Bring Your Own Device (BYOD)

2025

Information Guide

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Learning Technology and the Gospel

At Annandale Christian College, we believe that technology is a good creational gift from God. There are many benefits that digital technology brings us individually and also as a wider community of believers. Education is not isolated from these benefits of digital technology. New opportunities, experiences, and pedagogies can be developed to improve the understanding and learning of our students.

Ultimately, at ACC, our deep hope for our students is that they grow to proclaim the Lordship of Jesus Christ over all things.

Vision:
To be a College that celebrates life and learning through Christ-centred Education.

Mission:
To provide quality, Christ-centred education through a partnership of parents, teachers and students which recognises the Lordship of Christ and the integrity of the Scriptures.

The Vision and Mission of the school closely inform and direct the use and implementation of technology at ACC.

1. The good gift of digital technology has been tainted by the 'Fall of Man'. Our role as disciples of Christ is to engage with technology in such a way that restores it to the Lordship of Christ.

2. Technology can add to the difficulty of raising children in the 21st century. We endeavour to engage with technology in such a way that assists the parents, whom we serve.

3. The education that we provide must engage culturally with the world in which we live. That cultural engagement ought to demonstrate an awareness of the great benefits, but also inherent risks involved with digital technology.

4. Digital technology provides significant educational opportunities and experiences that might otherwise be unavailable. We should investigate and take advantage of these in the framework of continually improving pedagogy.

ICT is an important significant aspect of the College's strategic plan, and the College has invested heavily to support this vision. The Bring Your Own Device (BYOD) Model is in parallel with the strategic and operational developments of a College-wide wireless network.

The goal is to ensure that all students have access to unlimited opportunities to learn anytime and anywhere and that they have the tools that make this possible.

It is anticipated that a Bring Your Own Device program will result in sustainable and meaningful change to teaching and learning in our College and to prepare students for further education and training, employment as well as equipping them to live and work in a dynamic digital world.

Year 9 – 12 will have a personal laptop to use in the College's wireless network and at home to cater to their individual learning needs and progression through their courses of study.

Personal Learning Devices

Background

Annandale Christian College has been steadily developing computer resources and access for curriculum use and subsequently a mix of dedicated computer labs, class sets of iPads and some desktop computers located in classrooms have been used by Primary and Secondary School students.

We recognise the importance and value of using digital technology to enhance learning outcomes, and to prepare students to work in a digital world. Of greater importance, is our responsibility to teach our students to use digital technology in such a way that is culturally relevant, yet seeks to restore it to the Lordship of Christ.

At ACC, we are committed to supporting our teachers in the careful consideration of how they might make meaningful changes in their classrooms in order to enhance teaching and learning outcomes. The provision of digital technology to students gives our teachers another tool to assist these changes.

The Current Environment

Infrastructure

Annandale Christian College has a robust network infrastructure providing staff and students a reliable platform from which to access a wide range of services. Infrastructure to support digital technologies include:

- Network switching including core switches
- Wireless network infrastructure
- Printers / Copiers
- Phone system
- Servers and storage
- Primary internet connection
- Optical fibre cabling between buildings

The school has an ongoing relationship with an external technical partner who is able to bring a range of skills and specific expertise as we seek to continually improve our technical infrastructure.

Cloud Services

The school provides access to a number of specific services for our students for a variety of purposes.

- Canvas – Learning Management System

- Microsoft 365 – Software (Excel, PowerPoint and Word, etc. and Cloud based data storage – OneDrive)

- Adobe Creative Cloud suite (where appropriate and necessary for learning)

- AutoCAD technical drawing program (where appropriate and necessary for learning)

Note Taking

At ACC, we understand the importance of responding to ongoing research to improve our practises in the classroom. From Jay Trevaskis – Director of Teaching and Learning (November 2016):

> "Technology has continued to offer many wonderful benefits to our classrooms through the access to information and the provision of tools that allow students to present their understanding in many different ways. However, earlier this year some research was released from a study in North America that investigated the impact of technology on student learning in lecture style classrooms. The study was conducted with three groups: one without technology, one with the use of a laptop, and one group who could use a tablet laid flat on

the table. The results of the research found that students using a laptop or tablet to take notes while the teacher is talking had a lower learning outcome compared to those without technology as a result of the distraction it provided. Other studies have previously spoken about the cognitive process of having to interpret what you've heard while making note of it as being of greater benefit than just when typing information in a lecture.

