.
 - If the device is used for any other purpose then; (See Acceptable User Agreement)
 - Minor infraction/First time offence – In school consequences, for e.g. detention, plus notification to parents.
 - Ongoing misuse/major offence – temporary withdrawal of Internet privileges, possible confiscation of device, meeting with parents, negotiation of reintegration.
- Ensure the media content (photos, video and audio) stored on the device is appropriate in nature and is not accessed whilst on the College grounds unless part of an educational activity. Students who do not follow the guidelines will lose the privilege of using a device at the College. See Acceptable User Agreement.
- Sign and adhere to the ICT Acceptable User Agreement.

Accessories

- A keyboard, pen, case and carry bag will be included in the lease fee and will be issued with the Switch 12.
- Students are required to have their own ear buds with them at all times for use with the Switch 12 in the educational environment.



Cost

- The cost of leasing the device (Acer Switch Alpha 12) will be:
 - i3 \$150 per Term for 2 years
 - i5 – Upfront cost of the difference of \$245, then \$150 per Term over 2 years
- Included in the lease fees:
 - An STM Rugged case (Recommended retail \$69.95)
 - Over the shoulder carry bag (RRP – \$40)
 - 64GB micro SD card – (RRP – \$35)
 - Accidental Damage Protection – (RRP – \$99)
- Apps/eBooks will be provided through the textbook/eBook levy.

Acer Care Accidental Damage Protection Insurance

- Acer Switch Alpha 12 (Leased device):
 - 3 yr. Onsite Warranty
 - Accidental Damage Protection – Excess \$0 (Included in lease cost, valued at \$99) - Further details here: http://byod.acer.com.au/acer/html/ACER_Accidental_Damage.pdf
- Student prints and completes a 'School Device Damage, Loss and Repair Form' so the College has a record and classroom teachers can be informed;
 - Present device and completed form to ISC
 - Please Note: it is the student's responsibility to care for and protect the device. The College does not accept responsibility for damaged devices other than assisting with the processing of Warranty related cases.
 - Should there be a damaged College leased device, the College will provide a short-term loan device whilst repairs/replacement is being undertaken.

Acer Switch Alpha 12

		
Specs	<ul style="list-style-type: none"> • i3 • 4GB ram • 128GB storage • 2 in 1 tablet and laptop device • Quad HD 12" screen • Full size keyboard • 1.25kgs • Battery Life – 9 hours 	<ul style="list-style-type: none"> • i5 • 8GB ram • 256GB storage • 2 in 1 tablet and laptop device • Quad HD 12" screen • Full size keyboard • 1.25kgs • Battery Life – 9 hours
Accessories	<ul style="list-style-type: none"> • Keyboard • Stylus • 64GB micro SD card • STM hard case • Over the shoulder carry bag • Accidental Damage Protection • 3-year onsite Warranty • Learning software included 	<ul style="list-style-type: none"> • Keyboard • Stylus • 64GB micro SD card • STM hard case • Over the shoulder carry bag • Accidental Damage Protection • 3-year onsite Warranty • Learning software included
Pricing (Recommended Retail Prices)	<ul style="list-style-type: none"> • Device/keyboard/pen - \$1390 • STM hard case - \$69.95 • 64GB micro SD card - \$35 • Over the shoulder carry bag - \$40 • Accidental Damage Protection - \$99 • 3-year onsite Warranty - \$115 • Total RRP - \$1748.95 	<ul style="list-style-type: none"> • Device/keyboard/pen - \$1729 • STM hard case - \$69.95 • 64GB micro SD card - \$35 • Over the shoulder carry bag - \$40 • Accidental Damage Protection - \$99 • 3-year onsite Warranty - \$115 • Total RRP - \$2087.95
Education Price Total Cost for Faith families	<ul style="list-style-type: none"> • \$1200 • (including all accessories and ADP) 	<ul style="list-style-type: none"> • \$1445 • (including all accessories and ADP)
Scheduled Payments	<ul style="list-style-type: none"> • \$150 per term over 2 years 	<ul style="list-style-type: none"> • Upfront cost of the difference of \$245, then • \$150 per term over 2 years
<ul style="list-style-type: none"> • Orders are done via Computer Alliance portal - https://www.computeralliance.com.au/byod-flcr • Students will receive their devices Term 1, Week 1 		

