Killara HIGH SCHOOL

Koola Avenue
Killara NSW 2071

Phone 02 9498 3722
Fax 02 9498 2202

killara-h.school@det.nsw.edu.au
www.killara-h.schools.nsw.edu.au

Killara High School's Bring Your Own Device Program Year 7, 2017

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POLICY STATEMENT

BRING YOUR OWN DEVICE (BYOD) AND SCHOOL TECHNOLOGY

Year 7, 2017

Killara High School will implement the NSW Department of Education's Student Bring Your Own Device policy with Year 7 in 2017. Year 7 students in 2017 will bring their own laptop to school daily from the start of **Week 3, Term 1, 2017** in order to support their learning experience.

Students and parents must agree to the conditions in this policy before students bring their device to school.

Parents must return a signed Killara High School Bring Your Own Device and School Technology Student Agreement Declaration form on enrolment day, 6 December 2016. A copy of this declaration will be included in your KHS enrolment package.

This policy document contains information on the key elements of the Bring Your Own Device program at Killara High School.

More information about BYOD at Killara High School is available on the BYOD section on the Killara High School website http://www.killara-h.schools.nsw.edu.au/home.

This device will belong to the student and the security of this device will be the students' responsibility. The school takes no responsibility for any damage or theft. The device will need to meet the minimum specifications set by Killara High School.

Our students are active citizens in a world that utilises digital technologies in almost all aspects of life. Killara High School's BYOD policy will guide the seamless integration of technology into the learning fabric of our school, aiming to enhance student learning experiences.

Killara High School's BYOD Policy will provide our school community with another avenue to develop successful learners by transforming the student learning experience. The development of successful learners forms an integral component of our school's management plan, and the BYOD program will assist towards achieving this goal.

Killara High School's BYOD policy is driven by the premise that access to technology is vital within the current learning environment. Students need access to a range of technologies

to participate in a 21st Century model of teaching and learning. Killara High School's BYOD and School Technology policy aims to enrich students' learning experiences.

This policy has been developed by the school's Technology Committee following a technology review, surveys, discussions with other schools about their experiences and consultation with school community stakeholders.

Our policy aims to support all students, by providing access and addressing equity issues for those students who do not have a device by providing:

- technology rich classrooms which include interactive white boards /data projectors /Click View online digital video library /internet connection
- video conferencing technology in the connected classroom
- library access to desktops and laptops for class and other times
- BYOD technology induction program for new students by library staff
- 13 computing labs
- Department of Education Student Portal providing access to email, Google Apps for Education, Microsoft 365 and secure file storage.
- technology interest clubs – coding and robotics
- long-term and daily laptop loan programs to support students for equity purposes
- subscriptions to research databases through Ebsco Host
- computing competitions

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BRING YOUR OWN DEVICE (BYOD) AND SCHOOL TECHNOLOGY STUDENT AGREEMENT

This agreement must be signed and submitted with your enrolment forms on enrolment day December 6, 2016, before students are permitted to use school technology or bring a laptop to school for learning.

I agree that I will abide by the school's BYOD and School Technology policy and that:

- ❒ I will not use the school's internet service to update software on my laptop or mobile phone. This includes updates to iPhones, iPads, iTunes or any other device. All updates for any device must be completed at home, not at school. Students must turn off Automatic Updates for their device. This is aimed to preserve internet usage for learning purposes only.

- ❒ I will not use my own mobile phone to connect my device to the internet. This is to ensure all internet access goes through the Department of Education's internet filtering system.

- ❒ I understand that my activity on the internet is monitored and that these records may be used in investigations regarding inappropriate conduct. All material on the laptop is subject to review by school staff. KHS reserves the right to confiscate and gain access to any device for any breach of this student agreement.

- ❒ I will bring my laptop charged every day and use my laptop and other school technology for learning purposes only. Chargers should be left at home. I understand that my laptop will be as important as other learning materials.

- ❒ I will use my laptop during school at the direction of the teacher and regularly save my work to a backup source.

- ❒ I will not attach any school-owned equipment to my laptop without the permission of the school.

- ❒ I will use my own portal/internet log-in details and will never share them with others.

- ❒ I will use strong passwords and not share any personal information.

- ❒ I will not hack or bypass any hardware and software security implemented by the Department of Education or my school.

- ❒ I will not use my own device to knowingly search for, link to, access or send anything that is:
  - offensive
  - pornographic
  - threatening
  - abusive
  - defamatory or
  - considered bullying.

- ❑ I will not take photos, or make a video or audio recording of anyone without express permission of each individual.

- ❑ I will report inappropriate behaviour and inappropriate material to my teacher.

- ❑ I acknowledge that the school cannot be held responsible for any damage to, or theft of, my device.

- ❑ I understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.

- ❑ I understand the school has no obligation to provide technical support for my device.

- ❑ I have read the BYOD AND SCHOOL TECHNOLOGY STUDENT RESPONSIBILITIES document and agree to comply with the requirements.

- ❑ I will not plagiarise information and will observe appropriate copyright laws, including acknowledging the author or source of any information used.

- ❑ I understand that the BYOD program can be discontinued at the discretion of the Principal.

- ❑ I understand the commissioning process for my laptop.

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DECLARATION

We have read the document titled **BRING YOUR OWN DEVICE (BYOD) AND SCHOOL TECHNOLOGY STUDENT AGREEMENT**

We understand the responsibilities regarding the use of my laptop and the internet.

In signing below, we acknowledge and understand the Student Agreement document.

We accept any responsibility for any costs associated with the repair or replacement of the device.

We understand that failure to comply with this Student Agreement could result in restrictions being placed on the use of this laptop at school.

_____ in the presence of: _____

Student name *Parent/caregiver name*

_____ _____

Student signature *Parent/caregiver signature*

Date: ___/___/____

Device Serial Number: _____

Device Model: _____

The Killara High School Technology Support Officer (TSO) will identify the MAC address of your device from Week 3, Term 1, 2017. This address is recorded by the school to provide an additional security measure.

For School Use Only. Device Media Access Control (MAC) Address: _____
The MAC Address will be recorded in Week 3, Term 1, 2017.

Submit this document with your enrolment forms on enrolment day, 6 December 2016.

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MINIMUM SPECIFICATION GUIDE FOR BYOD

Hardware

- The Department of Education wireless network installed in high schools ONLY operates on the 802.11n 5GHz standard.
  This may be advertised as "Dual Band Wireless", "802.11abgn", "802.11agn", "802.11ac" or "Gigabit Wireless". Note: Devices marketed as "802.11bgn" or 2.4 GHz do NOT support the standard required.

- Killara High School recommends a laptop-style computer with a keyboard and screen that is at least 11 inches in size.

- Killara High School does NOT recommend iPads or similar tablets. Survey responses indicate that students are predominantly using technology for learning to write essays and take notes; run applications; browse the internet; access textbooks and resources; create content and use learning management sites like Moodle. In summary, the device needs to be able to run a rich software suite of applications. As all students in the Department of Education will be given free access to download Microsoft Office and Adobe applications, it makes sense to use machines that can use this software.

- If a tablet style device is purchased it must have a physical keyboard, a screen that can sit upright, and meet these minimum specifications.

- A minimum hard disk drive of at least 120GB is recommended and 4GB of RAM – the more RAM and hard disk space the better.

- Operating system Microsoft Windows 7, Windows 8.1 or Windows 10, Apple OS X 10.8 or newer. Android based devices and Chromebooks are NOT recommended for purchase.

- At least 1 USB port for file exchange, backup, and connecting peripherals.

- 6 hours or greater battery life. Students are responsible for charging laptops at home. The school will not provide charging provisions.

- A headphone socket to listen to multimedia presentations without interfering with others.

