



Maryborough Education Centre

Bring Your Own Specified Device Program



LEARNING
with technologies
www.lwt.com.au

Maryborough Education Centre (MEC) is encouraging families to purchase a laptop to be used both at school and home. MEC is assisting to reduce costs for families by providing software and reducing textbook expenses. We have carefully selected a range of robust devices that can be purchased from **Learning With Technologies (LWT)**.

MEC has reviewed our previous BYOSD schedule. Due to the changed learning environment brought about by Covid-19, most students are now expected to have their own device. Teaching and Learning at MEC is progressing towards increased usage of digital technologies in the classroom and at home. This is in line with the transition occurring simultaneously across many other industries. Consequently, MEC has brought forward the transition towards BYOSD as per table below.

Grade	2021	2022
Prep – Year 2	Shared access to iPads at MEC	
Year 3	Recommended <i>Laptop or old iPad</i>	Expected <i>Win 10 Laptop</i>
Year 4	Recommended <i>Laptop or old iPad</i>	Expected <i>Win 10 Laptop</i>
Year 5	Expected <i>Win 10 Laptop</i>	Expected <i>Win 10 Laptop</i>
Year 6	Expected <i>Win 10 Laptop</i>	Expected <i>Win 10 Laptop</i>
Year 7-12	Expected <i>Win 10 Laptop</i>	Expected <i>Win 10 Laptop</i>

Please take the time to read this information pack regarding the BYOSD program. Should you have any further questions, contact MEC or maryborough.ec@education.vic.gov.au



Digital Literacy needs for the 21st Century

Employers expect young employees to be digitally confident citizens upon leaving Secondary School. Using laptops regularly where appropriate will enable stronger learning opportunities and inclusion of all abilities. Having a personally owned laptop will enable students to:

- customise their device to suit their individual learning/reading needs
- create media rich presentations and projects
- easily access information to enrich their learning from home or school
- collaborate with peers on assignments using Office 365
- develop confidence in software programs and platforms that are used in the workplace

Pricing

Several devices are available from LWT ranging from \$689 to \$1,108 outlined on page four.

***** Please note that prices are set by LWT and may change without notice *****

Payment options

Devices can be purchased two ways via the LWT Portal:

- A) Purchase outright
- B) Lay-by without incurring any additional fees

Note: Eligible families may be able to access some of their existing CSEF funds. Please contact MEC for more information. This may be limited to purchases made during Term 3 of 2020

Warranty

All devices purchased from LWT come with a three-year onsite warranty included. Warranty Repairs will be completed by LWT. (Refer to Frequently Asked Questions page)

Delivery

Laptops to be delivered via post direct to your door for a fee of about \$10

Pre-existing Laptops

If your current laptop meets the minimum specifications (see next page), then you are welcome to use it. **(Note: some older devices may be incompatible with MEC's network).** We do not provide support for Apple Macbooks, however in most cases they will work at MEC



Software MEC provides for students

- Office 365 Annual subscription (valued over \$100 pa). Can be installed on up to 5 devices.
- 5 terabytes of cloud storage using OneDrive
- A range of premium Adobe software (including Photoshop) is available to secondary students.
Adobe software is valued well over \$200 per year
- Minecraft Education Edition
- ClickView educational videos
- Essential Assessment
- Comic Life
- Mathspace for Year 7-12 **OR**
Mathletics for Year 5-6
- STILE Science for Year 7-10
- Edrolo for VCE Students

Is it compulsory to purchase from LWT?

No, laptops that meet the Minimum Required Specifications (see below) can be purchased from any retailer. The devices for sale from LWT are competitively priced and all feature a robust case and battery that are much better very well suited for students.

Minimum Required Specifications

- A laptop with a keyboard
- Windows 10,
- 128gb solid state hard drive,
- 4gb RAM,
- 5 hour battery life,
- a maximum screen size of 13.5 inch.
- *A stylus for writing is also highly recommended.*

Student responsibilities for devices and safe usage

Students are expected to bring a charged device to school every day and store it securely when not in use.

All students and families are required to read, sign and agree to the terms in the *MEC Digital Technologies Acceptable Usage Agreement*. This Agreement is a separate document available on the MEC website. [Download Here](#)

If a student breaches the *Acceptable Usage Agreement* then teachers will implement the *Digital Technologies Behaviour Management Process* (included at the end of this booklet).



<http://mec.orderportal.com.au>



Lenovo 11e 5th Gen

Clamshell style
Intel Celeron Processor
11.6" Non-Touch Display
4GB RAM
128GB eMMC
Built in Camera & Microphone
3 Years Onsite Warranty

\$689.01

Entry level clamshell laptop with a robust case.