Student Training for Students

- Student device training ('Boot Camp') will be provided to ensure the device is set up and used effectively. Students are required to participate in the student training sessions offered at the College.
- Bootcamp will occur in the first week of school commencing.
- An Information evening is set for all parents and students to attend. The Principal Device Program and its associated policies and procedures will be explained, the College Acceptable Use Policy explained.
- The device is distributed at the Bootcamp. This is subject to the receipt of signed Acceptable Use Policy.

FREQUENTLY ASKED QUESTIONS – Acer Switch Alpha 12

1. *Why are students asked to lease the device instead of purchasing them?*

The cost of the device can be spread over a number of school semesters. With rapidly changing technology, both software and hardware can be updated for all students on a regular basis. By the school retaining ownership of the device during the lease period, we are able to access significantly better pricing on both hardware and software that wouldn't be available under a bulk purchase and resell model.

2. *Why can't we purchase a personal computer of our choice?*

As with school textbooks and electronic calculators, learning for students at this level is maximised when **all** students are operating with the same device and the same software. The College aims to ensure there is equity of access for all students. All students also then have access to online materials in the secure College network environment.

3. *What happens at the end of the lease period?*

All devices remain the property of the College until the device is paid in full at the end of the lease period. The device then becomes the property of the family.

4. *Who is responsible if the device is lost?*

Ultimately, the responsibility for the device resides with the student and their parents. For instance, where the device is used off Campus and not in accordance with the Acceptable User Agreement. It is recommended that parents consider insuring the device through Home and Contents Insurance. Should parents decide not to take up the insurance, they will be responsible for the replacement of the device.

5. *Does the device have a warranty?*

The device has a 3-year onsite warranty.

6. *Do all students have to take the device home?*

Yes. Students need to use the same device each day and it must be charged each night. The College **will not** provide facilities to charge the device.

7. *What about the security of students carrying the device home?*

The device will come with a case and carry bag as part of the bundle. This will allow them to be carried in the student's backpack. If the device remains in the student's backpack during times of travel, the risk of loss or damage will be significantly reduced.

8. *Does my child keep the same device until he/she finishes school?*

The expected life span of the device is 3 years, however, this will be reviewed closer to the end of the leasing period.

9. *Can my child upload their own software/applications onto the device?*

Yes, however, students must ensure that:

- No illegal or illicit material is stored or otherwise loaded on to the device;
- The device remains primarily an educational tool; and
- There is adequate memory for learning materials and applications.

10. What does the student do when the device is lost, stolen or damaged?

The student must immediately report if the device is lost, stolen or damaged. In the event that your device is lost or stolen you must:

- Report the loss to the child's Head of House as soon as possible, preferably within 24 hours; and
- Fill out a 'School Device Damage, Loss and Repair Form' and lodge this at the Middle School or Senior School Office.

In the event that the device is damaged you must:

- Student prints and completes a 'School Device Damage, Loss and Repair Form' so the College has a record and classroom teachers can be informed;
 - Present device and completed form to ISC
 - Please Note: it is the student's responsibility to care for and protect the device. The College does not accept responsibility for damaged devices other than assisting with the processing of Warranty related cases.
 - Should there be a damaged College leased device, the College will provide a short-term loan device whilst repairs/replacement is being undertaken.
- Where the damage is deliberate or malicious or careless, it must also be reported to the Middle School or Senior School Office.

11. How will my child back up their data?

Each student will be responsible for backing up their own data. Loss of data **is not** the responsibility of the College. Students will undertake training in the area of file management and back up using cloud technology.