- We recommend a device weighing no more than 2 kilograms.

- A high quality protective case should be purchased to protect the laptop. The school accepts NO liability for damage or theft to personal items brought to the school. Students may hire a locker to store their laptop at school throughout the day, however, laptops are not to be left at school overnight.

- A modern web browser such as Internet Explorer, Google Chrome, Safari or Firefox should be used.

- The device must have the student's name prominently displayed.

Software:

- Microsoft Office 2016 (Free). Instructions appear later in this document on how to access this software for free.
- Adobe Premier Elements (Free). Instructions appear later in this document on how to access this software for free.
- Adobe Reader (Free). Instructions appear later in this document on how to access this software for free.
- Anti-virus software (optional) of your choice.
- All NSW Department of Education school students are eligible to download Adobe and Microsoft software from this website https://nsw-students.onthehub.com/WebStore/Welcome.aspx . This software is only available to download onto personally-owned devices. Students will need to use their @education.nsw.gov.au student email address to register on their first visit. To register, click on the "Sign In" link at the top of the page and then click on the REGISTER button. A verification email will be sent to your Department of Education email address. To complete the registration please select the link provided in the email. Note: individual students are eligible for one download per application only. More detailed information and instructions appear later in this document.

Suggested devices:

This information is provided for parents who need more specific guidance. However, these alternatives are in no way prescriptive as there are many different suppliers and laptops that would suit the needs of the school. The current Department of Education contract suppliers are Acer, Dell, Lenovo and Apple. There are many other models available and the list below is only a guide. Take the minimum specifications outline to your local computer retailer to research alternative options. Computers that match our minimum specifications will range in prices, so shop around and try to get the best deal as there are many laptop models that meet these specifications.

Apple	MacBook Air	MacBook Air 13" or 11" 128GB flash storage. 1.6GHz dual-core Intel Core i5
HP	HP Pro book 430	HP 430 G3 I5-6200U 4GB, 128GB, 13.3"HD TOUCH
HP	HP SPECTRE X360 PRO	G2 i5-6200U 4GB, 128GB M.2, 13.3"TOUCH FHD, NO-CD, W10P64 MSNA
Dell	Latitude 3330	Celeron 1.6 GHz, 4GB RAM, 128GB SSD, 13.3" Screen, Integrated Graphics

Lenovo	ThinkPad X131e	Celeron 1.5 GHz, 4GB RAM, 128GB SSD, 11.6" Screen, Integrated Graphics
Apple	MacBook Pro 13.3	2.5GHz CPU, 4GB RAM, 500GB HDD, 13.3" Intel Iris Screen
Acer	B115	Baytrail CPU, 4GB RAM, 120GB SSD, 11.6" Screen, Integrated Graphics

Parent Purchase Portal:

Killara High School will have suitable laptops on display during enrolment day on 6 December 2016. A parent purchasing portal will also be published online on the Killara High School BYOD webpage to support the purchasing of laptops for Year 7, 2017.

BYOD AND SCHOOL TECHNOLOGY STUDENT RESPONSIBILITIES

Operating system and anti-virus*:*

Students must ensure they have a legal and licensed version of a supported operating system and software. Students should also consider installing up-to-date anti-virus software. Microsoft Windows or a Mac Operation System is recommended.

Battery life and charging:

Students must ensure they bring their device to school fully charged and ready for the entire school day. No charging equipment will be supplied by the school.

Theft and damage:

Students are responsible for securing and protecting their devices at school. Any loss or damage to a device is not the responsibility of the school or the Department of Education. In the case of suspected theft a police report must be made by the family and an event number provided to the school. Where theft or malicious damage of another student's device occurs the existing school processes for damage to property will apply.

Confiscation:

Students' devices may be confiscated and searched if the school has reasonable grounds to suspect that a device contains data which breaches the BYOD and School Technology Student Agreement.

Maintenance and support:

Students are solely responsible for the maintenance, configuration and upkeep of their device. Killara High School's Technical Support Officer will be available to provide basic assistance. The Technical Support Officer's office is located downstairs in E Block.

Ergonomics:

Students should ensure they are comfortable using their device during the school day particularly in relation to screen size and the use of a sturdy keyboard. Students experiencing difficulties must stop using their device immediately and seek alternative methods to access technology-based lesson content and experiences.

Data back-up:

Students are responsible for backing up their own data and should ensure this is done regularly.

Insurance/warranty:

Students and their parents/caregivers are responsible for arranging their own insurance and should be aware of the warranty conditions for their device.

Copyright:

Students must not transmit material protected by copyright.

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Equity Long Term Laptop Loan Program at Killara High School

Complete this application form if you wish to obtain a long term laptop loan from Killara High School.

Submit this completed application form to the Deputy Principal, Mr Robin Chand.

Name: _____

Year Group: _____ **Date of application:** _____

Outline the reason for your long-term laptop loan request:

_____

_____

_____

_____

Requested laptop loan period from _____ **to** _____.

Student and Parent/Carer Declaration: We agree that the student is solely responsible for the maintenance and upkeep of this laptop. Any damage to this loan device will be addressed by the student at their own expense.

Signature of student: _____ Date: _____

Signature of parent: _____ Date: _____

For Deputy Principal's approval:

This application is successful / unsuccessful (Please circle)

Signature of Deputy Principal: _____ Date: _____

Media Access Control (MAC) address for this device: _____

Device Serial Number: _____

Date when loan laptop was issued: _____ Date when loan laptop was returned: _____

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BYOD Day Loan Laptop Request

In the event where a student cannot bring a device to school on a particular day, Killara High School will have a limited number of loan devices available. This will ensure a student can continue to work as required in the classroom. It will be the responsibility of the student's parents/carers to ensure the student's own device is brought to school in a timely manner.

To be eligible to use a BYOD day loan laptop, students must present their school ID card for scanning each time the device is borrowed from the Technical Support Officer's office in E Block.

It is important to note that these devices are not covered by insurance and full cost of repair for any damage, will be at the expense of the user.

Borrowed laptops must be returned by 3:10pm with any personal data or files saved to the student's Google Drive and deleted from the actual laptop.

The day loan scheme is designed to support our BYOD program. We understand that laptops occasionally need repair and are unable to be brought to school while repairs are undertaken. We also understand that there are times when a student may simply forget to bring their device. In either case a student is able to borrow from our limited store of laptops so that teaching and learning is not impacted.

All requests for day loan laptop loans should be made to the Technical Support Officer in E Block.

- Fill in the form below
- Laptops should be **picked up** between 8.35am - 8:45am and **returned** by 3:10pm to the Technical Support Officer in E Block.
- The student's Killara High School ID card will be scanned

Fill in this form to request a **Day Loan Laptop**.

Please complete a separate request form for each day that you require a laptop.

Surname: _____ First Name: _____

Year Group _____

Reason for loan: _____

My parents or carers are aware of, and acknowledge, the need for this loan. Please Circle - Yes or No.

Parents or carers will be contacted if day loans occur regularly. If a longer loan is needed, parents/carers should contact the school to discuss options.

Date for which you would like to request a device: _____

Agreement:

I agree to abide by the terms of the Laptop Day Loan program and I agree to return this laptop by 3:10pm on the day of the loan.

_____ _____

Print name Student Signature

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Bring Your Own Device Killara High School Year 7, 2017

Why BYOD ?

Killara High School acknowledges the importance of harnessing technology for teaching and learning to address the needs of today's students, within an ever increasing tech-focused society and workforce.

In 2017, we will be introducing the NSW Department of Education's Bring Your Own Device program to Killara High School where Year 7 students in 2017 will bring their laptop to school daily from Week 3, Term 1. The BYOD program aims to increase students' engagement and enhance skills in critical thinking, collaboration, creativity and problem solving.