After considering these results it has been decided that in 2017, when teachers are lecturing or talking to their classes, students will be asked to take notes by hand in a workbook rather than having students take notes on their laptops or iPads. This means that students from Year 7 – 12 will be required to have a notebook with them in class for such occasions – which most usually do anyway. It is also important to note that the research was only taking into account the learning outcomes from lecture style classrooms and so teachers and students will still be encouraged to make use of the technology we have available to research, create and collaborate as much as possible in their classrooms to continue to enrich their learning."

Laptops and iPads will still be used. However, when students are asked to make notes in a direct instruction style of lesson, those notes are to be made using pen and paper in response to the research mentioned above.

We are blessed at ACC to have great and thoughtful teachers who consider carefully when and how to implement technology during their lessons in a way that can benefit learning. An OECD report in 2015 states that heavy users of computers in the classroom "do a lot worse in most learning outcomes" and that "In the end, technology can amplify great teaching, but great technology cannot replace poor teaching." We are constantly aiming to use technology in a way that might amplify the great teaching that is happening in our school.

This means that we won't be using technology in every lesson. In some classes there might be periods of time where digital technology is not necessary. However, it is expected that every student from Years 10-12 has a device with them at school every day.

BYOD MODEL

BYOD
Students in Years 9 through 12 in 2025 will be expected to "Bring Your Own Device". Specifically, they should bring a laptop style device (IPADs & Tablets/Chromebook not permitted). There are more details, including recommended minimum specifications, later in this document. The BYOD program is compulsory for Years 9 to 12. That is, **Years 8 students in 2024 will be expected to supply a BYO Laptop device when they begin Year 9 in 2025**. Students in Year 12 in 2025 will have college-supplied devices and new enrolments will be expected to BYOD.

If I can't BYOD
We recognise the financial difficulties that many families face in BYOD. We recommend discussing payment plan options with suppliers such as The School Locker, Harvey Norman etc.

If you are still unable to afford BYOD, an appointment with the Deputy Principal (Secondary) is required to discuss options available to ensure that your child has access to a personal device whilst at school.

BYOD – Laptops

Students and parents have the opportunity to select a device that suits the preferences and personal learning needs of the individual student. The Bring Your Own Device (BYOD) program recognises that there is not a "one size fits all" approach to personal technologies. Students will use the same device for learning at school, as they might use for personal enjoyment at home.

The Device

Students in the BYOD program will bring their own laptop device (IPADs & Tablets not permitted). We recognize the learning needs of students change as they progress through Secondary School and so the device that will be most beneficial to them will also change with software and hardware requirements. The operating system on the device should be capable of installing full versions of application software such as Microsoft 365 and Adobe Creative Cloud. Tablets, iPads and ChromeBooks **are not appropriate**.

Some students will have a preference for Apple devices running on the MacOS operating system. Some will prefer a Microsoft style product utilising Windows. Whilst either of these types of devices are appropriate to bring provided they meet the recommended minimum specifications as outlined below, the College recommends Windows devices due to compatibility issues. Students with a Mac device will need to ensure that they have installed appropriate apps.

