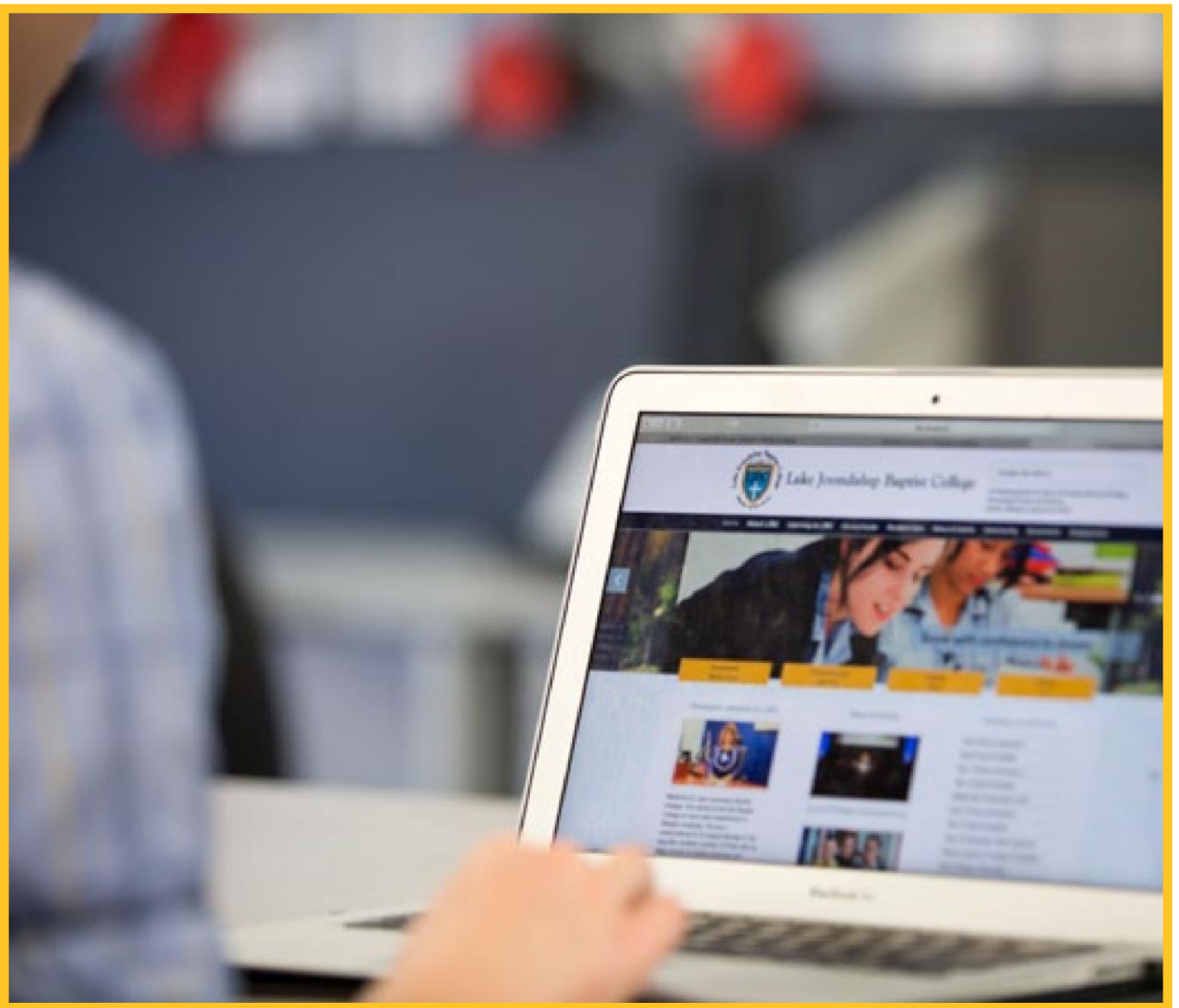# Lake Joondalup Baptist College

LJBC
Bring Your Own Device Program
Information Booklet

Introduction

LJBC is committed to a Bring Your Own Device (BYOD) program that provides the best opportunities to enhance learning experiences in ways that were simply not possible in the past. It is our firm belief, supported by research, that modern technologies are especially suited for one-to-one learning in the K-12 environment, where these technologies provide ways for teachers and students to easily create and share content, images and video within the learning environment.

