

Laptop Information Pack 2026

Student Laptop Programs

Dear Parents/Carers,

The Years 7 to 9 Laptop Program is an integral part of the College's teaching and learning program for your child.

Participation in the Years 10 to 12 Laptop Program is optional but recommended to support the specialised learning and curriculum needs of subjects in the final years of schooling. Students are encouraged to use a device to contribute to their success and productivity within their subjects.

Students studying a Vocational Education and Training (VET) or computer-based subject are strongly recommended to have their own laptops as assessment is based online.

Sunbury Downs College supports a purchasing portal that allows families to purchase a Preferred Device for use. These devices are educational specific models and are not available in retail stores.

The following documents have been developed to provide further clarity about the College's 1:1 Laptop Program and how the laptops will be used within the College:

- **Introductory Letter (this document)**
- **Option 1 – 'School-Managed' Device**
- **Option 2 – 'Self-Managed' Devices**
- **College Laptop Supplier Portal**
- **Student Laptop Program: Memorandum of Understanding**
- **Acceptable Use Agreement: School-Managed Device**
- **Acceptable Use Agreement: Self-Managed Device**
- **FAQ Guide**

On the following pages you will find information outlining two supply options available to students.

Should you have any queries or questions in regards to the 1:1 Laptop Program please do not hesitate in contacting the ICT Team on 03 9744 0500 or email at: 8723-dl-ict@schools.vic.edu.au for further information.

Thank you in anticipation of your support of this program.



Mr Michael Watson
Assistant Principal Later Years

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Option 1 – 'School-Managed' Device

Purchasing of a School-Managed Preferred Device from the College Laptop Supplier Portal (JB Hi-Fi)

Sunbury Downs College is committed to the effective implementation of a 1:1 Laptop Program for all students and highly recommends this option.

Below is a list of benefits to consider in relation to purchasing a School-Managed Preferred Device:

- Devices are fully supported by the College ICT Team.
- The College ICT Team will handle the lodging of any repairs covered by warranty & insurance if purchased on behalf of the student. They can also assist with technical support and advice.
- Imaging, software deployment and troubleshooting of applications is fully managed.
- These devices have upgraded three-year warranty with onsite servicing, allowing all required repairs to be completed onsite at the College.
- Where possible, batteries have been upgraded or had their warranties extended to get the maximum lifespan out of the device for a school day.

This option provides flexibility and choice for families whilst supporting them to maintain a consistent and orderly teaching and learning environment for all students.

The College Laptop Supplier Portal allows parents/carers to choose from a range of payment options and financing including BPAY, Credit Card and Once Credit (12-month interest free).

All purchases will be delivered to the College, imaged and prepared for the College network by our ICT Technicians. The **Acceptable Use Agreement: School-Managed Device** included in this pack covers College Policies for laptop and network usage.

The College must receive a signed **Acceptable Use Agreement: School-Managed Device** prior to distribution of your child's laptop and being granted access to the College's network.

We ask that you take the time to familiarise yourself with the documents and discuss them with your child.

Sunbury Downs College highly recommends that parents/carers pursue Option 1.

Accessing the College Laptop Supplier Portal

Included within this information pack are instructions on how you can access the **College Laptop Supplier Portal** to place an order for a **School-Managed Preferred Device which will be fully supported by the College ICT Team.**

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Option 2 – 'Self-Managed' Devices

Purchasing of a Suitable Device from your preferred supplier

Prior to considering the selection of this second option, parents/carers should contact the ICT Team for further advice and a discussion of requirements prior to any purchase.