12. Can students print from their device?

There is a printer server setup at the College so students can email their print job from their device, or Web Print from their device. Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers.

Students can also send themselves files to be printed from their device to their College email account or use their OneDrive account to share files. They can then open their file at the College and print to the ISC printer. Students will undertake training in area of file management and back up using cloud technology.

13. How will students let the College know that they are having problems with their device?

If a student is having difficulties with their device, they are to seek support from the ICT support staff located in the ISC.

If there is serious damage to the device, parents and students must complete a 'School Device Damage, Loss and Repair Form'. This form is attached to this policy and can be downloaded from the College's website. After the form is completed and signed by parents, students return their signed document to the ISC where they can pick up a loan device. Repairs will then be followed up.

14. Will students have access to the internet at home?

The Switch 12 is designed to be used with a wireless network. If students and their families have a wireless network set up at their homes, the device can be set up to use with it.

15. What additional support will be offered to students to assist them in getting the most from their device?

Parents can contact the College if additional support is required and a meeting/training workshop can be arranged.

Each student will participate in a 'Bootcamp Program'. This program will enhance the student's knowledge and skills when using the device.

Ongoing support and training will be given to students throughout the year.

MIDDLE SCHOOL (9) and SENIOR SCHOOL (10, 11, 12) ELEARNING DEVICE PROGRAM AT FLCR

The College Council, Senior Administration Leadership Team and Staff require that all students in Senior School have access to an appropriate eLearning device. All students in Years 9 – 12 are expected to bring their own device to school each day from Term 1, 2017. It is expected that these devices will meet the College's minimum specifications. As this will be the students own personal device there is the personal responsibility for purchase and arrangements around warranty, insurance and software requirements.

The College does provide a leasing option. This will be for students at an educational price, through a Faith portal with a third party provider.

Rationale for Devices

- Laptop devices have been found to be more productive;
- Using technology can be motivating for students in the classroom;
- Students have access to Wi-Fi, online textbooks, learning resources and the Microsoft 365 suite;
- Anywhere, anytime access to the Internet gives students the opportunity to learn wherever they are on campus; and
- The device can be used with peripherals such as mouse, keyboards and printers.

What is BYOD?

Bring Your Own Device program allows students to bring personal devices to school for use in academic work in the classroom. This enhances students interface with digital educational resources which in turn enhances learning and student productivity.

At Faith the BYOD policy stipulates that:

- The device must meet the minimum specified standards; and
- The College can provide a leasing arrangement for the recommended device.

BYOD – College leased devices

Lease model

The College provides a leasing option. This will be for students at an educational price.

Rationale for Acer Switch Alpha 12

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- The 9-hour battery life means that students can use the device the entire school day before needing to recharge it.
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- Ensure the media content (photos, video and audio) stored on the device is appropriate in nature and is not accessed whilst on the College grounds unless part of an educational activity. Students who do not follow the guidelines will lose the privilege of using a device at the College. See Acceptable User Agreement.
- Sign and adhere to the ICT Acceptable User Agreement.

Accessories

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- Students are required to have their own ear buds with them at all times for use with the Switch 12 in the educational environment.



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Student Training for Students

- Student device training ('Boot Camp') will be provided to ensure the device is set up and used effectively. Students are required to participate in the student training sessions offered at the College.
- Bootcamp will occur in the first week of school commencing.
- An Information evening is set for all parents and students to attend. The Principal Device Program and its associated policies and procedures will be explained, the College Acceptable Use Policy explained.
- The device is distributed at the Bootcamp. This is subject to the receipt of signed Acceptable Use Policy.

IT Support – College leased

Technical support and advice provided for device to assist with:

- Wi-Fi;
- Network access;
- Printing; and
- Other issues relating to College installed programs as per the standard operating environment supported by the College.
- The College will not support personal software installed on the device, and it will be the responsibility of the student to ensure that it has been backed up prior to being given to FLC,R IT Support for repair.