Our Bring Your Own Device program supports the view that technology in any form should never take the place of good pedagogy, rather, technology should be used as a tool within classrooms to enhance the effectiveness of learning activities where appropriate.

Killara High School's BYOD program allows students to select their application of choice to accomplish tasks that help them collaborate, communicate, create and find solutions to problems. BYOD will provide students with connectivity and accessibility to information and knowledge anywhere at any time and about all subjects being studied at school.

The BYOD program at Killara High School is driven by the idea that devices will be used alongside traditional learning methods. Students will still be required to engage in activities that require handwriting in exercise books or on worksheets. Therefore, students will still be required to bring with them their usual stationery, including exercise books. Laptops will be used as another tool to enhance engagement and provide access to a range of additional resources where appropriate.

The Killara High School Technology Review, completed in Term 4, 2014, contains feedback from parents and students and indicates that students are keen to get on board with a BYOD program. This Technology Review conducted in our school took place after the government's Digital Education Revolution program concluded and it shows positive attitudes towards embracing a BYOD program. Another project titled The 2014 Killara BYOD Project, prepared in conjunction with UTS academics Dr. D. Maher, Dr R. Perry and Professor P. Aubusson, indicated a preference for a BYOD program at KHS.

Research by Dr Sarah Howard, Amanda Gigliotti and Elise Thurtell on the Digital Education Revolution program titled *Report on the implications of the 2011 Data Collection,* found that "Generally, teachers reported that the laptops had a positive effect on learning. They felt that

through the use of the laptops they could set research tasks for students to complete and they could email students their work. Teachers also reported that the laptop program promoted learning for students of all abilities, including gifted and talented students and students with learning difficulties. Teachers reported that the laptops provided access to a variety of resources and this had a beneficial effect on learning."[1]

Dr. Rogers in his 2016 work Bring Your Own Device, Engaging Students and Transforming Instruction illustrates the strengths of BYOD programs in providing an effective avenue for differentiating learning for students. He cites the Project Tomorrow (2011) study where participants indicated that "mobile devices in schools can increase students' engagement, help prepare students for the world of work, improve communications, and personalise instruction for each student by using technology to accommodate different learning styles"[2].

BYOD makes collaborative activities more engaging and effective, through applications like Google Classroom and Google Docs, as they provide students with an authentic audience to display their work. Dr. Rogers also found that when students know that they will receive feedback from peers, they tend to take more care in producing quality products[3].

Through BYOD, Killara High School students can collaborate with students beyond their classroom, creating a virtual community of learners working together. They can collaborate with students from other classrooms, schools around the region and with experts from all over the world through platforms such as Google Classroom or Edmodo. Students will be able to share web links, make movies, record podcasts and conduct virtual field trips. All students will have access to online storage space within their Google Drive to save their data in the cloud.

The publication titled BYOD in Schools Literature Review 2013 prepared by Bruce Stavert for the State of NSW, Department of Education and Communities, T4L Program Information Technology Directorate found that "There is much published research on the impact of one-to-one computer programs in school. The DERNSW One-to-One computers in School Literature Review of 2010 reported on this (Stavert, 2010), citing evidence in studies of improvements in standardised test results and particularly in literacy and writing. Since the time of that review, more data has become available. A summary of the research across six states in the USA (Argueta, Huff, Tingen, & Jenifer O. Corn, 2011) found many positive effects. They found that students in these programs had become more self-directed learners and were more engaged and motivated while teachers were shifting to more student centred practices. In some, but not all, of the studies they found that laptop use was associated with increased performance in several curriculum areas. Perhaps of similar importance has been the development of 21st century skills, as evaluators also report that laptops have facilitated the development of 21st century skills e.g. digital literacy, creativity and innovation skills, critical thinking and problem solving skills, communication and collaboration, and self-directed learning among students (Argueta, Huff, Tingen, & Jenifer O. Corn, 2011, p. 15). Teachers reported significant gains in attainment of 21st Century Skills" (The Metiri Group;

[1] Gigliotti, Amanda. Howard, Sarah. Thurtell, Elise. Digital Education Revolution in New South Wales DER-NSW Evaluation Report on the implications of the 2011 data collection report . University of Wollongong. June 2012.
[2] Rogers, D. Kipp. Bring Your Own Device. Engaging Students and Transforming Instruction. Solution Tree Publications. 2016.
[3] Ibid.

University of Calgary, 2010). Research by Howard (2013) in the phase two case studies conducted in 2012 on the DERNSW initiative revealed changes to teacher pedagogy due to the 1:1 laptop program. Little wonder then that there is enthusiasm to continue with a 1:1 ratio of devices to students."[4]

The BYOD program is supported by the NSW Government and the following extract from their Futures Learning publication outlines the strengths of such a program in schools. According to the NSW Department of Education, "future-focused technology is integrated into learning and teaching in a blended model in meaningful ways to empower students to collaborate, create and share their learning. Technology enables students' learning to extend beyond the classroom to occur anytime, anywhere and with collaborators beyond the formal school setting. When used authentically, students are able to access technology in response to their learning needs at different times and for different purposes. Using technology in these ways enables students to make connections beyond the classroom, see the relevance of their learning and develop powerful understandings and skills that relate to their future. The ability to use technology in these ways is facilitated by classroom environments that are adaptable, flexible and collaborative and by teaching and learning pedagogies that are engaging, personalised and connected to students' experiences."[5]

Killara High School's introduction of the NSW Department of Education's BYOD program is directly supporting the Federal Government's 2016 National Innovation and Science program, which states that it is important for students to embrace the digital age. This innovation report found that "an estimated 75 per cent of jobs in the fastest-growing industries in the next five to ten years will need science, technology, engineering and mathematics (STEM) skills and almost all jobs will require ICT literacy"[6]. Through BYOD at Killara High School, we aim to strengthen our students' ICT skills.

The CSIRO's report titled Tomorrow's Digitally Enabled Workforce published in January 2016 identified digital literacies as a key skill for digital citizenship and work. This report on megatrends and scenarios for jobs and employment in Australia over the coming twenty years

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[4] Argueta, R. Huff, J. Tingen, J. & Corn , J. (2011). Laptop Initiatives: Summary of Research Across Six States. Raleigh: Friday Institute for Educational Innovation North Carolina University. Cited in BYOD in Schools Literature Review 2013 prepared by Bruce Stavert for the State of NSW, Department of Education and Communities, T4L Program - Information Technology Directorate.

Howard, S. Evaluation of DER NSW Phase 2 Case Study Findings. Sydney: NSW Department of Education and Communities (http://www.dec.nsw.gov.au/about-us/how-we-operate/national-partnerships/digital-education-revolution/rrql/research). Cited in BYOD in Schools Literature Review 2013 prepared by Bruce Stavert for the State of NSW, Department of Education and Communities, T4L Program - Information Technology Directorate.

Stavert, B. (2010). One-to-One Computers in Schools. Sydney: Department of Education and Training NSW. Cited in BYOD in Schools Literature Review 2013 prepared by Bruce Stavert for the State of NSW, Department of Education and Communities, T4L Program - Information Technology Directorate.

The Metiri Group; University of Calgary. (2010). Emerge One-to-One Laptop Learning Initiative: Final Report. Edmonton: Alberta Education. Cited in BYOD in Schools Literature Review 2013 prepared by Bruce Stavert for the State of NSW, Department of Education and Communities, T4L Program - Information Technology Directorate.

[5] Leveraging Technology. Futures Learning. Education.nsw.gov.au. 2016. Web. 13 Aug. 2016.