This option may suit some individuals, but it is important that parents/carers fully consider all information before making this decision. Below is a list of considerations:

- Sunbury Downs College will be adding additional commercial software to Preferred Devices from the College Laptop Supplier portal and school-based devices from year-to-year. This may represent an additional yearly cost to Self-Managed Device users.
- Preferred Devices have been tested and proven for durability within a school environment. The cost of a Preferred Device is significantly cheaper than a comparable product in a retail store – ensure you compare full specifications and coverages for warranty and any optional insurance plans.
- The responsibility for the installation of software is the responsibility of the user.
- Time is required to install all the required programs and technical support cannot be provided by the College ICT Team for Self-Managed Devices.
- A Self-Managed device must meet all technical requirements. Once the device meets these requirements the College will connect the device to the wireless network, and no further support for the device will be provided.
- A Self-Managed Device has limited access to the Printer Network. Any printing that is required can be undertaken on school-owned equipment (for example, ERC).
- Most devices in retail stores do not come with an extended warranty and will only provide you with a single year warranty however the retailer may offer you an extended warranty at an additional cost. You may also be required to mail the device for repairs.
- The user is responsible for any warranty or accidental damage to their Self-Managed Devices as the College ICT Team is unable to troubleshoot software or hardware issues for them.
- Insurance and warranties are solely the responsibility of the parent/carer.

To purchase your own Self-Managed devices please be advised the device must meet the technical requirements to ensure consistency with other students in your child's cohort.

A full listing of the Self-Managed Device technical requirements is available as part of the **Acceptable Use Agreement: Self-Managed Device** documentation. This will also include an additional user agreement that is required to be signed as part of the process, stating further expectations that come with the use of a Self-Managed Device. Approval is required from the ICT Coordinator for Self-Managed Devices.

Access, Equity and Inclusion

In the event that parents/carers decline to participate in the program, a laptop device can be borrowed and returned on a daily basis from the Education Resource Centre (ERC). It is important that any student utilising the ERC for devices be proactive and endeavour to borrow devices prior to the commencement of classes, whilst also ensuring they are returned promptly at the conclusion of each day.

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College Laptop Supplier Portal (JB Hi-Fi Education Solutions)

The online portal is set up as a step-by-step system, allowing you to select your device and any accessories the College has added to the Portal for you as part of the Laptop Program.

You may access the Portal at the following link: <https://byod.jbhifi.education>

1. Type in the school code **SDSC2026** and press enter.
2. Select the **'School-Managed'** program.
3. Select your device (there are multiple options available) and select next.
4. A recommended laptop bag is listed as an accessory in the Portal.
5. Payment and Shipping.

Please note: The College strongly encourages parents/carers to purchase or supply a laptop bag.

To ensure that your child can be provided with their laptop as soon as possible, please ensure that you complete your purchase and follow all associated steps to minimise potential delays.

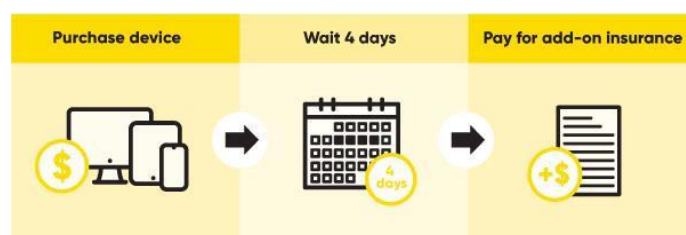
The College has also made available a range of pre-approved **'Self-Managed'** devices as a separate notebook program within the portal. These are ideal for parents/carers who wish to access educational pricing but prefer a different manufacturer, or a device with higher specifications.

Optional Accidental Damage Protection

Under ASIC regulations you must indicate your intention to purchase any **Optional** Accidental Damage Protection.

A Customer Information Statement will be emailed to you for your review.

After 4 days (required under ASIC regulations), you will be provided with an option to continue with the purchase of any Optional Accidental Damage Protection if you so choose.



Delivery

Any devices purchased via this Portal will be delivered to the College in Mid-January, with further deliveries taking place as required.

When will students receive their laptop?

- Year 7: An immersion session will be run a few weeks into Term 1.
- Year 8-12: At the earliest opportunity following the delivery of the device once Term 1 commences.

JB Hi-Fi Education Solutions Support Hotline 1300 730 548

Should you have any issues whilst attempting to place your order online through the Portal, JB Hi-Fi Education Solutions provides a support hotline during business hours Monday to Friday (excluding public holidays).

