THOMAS CARR COLLEGE
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BYODD PROGRAM HANDBOOK
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Overview of Program

Thomas Carr College recognises it has a responsibility to provide and maintain an effective and efficient contemporary learning environment. This shared responsibility extends to all staff, students and parents accessing the College Information and Communication Technology (ICT) resources and systems.

Some of the benefits of using laptops in the classroom include:

- fostering online collaboration with other students
- providing curriculum support and additional information to students
- promoting better organization: Laptops help students keep track of their assignments and utilize an online school calendar
- allowing students to receive and view assignments online and submit their work via e-mail rather than being required to print them
- improving the review process: Teachers may edit student papers and return them digitally to provide more detailed feedback
- improving students’ computer skills
- making learning more interesting for technology-savvy students

What is Bring Your Own Designated Device (BYODD)?

Under a BYODD program, students are required to purchase a device for use in their learning. Effectively this device is the property of the student and it is their full responsibility for the upkeep and maintenance of the device but are also provided with access to the College network, in order to, undertake their studies.

Why does the College have required specifications for use of devices by students?

Students must use a device that fits the required specifications. The College has decided that to manage the efficiency and security of our network it is necessary to restrict the number of types of devices allowed.

Why does this program only affect students in Years 10 to 12?

In 2019, the College will see the next phase with its device program. Students in Years 10 to 12 (2019) will be required to Bring Your Own Designated Device (BYODD).

Students in Years 8 and 9 (2019) will retain their allocated laptop until the conclusion of the three-year lease namely:

- Year 9 (2019) will move to BYODD from Lenten Term, 2020
- Year 8 (2019) will move to BYODD from Lenten Term, 2021

Year 12 (2019) students will have the option of purchasing their Lenovo Yoga ThinkPad as was communicated to all Year 11 parents in August 2018 via CareMonkey.

Parents should be aware that these laptops will be out of warranty and will not be covered under insurance.

Does the College support Apple products under the BYODD program?

To ensure consistency across the College and equity of access for all students, the College has decided to allow Windows based devices only.

What are the benefits of purchasing a device from Winthrop Australia?

Thomas Carr College has for the last three years worked closely with Winthrop Australia in managing its digital device program. Winthrop have worked with us to integrate technology to:

- drive sustainable change in the classroom through Professional Development
- simplify the procurement, management and service of student devices
- design and support industry standard infrastructure
- utilise cost effective managed services
- harness benefits of the cloud
- develop a sustainable 1:1 program
By purchasing student devices via the Winthrop portal, you will

- have the convenience of purchasing your device on-line with device being delivered to the College for collection on the same days as book collection
- have the ability to build your device by adding on extra’s
- have the option of purchasing additional warranty
- have the option of purchasing insurance including accidental damage
- device will be imaged and set up ready to go at the beginning of the year
- on-site support at Thomas Carr College for all repair matters with a quick turnaround
- have the option of paying for the device outright or entering into a rental agreement.

What if I do not wish to purchase a device?
It is a condition of the enrolment that all students have a device that can be connected to the College network. If you choose not to participate in the program, your child will not be able to continue their schooling at Thomas Carr College.

What if I cannot afford to buy or put a rental agreement in place with Winthrop for a new device?
If you are experiencing financial hardship and cannot afford to purchase or rent a new device, you should contact the business office immediately to arrange a time to meet with the Business Manager contact Ms Jo Kruse on 8734 2427.

Do Year 12 students need to purchase a new device given they have only one more year of schooling?
We understand that it is a huge commitment for parents to purchase a new laptop particularly for their child who is in their last year of school. Parents of Year 12 students can still enter into a rental agreement with Winthrop for a period of 3 years and retain ownership of the device. This will enable the student to use the device in their post-secondary school studies.

If however, parents feel that there is no benefit entering into such an arrangement they could consider purchasing the current laptop allocated to their son/daughter. In doing so, they must understand that there is no warranty or insurance coverage on the device and as such may incur higher costs during the course of the year.

