



Learning Technology Guide

Year 7 to 12

BYOD

“Bring Your Own Device” is the concept of families sending their child to school with a personally owned device, and the College provides the network infrastructure to connect to the internet and digital resources. The school provides daily loan devices to students in the case of technical issues, or lost or damaged student devices. Students are responsible for safely and responsibly using and transporting their device. The school provides secure storage in the form of student lockers. Students are to use their lock and locker appropriately (not share their combination, etc). Maintenance of the device is the family’s responsibility, including charging the battery of the device before each school day (do not rely on being able to charge the device at school).

Essential and Compulsory

To best prepare our students to be successful citizens in the 21st century, and to reduce the complexity and costs for our families, students in secondary year levels must have a personally owned device. Printed textbooks have been eliminated for all subjects at Years 7 to 10, and all subjects will have significant portions of the curriculum delivered digitally.

Software

Software packages used by students will include:

Software	Purpose
Compass	Timetable, reports, learning tasks, announcements and notifications
Google Suite (Drive, Docs, Sheets, etc)	Storing files and producing work. This replaces Microsoft Office, and allows student work to be accessed from any online device
Gmail	Primary login for Google Suite (above), emailing with teachers
Google Sites	Website developed by teachers to reflect the learning programs, resources and assessment for each subject
Google Classrooms	Used by teachers to individualise and differentiate learning with their own students, and for students to submit work
Jacaranda Digital Bundle	For year 7 to 10, this bundle means students do not need any hardcopy textbooks, and only one login from one publisher*
Edrolo, Mathletics, Stile	Additional learning resources used by some subjects

*VCE subjects will still use a variety of publishers for textbooks, usually with a students choice of printed or hardcopy. Many novels in English are still hardcopy.

ICT Support

The College ICT Helpdesk is located in the Eyre building. Technicians are available to assist students with connecting their devices to the College network, along with setting up printing, configuring account logins and passwords, and general hardware and software troubleshooting.

To contact the ICT team, call 03 9741 4202 or email ICT@manorlakesp12.vic.edu.au

Device Requirements

For Years 7 to 12, laptops are preferred over tablets. Students who are currently resourced with a tablet may continue to use it, but when the time comes to replace it, families should aim to do so with a laptop.

As for all Victorian Department of Education and Training Schools, and as per our College policy, students cannot use a mobile phone as a device (or for any reason during the school day).

The make or model of the device is not important, and either a Windows PC laptop or Apple laptop are acceptable. Almost any modern laptop from a major retailer or specialist technology retailer will suffice. The software packages listed above are all accessed through a web browser and don't require significant system resources.

Minimum Specifications

Feature	Minimum Specification
Operating System	Windows 10 (PC) or 10 OSX (Apple)
Storage	128GB, Solid State Drive (SSD) preferred over a Hard Disc Drive (HDD)
Memory	4GB minimum, 8 preferred

Please consider battery life, screen size and the physical weight of the device. These factors can be more critical when deciding which device to purchase.

Purchasing Portal

Devices can be purchased from any retailer. 'JB Hi-Fi Solutions for Education' provides a range of pre-selected devices that they have determined are particularly suitable for students to use in schools. There is no obligation for families to use this service. To access this service, go to <https://www.jbeducation.com.au/byod/> and use the code **MANORLAKES2021**, and follow the prompts.