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Student Laptop Program: Memorandum of Understanding

At Sunbury Downs College we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- Have a **Student Engagement and Wellbeing Policy** and **e-Smart Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise and support students when using digital technologies within the classroom with established clear protocols and procedures when working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities.
- Provide access to the Department of Education filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services.
- Know that some online activities are illegal and as such we are required to report this to the appropriate authority.
- Support parents/carers to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child.
- Providing this Acceptable Use Agreement and current information from both the Department of Education and Cybersmart.

Useful Websites

eSafety - Kids	https://www.esafety.gov.au/kids
eSafety - Young People	https://www.esafety.gov.au/young-people
eSafety - Parents	https://www.esafety.gov.au/parents
ThinkUKnow Australian Federal Police (resource for parents/teachers & students)	https://www.thinkuknow.org.au
Headspace	https://www.headspace.org.au/young-people/
Reachout	http://au.reachout.com/
Kids Help Line	https://kidshelpline.com.au/
Bullystoppers	https://www.vic.gov.au/bully-stoppers
Australian Cyber Security Centre Personal Security Guides	https://www.cyber.gov.au/protect-yourself



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As a Student, when I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online.
- Talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me.
- Investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear then I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions and completing the required registration processes.
- Handling ICT devices with care and notifying a staff member of any damage or requiring attention.
- Abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary.
- Not downloading unauthorised programs, including games.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student or person.

In addition, when I use my personal mobile devices (including my phone or smart watch) I agree to be a safe, responsible and ethical user at all times, by:

- Keeping devices stored in a safe and secure location (such as in my secured locker or school bag) and not use any mobile device within the grounds. Any exceptions to this rule will be communicated to families.
- Respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages.
- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

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Acceptable Use Agreement: School-Managed Device

Ownership

- The device is owned by the parents/carers and/or student but is made available for use as part of the school learning program.
- Parents/carers and students should be aware that files stored on the device are private but the College reserves the rights to monitor student behaviour in accordance with the eLearning policy.

Please note: a member of staff may request access to a student's device at any time to check for inappropriate content or may remotely monitor the device at any time whilst the device is on College grounds.

- Files stored on devices may be publicly accessed as part of learning programs.
- All devices must meet the minimum specifications required by the College to ensure they meet the curriculum needs of your child. These devices can be found on the College Laptop Supplier Portal. Information on how to access this Portal is provided as part of an information pack provided to Parents during transition, or upon request from the ICT Team.

Damage or Loss of Equipment

- The College must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst repairs or replacements are being organised.
- Depending on the insurance or Accidental Damage Protection (ADP) that has been purchased, some additional costs may be incurred to replace parts not covered by warranty, for example: power adaptors, laptop batteries.

Software and Access

- Devices purchased through the College Laptop Supplier Portal will be delivered to the College and then configured with the Department Standard Software image as well as any additional College provided software.
- A listing of all software and applications can be made available upon request.
- Students do not have administrator access; however, this can be provided to parent/carers on request.

School Support

Support will be provided for:

- Connecting the device to the College's wireless network and internet.
- Set up and management of College-based student email accounts.
- College based software and application issues on Preferred Devices from the College Laptop Supplier Portal.
- Hardware issues for Preferred Devices from the College Laptop Supplier Portal or provided by the College.

Support will not be provided for:

- Connecting to home networks, internet, printers, or other devices.
- Personal email accounts and settings.
- Software, application or hardware issues on self-managed devices.

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User Responsibilities

Students are responsible for:

- Bringing portable devices fully charged to school every day.
- Ensuring anti-virus and monitoring software are not interfered with.
- Backing up data securely in multiple places.
- Only using their devices in class as directed by their classroom teacher.
- Using their device for educational purposes whilst on school premises or connected to the College's network.
- Always carrying their device in an appropriate protective case and storing it securely.
- Adhering to this Laptop Acceptable Use Agreement and Student Engagement and Wellbeing Policy (and any other applicable policies) when using the device, both at home and at school, including before school, recess, lunchtime, afterschool or when not in the classroom.
- Being aware that the use of any device that provides internet access other than approved devices by the College is prohibited within the College grounds.

Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners).
- Mobile phones, smart watches and student owned devices.
- Email and instant messaging.
- Internet, intranet.
- Social networking sites (e.g. Facebook).
- Video and photo sharing websites (e.g. YouTube, Tik Tok).
- Blogs or micro-blogs (e.g. Twitter).
- Forums, discussion boards and groups (e.g. Google groups).
- Wikis (e.g. Wikipedia).
- Vod and podcasts.
- Video conferences and web conferences.



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Acceptable Use Agreement: School Managed Device

Participant Declaration

I understand and agree to comply with both the **Student Laptop Program – Memorandum of Understanding** and the terms of acceptable use and expected standards of behaviour set out within this agreement for 1:1 School Managed Devices at Sunbury Downs College.

I understand that there are actions and consequences established within the College's Engagement and Wellbeing Policy if I do not behave appropriately

Student Name: _____

Student Code (if known): _____

Student Signature: _____

Student Year or Homegroup (if known): _____

Parent / Carer Name: _____

Parent / Carer Signature: _____

Parent / Carer Contact Number: _____

Date: _____

THIS FORM MUST BE RETURNED TO THE ICT TEAM LOCATED IN THE ERC

Office Use Only

Acceptable Use Agreement: School-Managed Device

Date Acceptable Use Agreement Received: _____

Acceptable Use Agreement Received By: _____

Confirmation of device order: _____

☐

Confirmation of device delivery: _____

☐

Date Device Issued: _____

Student Device Pick-up Signature: _____

Serial Number: _____



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Acceptable Use Agreement: Self-Managed Device

This document has been developed to provide further clarity about the College's Laptop Program for **Self-Managed Devices**. This should be considered in conjunction with the following sections of the Laptop Information Pack.

- **Student Laptop Program: Memorandum of Understanding**
- **FAQ Guide**

If you do not have a copy of the Laptop Information Pack – please see the College Website or contact the ICT Team on 03 9744 0500 or 8723-dl-ict@schools.vic.edu.au

Approval

Sunbury Downs College strongly recommends the use of a Preferred Device from the College Laptop Supplier Portal instead as they are fully supported by the College ICT Team.

Approval is required from the ICT Coordinator for all Self-Managed Devices.

It is strongly advised that parents/carers contact the ICT Team prior to any purchase for further advice.

Apple Laptops are considered a Self-Managed device.

Chromebooks, Android Tablets, iPhones & iPads are not suitable for connection.

To purchase your own self-managed devices please be advised of the following technical requirements to ensure consistency with other students in your child's cohort. These requirements must be met.

Hardware & Software Requirements

Hardware Requirements	Software Requirements
8 GB Ram Minimum – 16 GB Ram Recommended	Windows 11+ or macOS 12+
128 GB Onboard Storage (Solid State Storage is preferred)	The College will provide access to Microsoft Office 365 and Adobe Creative Cloud based upon Department of Education licensing agreements
11.6" Display Minimum	Antivirus on all computers
8 Hour Battery Life	Windows Defender is in-built into 11, and parents are advised not to purchase a subscription.
Headphone Jack (Preferred)	
Inbuilt Keyboard – "Touch only devices" are not permitted	
Webcam & Microphone	
Maximum Weight 2kg	

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Ownership

- The device is owned by the parents/carers and/or student but is made available for use as part of the school learning program.
- Parents / carers and students should be aware that files stored on the device are private, but the College reserves the right to monitor student behaviour in accordance with the Digital Learning – Internet, Social Media and Digital Devices policy.
Please note: a member of staff may request access to a student's device at any time to check for inappropriate content or may remotely monitor the device at any time whilst the device is on College grounds.
- Files stored on devices may be publicly accessed as part of learning programs
- The College reserves the right to check the Self-Managed Device for compliance of the technical requirements (and other relevant Department of Education or school-level policies) which can be undertaken at any time.

