# OVERVIEW

Bring Your Own Device (BYOD) at Oxley

At Oxley we use BYOD (Bring Your Own Device) to enrich classroom experiences from Year 5 - 12. E-learning is an engaging, contemporary, and personalised way to supplement the delivery of effective curriculum. Our teachers work alongside students to support them in navigating this online world in a way that enhances learning and protects individual wellbeing.
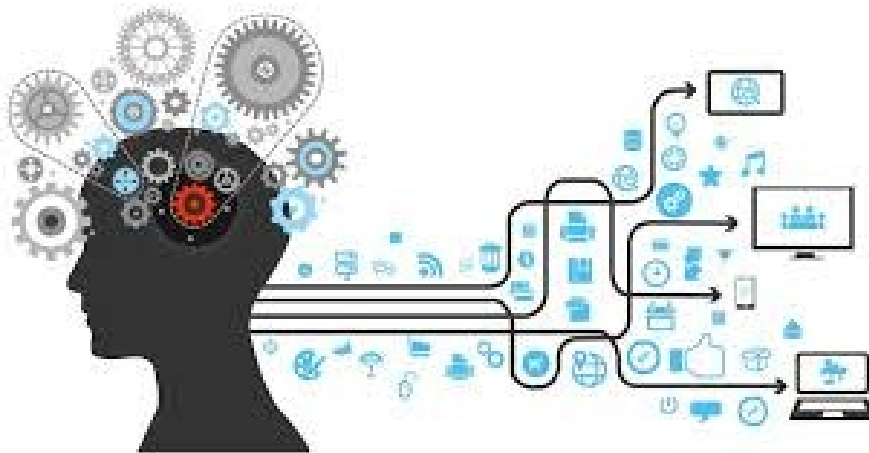
We have provided the information below to help you get started:

1. **Go to the e-learning page on the Oxley College website –**
   https://www.oxley.nsw.edu.au/learning/e-learning/
   Here you will find more detailed information about:
   - Required specifications
   - Insurance
   - Anti-virus software
   - College licensing agreements
   - Guidelines for online safety and user protocols

2. **Choose your device**
   Our recommendation is to purchase either a Windows laptop or an Apple MacBook for your child. These can be easily sourced from a reputable local reseller.

Timeline:
1. In December, you will receive an email from the College that provides your child with their Oxley College credentials (username, password, and email address).
2. From Monday, January 4, if you need assistance to prepare the device, the College Help Desk is available and can be accessed by calling the College or emailing oc.byod@oxley.nsw.edu.au.
3. In February, our IT team will visit classrooms to oversee and support the use of the device to access e-learning at Oxley College.

BYOD – SELECTING YOUR DEVICE

Oxley College has implemented BYOD (Bring Your Own Device) in the classrooms for Year 5 - 12. The provision of a laptop - either Apple or PC - that can comfortably run the software outlined below is our expectation. K - 4 students will use the school-supplied tablets, laptops and desktops as the lessons require.

What is BYOD?

A BYOD approach allows students to bring an IT device to Oxley College that best support their learning needs. IT devices are powerful means of differentiating and personalising a student's education, and student-owned devices facilitate student choice over which application best suits their learning and communication style.

Whichever device is chosen it will need to meet the specifications below:

Device specifications:

	Minimum Requirement
CPU	i5 (6th Generation)
CPU Speed	2.0 GHZ
RAM	8GB
Battery Life	8 Hours
OS-Microsoft	Win 10 (1809) 64 bit
OS-Apple Mac	macOS High Sierra
Screen Size	11 inches
Screen Resolution	1920 x 1080 (1080p)
Weight	2.4 kg
Storage	256GB SSD*
Wi-Fi	802.11 ac
Keyboard/Mouse	Required
External storage can be acquired for more local storage.	

Most traditional laptops will meet the minimum specifications outlined above. There are types of laptops and tablets that will not be suitable for students; these are outlined in the image below.