Specifications

We recommend the following **minimum** specifications for those taking part in the BYOD program. Students intending on studying IT (Information Technology) or design subjects such as Adobe / AutoCAD may require a higher specification device:

	Recommended	**Higher spec (Adobe/AutoCAD)**
CPU	Core I5 / M1 Chip	Core I7 / M2 Chip
Storage	256 GB	512 GB
RAM	8 GB	16 GB
OS	Windows / Mac	
Screen	13 inch and UP	
GPU	Integrated (Motherboard GPU)	Dedicated GPU (AMD or Nvidia)

*NOTE: For students who are studying Graphical Communication or Digital Technologies, it is recommended that a laptop with higher specifications is sourced (**at least 16 GB RAM and 4 GB of GPU RAM**). Any of the school suppliers such as The School Locker & Harvey Norman etc, can give advice on this.

Purchasing

The purchase of this device is the responsibility of the family. We recommend ensuring that any device purchased includes a warranty and recommend accidental damage Protection (ADP).

Commencement

The process for students **commencing** the program is as follows:

1. Return signed BYOD form to the Secondary Office at the beginning of 2025, which will be part of the Agreement Documents sent via Eform.

2. Supply the device to the ICT Office who will connect the device to the College's Wi-Fi and install ABTutor. The ICT Office will advertise times when they are available to do this in the week before the commencement of classes in 2025.

Software

The school will make necessary software for teaching and learning available for installation on the student device, where appropriate, under our licensing agreements, for the duration of their enrolment. This will include, at the time of publication, the MS Office 365 Suite of products. You are not required to purchase this software.

ABTutor

It is a mandatory requirement that the College's monitoring software *ABTutor* is installed on all laptops.

Access to student devices via ABTutor is restricted to ICT Department staff who are bound by the ACC Privacy Policy. **Note that ABTutor is functional only when the device is connected to the college's network**.
ICT Department: ICT Manager, ICT Technician and ICT Officer.

The use of the ABtutor software, in conjunction with our firewall and other monitoring software, is an important student safety measure which enables the college to monitor student devices to ensure that they are being used appropriately for educational use when at school, in line with college policy, and that students are not accessing explicit or illegal online material. It is also valuable if the student requires remote help with their computer. ICT staff cannot see the students or monitor them outside of the college network. As ABtutor is mainly used for general monitoring, ICT staff do not use the program to look at files and folders on devices, except when students request assistance. Occasionally, screenshots of laptop screens may be taken as evidence if a student is found to be using their device inappropriately. These screenshots are only shared with relevant management staff such as the Deputy Principal as part of disciplinary follow up and/or with child's parent/guardian.

Anti-Virus Software
It is the responsibility of the Parent/ Guardian to ensure that the device has sufficient anti-virus software installed.

Files and Backup

Students are responsible for their own file management and Backup. They should save their school files to **OneDrive (Provided by school)**. Students should sign into OneDrive using their Annandale Christian College credentials.

Technical Support

The student will be expected to learn and understand the basic functionality of their chosen device. For connectivity issues, students should present to the ICT Office (G19).

Some basic technical support may be available through the ICT Office. This should be done at times when this office area is open, but not usually in lesson time. The College IT Support Staff can do some basic troubleshooting and then recommend further action if needed. The College 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.

The College may be able to allocate a College loan device if required during repair procedures.

Non-College Applications, Games and Music

Annandale Christian College does not object to the installation of non-College 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, music and games downloads).

- Are ethically and morally acceptable (including consideration of College 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 College'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.

- Where there is a contravention of this policy, consequences will apply. Other sanctions may be imposed in line with the Annandale Christian College ICT Acceptable Use Policy.

Warranty / Repairs / Theft

Families take full responsibility for warranties, insurance and repairs. They should consider the type and length of warranty, and the process that needs to be taken in order to exercise that warranty should any repair be necessary. Additionally, consideration should also be given to how they might deal with accidental damage, or theft of the device. The school will take no responsibility for a personal device stolen on premises.

Purchasing specific mobile device insurance is strongly recommended. It is the responsibility of families to investigate and understand all implications of any decision on insurance.

The Annandale Christian College, ICT Office may be able to assist the student with advice on warranty and repair claims. The school may be able to provide a loan device for the duration of the repair.