Damage or Loss of Equipment

- Any problems, vandalism, damage, loss or theft of the device is the responsibility of the owner.
- In the case of loss or suspected theft, the family must make a Police report and provide a copy of the report to the College.
- In the case of accidental damage, it is the responsibility of the owner to promptly organise repair of the laptop device.
- Students can access the ERC for daily use and borrowing of laptop devices.

School Support

Sunbury Downs College will:

- Consult with parents/carers regarding the Self-Managed Option to ensure the device is suitable for use and consistent with other devices used in the College.
- Provide wireless connectivity upon confirmation that technical requirements have been met.
- Install school-based monitoring software to ensure students comply with all Department of Education and College Policies/agreements. Students must meet the ICT Team to have this removed should they transition from the College.

Support will not be provided for:

- Connecting to home networks, internet, printers, or other devices.
- Personal email accounts and settings.
- Software, application or hardware issues on self-managed devices.



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User Responsibilities

Students (or parents/carers) are responsible for:

- Installing all software requested by the College and updating the installed software each year to ensure consistency with other students' laptop devices.
- Bringing portable devices fully charged to school every day.
- Ensuring anti-virus software is functional.
- Backing up data securely in multiple places.
- Only utilising their devices in class as directed by their classroom teacher.
- Using their device for educational purposes whilst on school premises or connected to the College's network.
- Always carrying their device in an appropriate protective case and storing it securely.
- Adhering to the College's **Student Laptop Program: Memorandum of Understanding, Acceptable Use Agreement: Self-Managed Device** and the **Student Engagement and Wellbeing Policy** (and any other applicable policies) when using the device, both at home and at school, including before school, recess, lunchtime, afterschool or when not in the classroom.
- Being aware that the use of any device providing internet access other than that provided by the College is prohibited within the College grounds.

Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners).
- Mobile phones and student owned devices.
- Email and instant messaging.
- Internet, intranet.
- Social networking sites (e.g. Facebook).
- Video and photo sharing websites (e.g. YouTube, Tik Tok).
- Blogs or micro-blogs (e.g. Twitter).
- Forums, discussion boards and groups (e.g. Google groups).
- wikis (e.g. Wikipedia).
- Video on demand and podcasts.
- Video conferences and web conferences.

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Acceptable Use Agreement: Self-Managed Device

Participant Declaration

I understand and agree to comply with both the **Student Laptop Program – Memorandum of Understanding** and the terms of acceptable use and expected standards of behaviour set out within this agreement for 1:1 Self-Managed Devices at Sunbury Downs College.

I understand that there are actions and consequences established within the College's Engagement and Wellbeing Policy if I do not behave appropriately.

I confirm that the device supplied meets the technical specifications of the College and understand that this agreement is reviewed on an annual basis to ensure consistency of the program.

Student Name: _____

Student Code (if known): _____

Student Signature: _____

Student Year or Homegroup (if known): _____

Parent / Carer Name: _____

Parent / Carer Signature: _____

Parent / Carer Contact Number: _____

Date: _____

THIS FORM MUST BE RETURNED TO THE ICT TEAM LOCATED IN THE ERC

Office Use Only

Acceptable Use Agreement: Self-Managed Device

ICT Coordinator Approval: _____

Date: _____

Date Device Connected: _____

Serial Number: _____

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Frequently Asked Questions

How can 1-to-1 devices improve learning?

With greater access to real-time information, digital learning resources, educational software and collaborative workspaces, students experience enhanced levels of motivation and engagement in their learning. Typically, students experience initial improvement in areas such as organisational and technological skills, revision, writing and editing work. With the development of presentations and other multimedia projects, students experience subsequent improvement in analytical, presentation and speaking skills. Involvement in 'virtual workspaces' beyond the classroom creates opportunities for collaboration and communication within the classroom through a greater level of interaction between students, their peers and their teachers.

A networked environment, where it is easy to share developing work and research with peers and teachers, is the environment students will live and work in during secondary school and the future. Students working together and providing solutions to real-world problems will create links beyond the classroom and move levels of thinking beyond a simple knowledge framework to complex analysis and evaluation. Increased levels of learning both in and out of school with an emphasis on higher-order thinking, creative thinking and expression will be promoted.