Examples of Devices that DO NOT meet minimum specification

Chromebook   iPad   Galaxy Tab

Anti-Virus:

Once you have obtained your computer, it is a requirement of the College that an anti-virus package be installed to access the school's computer facilities. There will be random checks throughout the year of all student computers to ensure anti-virus software is installed and up to date.

Sample alternatives for Anti-virus software are Sophos, MalwareBytes, McAfee, Kaspersky, and Bitdefender.

Software:

The College has special licensing arrangements, which allow us to use specific software at educational rates. During December, the IT department will be emailing the necessary credentials (username and password) and instructions to access this software and school email accounts. Primarily this will enable you to access Microsoft Office 365 and your child's school email address.

We hope that you will find those instructions easy to follow but if you have any queries please email these to oc.byod@oxley.nsw.edu.au.

Care of the Device:

It is the responsibility of families to keep their chosen IT device in good working order to ensure minimal disruption to learning. It is expected that students bring their IT devices to school each day fully charged. Each device should be clearly labelled with the student's name.

Students should take care to put their device to sleep when moving around, as failure to do so can damage the hard drive and cause potential file loss. Choosing a device with a solid-state drive (SSD) can alleviate some of these issues.

Case / Carry Bag

A strong carry case is a great way to protect your device from accidental damage. Use a bag or case designed to hold a laptop with adequate padding.

Insurance

Purchasing insurance is a personal choice. When purchasing your laptop please learn about your options to purchase accidental damage protection for your IT device. This covers your device for accidental damage on and off the school campus. Fire, theft, and acts of nature are usually not covered under these programmes and we suggest you include it in your personal or home insurance. The insurance can be purchased with your computer vendor or any insurance company. All insurance claims must be settled between you and the insurance company. Oxley College recommends the purchase of some form of insurance as the College does not cover the cost of replacing or repairing the device.

Warranty

We advise that all devices are covered by an extended warranty to last the student's time at Oxley College. Statistically, a computer will require, on average, 2.5 repairs during its 3 – year life cycle. This is a computer requiring a hardware repair due to component failure (warranty) or accidental damage (non-warranty). On average 70% of these repairs are warranty and 30% non-warranty.

Repairs and Maintenance

All maintenance for the IT device, operating system, software and/or apps purchased by the family are the responsibility of the family. Families should ensure quick maintenance turnaround for student devices.

Parent BYOD Support Document

Year 5 - 12

Contents:

- Getting Started
- Software Checklist
- Microsoft Office Installation
- Basic Outlook Settings for devices
- Canvas
- Organisation, Productivity & Distractions
- Safety & Control
- Monitoring Usage
- Guide to setting up an Admin account (Mac OSX)
- Guide to setting up an Admin account (Windows 10)

Getting Started

Usernames, Passwords, Accounts

As advised at orientation day all parents of new students will receive an email by the second week of December. The email will provide details of their students Oxley College credentials and step by step instructions regarding software installation.

Students will have two separate Usernames and Passwords they will need to remember.

1. Their local password for their own device - for logging into their computer.

2. Their school username and password - for logging into the school Wi-Fi, Canvas, school computers, and their email. The username will be a six-digit number (made up from their student number prepended by zeros if required). The password will be auto generated, and students will be given the option to change the password during their IT induction classes during Term 1.

Software Checklist

The following is a list of the software students should have on their devices. You can check if software is installed on the device by:

Windows 10:

Click on the Windows icon ⊞ in the bottom left of the screen. Look just above where you clicked for the "All Apps" button to get a list of the apps / programmes on the computer. Alternatively, you can begin typing the name of the app into the space to the right of the windows icon and if the programme is installed, you will see it appear.

OSX:

Click on the "Launcher" 🚀 button on the taskbar at the bottom of the screen. You can look for the relevant programme(s). You may need to "swipe" left or right by using two fingers on the track pad. Alternatively hold command down and press the spacebar. Start typing the name of the app and it will find it if it is there.

Software all students should have:

Antivirus protection:
The school does not recommend a particular brand, but there are good free options available for both Mac and PC computers.