The College's approach to technology acknowledges that it is like any other learning/ teaching tool and that the way it is used, will determine its success. LJBC is assisting students in acquiring the relevant ICT skills by providing access to dedicated ICT curriculum programs and a range of ICT tools. These include computer labs, a learning management system, 3D-printers, laser cutters, video and still cameras and Wi-Fi access.

The learning management system (LMS) that includes SEQTA-Learn and SEQTA-Engage, gives students and parents access to lesson plans, homework, timetables, assessment feedback, reports and grades, school notices and to communicate with teachers. Students are also able to submit assignments and develop e-portfolios through the LMS.

It is clear that high speed internet, the World Wide Web and mobile devices have opened up an extraordinary world of connection and collaboration. In this context, LJBC seeks to further develop the use of technology within the classroom to enable both teachers and students to experience learning in new and exciting ways. The BYOD program is not about substituting good teaching with technology, but to match best teaching practices with the best technologies to build a complete 21st Century learning environment.

LJBC

LJBC invested in an extensive Wi-Fi network that is available in all the classes and to all students. The Wi-Fi is content filtered so that students will only be able to access educational appropriate Internet webpages and content.

Each student will also have access to his/her own monitored email account. This account must only be used for school related matters and to access Office 365. When the student leaves or graduates from LJBC, this account will then be suspended.

Furthermore, our teachers receive extensive training in the use of the LMS. We are always trialling and evaluating new educational software and applications to make sure that our methods are current and that we implement any new developments.

All LJBC Secondary College students have access to Office 365 for free. It will be required that each student register for Office 365 by using their school email address. This will also enable the students to use Office 365 on up to five devices and will give them access to Microsoft's cloud storage (OneDrive).

Our ICT support team will only assist with Wi-Fi issues on BOYD devices. For all other technical issues with BYOD devices, students and their parents will have to consult with the retailers or providers.

Families

The BYOD program in LJBC extends from Years 7 to 12 (the specifications can be found on page 10 of this document). Please make sure that the devices comply with the minimum specifications so that students will be able to use it as required. We strongly recommend that you get a very strong and durable carry bag for the device and to take out an extended warranty to cover damages.

Policies and Procedures

At LJBC we value the safety of all our students and our policies and procedures are tools that assists the whole College community in using technology appropriately. Below is a list of the learning technology policies and procedures with the links where you can find them. Please take the time to familiarise yourselves with it.

Policy	Link
Learning Technologies Policy	Learning Technologies Policy
Social Media Policy	Social Media Policy
Learning Technology User Agreement	https://coneqt-p.ljbc.wa.edu.au/ (Log in required)
Code of Conduct	Learning Technology Code of Conduct
Digital images and photographs of students – use and privacy	Digital Images And Photographs of Students - Use and Privacy
Child Protection Policy	Child Protection Policy
Responsible behaviour Policy	Responsible Behaviour Policy
Privacy Policy	Privacy Policy

eSafety

LJBC believes that ethical and safe online behaviour is an important skill students need to be taught in this day and age. It is essential that both College and home collaborate on this matter.

Online social and learning communities need to be used and accessed by responsible and informed digital citizens who know how to treat others with respect online and who make appropriate decisions when communicating through a variety of digital channels.