Parents can contact Mrs Jacinta Mercieca, Manager Information Centre, on 8734 2416 for further information.

What programs will the College provide if I purchase the correct device?
The College will provide a full suite of Microsoft Office 365 as well as Symantec anti-virus software.

What if my child exits the College will the laptop still have Microsoft Office 365 and Symantec anti-virus loaded?
The accounts will be disabled once the student exits the College.
**Thomas Carr College Device Specifications (2019)**  
Hardware Specification: The device **must** meet all of the following requirements.

| Physical Dimensions          | Minimum Screen Size: 11.6”  
|                             | Maximum Screen Size: 15”  
| Form Factor                 | Laptop, Netbook, Ultrabook or Tablet device. A tablet device **must** have a physical keyboard attachment.  
| Operating System (OS)       | **Windows 10**  
|                             | Windows editions must be Home or Pro. We **DO NOT** support Windows RT. **Note:** Android-based and Chrome devices are **intentionally omitted** from the Hardware Specification due to software Compatibility.  
| Processor                   | Intel i3 or equivalent  
| Hard Disk Capacity          | Minimum 64 GB usable space.  
| Hard Disk Type              | Solid State Drive (SSD) is recommended  
| Memory                      | 4GB Minimum  
| Wireless Compatibility      | Device must have **5GHz 802.11n** support  
| Battery Life                | Advertised battery life of at least **six hours**  
| Weight                      | Maximum weight: 2kg  
| Anti-Virus / Security Software | Symantec anti-virus  
| Microsoft office            | College will provide full suite of MS Office for FREE  
| Web browser                 | Any modern web browser (Chrome, Edge and Firefox) is fine.  
| Recommendations             | - Accidental damage protection and 3 years warranty.  
|                             | - Loss and theft insurance  

Please take special note of the Wireless Compatibility requirements. This is the most difficult requirement to verify yourself for Windows laptops. Purchasing a device through the seller recommended by the College would mean that all the requirements would be in place.

**VCD & Art Students – Year 10 to 12 suggested hardware**  
Students wishing to study Design and/or Art should consider a device, which is capable of running high-end graphics software. These machines may cost more than a baseline model.

**Additional Considerations:**

| Processor             | Intel i5 or equivalent  
| Memory                | 8GB  
| Form factor           | Laptop/Ultrabook (tablet with a keyboard)  
| Hard disk size        | 256 SSD (Solid State Drive)  
| Operating System      | As per the above specifications  

**Please note:** Device purchased through the supplier recommended by the College, would ensure that all warranty and insurance claims could be processed through their office at the College.
# Winthrop provided devices