[6] Embracing the digital age | National Innovation and Science Agenda. 2016. http://www.innovation.gov.au/page/embracing-digital-age. Date of access: 13/8/16.

found, “To enter the labour market of the future, Australians will need to be literate, numerate and digitally literate. These capabilities will be the threshold requirements for most jobs”.[7]

With increasing globalisation and its associated outsourcing of professional occupations on the rise[8], the NSW Department of Education’s BYOD program provides a strong opportunity to transform our students from consumers of knowledge, to producers of knowledge. A recent publication released in July 2016 titled Economy in Transition stated that along with many jobs at risk within the decade, “16 of the 20 most in-demand skills in Australia right now are technology-related, and workers with a mix of entrepreneurial, STEM, creative, and social skills will be in increasingly high demand to support the core of Australia’s burgeoning innovation ecosystem”.[9]

Through the NSW Department of Education’s BYOD program, Killara High School acknowledges that we as a school have a responsibility to prepare students to work and live in a society that will continue to become more high tech. This was a key theme that emerged through Faculty and Technology Committee consultations in Term 1, 2016.

Within the classroom, technology tools will be selected to match the lesson’s goals. Technology will be used to promote skills in collaboration, communication, problem solving, critical thinking and innovation. Technology will also be used to add specific content to activities that will assist in achieving, extending and expanding upon the outcomes of the lesson. At students’ fingertips will be the most accurate data, images, simulations, animations and other online resources to increase understanding of abstract and complex ideas.

Tony Wagner in his bestseller Creating Innovators: The Making of Young People Who Will Change the World, presents his findings that the most valued skills by some of the world’s leading organisations include collaboration, creativity and critical thinking skills where students use many tools to address real world problems[10]. The BYOD program, through the use of various Web2.0 tools will allow for the development of these skills.

The integration of technology will allow high quality content from educational institutions from around the world to be integrated within the learning experiences at Killara High School. Massachusetts Institute of Technology and Harvard University and just two of the many leading universities around the world that offer free content under the banner *Highlights for High School*. There are many other educational platforms that offer high quality educational content in many forms that could be used by students to enhance their learning.

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[7] Hajkowicz, Stefan. Reeson, Andrew. Rudd, Lachlan. Bratanova, Alexandra. Hodgers, Leonie. Mason, Claire. Boughen, Naomi. Tomorrow’s Digitally Enabled Workforce. Megatrends and scenarios for jobs and employment in Australia over the coming twenty years. January 2016.
[8] Wagner, Tony. The Global Achievement Gap. New York: Basic Books, 2008.
[9] Startups and Tech Companies are the Engine Room for Australia’s Future Workforce. Startup AUS. 2016. Web. 13 Aug. 2016.
[10] Wagner, Tony and Robert A Compton. Creating Innovators. New York: Scribner, 2012.

There exists some very user-friendly and powerful online learning platforms. Free online learning platforms such as Google Classroom, which now has strong links with the NSW Department of Education, provide seamless integration opportunities for students to collaborate with peers to present their learning.

Equity is a valid concern, as not all students' families can afford to purchase personally owned laptops. Killara High School will provide students with opportunities to loan devices through the laptop loan scheme.

Digital citizenship will form another component of the BYOD program at Killara High School. All students will receive a BYOD User Charter and information pertaining to cyber safety. The Student Agreement outlines the key features of safe and secure use of the device. In addition to this, during Term 1, 2017 Year 7 students will attend a presentation by a NSW Police Officer who will outline the security and safety considerations when using devices online. Students will also have a Lion Library orientation lesson for their laptops. Extended home group sessions will also be dedicated towards safe use of devices at school. A Technical Support Officer will be available at school to support students in the use their devices.

Objectives

Killara High School's Bring Your Own Device program aims to:

1. encourage students to bring their laptop to school every day to use within their learning experiences, by providing educational, equity and networking support.

2. provide ongoing professional development for Killara High School teachers to support the integration of technology into lessons

3. provide learning experiences where technology is used to enrich learning by enhancing 21st century learning skills that increase student engagement and ownership in their learning.

4. use interactive tools and reliable digital resources from around the world to allow students to develop and showcase their learning to a wider audience

5. develop skills related to cyber safety and responsible digital citizenship

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Phone 02 9498 3722
Fax 02 9498 2202

killara-h.school@det.nsw.edu.au
www.killara-h.schools.nsw.edu.au

Getting your laptop ready for school

The Killara Commissioning Program

Year 7 will bring laptops to school from Week 3, Term 1, 2017.

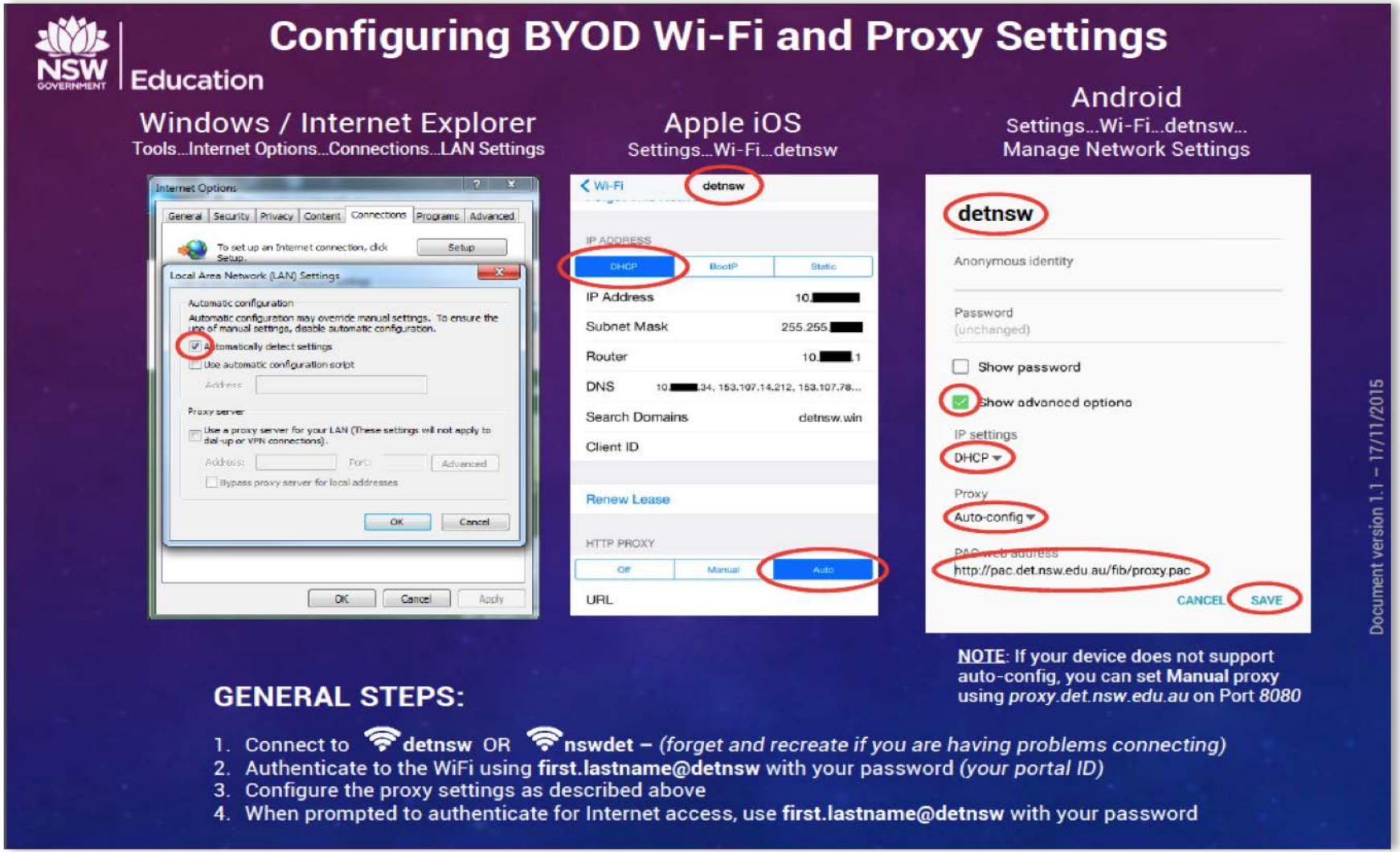
Each laptop will undergo a commissioning process to ensure that it is ready for classroom use. This process will clearly indicate to the classroom teacher that the correct free software has been installed and Wi-Fi access has been successful.

