

BRING YOUR OWN DEVICE (BYOD) INFORMATION



BYOD DEVICE GUIDELINES FOR 2023/2024

(go to <https://otc.school.nz/enrolments/> for online version with live links)

In 2024 Years 9, 10, 11 & 12 students are required to bring their own digital device to school.

RECOMMENDED DEVICE for Years 9 and 10 - **Chromebook**

The recommended device for Year 9 & 10 students is a Chromebook. It has the following features:

- low-cost
- long battery life
- requiring minimal software and security updates (which are done automatically and invisibly when the device is connected to the internet)
- wide range of Google and web apps available to students (via their school Google account and Education to Google Workspace for Education)
- requires an internet connection
- please note that there is no option to install additional software on a Chromebook

If purchasing a new Chromebook, please ask the supplier for the Auto-Update Expiry date of the device. The device will stop receiving updates after this date and may stop working properly. It is not unreasonable to expect an AUE date of 2025 and beyond.

For more information including AUE's for different makes and models, please Google 'Chromebook Auto-Update Policy' or visit

<https://support.google.com/chrome/a/answer/6220366?hl=en>

ACCEPTABLE ALTERNATIVE DEVICE - **Laptop**

Students studying subjects which require subject-specialised software such as graphic design, CAD, digital art etc have access to school-owned software during school hours.

Senior students and students intending to study one of these subjects when they reach the senior school they may prefer to purchase a laptop so that they can install additional software for home use (at their own cost). This is an important consideration as specialised software which is not accessible via a browser cannot be installed on a Chromebook.

If the student has access to, or wishes to purchase, an alternative laptop-type device, this is acceptable but must meet the following requirements:

- the latest version of Google Chrome must be installed
- must retain its charge for the duration of the school day (no charging facilities available at school)
- For Windows devices, must be running Windows 10
- For Mac devices, must be running OSX 10.14 or above

Please note that phones and tablets including iPads are NOT approved BYOD devices.

DEVICE SECURITY

- Students are responsible for the safety and security of their own device.
- A sturdy case or cover is recommended for the protection of devices. The device should be named.
- A login password should be in place to protect the device.

TEMPORARY LOAN *(if own device is temporarily unavailable)*

- A small number of Chromebooks will be made available in the Library for daily loan to those students whose own devices are temporarily unavailable.

FINANCIAL ASSISTANCE

- In cases of hardship, the school may be able to assist families. Requests will be considered on a case-by-case basis (an administration fee of \$25 per term applies for the loan of a school-owned device)
- Please email Deputy Principal, Jude Brown (jbrown@otc.school.nz) before the start of 2024 so that we have time to put the necessary arrangements in place for the start of Term 1 2024.
- Assistance may also be available through Work & Income

2024 BYOD – RECOMMENDED SUPPLIERS

1. Noel Leeming

[BYOD Chromebook deals from Noel Leeming](#)

2. PB Tech

- Portal: <https://www.pbtech.co.nz/education/byod>
- BYOD promo code: BYOD2020
- Finance options: <https://www.pbtech.co.nz/finance>

3. Cyclone Computers

- No retail shop, online only
- Portal: <https://byod.cyclone.co.nz/school/index>. Select 'Otumoetai College'

BRING YOUR OWN DEVICE FAQs

Why is Ōtūmoetai College recommending Chromebooks?

Ōtūmoetai College uses the Education to Google Workspace for Education platform as its primary tool for storing, creating and sharing information.

Particularly in the junior school, the Google tools available on Chromebooks are adequate for students to complete their schoolwork. Chromebooks are a low-cost option and will have a long life when taken care of.

They also have a long battery life and will not need to be charged while at school, which is not permitted. Students must come to school with their devices fully charged.

It is important to note that Chromebooks must usually be connected to the internet for functions to work.

Additional stand-alone software cannot be installed on Chromebooks; however, Chrome apps and extensions may be installed from the Chrome Web store and Google Workspace Marketplace.

My family already owns a device. Won't that do?

Yes, it may do. We don't expect families to buy new devices if they already have something suitable. Please refer to the BYOD guidelines in this document. It is vital that any devices meet the minimum requirements.

Note that phones and tablets including iPads are not acceptable learning devices for our BYOD programme.

What features of a Chromebook should I consider?

Chromebooks are manufactured by several different companies. Unlike laptops, they all have very similar features. Choice can come down to personal taste - the look and feel of the device. However, you should consider the following:

Construction - look for sturdy casing and strong hinges plus a strong power cable connector to the device. Some Chromebooks are promoted as being 'ruggedized' or 'military-tested' - these may offer better construction.

Built-in-camera - This feature is useful for distance learning.

Auto-update expiry date - all Chromebooks have a date at which Google will no longer automatically update the operating system. This date varies between make and model - search for "Chrome Auto-Update Policy" to find the relevant dates. Many Chromebooks on the market have a lifespan between 4 and 6 years. Always check before going for a cheap deal or a Trade Me purchase as this may be old stock!!

What technical specifications are required for my child's device?

- **Chromebook (recommended):** must have the latest version of Google Chrome
- **Windows:** Windows 10 operating system
- **Mac:** Max OSX 10.14 or higher

Do I need to purchase any additional software or virus protection?

There is no requirement for additional software on a Chromebook. At junior level no additional software is required. Virus protection on a Windows or Mac device is essential and is the owner's responsibility.

How will my child be kept safe online?

Students, parents and schools all play a part in keeping children safe online.

Students: All students are required to sign an agreement which outlines the school's expectations of how they use digital technology.

School Filtering and monitoring: Students' online activities will be managed by our wireless, filtering and firewall systems whenever they are logged in to their school Google accounts at school or otherwise. These systems control where students can go online and report back to us when activities of concern are detected. [For more information click here](#)

In 2024 devices will be set up at school at the start of Term 1 to allow school management of the devices during school hours. Students will be unable to log in to their personal accounts during school hours.

When students or others are using personal Google accounts beyond our school network, no school monitoring or filtering takes place.

Parental supervision: Parents should ensure that they are aware of how students are using their devices.

Support and advice can be obtained from Netsafe, a national organisation committee promoting safety online. 0800 NETSAFE (www.netsafe.org.nz)

The school also provides an online safety hub at <https://otc.onlinesafetyhub.nz/> which offers advice and resources to support students, teachers, parents, caregivers and whanau.

How will my child's device be kept safe at school?

Students are responsible for the safekeeping of their own device at school. The school has security cameras installed in a limited number of public areas. Parents are advised to have insurance cover. All parts should be NAMED.

In the event of loss or theft, we can remotely disable any device that has been enrolled in our Google Management System and display a request for its return on the screen.

We also recommend that devices are stored in a protective case or cover before being placed into school bags for transportation. We are seeing far more damage in devices not kept in cases.

What happens if my child's device is out of action?

The school has a limited number of devices available for loan on a daily basis from the Library. These are issued on a first come, first served basis and a charge may apply for the loan. Students may only borrow these devices for a few days at any one time except by prior arrangement with the school.

Are there ways I can finance the purchase of a device?

Various finance options may be available through the vendor of the Chromebook (see the list of preferred suppliers in this document). The school is unable to provide finance for the purchase of devices.

What happens if, for personal reasons, I am not able to purchase a Chromebook at the present time?

In cases of hardship, an application may be made to the school for assistance. Please contact Jude Brown, Deputy Principal via the school office.