Devices not leased through the College

As the device is a student's own personal device, students and families are personally responsible for all purchase, warranty, insurance, software and service arrangements.

IT Support







Basic technical support only provided:

- Check Wi-Fi connection;
- Email setup;
- Office 365 support; and
- Any additional support will be on the onus of the user.

Minimum Device Specification

Hardware Specification

The device must meet all of the following requirements:

Style of device	<ul style="list-style-type: none">• 2 in one device, Laptop	
CPU Requirements	<ul style="list-style-type: none">• Intel Dual Core Celeron or Core i3 or better• AMD Dual Core or better	
Physical Dimensions	<ul style="list-style-type: none">• Minimum Screen Size: 9"• Maximum Screen Size: 15"	
Operating System	<ul style="list-style-type: none">• Microsoft Windows 8.1 or newer	
Wireless Capability	<ul style="list-style-type: none">• Device must have 5GHz or be dual band	
Battery Life	<ul style="list-style-type: none">• Advertised battery life of at least six hours	

Additional Considerations:

The following are not requirements, but are helpful to consider:

Recommendations	<ul style="list-style-type: none">• No 3/4G• Maximum weight: 2kg• Minimum RAM: 4GB• Disk configuration: Solid State Disk (SSD)• Stylus
Considerations	<ul style="list-style-type: none">• Accidental Damage Protection Insurance

Please Note: When buying an Apple Mac, you must also purchase Parallels or use Bootcamp to install Windows. This will ensure that the device is compatible with all programs used to teach the curriculum at the College. Parallels and Windows can be purchased through a school portal at an education price.

Software – all devices

- All students will have access to Office 365 and the suite of software that includes; Word, Excel, PowerPoint and One Note. This will provide for the bulk of the student learning needs;
- Students will need a PDF reader (OneNote, which is part of the Office 365 suite has this functionality);
- For more specialised subjects, such Music, Information Technology Studies and Graphics, software will be provided to install on personal devices. They will also be available through specialist devices in school labs or classroom based computers; and

Device Specifications and Minimum System Requirements

Students in Years 9 to 12 are required to bring their own Personal Digital Device to school each day from Term 1 2017. This personal digital device needs to meet the Device Specifications that are recommended by the school as listed below. These Device Specifications identify the minimum system requirements/hardware specifications for student devices and offer guidance on some suggested makes and models so that parents are fully informed about requirements.

Device Type Recommendation

While all devices meet the minimum system requirements/hardware specifications, the school strongly recommends that students choose a device that includes a stylus to ensure that their device maximises their learning experiences.

FREQUENTLY ASKED QUESTIONS

1. Which device should I buy for my child?

The College has a recommended device list. Please see the document relating to the student portal, these devices will come standard with 3 year onsite warranty and have been tested to meet all of our minimum requirements. When purchasing a device outright through the portal accidental damage cover insurance is optional.

For all other devices the following should be considered minimum requirements;

- 6 hour battery life;
- Should be lightweight;
- At least a 10 inch screen;
- Preferably touchscreen and pen input;
- An 'i series' or comparable processor and minimum 4 GB of ram (laptops).

Please check with the manufacturers' websites for the latest information about particular devices feel free to contact ICT support for further information at help@fcr.qld.edu.au

2. Why should I lease a device?

This has been set up as a service to parents, this will provide high quality devices at discounted education / government pricing for students. The advantages other than the cost are 3-year onsite warranty, 3 year accidental damage protection and loan devices for warranty support and as it is a common device ICT Support can provide a higher level of support to students.

3. How will students be able to access the Internet with his/her device?

Firstly, students and parents will need to read and sign the ICT Acceptable Use Policy. Secondly, students will need to bring the device to College and take it to the ICT Office for the College technical staff to register it on the network. Then your child will be able to join the BYOD Network.