How will 1-to-1 devices be used in the classroom?

This is a technology-rich world, and students are immersed in digital technology in their out-of-school lives. Schools can either capitalise on young people's affinity for technology or fail to engage them in learning and be perceived as more and more irrelevant. The use of devices in the classroom will evolve over time as students and teachers become more familiar and therefore will be able to optimise their use to support teaching and learning in the classroom, wherever that classroom may be.

For example, we may soon see a class where students create a podcast of their original poetry, accompanied by a soundtrack they have written and enhanced with their own digital images to share with the world. The device can be used to record and document information, then share learning. In Art, students can research projects on various artists then use the laptop as a medium to create their own drawings as well as clay animations. Students in Science could attach probes for data analysis and physical education may involve analysing patterns of movement.

Staff and students will collaborate and use the device as a tool that develops the student as an information seeker, analyser and evaluator, problem-solver and decision-maker. They will use programs to create ways in which to communicate their findings and become publishers of their ownwork.

Many classroom textbooks are available electronically. These e-books often have additional interactive tasks that students can access in the classroom, or as extension activities.

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Will learning outcomes be evaluated differently?

Students in Years 7 to 10 will continue to be evaluated against the Victorian Curriculum. The College will continue to meet the curriculum and assessment requirements of both the VCE and VCE-VM programs that are currently offered to students. These devices will complement the existing school curriculum by providing digital learning tools that link in with planned classroom activities.

Wireless access points at school will foster collaboration and teamwork, allowing students to search for information together and share the learning experience.

What if students play on the devices during the school day instead of going outside for recess?

Students are discouraged from using laptops in the grounds during recess or lunch as we seek to encourage social interaction with their peers and outdoor activities during their breaks. For those students that want to catch up on some work and need a space to utilise their laptops, the Education Resource Centre (ERC) is available for students before school, during recess and lunch, as well as after school.

How will parents continue to be informed about integration of 1-to-1 devices into the curriculum?

The College Newsletter and website will provide updates to the whole school community about the use of the devices by students and teachers in and out of the classroom.

How will teachers be trained and supported?

There is an ongoing commitment by Sunbury Downs College for teacher professional development in all areas to continuously improve their ICT and digital literacy skills.

What about safe internet use?

Students utilise devices to facilitate anytime, anywhere learning. Teachers will supervise students as they would for any learning activity as they create and maintain a safe, comfortable and learning focused classroom.

Appropriate use of the internet service within the Department of Education network is closely monitored by a filtering system which allows for inappropriate content blocking by a regularly updated list of categories and sites. This does not apply to use of devices outside of the school network.

Education and support are important for maintaining acceptable use of devices, particularly in relation to internet access. The College already has its own policies in place such as an eLearning Policy and the ICT Acceptable Use Agreement to ensure appropriate use of all technology and the internet.

A specific agreement has been developed for 1:1 Laptops which parents/carers and students are required to sign. However, it is important that teachers, students and parents/carers share the responsibility to always ensure safe and responsible use of devices.

Will children be safe carrying 1-to-1 devices?

Research has shown that insurance companies have reported very few incidents while students travel to and from school. Students should be specifically warned not to take the devices out in public, and to carry them in protective covers, which should be placed within their school bag.

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Are these devices going to add to the heavy loads students carry from home to school?

The Preferred Devices available through the College Laptop Supplier Portal have been deliberately chosen for a number of reasons, including their weight specifications. These devices will alleviate the need for students to carry some textbooks, further reducing the weight of items students need to carry to school.

The device should not be packed into the bottom of an oversized backpack with other books and items, because this can lead to a compression fracture of the screen. A suitable case is recommended on the College Laptop Supplier Portal. The College has also introduced 'online' educational resource lists to take the place of some hardcopy print media to assist in alleviating this.

Will the student files on the device be private?

Students can expect their device to be periodically inspected and monitored for appropriate usage. School personnel may request access to the browser history and/or caches as well as all files belonging to the student on their laptops or stored on the school servers. Students and parents/carers need to be aware that files stored locally or on school servers are not private. Under privacy considerations, students and parents/carers must be fully aware of condition of usage. This is a condition of use agreed to in the College's ICT Acceptable Use Agreement, which is signed by parents/carers before any network access is granted upon enrolment to the College.

