



2024 CHPS BYOD HANDBOOK

To ensure that students at CHPS have access to unlimited opportunities to learn anytime and anywhere and that they have tools and skills to make that possible.

This document is reviewed annually and constantly updated and revised.



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This document should be viewed in conjunction with the Chelsea Heights Primary School User Agreement.



Rationale

The Bring Your Own Device Program (BYOD) provides increased access to technology to support the Level 5 and 6 program and prepare students for using a device in Secondary School.

The device allows teachers to develop key skills, important for future schooling, such as using shared platforms to access curriculum content and shared working spaces, creating and using digital documents and platforms to satisfy certain work requirements and assessments.

Access to a personal device also supports homework and staying connected to school if away and allows us to educate and practice good digital habits, and safety.



Bring Your Own Device (BYOD) Model

Following consultation with the school community in 2021, a decision was made to move from Apple (iPads) to a Windows platform (laptops) to best support our senior students while at CHPS and their future education in secondary school. This was passed by CHPS School Council towards the end of 2021.

Families can choose to bring their own laptop from home or purchase a new device, however the operating platform must be Windows 10 or later.

Value and Benefit of BYOD

The establishment of the BYOD program will allow students to be efficient and organised in their daily school life. Our aim is to ensure that individual students will be more comfortable and responsible with a personal device of choice. There will be quick and easy access to personal files, customisation of resources and provide more articulation between home and school learning connections.

We are also under no illusion that technology has the opportunity to be a distraction for many students. It can also be said that it has the potential to also act as a tool to engage them in a self-disciplined and focused manner.

Our expectation is that students act responsibly with the use of technology at all times and understand that this is a privilege that needs to be respected so they will have the opportunity to work in collaboration with their teachers and peers.



Chelsea Heights Primary School Recommended Devices



Lenovo 300w Gen 4

Model Number: 82VNS04L00

Specifications:

- 11.6 HD MultiTouch 250 nits
- Intel N100 - 4 Cores, Up to 3.4Ghz - 4 Cores up to 3.4GHz
- 4GB LDDR5-4800
- 128GB m.2 NVMe SSD
- Intergrate Graphics
- Intel Wi-Fi 6 AX201, 802.11ax 2x2 Wi-Fi + Bluetooth 5.1, M.2 Card
- Integrated 720p HD Camera
- Lenovo Digital Pen
- Ports:
 - 2x USB 3.2 Gen 1
 - USB-C 3.2 Gen 2 (support data transfer, Power Delivery and DisplayPort)
 - HDMI 1.4
 - Headphone / microphone combo jack (3.5mm)
- 1 Year Return To Base Warranty included
- Windows 11 Pro National Academic



Lenovo 500w Gen 4

Model Number: 82VRS02R00

Specifications:

- 12.2' WUXGA (1920x1200) IPS Antiglare Multi Touch Display
- Intel N100 - 4 Cores, Up to 3.4Ghz - 4 Cores up to 3.4GHz
- 8GB LDDR5-4800
- 256GB m.2 NVMe SSD
- Intergrate Graphics
- Intel AX201 2x2 AX Wifi + Bluetooth
- Integrated 720p HD Camera
- Lenovo Digital Pen
- Ports:
 - 2x USB 3.2 Gen 1
 - 1x USB-C 3.2 Gen 2 (support data transfer, Power Delivery and DisplayPort)
 - 1x HDMI 1.4
 - 1x Headphone / microphone combo jack (3.5mm)
- 1 Year Return To Base Warranty included
- Windows 11 Pro National Academic

Lenovo L13 Yoga G4 Model Number: 21FKS01D00

Specifications:

- 13.3 inch WUXGA ARAS Convertible Touchscreen display (1920x1200)
- Grey
- Intel Core i5-1335U Processor Non Vpro (10 Cores, 2 up to 4.6Ghz, 8 Up to 3.4Ghz)
- 16GB LPDDR5-4800 (Solderd Memory Not Upgradable)
- 256GB SSD PCIe-NVMe OPAL
- Intel Iris Xe Graphics
- Intel Wi-Fi 6E AX201 (2x2, 802.11ax) + Bluetooth
- Integrated 720p HD Camera with Privacy Shutter + World Facing Camera
- Lenovo Integrated Pen
- Charger Included
- 3 Year Return to Base Warranty
- Windows 11 Pro National Academic Operating System





These devices will have the option to include a three – year accidental Damage Protection Insurance or Accidental Damage Protection with Loss and Theft Insurance, which is strongly recommended to cover the device, as ongoing repairs to these devices can prove to be very expensive. *Any device not covered by the Insurance Plan listed above would be the responsibility of the owner and their insurance company (if applicable).*

Purchasing Portal

Chelsea Heights has worked with JB Hifi – Education over the past few years to make the purchase of a new device easier. The purchasing portal can be accessed online at <https://www.jbeducation.com.au/byod/>.