A technical support officer will visit Year 7 classes from Week 3, Term 1, 2017 to commission student laptops. Students will be expected to show the following to the Technical Support Officer during the commissioning process from Week 3, Term 1, 2017:

1. Connection to Killara High School's Wi-Fi
2. Microsoft Office 2016 installed (Free)
3. Adobe Premier Elements installed (Free)
4. Adobe Reader installed (Free download from Adobe at https://get.adobe.com/reader/)
5. Your ability to find Google Learning Apps within your Department of Education Portal page.

You **cannot** download and install the above programs using the school's Wi-Fi connection as this is blocked. You must download the listed programs using your personal internet connection at home and have the programs ready for commissioning in Week 3, Term 1, 2017. Instructions showing you how to complete all the steps for commissioning are featured on the following pages.

Connecting your laptop to Killara High School's Wi-Fi
You can only setup this connection when you are at Killara High School.

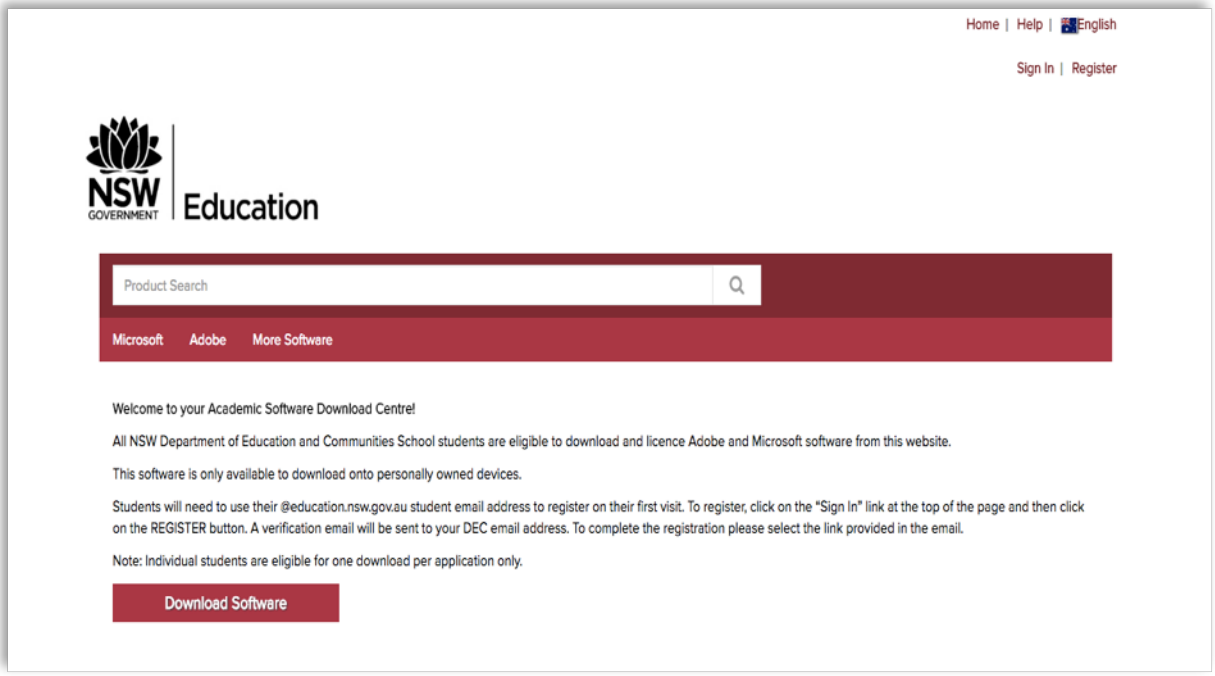


Instructions on how to install the following two programs.

1. Microsoft Office 2016 installed (Free)
2. Adobe Premier Elements installed (Free)

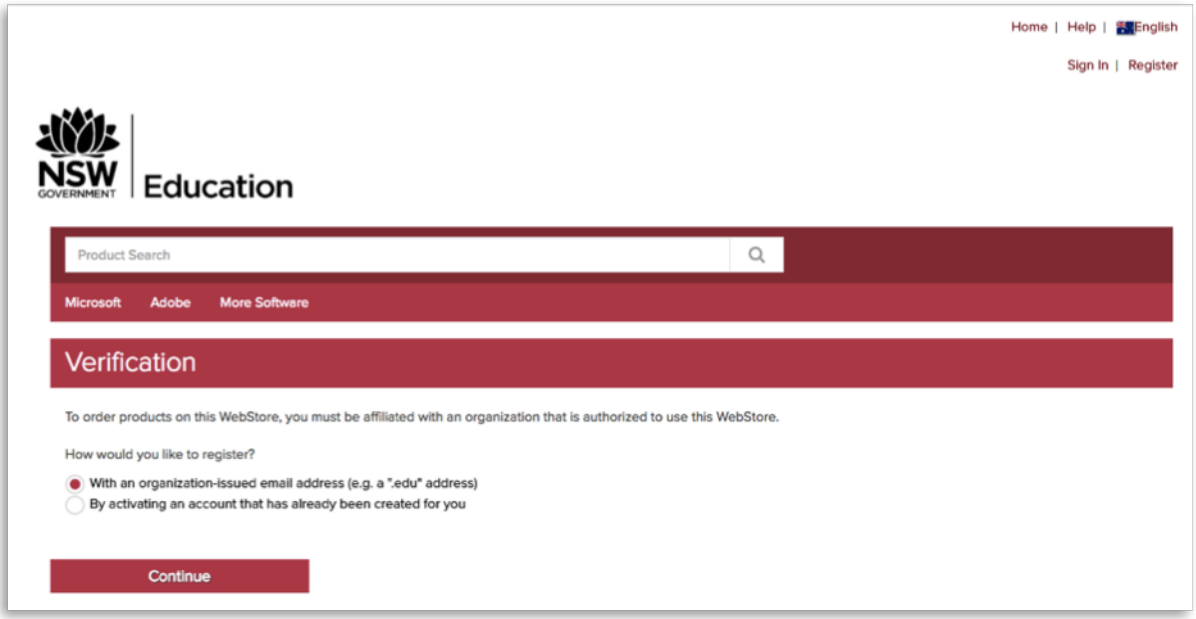
All NSW Department of Education students have access to install Microsoft Office 2016 and Adobe CS6 Software for **free** on computers they use. Students are blocked from downloading and installing Microsoft Office at school. **You will need to install these programs at home using your personal internet connection.**
The NSW Department of Education has a website from where this software can be downloaded.

1. Go to this website: https://nsw-students.onthehub.com/WebStore/Welcome.aspx
   A screenshot of the website is shown below.



2. You then need to click on “Sign In” on the top right hand side of the page and then click “Register” an account.

3. You will need to click on “With an organisation-issued email address (e.g. a ".edu" address)”. A screenshot of this step is shown below.



4. Type your email when prompted: first.surname@education.nsw.gov.au

5. You will then be asked to complete an Account Registration page. Fill in all the details accurately.

   Under the "Your Organisation" section, select NSW Department of Education and for the "Group" of which you are a member, select students. Click register once the form is completed. You will be sent an email verification with further instructions. Open your email, read and follow the instructions.

