



OAKBANK
SCHOOL

BYOD Handbook

All Oakbank School students in our Middle and Senior Schools (Year 7-12) are asked to bring their own laptop to class each day. Our Bring Your Own Device (BYOD) model is a “light-touch” or “open” model where students are able to access the school’s wireless network with their personal laptops during the school day for the purpose of learning. This gives access to our Learning Management System, online apps and resources, filtered internet, printing and enables secure collaborative projects.

Why have a BYOD Program?

Having a BYOD program enables Oakbank School to create a sustainable way for the school to have every student with access to a device.

A device in the hands of every student extends and enriches learning by:

- Shifting instruction towards student centred learning, where inquiry and authentic learning are emphasized.
- Focusing on contemporary learning, including critical and creative thinking, collaboration, communication, self-direction, global and cultural awareness.
- Using online learning tools and digital content.
- Increasing student engagement.
- Creating learning opportunities; anytime, anywhere.

How do I get a laptop?



Purchase a recommended laptop

oakbank.orderportal.com.au

Choose from two selected laptop models that meet school requirements from our partner LWT via their online portal.



Use or purchase your own laptop

Bring an existing laptop or source your own laptop that meets our requirements as outline overleaf.



Principal’s Laptop Access Scheme

In exceptional circumstances, should you have impediments to accessing a laptop for your child, please ask for an **Equipment Loan Agreement** form to apply in writing to the Principal about our Principal’s Laptop Access Scheme, where a loan laptop may be provided for limited numbers of students.

Purchase a Recommended Laptop

oakbank.orderportal.com.au

Oakbank School has selected Learning with Technology (LWT) to offer selected laptops to our students which meet our minimum specifications.



Visit the LWT Oakbank School Online Ordering Portal for full specifications, comparisons, pricing and availability.

Multiple payment options are including up to 12 months interest free, subject to the finance provider's approval.



Touch Model
AMD Ryzen 5 13.3" with pen



Non-Touch Model
Intel Core i5 14"

Why purchase a laptop from LWT Portal?



Easy Graphical Comparison

To help parents choose the right device LWT uses easy to understand graphic icons to help parents compare units using a side by side comparison of key specifications to help their choice.



Commercial Grade Devices

The devices LWT offer via their portals are commercial grade that you won't find in a retail store. Built to a higher quality and with a **3 year warranty** they are designed to last longer than their retail counterparts.



Delivered directly to you

Orders are processed straight away and usually arrive in 1-2 weeks via Australia Post eParcel. The Portal gives a general idea of availability and wait times for orders.



Hassle Free Quick Onsite Servicing

The student environment often leads to a higher number of repairs. Onsite support at the school greatly reduces frustrations for parents. Getting a retail device repaired usually takes weeks and quite often re-quires the parent to take time out of their day.











Accidental Damage Protection

We offer well priced **insurance options** that give **Accidental Damage protection** with quick repair times. We use Manufacturers Insurance to help guaran-tee parts availability.

Supply your own Laptop

Use your own or source a new one

This can be a laptop you already have, or a new laptop you purchase independently. We require a laptop running Windows or MacOS for compatibility. Please use the following minimum requirements as a guide to suitability:

Operating System	 Windows: 10 / 11	 MacOS: High Sierra or higher
CPU	 5	Modern Intel Core i5 Processor or AMD Ryzen 5
Memory	 8GB RAM	
Storage	 128GB+	SSD or larger
Battery	 All day (6h+)	battery life. Students are responsible for bringing their device to school charged. Charging facilities are not always available
Screen	 13"-15"	Screen. Touch screen not required, but is a popular option.
Warranty:	 3 years ideal.	Look for onsite or a local repair centre.

When selecting a laptop, please consider the following factors:



Can I use a Chromebook or tablet?

We strongly recommend a full laptop running Windows or MacOS for compatibility.



We **do not support Chromebooks in our environment**. Students can use tablets, but we recommend a physical keyboard, and may find that some applications and web apps may not work on these devices.



What is it designed for?

Is the laptop designed for home use or is it designed for use at schools and businesses? Business models generally have a more rugged build



How long does a laptop last?

A medium-spec laptop will usually last 3-4 years. An entry-level laptop may only last 1-2 years.



What warranty does it have?

Standard warranty is only 1 year. Warranty covers faults and manufacturing defects – not damage. Some warranties are return-to-the-manufacturer, whilst others come to you.



What happens if it gets damaged?

If something breaks, where do I take it? How much will it cost? How long will it take?

Screens repairs are usually a very large component in the cost of a laptop. Including labour, a replacement screen can be as much as \$500-\$700+ to repair on many models.

We recommend taking out **Accidental Damage Protection (ADP)** or enquire with your **Insurance company** about coverage.



Agreements and Policies

Students must adhere to the **Oakbank School Cyber Safety / ICT Policy & Agreement** which we require all Students and parents to sign.

The school reserves the right to monitor the content of student laptops and may conduct live monitoring of activity on the laptop. Any images or material on privately owned devices must be appropriate to the school environment.

Breaches of this policy will follow the procedures outlined in this document. Where a student is suspected of an electronic crime, this will be reported to the South Australian Police.



Charging

Students are expected to charge their laptop at home and bring it to school every day fully charged. **Charging facilities are not always available. Chargers are required to have a valid electrical testing tag. Days will be made available each year to have these tested.**



Security

Oakbank School is not responsible for the theft of a device, nor for any damage done to the device whilst on school grounds.

Lockers are available for all students and it is the student's responsibility to not leave their valuables unattended. We recommend personal laptops are only used by their owners. Parents should investigate personal insurance (either accidental damage and/or theft) to cover any unforeseen situations.



Taking care of your laptop

The following main principles of care apply:

- A Protective Bag - we strongly suggest a bag or sleeve that is padded used at all times.
- Keep food or drink away from the laptop
- Try not to store any other items in the sleeve / case with the laptop
- Don't leave cords, cables or removable storage plugged in when you put your laptop away in its bag.
- Don't carry your laptop while the screen is open.
- Don't lean on or place books or heavy items on top of the laptop when it is closed.
- Clean your screen only with a soft, dry cloth.



Day & Short-term Loan Laptops

Equipment Loan Form outlines eligibility for Day, Short-term and Principal's Laptop Scheme laptop loans options.



Software & Services



EdPass / EdPass Portal

Students are provided with a username and password and email address to access the EdPass Portal giving access to many services.



Daymap

Our Learning Management System provides access to Timetables, student work and resources.



Microsoft Office (Online + Apps)

Microsoft Office apps (Word, Excel, Powerpoint, Outlook & OneDrive etc) are provided free of charge via the **EdPass Portal**. Sign in with your school email address to activate.



OneDrive

We strongly recommends that students install **OneDrive** for backup and accessibility of files.



Adobe CC

Products are supplied for senior students whilst studying specific subjects.



Papercut

Students are able to print their work to printers at school with **Student ID/EdPass**. We encourage students to transmit work electronically unless a hard copy is required for assessment or display.



Support

dl.0762.icthelp@schools.sa.edu.au

Oakbank School IT Services will assist to connect your compatible device to our network.

This process includes installing:

- Our Internet Filtering security certificate
- Papercut printing software.
- Onsite only training/monitoring software.

For devices purchased via the recommended program, the school will facilitate warranty and ADP claims.

Please be aware that the school cannot provide ongoing support for problems and parents may need to source third party services.



Program Contacts

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Learning With **1300 839 605**
Technologies