If your device is damaged in some way (either accidentally or by negligence) it is the responsibility of the family to have this repaired. If you have Accidental Damage Protection you should speak with your insurance provider regarding the appropriate process to follow. The school does not have any responsibility in this process, but we can assist where appropriate.

SAFETY AT HOME

Parental Responsibility

We believe that the responsibility of keeping children safe when using the internet and other technologies at home rests with the parents. We understand that this can be an intimidating arena for parents to manage, so we are committed to supporting our parents in a number of different ways. There are four parts to this process for parents: Protect, Educate, Supervise, Trust (PEST).

Protection

It is important to have some level of protection on your home network. There are multitudes of internet websites that are not appropriate for our children to have access to. We should take action to reduce the risk of them accidentally finding any disturbing content. There are a number of different methods that can achieve this. We recommend control 'upstream' from the device itself. This means that no extra software needs to be installed on the device itself, as children will, in many cases, have permission to add and remove apps from their device. By applying protection to the wireless network itself, every device that connects to that network is protected without the need to install extra software. An additional benefit of this type of protection, is that they will generally enable a schedule of internet access as well, and some also provide reporting on sites visited to enable improved communication between you and your child.

We recommend you carefully investigate whether the following products are suitable for your family:

- OpenDNS - https://www.opendns.com/

- Circle Home - https://meetcircle.com/

Important Note
It is important for families to realise that nearly all smartphones with a 3G or 4G sim will provide unfiltered internet connection. This connection can then be shared among other devices. If your child has a smartphone, they can by-pass your home wireless internet connection and access any website they desire.

Students are not permitted to 'hotspot' whilst at Annandale Christian College.

Education and Communication

While protection and filtering on an internet connection is an important step in helping our children to use technology in a wise way, it should not be the only thing that we do. Our children need to be taught about the dangers and issues that they will face. We need to teach them that while technology is a good creational gift from God, sin impacts the way that our society interacts with this technology.

Regardless of what form of protection you have chosen, it will never be perfect. The chances are that, at some point in time, as we engage with technology your child will be exposed to something that is inappropriate for them. They need to be taught what to do when (not if) this happens, and that non-judgemental communication will follow about what happened.

Open and deliberate communication about the way in which we use technology will assist our children to develop a healthy perspective. At Annandale Christian College, we talk about our students becoming Digital Disciples who use technology in such a way that is glorifying to Christ. Many of the protection devices listed above will also have reporting functionality built in that will report web browsing habits. These reports can become a great conversation starter.

Supervision

Our children need to be supervised when using digital technology. In the same way that we wouldn't let our children wander around a city alone, we should not leave them alone as they are wandering around the world wide web.

We strongly recommend that ALL technology is used and charged in a public space in the home. At the very least it most definitely should NOT be used in the bedroom. The temptations are many and varied, and the best deterrent for those temptations is to have visible screens in the home.

We would not expect that any students from Years 7-9 need to use their devices any later than 9:30pm at night. Remember, our homework guidelines are that Year 7 and 8 students should not have more than 1½ hours of homework each night.

Cyber Bullying

E-technology provides individuals with a powerful means of communicating instantly with others in both positive and negative ways. Cyber bullying is bullying which uses e-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 College's 'Bullying Policy' and 'Acceptable Computer Use Policy'. Serious breaches are a police matter and may be dealt with through State and Federal Laws and QLD Police.

Trust

As our children grow, they will earn our trust. We should gradually give them more and more freedom, while continuing to communicate openly about how they are using technology. As we have educated them, we should expect them to do the right thing and to use technology in an appropriate manner.

At the same time, we ought not be too surprised when they make mistakes. We are all sinful and make decisions that are not congruent with God's will. When our children do make these mistakes, they need to know that there will be consequences, but that those consequences will be framed with forgiveness and grace.

