BRING YOUR OWN DEVICE (BYOD) INFORMATION

ŌTŪMOETAI COLLEGE
Kia mārama hia te ora e te akoranga

BYOD DEVICE GUIDELINES FOR 2025
(go to https://otc.school.nz/enrolments/ for online version with live links)

In 2025 ALL students will be required to bring their own digital device. Tablets including iPads are NOT approved BYOD devices. The following devices are approved:

Chromebook - RECOMMENDED DEVICE for Years 9 and 10.

Chromebooks have 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

Chromebooks stop receiving updates after a certain date and may stop working properly and no longer be secure. This date (aka **Auto-Update Expiry date or AUE)** depends on the make and model. If purchasing a new or refurbished/second hand Chromebook, please check this date with the seller. To get a long life from the Chromebook, look for an AUE date of January 2030 or later.

For more information and a list of 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

 The school reserves the right to prevent a device beyond its AUE from connecting to our network.

Laptop - ACCEPTABLE ALTERNATIVE DEVICE for Y9 & 10, and for Y11, 12 & 13 students studying subjects requiring specialised software.

Students studying subjects requiring subject-specific software, such as graphic design, CAD, digital art, etc, will have access to school-provided software during their classes.

Senior students, and students intending to study one of these subjects when they reach the senior school, may want to use 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 or above
- For Mac devices, must be running OSX 11.7 or above

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)

- To apply, please contact Richard Brown, rbrown@otc.school.nz (Y9 and 10) or Ashleigh Lack, alack@otc.school.nz (Y11, 12 or 13).

- Assistance may also be available through Work & Income

2025 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

BRING YOUR OWN DEVICE FAQs

Why is Ōtūmoetai College recommending Chromebooks?

Ōtūmoetai College uses the 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 - Google "Chrome Auto-Update Policy" to find the relevant dates. New Chromebooks on the market have a lifespan of 10 years from date of manufacture. Always check before going for a cheap deal or a Trade Me purchase as this may be old stock with a short life!!

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 or later
- **Mac**: Max OSX 11.7 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](#)

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 public areas. Parents are advised to have insurance cover. All parts should be <u>NAMED</u>.

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 short term basis. These are subject to availability. A charge may apply.

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. To apply, please email Assistant Principals Richard Brown rbrown@otc.school.nz (Y9 and 10), or Ashleigh Lack alack@otc.school.nz (Y11, 12 & 13), or contact them via the school office.