4. Why does the College need to register my child's device?

The College is required to keep a record of all devices that can access the College network. Keeping a record of all student devices will offer a better management system for the College and your child.

5. What happens if the device is accidentally damaged at the College?

Each student is provided access to lockers in designated areas in the Middle and Senior School. Students will store their devices in their lockers when not in use. The College cannot accept any responsibility for the protection or security of any BYOD equipment. The College will provide reasonable assistance to help your child to protect and secure their devices, but it is your child's responsibility to care for their own possessions. Most equipment can be covered by normal household insurances, so please check with your insurance provider. Students must follow the designated College procedure to access repairs and maintenance.

6. What if the device is stolen or wilfully damaged at the College?

The College will follow through with an investigation of theft or wilful damage to any student's BYOD, and will apply the appropriate consequences in line with the Student Behaviour Management Policy. The College will involve the police where necessary.

7. What happens if we can't afford for my child to have his/her own device?

The College is committed to providing reliable access to ICT for all students. A lease option is available.

8. What software will my child need? Am I going to have to buy anything?

Our licensing will provide the students with Office 2016 installed on their devices. Where we have specialised applications, there will be lab-based provisions for these common applications, plus a range of other programs that will be updated to meet the needs of students and teachers.

9. Will my child be able to print his/her work out to give to the teacher?

Laptops on the BYOD Network will be able to print easily. For other devices there is a printer server setup at College so students can email their print job from their device, or Web Print from their device. Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. Students can also send themselves files to be printed to their College email account or use their OneDrive account to share files. They can then open their file at the College and print to the ISC printer.

The College is very conscious of the environmental impact of printing and most systems support electronic lodgement and this is the preferred method.

10. What happens if the device has an issue?

If it is one of the College recommended devices we will liaise with the support vendor and provide basic technical support where practical, for non-recommended devices the student will need to contact the correct support agent where applicable for their device.

11. What is to stop a student from going to inappropriate websites?

All devices are monitored by our existing network security policies, where inappropriate sites are filtered, monitored and restricted.

Summary

The College appreciates that this policy is a result of a fundamental change in the way in which we acquire and use ICT in the classroom. We believe this is the most positive solution that we can provide for all our current and future students.

This policy will provide greater opportunities for your child to maintain and build upon the high standards of ICT skills and innovation at Faith Lutheran College, Redlands.

Purchasing Portal

<https://www.computeralliance.com.au/byod-flcr>

Password: flcr



Please enter the password

Choose the device you would like to lease.

Equipment Cost

- Switch Alpha 12, Intel Core i3, 4GB, 128GB SSD \$150 per term for 8 terms (total \$1200)
- Switch Alpha 12, Intel Core i5, 8GB, 256GB SSD \$150 per term for 8 terms + \$250 upfront (total \$1450)

Options

- USB Type C Home Docking Solution J5Create JCA374 +\$85 upfront

Type in Student ID number – this can be found on diaries or Student ID cards.

Then type in parents email and name.

Student ID	<input type="text"/>
	The Student ID must be in the format of "Bxxxxxxxx" (where x are 10 digits) and can be found on the cover of your Student Diary.
Email	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
	<input type="button" value="Place Order »"/>



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School Device Damage, Loss and Repair Form

Students: Please carefully complete and sign this form yourself and take it to your PCG teacher and Head of House for their signatures before meeting with the eLearning Coordinator.

You are then required to take this form home and have it signed by a parent or guardian. Please return this signed form to the ISC the following day.

A copy of the form should be given to students for their parents/caregivers.

Student Name	
Year level/PCG class	
Head Of House	
PCG Teacher	
Date	

Describe the exact damage that has occurred to your iPad in detail including time and date
Explain in detail how this damage occurred

Student Signature		Date	
PCG Teacher Signature		Date	
Head of House Signature		Date	
Parent Signature		Date	



ICT ACCEPTABLE USE GENERAL POLICY

INFORMATION AND COMMUNICATION TECHNOLOGY NETWORK, EQUIPMENT AND FACILITIES.