School Code: CHPSBYOD2024



Specifications for BYOD

For those not wishing to purchase one of the Recommended devices then it is acceptable for parents to source a device from their preferred vendor. It is vital that parents keep in mind the following features, requirements and options when selecting a device.

DO NOT PURCHASE A CHROME BOOK AS IT WILL NOT WORK ON OUR SYSTEM

	<p>Battery Life 6 hours or greater to allow for a full school day. The battery should have a full three-year warranty, or can easily have its battery changed/replaced to ensure all-day computing is still possible in the future.</p>
	<p>Weight and portability This needs to be appropriate for the user and also able to be carried in a school bag or a laptop bag.</p>
	<p>Screen size Most devices are advised to be 10 – 13" and anything smaller than this can impact on eye fatigue if using the device for prolonged periods of time.</p>
	<p>Storage This will depend on the type of files students will be storing. Most devices come with adequate harddrive space. Cloud storage is also an option.</p>
	<p>Memory Most devices have a minimum of 4GB of RAM. Students wishing to use more advanced software programs should consider 8GB of RAM or greater. The iPad series would be the only exception to this rule.</p>
	<p>Wi-Fi. Dual band capability. With many connections to the school network, less interference will be more advantageous with a 5GHz wireless option.</p>

Some items may be considered to be additional costs and not listed in the additional pricing, such as extended warranties on battery and hardware, cordless mice, keyboards and carry case.



Technical Support

Technical support is available through the Technical Support of Schools Program (TSSP).



Please be aware that our technician can assist with day-to-day technical issues and any major problems will need to work out with your device manufacturer. The following points are important to note.

- CHPS cannot book repairs on your behalf – students will have to arrange all repairs directly with their own computer manufacturer. This may involve shipping/couriers and/or travel to service centres.
- CHPS can allocate a loan device if required during repair procedures.

Non School Applications, Games and Media

Chelsea Heights PS does not object to the installation of non-educational applications and files on the laptops provided that the installed applications and files:

- Are appropriately licensed (i.e., they do not breach copyright and intellectual property laws – this includes video and music downloads).
- Are ethically and morally acceptable (including consideration of school appropriateness, age-appropriate ratings, and privacy issues).
- Do not affect the efficient functioning of the laptops for educational purposes (i.e., they do not interfere with the speed and storage capacity of the laptop or the problems that might arise from increased battery use).
- Do not affect the school's wireless network.
- Do not interfere with the classroom learning program (i.e., they may only be used in class under specific teacher direction).



In particular, while some games have significant educational benefits and will be used under teacher direction, other games have little educational merit and may affect network function. As a result:



- The use of network games is banned (unless authorised by the teacher for educational purposes)
- Ad-hoc networks are **NOT** to be created or used.
- Under no circumstances are students to use any form of social media on the school network.

Where there is a contravention of this policy, consequences will apply. Other sanctions may be imposed in line with the Chelsea Heights PS Acceptable Use Agreement.



Internet Usage at CHPS

Students can access the Internet through the school's network whilst on site. This will be monitored and subject to strict filtering.

Students are reminded that inappropriate download attempts can be detected when the devices are connected to the school's network. This could result in breaches to the Chelsea Heights PS Acceptable Use Agreement and subsequent disciplinary action.



Parents need to carefully consider how they allow access to the internet at home. Wireless access can be limited through the router being turned off at times when you do not want to allow student online activity. Also cabled access in a more open home setting always allow greater information to parents about what is being accessed on the internet. If you would like further information/advice please contact the school.

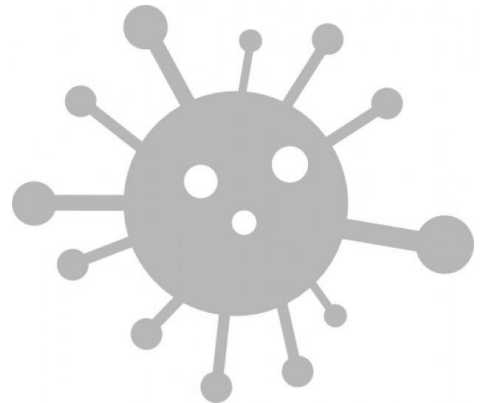
External networks such as 3G, 4G and 5G mobile networks are **not** permitted. All Internet access is provided by the school through password-protected wireless points. Phone tethering, virtual private networks and sim-related dongles are not to be used on school premises.

Virus Protection

All students must ensure that they have appropriate virus protection installed on their device.

Viruses can enter laptops through removable media such as CDs, DVDs, MP3 Players, mobile phones, Bluetooth devices and USB memory sticks, emails, the Internet (including web browsing, FTP programs and chat rooms).