Microsoft Office 365 (*provided through Oxley College's license agreement)

See instructions at *Microsoft Office Installation,* below.
When installed you should see programmes such as Word, Excel, PowerPoint, and Outlook.

GeoGebra (for year 7 - 12)

http://www.geogebra.org/download
When installed you should be able to see a single programme called GeoGebra.

Logger Lite (for year 7 - 12)

http://www.vernier.com/products/software/logger-lite/
When installed you should be able to see a single programme called Logger Lite or Vernier Logger Lite.

Adobe Creative Cloud (for year 5 - 12) (*provided through Oxley College's license agreement)
This software will be installed during the student IT induction classes in Term 1.

Recommended: Chrome as a web browser.

* Microsoft Office and Adobe Creative Cloud are provided as licenses used for education purposes through Oxley College for period that a student is at the College.

Microsoft Office Installation

The easiest way is to login to the Microsoft Office 365 portal with your school credentials (username and password) and follow the appropriate links.

1. Go to http://portal.office.com.

2. Login with your school credentials (username and password).
   Please note: The format of the username is username@oxley.nsw.edu.au.
   For example, 012345@oxley.nsw.edu.au.

3. Follow the links.

PLEASE NOTE: *To complete your install make sure to open one of your applications, e.g. Word or Excel and then sign in with your school credentials.*

Notes: Once logged in you should see the screen below,
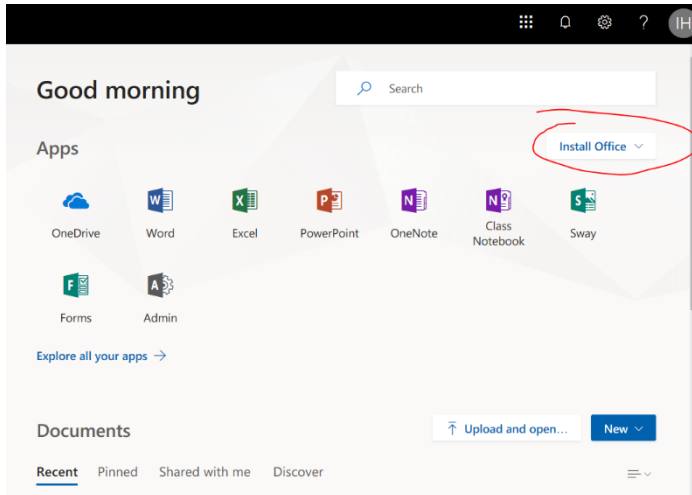
a. Start installation by pressing the button in the circled area.
b. Be aware of internet usage download requirements.

Username

Your school username is a six-digit school number with, possibly, leading zeros. This is the username you used to login to your email. For example: *001234@oxley.nsw.edu.au*

Password

Your password is the one you used to login to your email.

Basic Outlook Settings for devices

1. Email address: FirstName.LastName@oxley.nsw.edu.au

2. Username: *username@oxley.nsw.edu.au*:
   for example: *001234@oxley.nsw.edu.au*

3. Password: *your school password*

4. Server: *outlook.office365.com*
   Normally the server will resolve itself automatically if you have provided the correct user and password details as per item 2, above.

5. If required, the type of email account is "Outlook" or "Office 365".

Canvas

Canvas is used by Oxley College as the major online learning system. Educational materials and details of student's assessments are located on Canvas. As a parent, these are available for you to view when you sign up to Canvas with a Parent Observer account.