Capable of basic tasks such as Word Processing and undertaking online research tasks.

Adequate for most tasks



Lenovo 11e 5th Gen Yoga

2-in-1 foldable
Intel Pentium Processor
11.6" HD Touch Display
4GB RAM
128GB SSD
Two Cameras & Microphone
All Day Battery
Stylus with a Garage Slot
3 Year Onsite Warranty

\$826.51

A durable and highly versatile all in one laptop and tablet.

Capable of handwriting notes and mathematics, painting a masterpiece or drawing a mind map. The additional camera is very useful for filming and photography.

Excellent for All Year Levels



Lenovo 11e Yoga 6th Gen

2-in-1 foldable
Core M3 Processor
8gb RAM
256gb SSD Hard drive
Two Cameras & Microphone
All Day Battery
Stylus with a Garage Slot
3 Year Onsite Warranty

\$1,107

Similar functionality to the previous model, but with greater capacity for complex video editing due to:

Double storage
Double RAM
More Powerful processor

Excellent for All Year Levels

A laptop bag can also available to be purchased from LWT for about \$30.



Frequently Asked Questions BYOSD Program

Do I need to go and buy a brand-new device?

Existing laptops may be used if they meet the minimum specifications.

Where will laptops be stored during breaks?

All 5-12 students are provided with a locker. It is their responsibility to purchase a lock and ensure that it remains locked. Years 3-4 students will have a staff managed lockable storage unit.

What is the expected life of a laptop?

This is highly dependent upon how well your child cares for their laptop. It is reasonable to assume that it will last at least 3 years.

Are there any additional items to purchase?

MEC encourages students to protect their device by storing in a dedicated laptop bag or pouch. A 16gb USB stick is also useful.

What if we can't afford to purchase a laptop?

Refer to the payment options on page 2 that include Layby. You are also welcome to contact our Business Manager to discuss individual circumstances and some families may also be eligible for further support.

Do we have to buy a laptop right now?

You can purchase from LWT anytime throughout the year.

Can students put their own software, music, apps or games etc. on their laptop?

Yes, the laptop belongs to you and you have full administrative control. However, if you have software or files on the device that breach the Acceptable User Agreement then we may restrict your internet access at school.

Will 128gb of storage be enough?

128gb is ample storage for educational purposes. If you intend to install movies and games etc, then you should consider purchasing a device with a 256gb hard drive.

What happens if my child changes school?

The laptop belongs to you and you can take it to your next school.

Can students charge their laptops at school?

As there are limited spaces for charging, students are expected to bring a fully charged laptop to school to ensure maximum use in the classroom.

Some laptops in retail stores have huge hard drives compared to Laptops from LWT?

Some laptops for sale still come with outdated SATA hard drives. They are cheaper, slower and more prone to failure.

Can the laptops be upgraded in the future?

No. However you could purchase an SD card if you needed to expand the hard drive.

Will laptops replace textbooks?

Some subjects will be using a combination of digital resources and traditional textbooks.

What about handwriting?

The skill of handwriting is immensely important for learning. Students will still be engaging regularly in handwritten tasks on paper. MEC recommends devices that include a stylus to enable handwritten notetaking and annotations.

Will MEC monitor internet usage at school?

MEC will provide a safe and secure Wi-Fi network. Some meta data may be recorded in this process.

Can MEC monitor laptops whilst at home?

No, we are unable to monitor usage of devices outside of the eduSTAR network.

Is there a warranty?

All laptops from LWT come with a 3-year warranty provided onsite at school. The warranty also includes the battery.



Where can I access the Digital Technologies Policy and Acceptable Usage Agreement?

All policies are available on the MEC's [website](#).

Will MEC install any software?

MEC provides software for students. However, in most cases we will not be directly installing it. Instead students will be instructed how to do this themselves. Some software may be automatically installed on the laptop upon connecting to the school's Wi-Fi network. This is to ensure the security of the network is not compromised. Examples of such software would include Anti-Virus and network monitoring software.

Is there any insurance?

Insurance is not compulsory and not included in the price. Additional insurance can be purchased from LWT. It may be possible to include the laptop within your Home Insurance policy.

Can we purchase multiple laptops from LWT?

Yes, as many as you like.

How often will students be using their Laptop?

Students will be using their device daily. For example, in a Textiles class the laptop may only be used for 60 seconds to take a photo of their completed work. In a Science class a student may briefly video record an experiment. Students might quickly respond to an online discussion

question within an English class.

The ability to use technology on demand when needed and for it to be put away again is only possible when students have their own device.

Students will be able to access assignments and learning materials when at home.

If something goes wrong with the laptop, what should we do?

That depends on what is wrong with the laptop...