MISSION STATEMENT

Faith Lutheran College is committed to providing quality learning opportunities while nurturing the development of all students in a Christ-centred community.

Preamble:

This policy details the appropriate use of the ICT network, equipment and associated facilities. The ICT network, equipment and associated facilities (including email and internet access) at Faith Lutheran College,

Redlands is provided solely for use:

- that clearly aligns with the Mission and aims of FLC,R;
- in the learning program approved by the Principal and by delegation to the Heads of School; and
- in the completion of any duties and /or responsibilities assigned by the Principal and by delegation to the Heads of School or the Business Manager.

This policy applies to all members of the FLC,R community, invited contractors, volunteers or associated users of the FLC,R ICT network, equipment and associated facilities.

The following details more specifically acceptable use.

In regard to the FLC,R ICT network, equipment and associated facilities users must:

- ✓ observe all copyright laws;
- ✓ respect the rights and privacy of other users;
- ✓ report any misuse of the network to their class teacher or the IT staff; and
- ✓ abide by the rules for using the resources provided by the Faith Lutheran College, Redland computer network and current State and Australian laws.

In regard to the FLC,R ICT network, equipment and associated facilities users must not:

- access any newsgroups, links, web pages or other areas of the internet that would be considered offensive in the judgement of the College Principal or his delegate because of pornographic, racist, violent, illegal, illicit or other content. Accordingly, all members of the Faith community are responsible for monitoring and appropriately rejecting material, links, dialogues and information accessed/received;
- damage computers, (including wiring and peripherals), computer systems or networks. This includes the intentional introduction of viruses and corruption of system and other files. Furthermore, if methods of causing such damage are discovered they are to be reported to a member of the Faith Lutheran College, Redlands staff and will not be demonstrated to others;
- download any material without permission from a teacher;
- download software, games, music, graphics, videos or text materials that are in breach of copyright or breach any copyright laws by posting or distributing copyrighted material;
- reveal personal information including names, addresses, credit card details and telephone numbers for themselves or others;

- install any program on the Faith Lutheran computer network without permission from College staff; and
- use the College network inappropriately outside of the set learning program (eg. playing games, political or personal commercial purposes).

Those who breach this policy will be subject to the full range of disciplinary action as determined by the Principal which includes:

- being denied access to the FLC,R ICT network, equipment and associated facilities;
- for more serious or ongoing breaches suspensions and termination of their enrolment; and
- in the case of staff, sanctions, referral to the relevant statutory body, and ultimately dismissal for serious or ongoing breaches of this policy.

Student enrolment at the College will be dependent upon parents and students completing the following written agreement from Year 3 onwards.

All staff through the terms of employment and appointment contracts are subject to this policy.

ICT ACCEPTABLE USE POLICY

ICT ACCEPTABLE USE POLICY College-Owned and Personal Digital Devices.

POLICY STATEMENT

The use of ICT network equipment, associated facilities, electronic devices, access to email and internet services (school devices and services) are provided to students in order to support their educational and administrative needs.

These school devices and services are necessary educational tools and must be used in a responsible manner. This policy can never anticipate all possible advances and uses of technology and therefore students who are unsure about their usage should seek clarification from a teacher as soon as possible.

This policy is intended to inform parents and students of our College's expectations when students are using the devices and services provided by the College and when using their personal equipment to communicate to or about members of the College community. If a student acts in a way that is against the contents of the policy, he/she will be subject to consequences.

The College reserves the right to capture, store and review all Internet browsing, media, apps data and emails across our College network.

Students Personal Digital Devices may be confiscated or accessed if it is believed that:

- there has been or may be a breach of the College rules or policy;
- there may be a threat of harm to a student or others or system security; and
- the device is not being used for education purposes while at the College.

