



BYOD Laptop Program – Preparation

Cavendish State High School will operate a 1-1 BYO laptop program from semester 2 2017. This document provides steps to take in preparation for use of a personally owned laptop (BYOD) at school. These steps are intended to ensure that students have the software they require for their curriculum programs, and that procedures are in place to maintain continuity of learning in the event of hardware or software issues.

PREPARATION CHECKLIST

1. Ensure your device meets specifications

The specifications for BYOD are published on the school website [here](#). It is particularly important that the device has **dual band wireless** capable of 5.4 GHz. Without this the device cannot connect to the BYOD network.

2. Ensure you have Microsoft Office installed

Students may now download and install up to 5 free copies of Microsoft Office 365 onto personally owned Windows or Mac computers. To do this students will use their school email address and password.

click here for the [WINDOWS AND MAC INSTRUCTIONS](#)

3. Ensure you have an anti-virus product installed

The process of connection to the BYOD network will check to ensure that an anti-virus product has been installed or is part of the operating environment. Any mainstream anti-virus product is acceptable. The Department of Education does have an arrangement with Norton Security as an option. The details of this can be found here : <https://phoenix.symantec.com/DETE/index.php?offercode=qlddete14>

4. Ensure you have an operating system restore procedure available

If the operating system on your computer fails or needs restoration, you will need to have a recovery system in place. Both Windows and MAC have the ability to restore the operating system. Links to current information on backup and restore procedures are linked below.

[WINDOWS 7](#)

[WINDOWS 8.1](#)

[WINDOWS 10](#)

[MAC OSX](#)



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5. Ensure you have a backup device and process in place

Your DATA is the most valuable item on the laptop. It should be backed up to an external device (USB or External Hard Drive) every day. Additionally, follow these steps:

Do not keep your backup drive with your laptop. If it is lost or stolen you lose both laptop and backup.

Do save copies of critical school work to H: drive (school network) as well as on your backup device.

6. What are the processes for a repair of your device if broken?

As part of your purchasing decisions, information on warranty repair processes would have been provided. If you have also purchased Accidental Damage coverage information on processes for this will also have been provided. Keep the information in a safe place and know what to do if the laptop is faulty or damaged.

The Cavendish Road SHS BYOD program maintains a pool device for students with broken or faulty personally owned devices. The process for this is:

- (a) Student collects the loan document for a pool device from D10.
- (b) D10 technical staff will image and prepare the pool device.
- (c) Student collects the pool device from D10 the next day (loan document must be returned).
- (d) Pool devices must be returned after a maximum 2-week loan period. A hire fee will apply after this period.

Arranging repair of faulty or damaged personally owned devices is the responsibility of students/parents.

7. All laptops must have the latest operating systems installed along with an updated anti-virus program prior to it coming to school. Laptops will not be connected to the network if this has not been completed at home.

8. Additional information:

ONBOARDING

Onboarding is the process of connecting the BYOD laptop to the school network. Instructions will be provided at the time of on-boarding by D10 technical support staff. The process is different for Windows and Mac.

EMAIL

Email access on a personally owned device is accessed via the Office 365 portal <http://owa.eq.edu.au/>

ADDITIONAL SCHOOL SOFTWARE

Additional school software is located on the "Common" G drive for BYOD students. Instructions on how to access will be provided during Onboarding, and support is available to assist with installations.