What software will students be using?

With the help of classroom teachers, the Department of Education has researched and designed a standard image, which incorporates both Department of Education-licensed and free open-source software. This image has also been developed to aid students in meeting requirements of the Victorian Curriculum and to replicate the type of software that is used in the workplace.

It is envisaged that this comprehensive and high-quality software list will meet the needs of students over the life of the device; however, the College may decide to deploy additional software throughout the term of the program subject to appropriate copyright and licensing laws.

Will textbooks still need to be purchased?

Most resources for Years 7 to 9 are digital. Students will always require their laptop in class to access digital resources – both textbooks and online activities.

As the Laptop Program for Years 10 to 12 is optional, textbooks listed on their College resource list are mainly hardcopy textbooks to ensure that we are also catering for those not participating in the Laptop Program. Although there are physical textbooks listed, most publishing companies have now embraced 21st century learning so you will find many of them either provide the option to purchase digital versions of textbooks or will provide additional digital resources with their textbooks which can be used to further enhance your child's learning experience. We encourage students to utilise all resources provided along with these textbooks to maximise outcomes in their final schooling years.

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Is the device password-protected?

Preferred Devices purchased through the College Laptop Supplier Portal will prompt students to logon with a password when turning on the device. If the student forgets their password for their account on a Preferred Device and is no longer able to login, the ICT Team will be able to assist with resetting their password to restore access.

A password-protected device may help protect students' personal information in incidents of loss or theft. It is recommended that all devices are protected with a password, even if they are not one of the Preferred Devices.

Can students install their own software?

The Department of Education and the College have tailored the software within the image on the Preferred Devices to meet the needs of students and teachers. This software is aligned to installations on all College computers, enabling students to work at home and school on any machine that has similar capabilities.

Software installation restrictions have been applied to the devices to ensure the safety, security and integrity of them, to allow for a consistent and reliable learning environment. Upon parent/carer request, an administrator password can be provided to the family to allow installation of additional software if needed; however, this password must not be given to the student.

Whilst students with Self-Managed Devices may be able to install additional software, it is expected they will only use school related applications whilst at the College, under the direction of their classroom teacher like any other student.

Music and movies will be allowed for academic and recreational reasons, provided copyright obligations are met. Downloading music, games and videos from the internet during school hours is prohibited except when directed by a teacher. The national Copyright Advisory Group (CAG) has developed the Smartcopying Website <https://smartcopying.edu.au/copyright-guidelines/> to provide a comprehensive guide to copyright issues affecting Australian schools.

Can students personalise their laptop or laptop case?

Permanent changes such as painting or drawing on devices will not be permitted – all devices must remain in a clean state, the same policy that applies to the College Planner.

There is a recommended laptop case listed on the College Laptop Supplier Portal which is available at the time of purchase; however, students are free to choose to bring alternative laptop cases to the College provided they are appropriate to a school environment and will sufficiently protect the device. Whilst transporting a laptop around the College, it is an expectation that devices will always remain inside their cases to ensure they are protected.

What about flat batteries? Will students 'plug in' in the classrooms?

Students are expected to charge the device overnight and to bring it fully charged to school each day. It is anticipated that fully charged batteries will last a full school day. Preferred Devices available through the College Laptop Supplier Portal all have upgraded batteries to enable students to use them all day. It is expected that students should not be using their chargers at school, as having cables across the floor can create a tripping hazard.

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The College monitors usage at school, but who monitors it at home?

That is the responsibility of the parents/carers. When off school grounds, parents/carers have full authority to monitor device usage.

Examples of this include:

- Encourage use in a family room and not in the bedroom and restrict use at certain times of the evening or weekend.
- Examine the documents and other contents of the device.

How can students access the internet from home?

Home internet connection is not supplied by the College or the Department of Education. There is no mandated expectation that internet access is available at home. If there is an existing internet provision at home, the device can be configured for access.