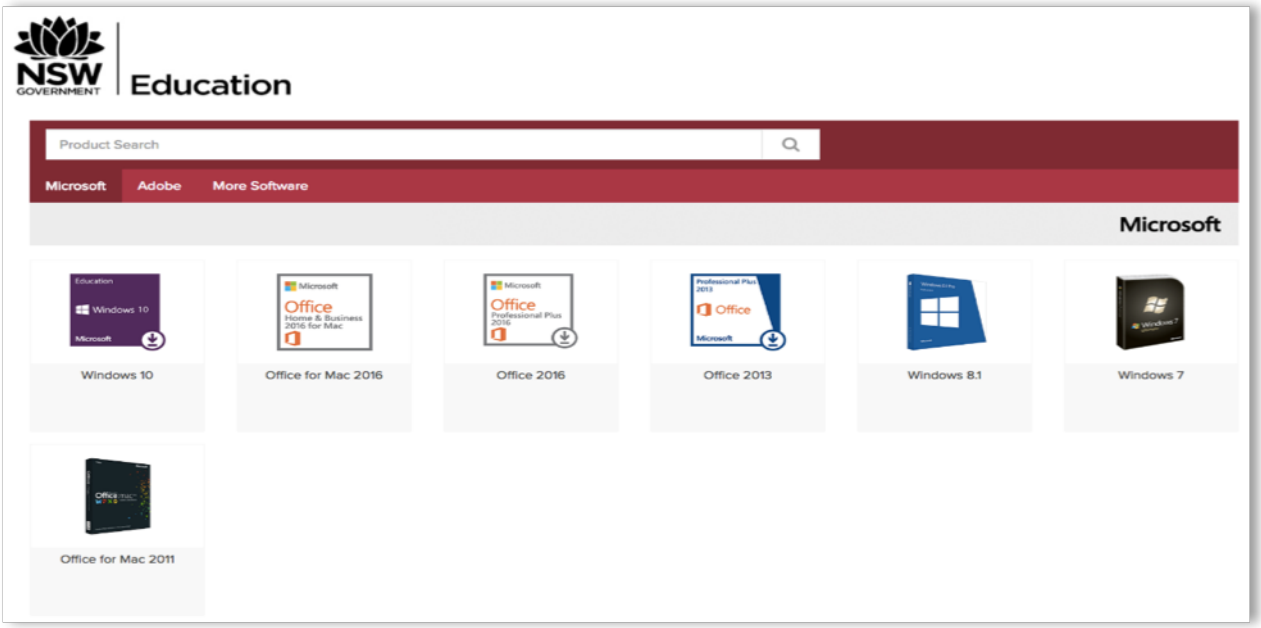
6. Now that your account has been registered, you need to go back to this page https://nsw-students.onthehub.com/WebStore/Welcome.aspx and Sign In. When signing in you need to use your first.surname@education.nsw.gov.au email and the password that you created when you registered.

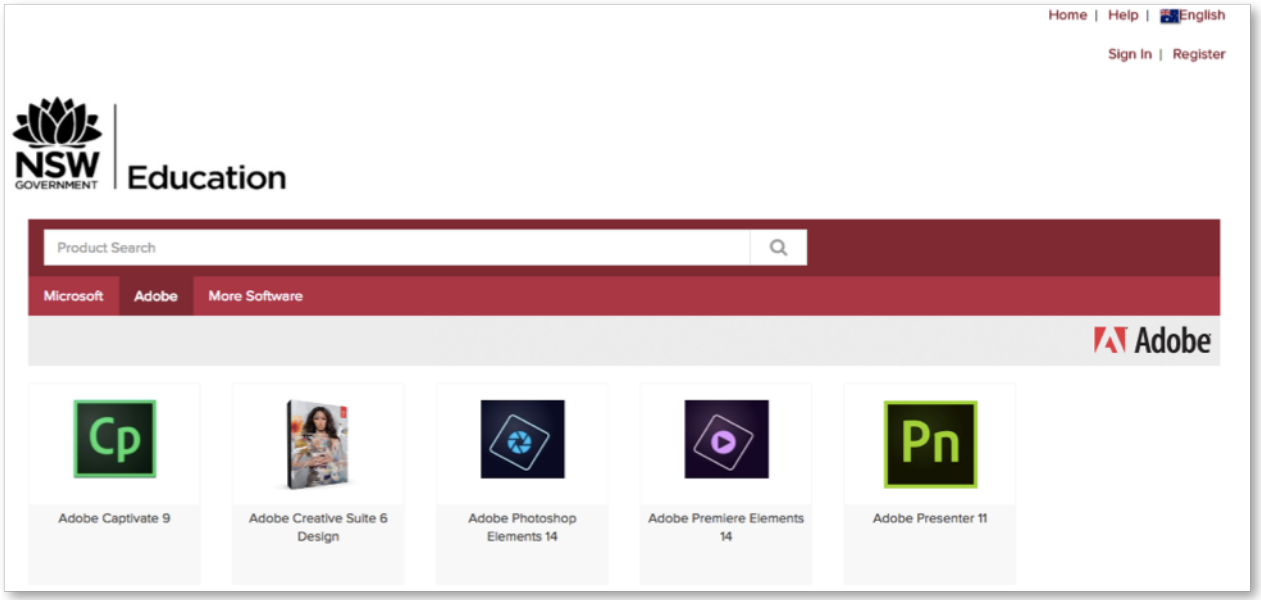
7. You can now download the software from this website for free.

   Select your software. Click on the Microsoft Tab for Microsoft Office 2016 or click on the Adobe tab for Adobe products. You don't have to download all of the available free software. Killara High School requires only the following software for commissioning purposes:

- Microsoft Office 2016 installed (Free)
- Adobe Premier Elements installed (Free)
- Adobe Reader installed (Free download from https://get.adobe.com/reader/)

A screenshot showing Microsoft and Adobe software is shown on the next page.