LJBC runs eSafety programs for all students as part of our pastoral care program, but we recommend that parents visit the eSafety Commissioner's webpage at www.esafety.gov.au to access resources and procedures to help keep your child safe.
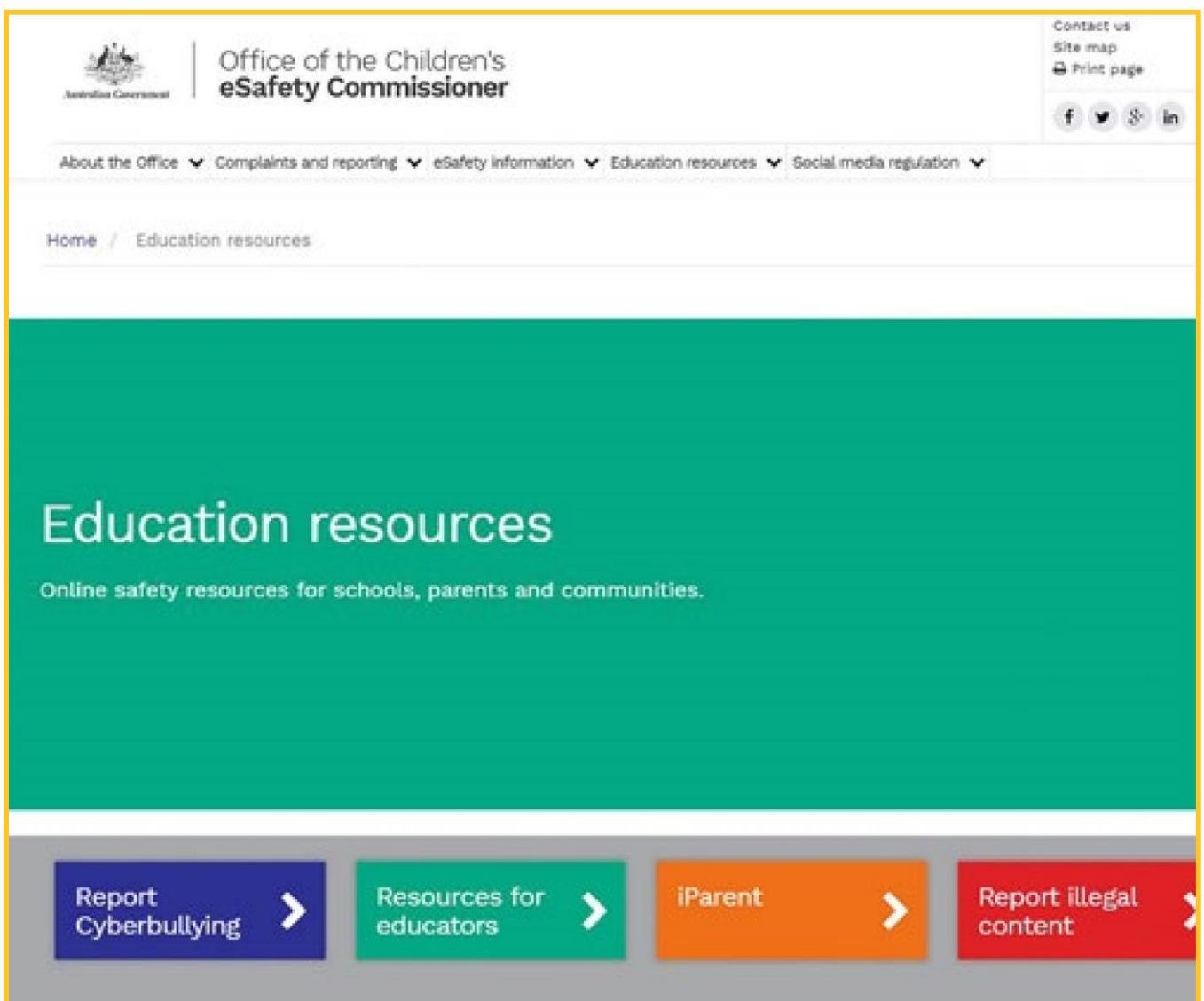
We can minimise any dangers and inappropriate behaviours if we know what to look for and what to do if it happens

Some Suggestions

Privacy

- 'Private' means it is not for everyone.
- Being in a close relationship does not mean that you have given away your individuality and right to privacy.
- Just because someone shares something with you, it does not give you permission to pass it on or show it to others.
- Remember the golden rule: If you share something in cyber space, it is there forever and for all to see.