Annexure A: Specific Terms and Conditions:

STUDENTS ISSUED WITH LEASED ELEARNING DEVICES

Students issued with leased eLearning devices must agree to the following conditions. Information about leased devices can be found in the eLearning Information Booklet.

1. Summary of Expectations:

- to care for the device to the best of their ability;
- to keep the device in its provided case at all times;
- to keep the device secure and protect it from any malicious damage;
- the device is only to be used for educational purposes while at the College;
- to bring the device to the College each day in readiness for use in the classroom – this includes having the battery charged and data effectively managed;
- **in the event that the device is damaged, lost or stolen, parents are responsible for any repair costs** (refer to the eLearning Information Booklet);
- the student is the only authorised user of his/her assigned device. Never share or swap devices with another student;
- participate in device training and information evenings when required; and
- to return the device (and any inclusions such as power cords and carry case) in good order when leaving the College, entering periods of extended leave as approved by the Principal and at other times when requested by the College.

2. General Care and Maintenance of your device:

- The device is an educational tool and should be used in that capacity only. Once issued, you are responsible for the device at all times;
- The student is responsible for the device throughout the school day and it is to be stored in a locker when not in use. The College will not be responsible for devices that are left in classrooms, hallways, port racks, on lockers or the school yard;
- The device should not be used to copy, download, upload or share copyrighted materials without the owner's permission. This includes the reproduction of music, files, and software applications;
- Use the device on a flat, stable surface;
- Do not eat or drink near the device;
- When cleaning the device, wipe the screen surface lightly with a soft cloth. Never use any cleaner, such as Windex, or water to clean the screen;
- Do not rest pencils, pens or other items on the screen;
- Do not mark the device in any way with markers, stickers, etc;
- Do not insert objects into the ports (openings) of the device that are not intended to be inserted; and
- Devices must come to the College fully charged daily.

Annexure B: Specific Terms and Conditions

STUDENTS ISSUED WITH LEASED DEVICES and USE OF PERSONAL DEVICES AT THE COLLEGE

Students issued with leased devices and students who use personal devices at the College must agree to the following conditions.

1. When using the College devices and personal devices at the College, students will:
 - ensure that communication through internet and email services is related to learning;
 - keep passwords confidential, and change them when prompted, or when known by another user;
 - use passwords that are not obvious or easily guessed;
 - promptly tell their teacher if they receive a message that is inappropriate or makes them feel uncomfortable;
 - seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student;
 - ensure that copyright permission is gained before electronically publishing the works or drawings of others;
 - always acknowledge the creator or author of any material published;
 - keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others, private; and
 - ensure that College services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
 - ensure that personal devices such as mobile phones are placed in lockers or bags during the school day, including break times) and only used with teacher permission.
 - all use of personal wearable technologies must comply with the College ICT Acceptable Use Policy
 - all personal devices are brought to the College at the owner's risk, with the College accepting no liability for loss or damage.

2. When using the College services and personal electronic equipment students will not:
 - allow others to use their personal accounts;
 - deliberately use the electronic identity of another person to send messages to others or for any other purposes;
 - enter 'chat' or 'social networking' internet sites without the permission of a teacher;
 - use unauthorised programs or intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member;
 - disclose personal information about another person (including name, address, photos, phone numbers);
 - distribute or use information which is copyrighted without proper permission;
 - Play or download games that are not educational; and
 - take photos or videos of members of the College community without their consent.

3. When using College services or personal electronic equipment at the College students will never knowingly initiate or forward emails or other messages containing:
 - a message that was sent to them in confidence;
 - a computer virus or attachment that is capable of damaging the recipients' computers;
 - chain letters and hoax emails; and
 - spam, eg unsolicited advertising material.

4. When using College services or personal electronic equipment students will never send or publish either through internet sites, email or mobile phone messages:
 - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments;
 - threatening, bullying or harassing material or make unreasonable demands;
 - sexually explicit or sexually suggestive material or correspondence;
 - false or defamatory information about a person or organisation; and
 - the College name or logo without the written permission of the Principal.