Quick Best Practice Guidelines

- Devices should always be charged in a public place in the home.
- Devices should never be used in the bedroom.
- You should have some form of web filtering on your home internet connection.
- Be a PEST (Protect, Educate, Supervise, Trust).
- View https://www.esafety.gov.au/parents for further hints and tips.

ACCEPTABLE USE OF LAPTOPS

Students at Annandale Christian College are expected to use digital technology in such a way that brings glory to Christ, and encourages others to do the same. They are encouraged to consider carefully what it means to be a Digital Disciple as they engage with technology. All secondary students and one of their parents/guardians/carers must sign a *Computers: Acceptable Use Agreement* at the commencement of each school year before their account is activated. The key points from the *Acceptable Use Agreement are* also reproduced in the Secondary Student Diary for ready reference. The guidelines for the Laptop Program (below) should be read in conjunction with the *Acceptable Use Agreement*.

General Guidelines

- Laptops should be brought to school fully charged every day and should never be left unattended or left logged in.

- Students are responsible for the security of the laptop and keep it secured when not being used. Although the College can investigate via CCTV footage, it takes no responsibility for theft or the replacement of laptops.

- Students should back up their own laptop regularly.

- Content stored on the laptop should always be of a nature that is considered appropriate by the school.

- Students must Inform the ICT Dept if they upgrade their OS so that we can reinstall the necessary software.

- Students will not:

    - Uninstall school monitoring programs (eg. ABtutor);

    - Run or attempt to run batch files that could violate school policies;

    - Perform any operation on computers (desktops or laptops) that may cause it to no longer function as the school had intended;

    - Allow other students to access your device (eg. laptop / desktop, etc.);

    - Access other student's devices (eg. laptop / desktop, etc.);

    - Disconnect from the school wifi and hotspot to another device, eg. phone;

    - Use a VPN while on the school premises;

Classroom Use

- At all times, students should follow the direction of their classroom teacher.

- In a direct instruction style lesson, notes should be taken using pen and paper.

- Students should avoid distraction and respect the learning opportunities of others by not distracting them.

- Laptops may not be used every lesson, every day. They are learning tools rather than a replacement for an exercise book. Laptops should never be used for 'busy work' or for babysitting.

- Movies/Videos should only be viewed as part of an educational program. Often letters home are required when viewing films or whole programs from the television.

Break Times

- Students are not permitted to use digital technology in the playground during the school day. This includes before/after school, recess and lunch times.
- If students have a specific need to use their laptops to complete schoolwork during these times, they may do so in the library or the G17 Study Room.

FAQs

Mac vs PC?

We are committed to supporting both platforms equally if the software recommended is used; however, we lean more towards Windows PC's (for compatibility reasons). College-supplied loan laptops will be Windows PC's.

What happens if my child's device becomes infected with a Virus/Malware?

All laptops must have an AntiVirus program installed. There are many good, free products that can do this such as AVG Free and Microsoft Security Essentials. Please see ICT Department (G19) if Laptop has a notification or warning about a virus if on school premises.

Will my child be able to print at the College with their laptop?

Students will be able to print on college printers. An email will be sent to their inbox at the start of the term instructing them on how to add printers. (Software used is Papercut)

Will I need to buy software?

All of the software needed (Adobe / MS Office / AutoCAD) will be provided under the school's existing licence agreements. However, you will need to buy antivirus software if the device does not have the latest windows operating system or if it is an Apple Mac device.

What about 2 in 1 devices?

The latest generation of windows convertible devices that include a full-sized keyboard and run Windows are likely to be suitable BYOD devices. Please check the minimum specifications carefully as these devices must meet minimum requirements.

Won't handwriting suffer?

Final external examinations still require students to write extensive answers in written examinations. The use of technology in the classroom should not be at the expense of the skill of handwriting. There are many different tools used to assist learning. Technology is just one of these tools and will only be used when it is most appropriate. We expect most classes to take a balanced approach. In direct instruction style lessons, students will still be expected to take notes with pen and paper in an exercise notebook. All external exams for ATAR require handwritten responses at the time of writing this booklet. Therefore, legible handwriting is an important skill to maintain.