Passwords

- Choose a password that you will be able to remember.
- Do not share your password with friends and/or other students. If the person you share your password with is not as careful as you are, your privacy may be compromised by other parties who see your personal material and you could become a victim of all kinds of fraud.
- If someone else has your password, it means you could be locked out of your own account or they can pretend to be you online. To protect yourself, it is best not to access someone else's account even if you do have that person's permission.

Lost work

LJBC provides cloud storage and you will also have access to OneDrive to store your work. Please keep in mind that lost work due to not saving it properly will not be accepted as an excuse.

- Safe your work regularly (at least every 10 minutes).
- Use a USB drive, your device's hard drive or OneDrive to save your work.
- You can set your Office applications to auto save.
- Use Google or YouTube if you do not know how to change your settings.

The Cloud

You will have access to Office 365 which includes OneDrive. Please remember that any cloud storage only works if you are connected to the Internet unless you have installed the client.

College Equipment

When you use College equipment, handle it with care. College equipment is there for all students to use and if you damage it, you are actually disadvantaging other students that also need to use it.

- Do not use College equipment without permission from a teacher.
- Return it in the same condition you found it.
- If you damage it, you will need to repair/replace it.
- It must only be used in support of educational activities.

Plagiarism

The practice of taking someone else's work or ideas and passing them off as your own is deemed as plagiarism.

- Plagiarism is not allowed and you will receive a 0 for that assessment and appropriate disciplinary action will be taken according to the Assessment policy of the College.
- When you use an author's or a source's material (books or online) you must paraphrase it (use your own words: not copy and paste) and credit the author or source in your work.

"Hacking"

Hacking is deemed to be:

1. The unlawful bypass of an entity's (in this case LJBC) network filters and protocols or;

2. Accessing any person's or entity's protected electronic accounts without the explicit permission from that person or entity.

Hacking is a very serious offence and any student's enrolment status may be suspended if he/she is involved in attempts to hack any part of LJBC network or other user accounts.

Learning Technology Code of Conduct

Students and parents/legal guardians should carefully read this document before completing a Learning Technology User Agreement.

Conditions for computer use

1. Students must have completed the Learning Technology User Agreement in order to have their LT account activated. Both the student and a parent must sign this form. Student user names are located on the top of their printed timetables, which are distributed at the beginning of each year.

2. Students may only use computer applications that they have been given specific permission to use by the class teacher for a given period of time.

3. Students may only play educational games that are approved by the Learning Technologies Committee and only if they are invited to do so by the class teacher. Students are not permitted to play games of any other type.

4. Students may not change any settings on a College computer, such as desktops, wallpapers, screen savers, printers, taskbars, display properties, system files or any application found in the Control Panel.

5. Students should ensure that they report any damage/irregularities to the classroom teacher when they first approach a College computer.

6. Students should tidy the area around their computer at the end of each class. At the end of the lesson, students are to log off OR shut down the computer if it is the last class of the day.

7. Students must log on to computers using their own user name and password. Use of other students' log-on information is not permitted. Your password is to be kept confidential so no one else can access your work or enter prohibited sites for which you may be held responsible. If a student uses a computer logged on as someone else, both parties will be banned from using school computers for a given period of time.

8. Students are allocated their own disk space. Students may not attempt to access any part of the network other than their own Cloud/disk space. Any attempt to 'hack' into any part of the network will be treated as a very serious breach of the conditions for computer use and will have appropriate consequences.

9. Students are permitted to use USB flash memory devices on condition that stored data is College related work, or specific permission is obtained from the IT Department. Students are not permitted to install software of any type onto a College computer.

10. Students may not use the Learning Technology facilities to produce, store, transmit or access material that is contrary to the Christian ethos of the College.