Is this compulsory for all students?

The Years 7 to 9 Laptop Program is an integral part of the College's curriculum for your child. As a result, it is our belief that it is essential that you take part in this program. By doing so, your child will be able to take full advantage of the lessons teachers are planning, based around the availability of these devices.

Participation in the Years 10 to 12 Laptop Program is optional due to the specialised learning and curriculum needs of these programs in the final years of schooling. Students are encouraged to utilise a device to contribute to their success and productivity within their relevant subjects.

Families should also be aware that if their child will be studying a Vocational Education and Training (VET) or computer-based subject, it is highly recommended that students have their own laptops for these subjects, as much as of the assessment is based online.

The College has selected a range of Preferred Devices from the College Laptop Supplier Panel to allow parents/carers to select a device that meets the College's minimum specification requirements, whilst also providing the full support of the College ICT Team for these devices. Details to purchase these devices through the College Laptop Supplier Portal are provided in this information pack, or on request from the ICT Team.

For further support with online issues students can call Kids Helpline on 1800 551 800. Parents/carers can call the Parent line 13 22 89 or visit www.cybersmart.gov.au

Can a student bring a personal device other than one purchased from the College Laptop Supplier Portal?

The College Laptop Supplier Portal provides a range of Preferred Devices to ensure that the required specifications (in terms of hardware/software) can be provided to your child. The College has negotiated a range of options from the College Laptop Supplier Panel in terms of pricing.

A number of issues exist with bringing personal or 'Self-Managed Devices' to the College. These include (but are not limited to) the following:

- Issues with hardware / software support and the ability to use software relevant to classroom studies on Self-Managed Devices.
- The College's ICT security infrastructure.
- Insurances on personal devices.
- Constraints and availability of technical support for other devices.
- Limitations that exist with providing students with Department of Education software on a personal device.

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Students utilising a Preferred Device from the College Laptop Supplier Portal will be provided full technical support from the College ICT Team – this provides a full featured service where our staff will handle the lodging of all warranty and repair requests on behalf of the student, as well as managing the software and imaging for the life span of the device. This will mean the devices are ready to go and looked after from the time they reach the hands of students. Most families at the College prefer and support this option, as it requires minimal management by the family or student as everything is maintained on their behalf. This enables the students to focus on their education without the added stress of fixing a device should an issue arise.

Students choosing to bring their own device are considered to be 'Self-Managed'. This means that the College ICT Team will limit technical support to ensuring the device is connected to the College wireless network once they are satisfied all the technical software and hardware requirements are met. Unfortunately, no further support in terms of software, hardware or troubleshooting will be available to Self-Managed Devices. It will be the responsibility of the student to ensure that all required software is installed (as well as hardware requirements met) prior to the ICT Team considering the device for connection to the network. Specific details of this are available within the Self-Managed documentation which can be made available upon request.

How can I monitor my child's learning progress?

Sunbury Downs College have invested in the use of a Learning Management System (Compass). All parents/carers have access to Compass and details regarding the log in process are released to new students and parents/carers upon the commencement of their enrolment at the College.

The College continues to expand the use of Compass with enhanced functionality. You will be able to;

- Monitor your child's attendance and class schedule.
- Access Semester Reports, Assessment and Learning Tasks, and data for NAPLAN and PAT.
- Communicate with staff via email.
- Read bulletins and newsletters.
- Book Progress Information Meetings (PIMs).
- Update your contact details.
- Provide consent and make payments for events through the Compass portal.

As the College continues to integrate new features of this system into our daily operations, these changes will be communicated to you through the College Newsletter. It is important that parents/carers utilise and update their own accounts to ensure that a line of electronic communication exists between the College and home.

For existing students, if a parent/carer wishes to receive information about accessing their existing Compass account, please contact the General Office to have your password re-issued or reset for you.

Where can I direct further questions?

All questions and queries regarding the 1:1 Laptop Program should be initially directed to the ICT Team on 03 9744 0500 or email at: 8723-dl-ict@schools.vic.edu.au for further information.