Signing Up to Canvas as a parent

1. Obtain a Pairing Code

1. To sign up to Canvas the first thing you will need is a Pairing Code from your child's account. To obtain this code, your child will need to log into their Canvas account, then:

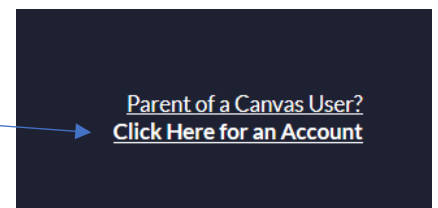2. Go to> Account and then go to Settings to get a PAIRING CODE.
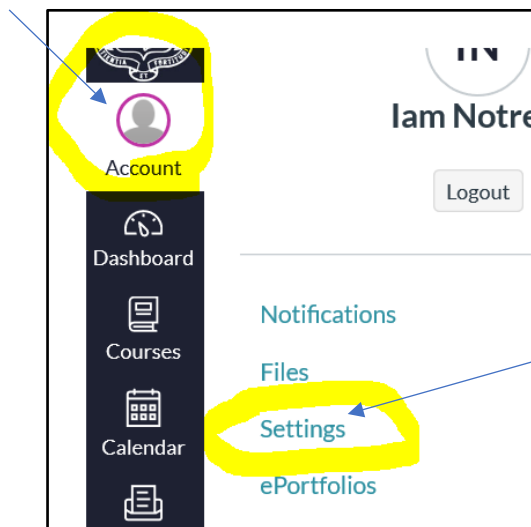
3. On the right side of the screen press the button:

4. Copy the Pairing Code that is generated.

2. Sign UP

1. On your own device, go to http://oxley.instructure.com

2. Go to – Parent of a Canvas user?
   Select - Click Here for an account

3. Fill in the form, pasting in the pairing code from Part 1.

Canvas (continued)

Using your parent account

As a parent you can observe your child's online learning, see their upcoming tasks, view their submitted work and results and feedback.

To check upcoming tasks – The easiest place to look for this is in the Calendar, which you can access by clicking on the calendar icon [Calendar] to the left of the screen. There will be a list of all the subjects. You can hide / show them by clicking the icons on the right of the screen. You can view the detail of an item (such as a Notification of Assessment) by clicking on its name in the calendar, and a window with the details should pop up.

The other way you can check is to select the course's homepage on the Dashboard and clicking on the name of the course. Upcoming tasks will appear at the bottom of the course's homepage (you may need to scroll down) or in the Assignments menu.

Checking marks – select View Grades on the right side of your Dashboard. Click on the subject name to get more details and view feedback.

Canvas App (Student) – This app is free on Apple and Android devices. It is the easiest way for you to view your child's online learning. When logging in, the institution name is: **oxley.**

Helping your child with Canvas

Located on the Canvas site there are online guides for most of the things that students need to do.

https://guides.instructure.com/m/4212.

A particular concern is often submitting online work, such as an assignment – see

https://guides.instructure.com/m/4212/l/41972-how-do-i-submit-an-online-assignment.

The instructions are often long and thorough. You may like to help your child by looking for the screen shots first to see if they can work it out from there.

If you encounter issues, make sure you are using Chrome as a browser.
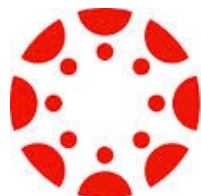
Organisation, Productivity & Distractions

Managing files

Keeping files organised is a very big challenge for students. In Year 7 they are encouraged to create a folder for each subject, and within that folder have a file called "<Subject>-class-notes", so that any notes they take keep going into the one file rather than 12 documents called New Document-x. We also encourage students to save all their files to OneDrive, as this creates an automatic back up of files.

Manage the workspace

Keeping students focused when working on a laptop can be difficult. Try to minimise distractions by ensuring they have a quiet space, their phone away (or on flight mode) and their screen is easily visible for a quick check if needed.

Time sensitive goals

Getting students to set time-sensitive goals is also very important. Being too busy to get distracted really can work. Utilise a homework timetable and check off the work as they go.

Using the right tool

Only use the laptop when it is the right tool for the job. This is a key tenant of using technology at Oxley College – the laptop is a component to help support learning. If the work can be done just as easily using pen and paper, then use it (for instance homework from the textbook – use a hardcopy if available).

Checking in

Checking in with your child to see how they are going, and (only) if in doubt checking their internet history and/or open applications (see the guide *Checking a browser history* in this document).