Conditions for Internet use

1. The College's Internet account exists to provide access to curriculum related information. Students may not use this account to access material that is unrelated to the College curriculum.

2. Students may only access their email during break times or when given specific permission by a teacher. Only the official College email account may be used on College computers. The use of Hotmail or similar email retrieval systems is not allowed. Students may not use email to communicate in a manner that contravenes any section of the LT Code of Conduct and the Learning Technologies Policy.

3. Material and information dealing with pornography, drugs, violence, satanism or witchcraft are not permitted at the College. Students may not access any sites containing material of this kind, or any other material that is contrary to the ethos of the College.

4. Information published on the Internet may be inaccurate or may misrepresent a person or situation. Students should take care in their use of information found on the Internet. Students and parents/legal guardians may not use the Internet to defame or denigrate any person.

5. Students and /legal guardians must not use the Internet to menace or harass another person, or use it in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive.

6. Students may not break copyright laws. Multiple copies of articles may not be copied or printed without the permission of the author. Students must read the copyright warning notices in all areas where computers are located.

7. All sources of information collected from the Internet and cited in students' work must be acknowledged in a list of references at the end of assignments.

8. Students are not permitted to use a Newsgroup service unless permission has been given from a classroom teacher.

9. Students are not permitted to reveal home addresses or telephone numbers, their own or anyone else's, via College computers.

10. Students are not permitted to forward emails to anyone unless they have the permission from the original author. Students are not permitted to forward chain emails using College equipment.

11. Students and parents/legal guardians may not upload photographs without permission.

12. Students should make their Internet use as efficient as possible. Downloading large files such as videos, sound files and some graphics causes the College additional expense, and may only be done with the explicit permission of the classroom teacher.

Consequences

Repeated or serious breaches will be referred to the Head of Learning Area, Head of House or Dean of Students for the appropriate consequences.

Students who intentionally damage Learning Technology equipment, attempt to 'hack' into other people's files, intentionally cause inconvenience by tampering with software or hardware, or engage in any other destructive activities will receive appropriate consequences and on occasion may have their enrolment status reviewed. Suspension from school or withdrawal of enrolment may also result from any serious breach of the LT Code of Conduct.

Electronic and Networked Equipment

Students in Years 7 to 12 should bring their devices to each class, except when the teacher has indicated that it is not required for the lesson. Students in Years 7 to 12 are individually responsible for the proper use, care and security of their devices; they are not permitted to lend their device or share their login details with any other student.

Students are responsible for their device whilst at School

1. Students must take full responsibility for their device at all times.

2. The school is not responsible for the security of the device.

3. The school does not accept any liability for damage or loss of the device or loss of data stored on the device while the device is at school or during a school- related activity, in negligence or otherwise.

4. Students are responsible for the proper care of their device, including any costs of repair, replacement or any modifications needed to use the device at school. Parents/Legal Guardians and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

5. Students should not bring peripheral equipment to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

All students are expected to use electronic and networked equipment responsibly; this includes, laptops, PCs, desktop computers, mobile phones, iPods, cameras, portable gaming consoles and the like. Students are likewise expected to use any access to online or mobile

communications in an appropriate and safe manner and only when authorised to do so; this includes all social media platforms.

Mobile phones are not permitted to be used in class without the explicit permission of the teacher. All students must place their phones on the teacher's desk during assessments if required. Students who wish to make a telephone call may do so from the House Centre. In the case of a dire emergency, (e.g. bereavement, accident etc.) parents/legal guardians should contact the College.

Any student who uses electronic and/or networked equipment in ways that cause harm to others or the College, will receive appropriate consequences and on occasion may have their enrolment status reviewed.

Student Gateway (SEQTA Learn)
Students are expected to check the Student Gateway, the College Learning Platform, on a daily basis. This is to ensure that students are up to date with current homework, upcoming assessments, additional course content and the release of assessment results.