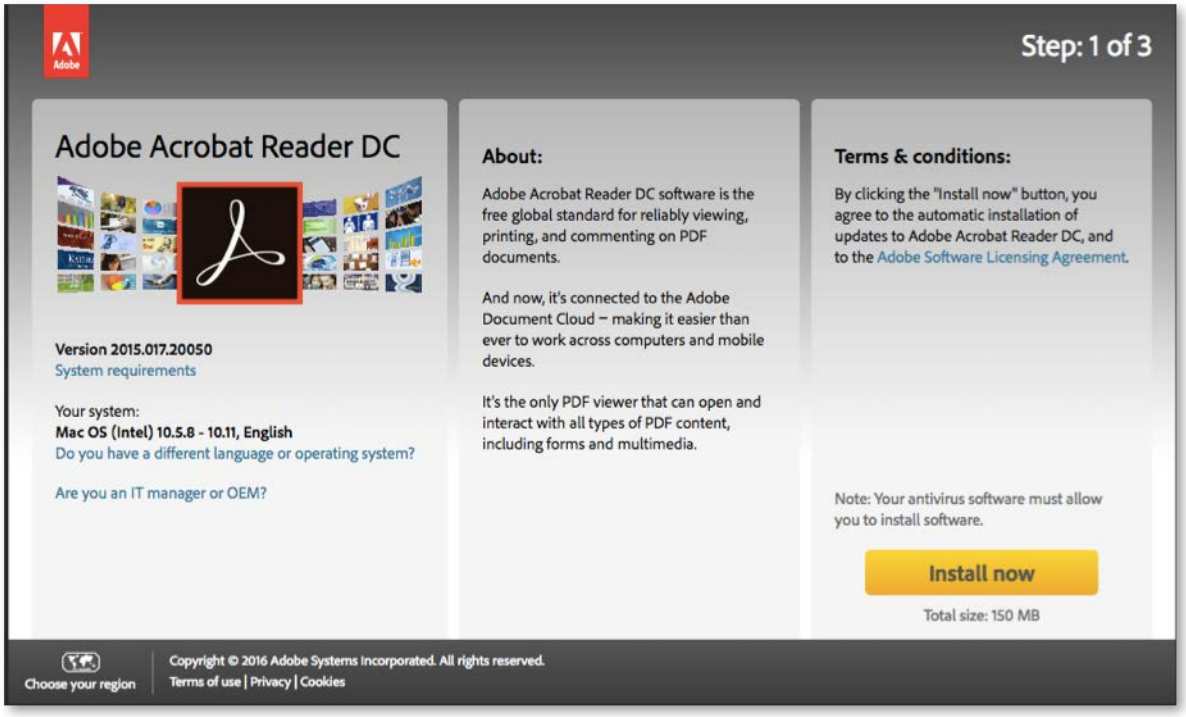


8. Click on the software that you wish to download and then click on “Add to cart”. You don’t need to select any additional accessories. Click “Check Out”. Read the terms and click “I Accept”. Fill in your order form and click “Proceed with order”. Click “Start Download”. Remember to save your Product Key in a safe place as this allows you to activate your product.

Instructions for downloading and installing Adobe Reader.

This is a free download from Adobe at https://get.adobe.com/reader/ .

A screenshot of the Adobe Reader webpage is shown below. Click on “Install Now” and follow the prompts.

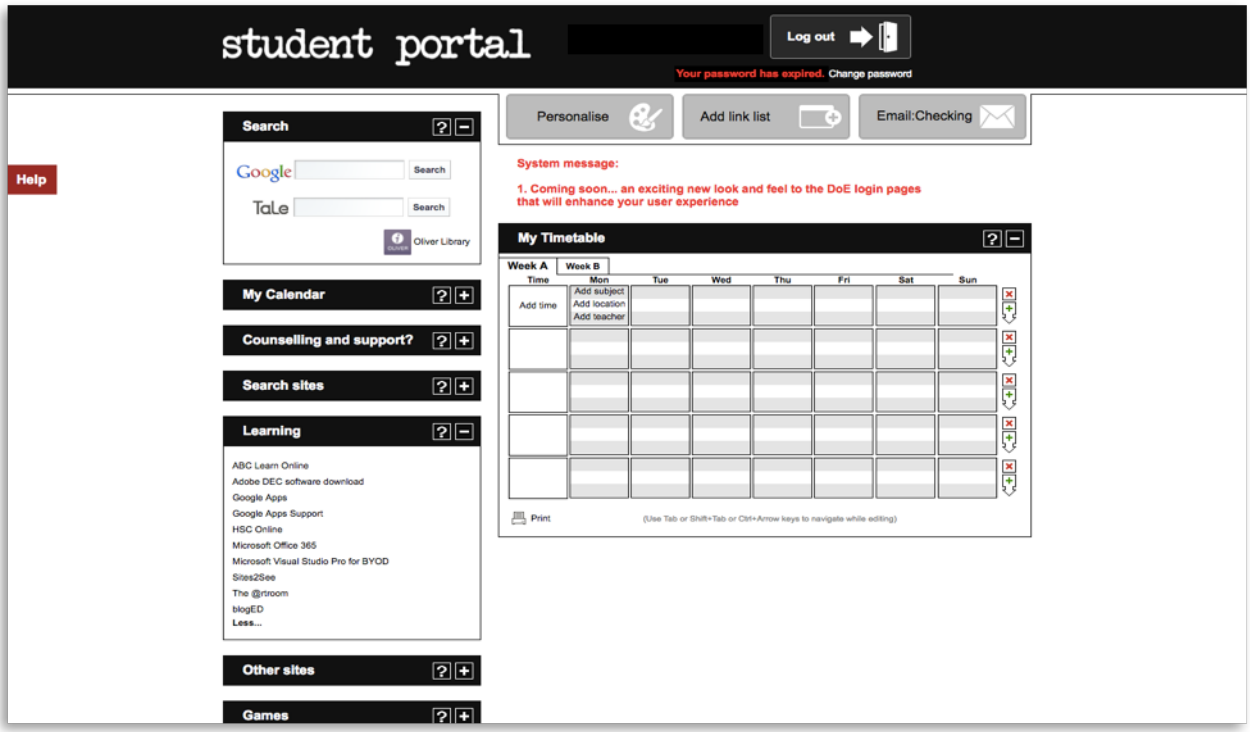


Instructions on how to find Google Learning Apps within your Department of Education Student Portal.

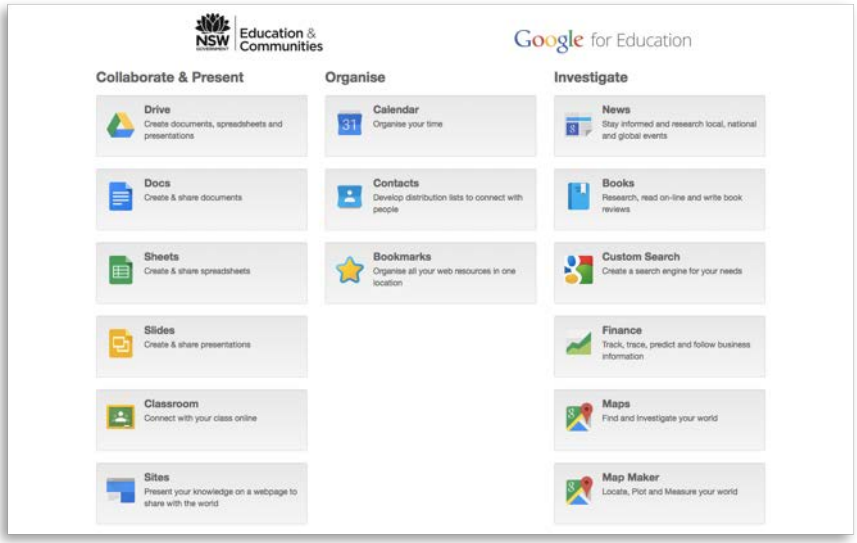
Killara High School has developed a video tutorial showing you the process of finding the Google Apps for Education. This tutorial also shows you how to collaborate using Google Docs. This video tutorial can be viewed by clicking this link: https://youtu.be/Y6yHp0zH1vQ

Alternatively, below you will find screenshots and instructions on how to find the Google Applications for Education suite.

1. Log in to your Department of Education Student Portal.
2. Click on "Learning" on the sidebar. Click the "+" button to expand this sidebar.
3. Click on Google Apps



The screenshot below shows the Google Applications available for use online.
Killara High School has developed a video tutorial showing you how to access, save and manage files using Google Drive. You can view this video tutorial by clicking on this link: https://www.youtube.com/watch?v=33NEe6JoZN0



Essential BYOD skills

- **File management**

It is very important that you manage your files in a careful manner. You should not get into a habit of saving files to your desktop or outside of purposefully titled folders.

You should create yellow folders in your MY DOCUMENTS folder and create folders for each subject. Within these subject folders you should create sub-folders for each topic you study. For example English > Poetry > Poetic Techniques. Another example could be History > World War One > Trench Warfare. Organise your folders according to syllabus dot points, as this will assist you when revising.

In addition to your subject folders you should have a folder for different syllabus documents, assessments and homework.

You should save all your school work regularly on an external hard drive or to Google Drive. Data should be backed up every 2-3 weeks. This is to protect your data from being lost in the event that your laptop is damaged or stolen.

It is very important that you name each file and folder accurately so that you know what it contains.