Those who breach this policy will be subject to the full range of disciplinary action and may be liable for costs incurred, as determined by the Principal.



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Annexure C: Specific Terms and Conditions STUDENTS WITH LEASED OR PURCHASED DEVICES AT THE COLLEGE

The following terms and conditions must be agreed to by the student and parents/guardian before a BYO device can be supported by IT Support Staff at FLC,R.

- Use of all device must comply with FLC,R ICT Acceptable Use Policy.
- FLCR IT Services will support only the software-image that is loaded on student selected primary devices.
- Support by FLC,R IT Services will limited to that specified in the information booklet.
- All other devices will be considered as self-serve and Wi-Fi access support can be provided at the discretion of IT services case-by-case. Self-help guides will be referred to and provided where possible.
- Hardware issues can be reported to FLC,R IT Services, although we will only help assist students in assessing and logging valid warranty calls and/or arranging on-site visits by vendor service representatives, when the device has a valid and active warranty agreement available. We cannot provide this support for devices that do not have an active warranty agreement available from the vendor.
- Issues that are not considered as warranty; such as insurance claims or parts, orders must be organised by the student.
- FLC,R IT Support can provide a workspace on-site, if parts orders or insurance claims require a vendor supplied service representative to install or service a device, under these circumstances.
- FLC,R IT Support can be used as a point of reference/contact for any work orders arranged by students or parents during business hours.
- FLC,R IT Services will take no responsibility for hardware, software or personal data damage/loss caused on a student owned device.
- All College licensed software must be removed when a student leaves FLC,R. Network policies and restrictions must be removed upon exit or when a device is replaced.
- FLC,R is not liable for copyright or pirated software found on a BYO device. All software used must comply with the software vendor's license agreement.
- We have read the above terms and conditions and agree to abide by them.

ICT Acceptable Use Policy STUDENT AND PARENT AGREEMENT

This agreement addresses the use of the Faith Lutheran College Redlands ICT network, and all College owned, leased, or personal electronic devices (eg iPads, laptops, mobile phones, personal devices) the students bring to the College.

Student Agreement

Student's name: _____

1. I have read and discussed this policy with my parent/caregiver and I agree to be a cybersafe student and always abide by the terms and conditions of the Faith Lutheran College, Redlands ICT Acceptable Use Policy, both within and outside of the College.
2. I agree to care for all ICT facilities, equipment and devices in the required manner.

Student's signature _____ Date _____

Parental Agreement

As the parent/guardian of _____;

1. I/we have discussed this policy with my/our child and we agree to uphold the expectations of the College in relation to the use of electronic devices and services both at the College and, where relevant, outside of the College.
2. I recognise that, while every effort will be made to monitor student use of the Internet, through filtering software and firewalls, it is impossible for Faith Lutheran College to fully monitor and restrict access to all controversial materials. I further acknowledge that, while questionable material exists on the net, the user must actively seek it and therefore is ultimately responsible for bringing such material into the College. I therefore do not hold the staff or Principal of Faith Lutheran College, Redlands responsible for any such materials acquired from the Internet.
3. I understand that while all attempts will be made to adhere to the above policy, there may be particular circumstances (such as technological advancements) that may require the Principal to update or amend and therefore depart from this the stated policy.
4. We understand that a breach of this policy will incur consequences and that we will be responsible for the cost of repairs to a College device or Personal device in the event that the device is deliberately damaged or damaged through misuse or non-adherence to the College policy.

_____/_____/_____
Parent/Guardian Name Parent/Guardian Signature Date

- ◆ On receipt and processing of this signed agreement, access to the College computer network (and hence Internet) will be activated and a College E-mail account may be provided.
- ◆ These electronic services will continue to be provided for the duration of the student's enrolment at the College, subject to their continued compliance with this agreement.

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