The Student Gateway is the main point of contact that teachers have with students after school hours, so it is important to regularly access individual class pages.

Device Specifications

Below is the minimum specifications for devices used at the College:

Operating system
- Windows 10 or higher
- Mac OS X 12 or higher

Type of device

The type, brand and cost of the device is a choice left as open as possible to parents. However, there are compulsory minimum specifications, which are outlined below.

Devices that will NOT be supported

All versions of Windows RT, Windows 10s*, Apple iPad, Chromebook and Android tablets

*Windows 10s has some restrictions, specify removing the ability to install 3rd party applications. You can upgrade your device to the full version of Windows 10 Home for free via the Microsoft apps store.

See next page for minimum and recommended specifications

Minimum Specifications	Recommended Specifications
• Windows 10 or higher / OS 12.0 or higher • Microsoft Office (Provided by the College) • Storage – 64 GB eMMC, SSD or HDD • 11 inch screen • Keyboard and mouse/track pad • 1x USB port • RAM – 4GB • Camera • Speaker/microphone • WiFi • 7 hours battery life	• Windows 11 / MacOS Monterey • Storage – 128GB SSD • RAM – 8GB • 1x USB port • Keyboard with mouse/track pad • Camera – both front and rear facing • Speaker/microphone • WiFi • 7 hours + battery life • 13 inch touchscreen • Stylus

Technical Support

Parents and students are responsible at all times for their own device. Technical support from the ICT department will only extend to giving devices access to the school network once the Students User Agreement has been signed. All software and hardware issues are the responsibility of the owner.

Frequently Asked Questions

1. **What is the cost of devices and who is responsible for the payment?**

   Parents are fully responsible for the purchase of devices. Pricing of devices is continually becoming more competitive as new products come to market, and we encourage families to shop around.

2. **What if the device is damaged, lost or stolen?**

   This is the responsibility of parents and students, and should either be covered through personal household insurance or the warranty that comes with the device.

   Good advice is to get a good quality cover/case that will protect the device. This will help with minimising accidental screen damage, etc.

   The College offers no recommendation for which protective cover/case to purchase, but they may not depict any images or text deemed inappropriate to the College ethos.

3. **Are there devices that students may use in the event that their own devices are being repaired?**

   The College recognises that, for a variety of reasons, there are legitimate occasions when a student's personal device may be unavailable for short periods of time. The College therefore offers student to temporarily borrow, a College device.

College devices are not available for longer than two weeks. In exceptional circumstances where a device takes longer to be repaired, the loan period of the device will be reviewed. A loan device will only be issued to assist the student when his/her device is send away for repairs. This service is not available in cases where a student has left a device at home or forgotten to charge it.

Note: Parents do take full financial responsibility if a College devices is damaged, either accidently or maliciously.

4. **Will parents be required to buy accessories?**

The College requires that each student must have his/her own set of headphones and at least one 4 GB USB memory stick. Any additional accessories may be purchased at the discretion of the parents.

5. **Is there an agreement I need to sign before my son/daughter is granted access to the College network?**

As part of the BYOD program, all student devices will only receive access to the College network after the student and their parents have signed and returned the Student User Agreement, which will be made available at the beginning of the school year.

Year 8-12 students will have an online submission and Year 7 students will receive a hard copy of the permission form to sign.

6. **Will my son/daughter's Internet use be monitored at the College?**

All devices logged on to the College network are monitored and filtered for safe use; this is consolidated by teacher supervision.

Contact Details

Please feel free to contact Mr Limpie van Aswegen, Secondary Learning Technologies Manager, if you have any further questions:

Phone: 08 9300 7444
Email: Limpie.vanAswegen@ljbc.wa.edu.au

Lake Joondalup Baptist College

Kennedya Drive Joondalup Western Australia 6027

PO Box 95 Joondalup Western Australia 6919

T +61 8 9300 7444 | F +61 8 9300 1878 | W http://www.ljbc.wa.edu.au/