During the first sessions at school – teachers will show students where to download antivirus software from DET.






Safety Tips

- Do not open any files attached to suspicious or unknown emails
- Exercise caution when downloading files from the Internet. Save the files to the laptop's hard disk and run the virus scanner on the files before opening them
- Delete chain and junk emails. Do not forward or reply to any of these
- Never reply to junk email, commonly referred to as Spam
- Hundreds of viruses are discovered each month. Run your virus scan regularly.



Networks and Network Security

	<p>Ad-hoc Networks</p> <p>Ad-hoc networks (the creation of a standalone wireless network between two or more laptops) are strictly forbidden while at the school. The school's network security system will scan for, remove and report on any ad-hoc networks detected.</p>
	<p>Wired Networks</p> <p>Students are forbidden to plug any device into the school's wired network. The school's network security system will scan for and report on any non-DET devices plugged into the school's wired network.</p>
	<p>Hacking</p> <p>Hacking is a criminal offence under the Cyber Crime Act (2001). Police assistance will be called upon in most cases.</p>

Inappropriate Use of Devices

DET through the TSSP maintains computers and the school's network so that they operate effectively, and that resources needed are available.

The following guidelines are outlined to ensure all users are able to access the latest research available with the latest technology in an acceptable and safe learning environment.



- Users will avoid websites with content that is violent, racist, sexist, pornographic, dominated by offensive language and/or illegal in any way.
- Engaging in chat lines or downloading files is not permitted unless forming part of legitimate class activity guided by the teacher of that class.
- Inappropriate use of the internet and email is a serious matter and can have significant consequences, e.g., sending a message over the internet using someone else's name.
- Passwords must remain confidential. No user should log-on as another student using their password or use a computer that is logged onto the network with another student's log-on.
- Do not remove files or folders that have been installed to the network.
- Do not engage in cyber-bullying or e-crime.
- Under privacy legislation it is an offence to take photographs of individuals without their expressed permission and place these images on the Internet or in the public domain.

It is a requirement of CHPS that any student device can only be used in designated lesson time at the direction of that subject teacher. Devices must be stored securely in the classroom. All classrooms will be locked during recess and lunch.



Cyber Bullying

Technology provides individuals with a powerful means of communicating instantly with others in both positive and negative ways.

Cyber bullying is bullying which uses technology as a means of victimising others. It is the use of an internet service or mobile technologies such as email, chat room discussion groups, instant messaging, Webpages or SMS (text messaging) – with the intention of harming another person.

Examples can include communications that seek to intimidate, control, manipulate, put down or humiliate the recipient.

Activities can include flaming (repeated negative messages), trolling, sexual or racist harassment, denigration, impersonation, trickery, exclusion and cyber stalking. The targeted person often feels powerless and may need help.

Cyber bullying may involve varying levels of severity, ranging from occasional messages to frequently repeated and highly disturbing threats to a person's life.

Consequences

Any form of cyber bullying will be dealt with through the Chelsea Heights PS Student 'Engagement and Wellbeing Policy' and 'Acceptable Computer Use Policy'. Serious breaches are a police matter and may be dealt with through State and Federal Laws and Victoria Police.

Power Issues / Battery / Charging

Charging

Students must bring the laptop to school each day fully charged. **Students will not be permitted to recharge laptops at school.**



Battery Life

New technology gives much longer life to modern batteries in computers. Students may need to adjust their power settings to ensure that their device will last the full day.

Backup & Data Storage

It is important for each student to keep backups of their critical work. There are a number of options students should consider.



Work can be stored on the laptop C Drive and this should be regularly backed up to a USB device or a portable USB hard drive.

Google Drives and OneDrive is now a viable option for storing files as this gives ease of access to all stored information both on and off site.

The school will not be held responsible for lost work due to a failure to do backups.



Caring for your Device

- Always store your laptop in the carry case.
- Do not wrap the cord too tightly around the power adapter or the cord will become damaged.
- Try to avoid moving your laptop around when it is on. Before switching it on, gently place your laptop on a stable surface and then switch it on.
- You still need to be careful with the laptop while it is in the bag. Do not drop the bag from your shoulder. Always place the laptop bag gently down and do not leave the laptop on the floor, even if it is in its bag.
- Be careful when putting the laptop in the car or bus that no other items are on top of it, and nothing will roll on to the laptop bag.
- Laptops should be switched to at least “sleep/hibernate” mode before being placed into the bag.
- Laptops should be stored carefully in the student's locker when not in use. Students are not to leave them in an unattended or unsecured location.
- Connect your power adapter only to your laptop.
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas.
- When unplugging the power cord, pull on the plug itself, rather than the cord.
- Do not wrap your cord too tightly around the adapter box.
- Be aware of the power savings that come from running your laptop effectively from battery, after being fully charged.