A) If it is a **hardware fault** then you are responsible for reporting it to LWT under Warranty and drop it off at the ICT office within Library. The device will be collected and repaired (usually within the week).

B) If the laptop has been **damaged** then it is your responsibility to organise repairs.

C) If it is a **software error** then we encourage you to try and fix this yourself by uninstalling recently added [software](#). Or using [System Restore](#) tool.

How do I log a Service Job with LWT for repairs?

Service jobs can be logged here <http://service.orderportal.com.au>

Is the school assisting with devices repairs?

MEC's involvement is limited to assisting students identify and log warranty claims.



How do I Lay-by my purchase through LWT?

Follow the order process through LWT's portal. Then choose the **Invoice option** as your payment method. LWT will then email you an invoice and further instructions. You then call LWT and arrange payment.

Payment Method

Please choose your payment method



I am concerned about cyber bullying, safety and over usage

MEC is mindful of that students need to become safe and socially responsible digital citizens.

eSafety Commissioner has support for parents www.esafety.gov.au/education-resources/iparent

It is recommended that:

- Children use devices in places where adults are present.
- Families set designated times when devices must be turned off.

MEC's intranet page has an extensive list of resources to assist students and parents regarding cyber safety

<http://intranet.maryborougheducationcentre.vic.edu.au/>





MEC Values Online

Kindness

- I only share positive messages.
- I know who can see my posts.
- I'll speak to an adult if I see something I'm unsure about.
- I block & report untrustworthy users.
- I ask permission from adults before creating accounts on any website.
- I reference information I collect from digital resources.



Aspiration

- I use only educational websites and tools at school to help me learn.
- I charge my laptop at home.
- I live a balanced lifestyle including plenty of exercise and sleep.
- I use social media responsibly to create a positive image of myself.
- I fact check content I read online.
- I aspire to be a good digital citizen.



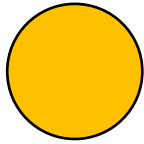
Respect

- My laptop & bag are labelled.
- I store my laptop when not in use.
- I keep my passwords private and my software up to date.
- I walk when carrying a laptop.
- I gain permission before taking or sharing photos of others.
- I do not share personal information online: Name, Address, Phone Number, Emails, Birthday, Age.

**PERMISSION
REQUIRED**



MEC Digital Technologies Behaviour Management Process



Minor Infringement

Definition: Any activities other than set class work. e.g. Playing games, looking at Memes, reading unrelated sites, checking football scores, personal emails etc.

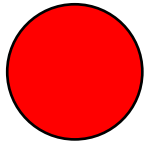
1st Time –Teacher restates and reteaches the task at hand and which software is to be open.

2nd Time – Student will receive a warning from the teacher.

3rd Time – Student is asked to pack up laptop or close desktop computer. Electronic Personal device will be confiscated as per Electronic Communications Device Policy for remainder of the lesson and the staff member will record Digital Technology Infringement incident on Xuno.

Repetition of Minor Infringements will be followed up in accordance with MEC protocols including parent meetings and network restrictions etc.

Moderate Infringement



Definition:

a. Deliberately bypassing the EduSTAR network via any method, eg: using a VPN or hotspot to access blocked sites but not explicit in nature such as YouTube, Facebook etc. circumventing eduSTAR is an unsafe practice that jeopardises the security of every device.

b. Deliberately damaging a school owned device or BYOSD.

c. Attempting to access other students' accounts.

- Student is asked to pack up BYOSD device for remainder of the lesson. Student is asked to close school laptop, desktop or other device. Electronic Personal Device will be confiscated as per Electronic Communication Device Policy
- Staff member records Digital Technology Infringement incident on Xuno
- IT technician/ICT representative to suspend student from their eduSTAR and network account.
- Classroom teacher makes phone call or arranges parent meeting before the student account is reactivated.

Major Infringement



Definition: Exposure or suspected exposure to graphic content (including accidental exposure). Accessing graphic content including sexualised content within a school maybe a criminal act.

- Student closes their BYOSD electronic personal device or school owned device immediately and hands it to the teacher. Desktop computer shut down.
- Device is quarantined with an Incident Sticker (located in coordinator, administration assistant in each pod and IT office in Majorca).
- Portable device is locked in coordinator, leading teacher, sub school leader desk until it can be transported to and stored in Principal's Office. Desktop will be removed by IT technician and stored in Principal's Office. The device must not be carried by students.
- Staff member records Digital Technology Infringement Incident on XUNO
- IT technician/ICT representative to suspend student from their eduSTAR and network account.
- Coordinator contacts parents and arranges parent meeting before the student account is reactivated and/or device returned

Student failure to comply with the above process will be managed through relevant MEC policy.