Browser productivity add-ons

These add-ons can block sites at certain times of the day.

BlockSite for Chrome - https://chrome.google.com/webstore/detail/block-site/eiimnmioipafcokbfikbljfdeojpcgbh?hl=en .

You can setup these blocks so sites such as Facebook and Instagram cannot be accessed whilst your child should be doing homework. This can be very useful if they are doing research tasks requiring them to search online.

Safety & Control

Net monitoring and restrictions- Striking a balance

The more you restrict access they safer your child will be, but the more likely these restrictions may get in the way of learning. Block the obvious exclusions (porn, etc.) but when encountering grey areas, it can be better to monitor instead of placing blanket restrictions. Having a rule that at any time your child can show you their usage history (such as browser history of what they have been looking at online) can also help.

Admin Access & Accounts

An *admin account* allows a user to log on to a device and have access to add/remove programmes and change system settings.

Whether or not your child has an *admin account* to their machine is an important decision to make. If they do, then any changes you make regarding software restrictions, internet access and the like they can change back. If you do not, then you will have to make sure that all the required software is installed and up to date.

OSX – To check if they have an Admin Account go to the apple menu (top left, looks like a mini apple) and click on 'System Preferences'. Go to 'Users & Groups'. If you see a little 'admin' under the name of your child's account, they have full admin access to the computer.

If you want to change this so that you have an admin account, and your child has a managed or parental control account, you will need to set up an admin account for yourself first. The instructions on how to set up an additional account are here - https://support.apple.com/kb/PH18891?locale=en_US
You will also find more detailed instructions at the end of this booklet.

Restart the computer using your new admin account. You will now be able to access the account settings and convert your child's account to a 'managed account' or a 'parental controlled account'. This means that your child will not have access to add/remove programmes or make global system changes, and you will have more control on what they can access.

Windows 10 – The instructions on how to set up an additional account are here – http://windows.microsoft.com/en-au/windows-10/getstarted-set-up-accounts. If you want more control then you may like to create a "child" version using the family account option, outlined here - http://windows.microsoft.com/en-au/windows-10/getstarted-set-up-accounts

If you have only the one account installed (your child's account) then you will first need to create an account for yourself (with admin access), and then edit your child's account so that it is no longer an admin account. There are step-by-step guides to do this at the end of this booklet (*Guide to setting up an Admin account (Mac OSX)* and *Guide to setting up an Admin account (Windows 10)*).

Safety & Control (continued)

Software

There are several options available for more control and easier monitoring of your child's laptop use.

NetNanny is a popular paid option, and there are some reviews of other options here - http://parental-software-review.toptenreviews.com/.

The benefits of the options like NetNanny are restrictions can be added without removing access from selected sites. For example, 'safe search' options that restrict what can be searched for, without restricting access to sites such as Google. You can also restrict access to programmes and applications at certain times.

The draw back can be unforeseen blockages that, on occasions, may restrict learning. Sometimes students will need to search for, or view sites that are classified as Advertising (looking at product design, or best buy questions in maths for example) or Gambling or some other nefarious sounding category, often because of advertising on the site. Most of these software packages can be disabled – you might choose to disable them at school (where our firewall is in place anyway) and enable them at home.

Monitoring Usage

Multiple desktops / hiding windows

It is easy on both Windows and OSX for a student to hide what they have open to appear as though they are on task when they are not. The multiple desktops can be a great feature; however, it is often to the detriment of students focusing on the task at hand.

Windows 10:

If you hold the windows key down and press Tab, it will show the different desktops open. You might also try Alt-Tab to cycle through open programmes.

OSX:

A four-finger swipe (left or right) on the trackpad will cycle through the desktops. You might also try command-tab to cycle through open programmes.

How to see what programmes are running

Windows 10:

Hold down Ctrl-Alt-Delete and then select the "Task Manager".

Safety & Control (continued)

OSX:

The easiest way is to run Force Quit. Click on the apple icon in the top left of the screen and select Force Quit. Alternatively, you can also hold down command and option together, and press the escape (esc) key.

