TRINITY
Lutheran College

BYOD PROGRAM
YEARS 5–10, 2024

NURTURE THE **FAITH. GROW** IN **KNOWLEDGE. ACT** WITH **HONOUR.**

BYOD
INTRODUCTION

At Trinity Lutheran College, learners in years 5 to 10 are required to purchase and bring to school their own digital device (BYOD). The scope of the device usage in the classroom has expanded in recent years and this information booklet outlines the BYOD program at Trinity.

Bring Your Own Device or BYOD recognises that choices about technology are very much personal. BYOD is designed to give you, as learners and families, freedom to make technology choices that suit you and your circumstances. All year 5 to 10 learners are required to bring their own device to school every day. The College has set a minimum device specification based on suitability and learners are required to agree to the Code of Conduct that sets out how the device is used at Trinity Lutheran College. Our ICT support staff are available to answer questions and to give assistance.

By facilitating a BYOD model, we intend to empower learners to take individual responsibility and give them direct involvement in the way they use technology in their learning. Studies on BYOD programs have shown that learners are more engaged and motivated when using personal technology to support their learning. We expect the program will not only provide learners with access to global resources and content but allow them to take ownership of their learning by providing them with a range of options to suit their learning style.

You are encouraged to read this handbook as it provides an explanation of how the program operates, sets out what is expected of parents and learners and provides information about the College's minimum device specification. If you have questions about the BYOD Program for 2024, please contact College Reception 03 5023 7013 or via email **admin@tlc.vic.edu.au**

DEVICE SPECIFICATION
Year 5 and 6

Form Factor	iPad
Device	iPad (2019 or later model)
Connectivity	WiFi only (no cellular)
Memory	Min 64GB
Identification	Must have a cover and clearly identified with student name
Optional	- An Apple Pencil or similar that operates on the 2019 iPad is desirable but not compulsory. - Keyboard *iPads can be used in Year 7; however, a laptop is preferred

Year 7 to 10

Form Factor	Windows	Apple
Device	Windows Laptop	MacBook
CPU	- Intel i3 10th Gen or later - AMD Ryzen3 3000 series or later	Any 2019 or later model will meet requirements
OS	Windows 10/11 (S mode devices not suitable)	macOS 12
Screen Size	13" or larger	13" or larger
RAM	8GB	8GB
Hard Drive	128GB	128GB

To assist Trinity families to purchase a BYOD for school, our IT company (RTG), have set up a notebook program.

Link to Portal – https://store.rtg.com.au/page/tlcm-online-purchasing-portal

SUPPORT PROCEDURES

If there is a problem with your device, but you don't exactly know what or how to fix it, then don't ignore it or try to make do in class. ICT support staff are available at Trinity to help you. Support and technical advice are offered to all learners, regardless of where their device is from, for any issues related to connecting to the College network resources such as internet access, printing and online learning tools. ICT support staff cannot provide support for non-College related software, such as games.

The College has a limited number of loan devices. Learners who leave their device at home or forget to charge it overnight will NOT be loaned a College device. All devices loaned to learners must be returned each day to the ICT Department. Any loss or damage to a College device is the responsibility of the parents/guardians of the learners.

Support for families is also provided by our College IT team. Learners can directly see our staff on site. If parents require IT support for their child's device, please call College Reception 03 5023 7013 or email **admin@tlc.vic.edu.au**

SECURITY

As a BYOD Program, Trinity Lutheran College does not own or warranty the device. If you are concerned the device is going to be broken, lost or stolen, you may wish to consider specific accidental damage insurance of the device. You can specifically list the item on your home contents insurance, or you can purchase Accidental Damage protection. You may also consider using a device locator service.

Internet access on the device will be filtered at the College and leaners will be prohibited from connecting to other networks, including hot-spotting, while at school.

DEVICE USE AT HOME

The College is frequently asked questions about the use of a device at home. This is a matter which is largely a negotiation within the family.

Students receive information about safe and appropriate device use during their time at Trinity. If you feel device use is becoming problematic for your child's schoolwork, you may consider speaking with their Pastoral Care Teacher to support an individualised approach for your child.

BRINGING YOUR DEVICE TO SCHOOL FOR THE FIRST TIME

THE BYOD CODE OF CONDUCT AGREEMENT

The BYOD Code of Conduct Agreement sets out the rights and responsibilities of students and families in the BYOD program at the College. It is required that both the student and their parents/guardians must agree to and sign the Agreement each year before the student can access the College digital systems and internet resources in that year.

KNOW YOUR CREDENTIALS (STUDENT ID AND PASSWORD)

All students are given a Trinity Lutheran College Student ID (which is also your Username e.g. 1001020) and a password. These credentials identify you and your BYOD devices throughout the College and provide you with secure access.

BOOK A TIME FOR INITIAL CONNECTION AND CONFIGURATION

Secondary students bringing a device to school for the first time will receive information from our IT Dept in relation to initial connection and configuration of the device. All students are required to regularly update software and operating systems to support the effectiveness of BYOD devices. Students are strongly encouraged to regularly backup data (assignments, notes, etc.) through a portable drive to minimise the potential loss of information.

WANT TO KNOW MORE?

The Trinity Lutheran College website has a range of documents relating to the BYOD Program. These can be found at **www.tlc.vic.edu.au**

Documents include:
· BYOD Program
· BYOD Student Agreement (This is discussed with students and signed at the beginning of each new year while involved in the BYOD Program.)
· BYOD Policy
· BYOD Code of Conduct Policy

For any further information, please contact the College.