You can view a video tutorial developed by Killara High School showing you how to save and manage your files in your Google Drive by clicking on this link: https://www.youtube.com/watch?v=33NEe6JoZN0

Note taking

Microsoft Word can be used to take notes, however, teachers may recommend other programs. Open a new Microsoft Word document by clicking on Microsoft Word and then create a new document. You can use a template to organise your notes in a particular manner to suit your learning needs. Remember to save your new document as soon as it is created, give it a clear title and continually click the save button throughout the lesson.

It is advised that you setup each Microsoft Word document with a clear heading that indicates the lesson's focus and the date.

Saving files as a PDF

Saving a document as a PDF is a good way to ensure the contents of your document remain consistent for all viewers. See this link for assistance in saving documents as a PDF. https://support.office.com/en-us/article/Save-as-PDF-443b9ec2-3b9a-431f-b6f7-672550a296b7

Plagiarism

It is important that students do not cut and paste information from the internet.

Here is a good link that outlines how to avoid plagiarism in your work. It also provides clear examples of students citing sources of information.
http://www.monash.edu.au/lls/llonline/writing/information-technology/sources/2.2.1.xml

The following information about plagiarism is sourced from the NSW Board of Studies, Teaching and Educational Standards' All My Own Work modules. This information is located on this page http://amow.bostes.nsw.edu.au/module3/module3s1.html

What is plagiarism?

'Plagiarism is when you pretend that you have written or created a piece of work that someone else originated. It is cheating, it is dishonest, and it could jeopardise your HSC exam results.' (Board of Studies, HSC Assessments and Submitted Works, Advice to Students, 2006)

Plagiarism is:

- Copying and pasting information from the internet.
- Using the ideas of others as if they were your own.
- Copying and pasting information from the internet, then changing the words.

Strategies to avoid plagiarism

Use this link to access information about strategies that you could use to avoid plagiarism
http://amow.bostes.nsw.edu.au/module3/module3s3.html

Acknowledging your sources

Bibliographies: When you are completing research, sometimes your teachers will ask you to complete a bibliography to acknowledge your sources. Use this link to access a basic guide to writing bibliographies using different sources.
http://www.nsi.tafensw.edu.au/libraries/documents/HEreferenceGuide_v2.pdf

Citing sources: To further help you develop bibliographies or to reference sources using the correct format you could use http://www.citethisforme.com/ .

Managing large projects

Have a look at this website
http://amow.bostes.nsw.edu.au/module1/module1s1.html#Information_Process and become familiar with the Information Process. This process is one way to plan and organise research. This process will help you manage your time and guide you towards breaking down large tasks into manageable components.

This process involves defining, locating, selecting, organising, presenting and assessing. This process is sourced from and presented by the NSW Board of Studies, Teaching and Educational Standards and it is located on this page
http://amow.bostes.nsw.edu.au/module1/module1s1.html#Information_Process

Information Process steps:

Defining

- Define the question and break it down into key words and ideas to use as search terms.
- Plan the steps in your research to fit in with your available time.

Locating

- Consider what you already know.
- Consider where you can gain an overview of your topic, especially if it is complex. Use print and online encyclopedias for this.
- Break the task down into focus questions you can investigate.
- Search a variety of sources. Don't rely on Google only. Remember Google is fine, but does not filter the information for you in the same way as a library catalogue or a book does.
- Use paraphrases correctly.
- Use quotes correctly and sparingly.
- Make sure your paraphrases and quotes are acknowledged in footnotes or in-text citation.
- Create a reference list.

Selecting

- Choose those resources which are accurate, authoritative, recent and show no bias.
- Take effective notes.
- Develop a note-making system that keeps your words, ideas and data separate from the words, ideas and data of any other writers or researchers you are taking notes from for your assignments.
- MAKE SURE YOU RECORD THE DETAILS YOU NEED FOR CITATIONS - both in-text citations (or footnotes) and bibliographic details for your reference list.
- Make sure you record your response to each source you have used.

Organising

- Gather your notes together - do you have enough information?
- Consider: How can I best combine all this information for my product?
- Use the focus questions you created back in **Locating** to provide the means of synthesising all your information.

Presenting

- Consider the requirements of the form of presentation you are doing.
- Check availability of templates to help you with this.

Assessing.

- Review the extent to which your product meets the requirements of the task.
- Keep your notes and drafts so that you can prove that you have not plagiarised.

Student Health:

When selecting to purchase a laptop, please take into consideration the weight of the laptop. We recommend that students hold their laptop if it adds excessive weight and congestion to a student's backpack. Students should ensure they maintain a healthy balance when using a computer by taking breaks and maintaining a good posture. The NSW Department of Education has produced a wellbeing page to assist students and parents in maintaining healthy computer use. Please read this page and consider your posture and duration of computer use. Here is the link http://www.schoolatoz.nsw.edu.au/wellbeing/health/ways-to-keep-your-childs-back-and-posture-healthy

Killara High School's Program to support Digital citizenship:

To promote active and responsible digital citizenship, KHS will provide the following support for students throughout the early weeks of Term 1.

1. Students will be issued with a KHS BYOD Policy handbook. Students will need to return their signed BYOD User Charter on December 6, 2016, during enrolment day.

2. Students will have a Library and BYOD Orientation lesson in the Lion Library during Term 1, Week 2, 2017. During this orientation lesson students will:
   - be issued their Department of Education username and password to access the school network and internet
   - engage with a document about critical digital literacy and be given a resource about evaluating the reliability of online content
   - watch a video, read a worksheet and engage in a discussion about cyber safety
   - be shown a video tutorial about Google Classroom File management
3. Within extended Home Group sessions in Term 1, 2017 Year 7 students will engage with activities about cyber safety. During a Stage 4 assembly in Term 1, students will listen to a presentation delivered by Senior Constable Lynda Hart about cyber safety.

   The NSW Department Education of has created this website for parents and students to assist with cyber safety activities http://www.digitalcitizenship.nsw.edu.au/ .

4. Throughout Week 3, a laptop commissioning process will take place during a designated lesson. This process will also be available during lunchtimes in Week 3. A laptop will be commissioned if the following can be shown by the student:

a. a connection to Killara High School's Wi-Fi
b. Microsoft Office 2016 installed (Free)
c. Adobe Premier Elements installed (Free)
d. Adobe Reader installed (Free download from Adobe at https://get.adobe.com/reader/)
e. Your ability to find Google Learning Apps within your Department of Education Portal page.

Critical Literacy. How do students know the information is accurate?

During the library orientation lesson, students will be given information about critical literacy. The following information is sourced from the NSW Department of Education's Curriculum Support unit.

The Internet is a self-publishing medium. Internet sites change over time according to the commitment and expertise of the author. Some may be updated daily, while others may be many years old. As with any information resource, it is important to evaluate what you find on the Internet.

Criteria for evaluating websites

Authority	• Is there an author? • Is the author qualified? An expert? • Who is the sponsor? • Is the sponsor of the page reputable? How reputable? • Is there a link to information about the author or the sponsor? • If the page includes neither an author nor indicates a sponsor, is there any other way to determine its origin?
Accuracy	• Is the information reliable and error-free? • Is there an editor or someone who verifies/checks the information?
Objectivity	• Does the information show bias? • Is the page designed to sway opinion? • Is there any advertising on the page?
Currency	• Is the page dated? • If so, when was the last update? • Do the links work?
Coverage	• What topics are covered? • How in-depth is the material?

References

Beck, Susan. "Evaluation Criteria." *The Good, The Bad & The Ugly: or, Why It's a Good Idea to Evaluate Web Sources*. 1997.
http://www.curriculumsupport.education.nsw.gov.au/secondary/pdhpe/crosscurriculum/ict/ict_004.htm