<table>
<thead>
<tr>
<th>Model</th>
<th>Lenovo Yoga 11e</th>
<th>Lenovo Miix 520</th>
<th>Lenovo X380</th>
<th>Lenovo Yoga L380</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Screen Size</strong></td>
<td>11e 5th Gen Yoga – 11.6” HD</td>
<td>Miix 520 – 12.2” FHD</td>
<td>X380 Yoga – 13.3” FHD</td>
<td>L380 Yoga Silver / 13.3” FHD MT</td>
</tr>
<tr>
<td><strong>Form Factor</strong></td>
<td>11e 5th Gen Yoga – Convertible – Yoga style</td>
<td>Miix 520 – detachable keyboard</td>
<td>X380 Yoga – Convertible – Yoga style</td>
<td>L380 Yoga – Convertible – Yoga style</td>
</tr>
<tr>
<td><strong>Processor</strong></td>
<td>11e 5th Gen Yoga – M3-7Y30</td>
<td>Miix 520 – I5-8250U</td>
<td>X380 Yoga – I5-8250U</td>
<td>L380 Yoga – I3-8130U</td>
</tr>
<tr>
<td><strong>Hard Disk Capacity</strong></td>
<td>11e 5th Gen Yoga – 128GB PCIe SSD</td>
<td>Miix 520 – 128G M.2 SSD PCIe</td>
<td>X380 Yoga – 256GB SSD PCIE</td>
<td>L380 Yoga – 128GB SSD</td>
</tr>
<tr>
<td><strong>Hard Disk Type</strong></td>
<td>Solid State Drive</td>
<td>Solid State Drive</td>
<td>Solid State Drive</td>
<td>Solid State Drive</td>
</tr>
<tr>
<td><strong>Memory</strong></td>
<td>11e 5th Gen Yoga – 4GB</td>
<td>Miix 520 – 8GB</td>
<td>X380 Yoga – 8GB</td>
<td>L380 Yoga – 4GB</td>
</tr>
<tr>
<td><strong>Touch / Pen</strong></td>
<td>Yes / Yes</td>
<td>Yes / Yes</td>
<td>Yes / Yes</td>
<td>Yes / Yes</td>
</tr>
<tr>
<td><strong>Battery Life</strong></td>
<td>11e 5th Gen Yoga – 6+ hrs</td>
<td>Miix 520 – 6+ hrs</td>
<td>X380 Yoga – 6+ hrs</td>
<td>L380 Yoga – 6+ hrs</td>
</tr>
<tr>
<td><strong>Weight</strong></td>
<td>11e 5th Gen Yoga – 1.36KG</td>
<td>Miix 520 – 1.26KG</td>
<td>X380 Yoga – 1.43KG</td>
<td>L380 Yoga – 1.56KG</td>
</tr>
<tr>
<td><strong>Anti-Virus / Security Software</strong></td>
<td>11e 5th Gen Yoga – can be added as option</td>
<td>Miix 520 – can be added as option</td>
<td>X380 Yoga – can be added as option</td>
<td>L380 Yoga – can be added as option</td>
</tr>
<tr>
<td><strong>Warranty</strong></td>
<td>11e 5th Gen Yoga – included with 3 Years warranty and ADP(Accidental Damage Protection) with $100 EXCESS</td>
<td>Miix 520 – included with 3 Years warranty and ADP(Accidental Damage Protection) with $100 EXCESS</td>
<td>X380 Yoga – included with 3 Years warranty and ADP(Accidental Damage Protection) with $100 EXCESS</td>
<td>L380 Yoga – included with 3 Years warranty and ADP(Accidental Damage Protection) with $100 EXCESS</td>
</tr>
<tr>
<td><strong>Loss and Theft protection insurance</strong></td>
<td>Optional add on</td>
<td>Optional add on</td>
<td>Optional add on</td>
<td>Optional add on</td>
</tr>
<tr>
<td></td>
<td>Note it is highly recommended to purchase this protection</td>
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</tr>
</tbody>
</table>
Frequently asked questions (FAQ’s)

Q: What if I have found a device that meets the specifications from a major retailer (e.g. Officeworks) at a better price? Can I purchase this?

A: Yes. Provided the specification requirements are 100% met then you are well within your rights to purchase any device that you source yourself. Suggested strongly that you send through the specifications to the College IT department before purchase. Parents should however consider the benefits of purchasing the device through the College’s preferred supplier Winthrop particularly given that it will come with 3 years onsite support and 3 years warranty and accidental damage protection.

Q: What should I be aware of if I am purchasing a device myself?

A: You should ensure that you follow up on:
- return policy
- warranty – how long does it last and what does it cover
- turnaround for repair and is a replacement device provided?
- insurance – does your home and contents cover the laptop for theft, loss and damage

Suggested strongly that all laptops are covered with Accidental damage protection. If you purchase the device through Winthrop you will be given the option of purchasing this type of insurance.

Q: Who owns the device?

A: The school does not own the device in any way. It remains the property of you and your child at all times.

Q: Will my child be able to use 3G/4G connections instead of the College Wi-Fi network?