Please do not place objects on top of your laptop and never carry it around while it is turned on.

Avoid exposing your laptop to:

- Direct sunlight or sources of heat such as desk lamps
- Dust, dirt, rain, liquids, or moisture
- Heavy shock or vibration

Laptop and tablet screens are delicate – they don't like being poked, prodded, pushed or slammed. Never pick up your laptop by its screen. Don't slam the screen closed and always be gentle when putting your laptop down. Ensure that nothing is left on the keyboard before closing the lid. Serious, expensive damage to the screen may result if this is not done.

To clean your LCD screen:

- Switch off your laptop
- Lightly dampen a non-abrasive cloth with water and gently wipe the screen in a circular motion.
- Do not directly apply water or cleaner to the screen
- Avoid applying pressure to the screen



Student Safety / Parent Advice



It is imperative that students are cyber safe and conduct themselves in an ethical behaviour whilst online. This should be seen as a partnership between home and the school. As children and adults spend increasing time online learning and communicating with friends we need to ensure that students are cyber citizens who know what is appropriate behaviour.

Use of a student device at home should be closely monitored by parental supervision. Where possible it is highly advisable that your child's device is in your view especially when they are active on the internet / online. It is highly desirable that you do not allow your child to use their device in their bedroom and ensure that it is removed from their bedroom once they go to bed at night.

Have a personal understanding and knowledge about things like instant messaging, forums, blogs, Twitter and Facebook. As a general rule the internet is anonymous and it is not always clear who you are talking to. These personal spaces are also easily accessible to others and personal information should never be published for others to see.

Show an interest in what your child is doing on their device and online. Discuss with them the associated risks of posting or revealing personal information like their name, address, date of birth, photographs, the school they attend and other family information.

Explore software that allows you the parent the option to limit your child's access to inappropriate information or limit access to the internet. Most modern Wi-Fi routers allow you to control times when specific devices that you designate can access to the internet.

Access to CHPS Wireless Network

Students will need to connect their device to the school's wireless network. A wireless network called "eduSTAR" is available across the school. Students will be prompted to enter their DET eduPass username and password when connecting. By connecting to the school wireless network, you agree to the conditions outlined in this user guide and the Acceptable Use Agreement.





Microsoft Office365

Students will be licensed to use the Microsoft Office suite of programs (Office 365) – including Word, Excel, PowerPoint and One Note. This license is provided by Chelsea Heights PS at no additional cost through arrangements with the Department of Education. This copy of Office is supported on most operating systems (Windows, Apple OSX, Android, iPad iOS). Students can download Office 365 from the eduSTAR Catalogue when devices are permitted at school.



Google Suite

Formerly known as Google Apps, the Google Suite is a collection of smart apps from the Google that provides cloud-based options to support a variety of learning situations. The suite includes

- Google Classroom
- Google Docs
- Google Slides
- Google Calendar
- Google Sheets

eduSTAR Software

During the course of the year, teachers will advise students of software downloads that may be required. These are free from the DET's eduSTAR catalogue.

There will be no charge for any software required for the students.

The screenshot shows the 'eduSTAR Catalogue' interface. At the top, there is a navigation bar with icons for 'Planning and Management', 'Software and Hardware', 'Services and Support', 'Educational Content', 'Collaboration and Cloud', and 'Guides and Resources'. Below this is the 'Software centre' section, which includes a search bar and a grid of learning areas. The learning areas are: All, Physics, Collaborative and Visualising Thinking, Creativity and MultiMedia, Arts, Mathematics, English, Science, Humanities, News, Civics and Citizenship, Design and Technology, Economics, Geography, Health and Physical Education, History, Languages, and Disabilities.



Frequently Asked Questions

Question	Answers
My device is not working?	Firstly, try turning it off and on again. If the problem still exists consult your teacher or the ICT support team for advice.
Can I print at the school?	Yes, this will be setup once you have joined the school wireless network.
How do I save my files?	This will depend on the type of files you will be storing. Most devices come with adequate hard drive space. Cloud storage is also an option (e.g., Office 365 OneDrive or Google Drive).
Where do I store my device if I am not using it?	All devices when not in use should be kept in student's tubs. Teachers will ensure that all doors are locked to prevent damage during breaks.
What happens if my device is damaged accidentally during school hours?	Accidents do happen and it is important to minimise this as best as possible. Please let your teacher know as soon as possible. We recommend that families purchase insurance for their child's devices in these instances.
Am I able to charge my device at the school?	No, all devices should carry enough charge to last a full school day. Please refer to page 10 of this handbook.
What is the name of the Chelsea Heights PS wireless network?	The name you will be looking for in your wireless list is called eduSTAR . The other networks do not belong to the school.