Will teaching methods suffer and be less personal?

We are blessed at ACC to have great and thoughtful teachers who consider carefully when and how to implement technology during their lessons in a way that can benefit learning. An OECD report in 2015 states that heavy users of computers in the classroom "do a lot worse in most learning outcomes" and that "In the end, technology can amplify great teaching, but great technology cannot replace poor teaching." We are constantly aiming to use technology in a way that will amplify the great teaching that is happening in our school. The college will provide targeted professional development of teachers in effective use of digital technologies in the classroom. Technology won't be used in every lesson. In some classes there will be

periods of time where digital technology is not necessary. However, it is expected that every student from Year 9 will have a laptop with them at school every day.

Will my child have too much screen time in and out of school?

Computers are currently in widespread use across all levels in the College. It is expected that changes to curriculum requirements and assessment practices will over time increase the use of computers both in and outside school hours. However, the introduction of compulsory laptops for senior secondary is not aimed at increasing computer use in the classroom – it is a strategy aimed at managing changes that are already occurring independent of ACC. Laptops in classrooms at ACC will primarily be used purposefully to meet learning objectives associated with curriculum objectives and in meeting 21st Century Skills, rather than every day note-taking etc. There is no expectation that they will be used every lesson. Managing student screen time remains a responsibility partnered with parents. Education and resources will be provided to teachers, parents and students to assist - similar to what was provided during the COVID learning from home period.

Are you using electronic textbooks too?

All necessary textbooks will be provided by the school. A number of specified texts also come with online companions, and pdf versions of the text on a DVD. Students may be able to transfer these to their device should they prefer to work this way. Materials may also be available on Canvas for students to access.

What about the physical safety of devices at school?

The responsibility for the safety of the device at school rests with the student and we recommend that the device is kept in a bag when not in use. The school does not take responsibility for accidental damage to student property. All laptops must be taken home every day and extended holiday periods and not left in lockers for opportunistic thieves. It is imperative that all lockers are locked each night so that codes are not easily cracked.

Will this make school bags heavier?

Most of the devices likely to be used will weigh less than 2.0kg. All Secondary Students have a locker in which to store school materials when they are not being used.

Will laptop and internet use be monitored and filtered at school?

All student internet use is filtered and monitored whilst connected to the school's wireless internet. Our filtering and monitoring software should also alert us to any behaviour that may put the student at risk. Parents should, however, be aware that if they supply their child with a device with 3G/4G connectivity (such as a smart phone), students will be able to access the internet via this device and we will be unable to monitor this use. It is school policy that student mobile devices are switched off and stored in their locker during the school day. All laptops will also have *ABTutor* monitoring software installed that allows the ICT Dept to monitor student activity on their laptops whilst at school.

Will laptop and internet use be monitored and filtered at home?

No. The school will not be able to monitor the use of the laptop when it is not connected to our wireless network. Parents are responsible for the way in which this technology is used at home. Clear guidelines and expectations should be set. There are a number of tools and strategies that parents can use to assist this process as outlined above.

Will students be able to charge their laptops during the day?

Students should expect that they will **not** be able to charge their device during the day. Power cords and chargers can be a WHS hazard in the classroom and should not be used. Battery life, therefore, is a key consideration in the choice of device, and students should fully charge their device every night. Where possible and safe to do so the College will provide limited charging facilities for occasional use.

Can we install games on the laptops?

The BYOD program is designed to enhance learning. Students should not install games if they distract from learning or slow down the ability of the computer to access websites or school programs. Games, music, videos or other media may be uninstalled if they are deemed inappropriate or become distracting to a student or their classmates.

Do we have all the answers?

No! While we have been diligent in our preparation for this technology model, inevitably we will make some adjustments along the way. It is likely that this model will be modified and tweaked as we learn from situations as they arise.

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