You may also see a small dot beneath the icon in the task bar in OSX. The dot means the programme is running. Pay particular attention to this one: if it has a dot under it then iMessage is running in the background, which will make it difficult for your child to concentrate on their work.

Checking a browser history

You can check for websites that have been accessed recently. Be aware that most browsers allow you to delete items from the history, if you suspect someone is being sneaky look for time gaps.

- **Chrome** - https://support.google.com/chrome/answer/95589?hl=en
- **Edge** - https://support.microsoft.com/en-au/help/10607/microsoft-edge-view-delete-browser-history
- **Internet Explorer** - http://windows.microsoft.com/en-au/internet-explorer/manage-delete-browsing-history-internet-explorer#ie=ie-11
- **Safari** - https://support.apple.com/kb/PH19274?locale=en_US

Guide to setting up an Admin account (Mac OSX)

Who this guide is for:

Anyone whose child's laptop currently only has the one user account (theirs), and they have admin control, and you would like to change this to more closely manage their laptop

You will need:

Your child's laptop and password to the laptop

Creating your own Admin account

1. Go to the apple menu at the top left, and choose *System Preferences*.

2. Look for the menu *Users and Groups* and select that.

3. Click the lock icon to unlock it and enter your child's password (for their laptop).

4. Click Add below the list of users.

5. Click the *New Account* pop up menu and choose *Administrator* for the type of account.

Safety & Control (continued)

6. Enter a name, username and password for this account. Make sure you write them down somewhere or choose something that you will remember.

Changing your child's account to a Managed Account

7. Log out of the account you are currently in by clicking on the apple menu and selecting *Log Out*.

8. Log back into the new account you have created.

9. Go to the *Users and Groups* page again and unlock (steps 1, 2 and 3)

10. Select your child's account (the name is usually there on the left of the window) and click *Enable Parental Controls*. This will change their account from an *Administrator Account* to a *Managed Account*.

Setting the parental controls

1. Go to the apple menu then choose *System Preferences,* then click *Parental Controls*

2. Select your child's account; you should see some options such as *Apps, Web, People, Time Limits* and *Other.* Click on the tab to see what options are available.

Guide to setting up an Admin account (Windows 10)

Who this guide is for:

Anyone whose child's laptop currently only has the one user account (theirs), and they have admin control, and you would like to change this to more closely manage their laptop

You will need:

Your child's laptop and password to the laptop

Creating your own Admin Account

1. Click on the Windows button (bottom left, looks like an angled windowpane) and choose *Settings* (usually just above the Windows icon that you pressed)*,* and choose *Accounts* (looks like a person).

2. Select *Family & other* users on the left-hand side menu and choose *Add someone else to this PC.*

3. Fill in a name and a password for the account. Make sure you write your password down somewhere or choose something you can remember.

Safety & Control (continued)

4. You will be returned to the *Family & other users* page and your new account should be visible. You will need to click on the button that says *Change account type* and choose *Administrator*.

Changing your child's account to a Standard Account

5. Sign out by clicking on the Windows icon again, then clicking on the name of the account you are in (probably your child's name – it will be at the top left of the panel that opened up when you clicked the Windows icon) and select *Sign out*. Sign back into your <u>new account</u> you have just created.

6. Repeat steps 1 and 2 to navigate to the *Family & other users* menu.

7. Click on your child's account, select *Change account type,* and change it to *standard.*

Setting up a child's account (optional)

Windows also have an option to create a child account. This requires you to create a Microsoft account (this is an online account, similar to accounts with Google or Facebook). Information on setting up and using a Microsoft account can be found here –

https://account.microsoft.com/account/Account?ru=https%3A%2F%2Faccount.microsoft.com%2F&destrt=home-index and more details about setting up family accounts and what they can provide are found here - https://account.microsoft.com/family/about , as well as a tutorial going through setting this up here - http://windows.microsoft.com/en-au/windows-10/family-account.