A: We strongly recommend that your child uses the College Wi-Fi service to connect to the internet whilst on school premises and does not use 3G/4G for their primary device. 3G/4G connections can become very costly and are not subject to web filtering.

Q: What are the requirements if my child studies specialist subjects?

A: If your child is studying a subject in technology or Visual Arts, he/she will have access to specialist software in the computer lab on Campus. Where possible specialist software will be available to students in support of their work. Parents should consider buying a high-level device if their son/daughter is likely to be using specialised programs with their studies. Please refer to the Thomas Carr College Device Specifications in this handbook

Q: Will the school provide a loaner device whilst my child’s device is being repaired.

A: If you have purchased the device through Winthrop
- if device can be repaired in under 2 working days then a loaner device will not be necessary. The Winthrop onsite technician will ascertain this at point of assessing device.
- if the repair is to take longer than 2 days the student will be provided with a loaner device. Parents will have to sign a “Temporary Loaner Agreement” via CareMonkey prior to loaning of the device.

If you have not purchased the laptop via Winthrop
- you will be provided with a loaner device for a maximum of 10 working days. Parents will have to;
  o sign a “Temporary Loaner Agreement” via CareMonkey
  o pay $150 security deposit prior to loaning of the device.
when the student returns the device the $150 security deposit will be paid back to the parent provided that the device is not damaged in any way.
- if the students device has not been returned to him/her within 10 working days parents will be required to attend a meeting with the Business Manager or Deputy Principal.
- Parents must understand that it is their responsibility to ensure the timely repair of their child’s device and that their child is provided with the correct resources at all times. This is a condition of continued enrolment
Frequently asked questions (FAQ's) cont.

Q: I have an old laptop at home, can I give this to my child to use?

A: If the device is over 12 months old it is highly likely that it will not meet the required specifications. Devices over 3 years old are likely to be slow, have less battery life and not under warranty.

Q: I have more than one child at Thomas Carr College. Can they share a device?

A: Ownership of the device is important and the students need 24/7/365 access to their technology. For this reason, it is essential that students have their own individual device.

Q: Will the College provide Wi-Fi?

A: Yes, the College will provide Wi-Fi. When at school, students will be able to connect to the internet through the College Wi-Fi network starting from 8:00 AM until 4:30 PM.

Q: Will there be web filtering?

A: when students are on school premises and connected to the internet through the schools Wi-Fi, web filtering will be active. Inappropriate websites detected to contain age-restricted material, potentially harmful material or illegal content will not be accessible. In addition, Social media websites and apps (Facebook, twitter etc.) will be blocked whilst on the college Wi-Fi. When your child is connected to the internet at home, web filtering will be limited to whatever your internet provider supplies or to whatever security measures you have put in place. Parents and students are to abide by the College digital device program agreement at all times.

Q: Will my child be able to download songs, movies and other media onto their devices?

A: In appropriate digital media (videos, movies and songs) are not allowed on the student device. Never take or distribute photos, sound or video recordings of people, including background figures and voices, without their permission.

Q: If I purchase a Winthrop laptop for my child who is in year 11 or 12 will they be able to continue to access the onsite Winthrop service and have the warranty honoured for the remainder of the 3 year warranty period after they have finished school at Thomas Carr?.

A: Yes you can utilise Winthrop service on campus or at the Port Melbourne office.

Q: If we already own a laptop that fits the specification and we choose to use this rather than purchase a new device are we able to purchase a Winthrop laptop in the case where our laptop is damaged and no longer works?

A: Yes, the TCC Winthrop portal will remain open until such a time that the College amends or changes its device program.

Q: If I purchase a one of the Colleges Lenovo Yoga’s for my year 11 or 12 student will I still be able to use the Winthrop onsite service?

A: Yes provided that parts are available. As these devices are out of warranty you will be required to pay the for the repair of the laptop.