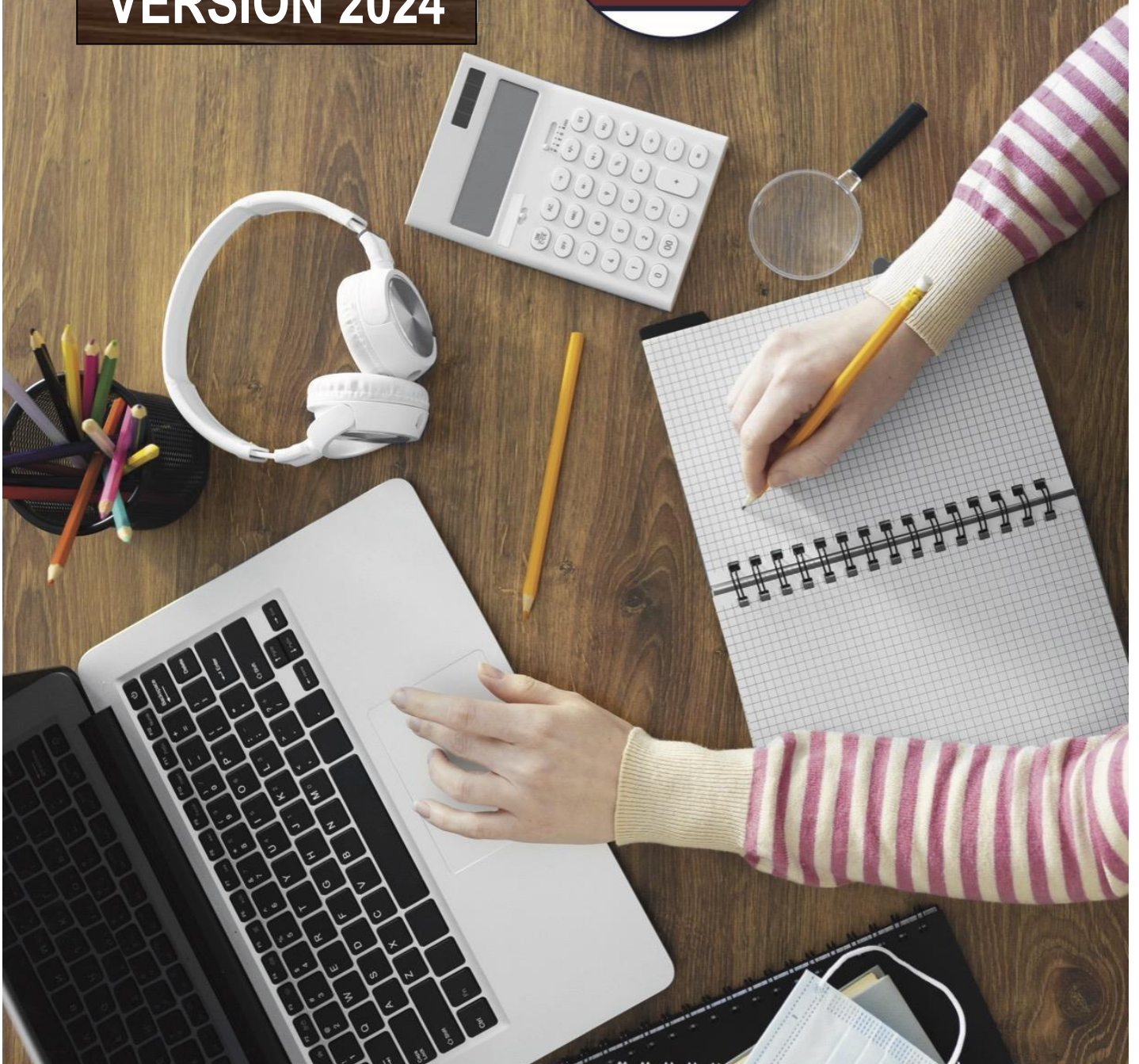


ICT

INFORMATION
COMMUNICATION
TECHNOLOGY @

VERSION 2024

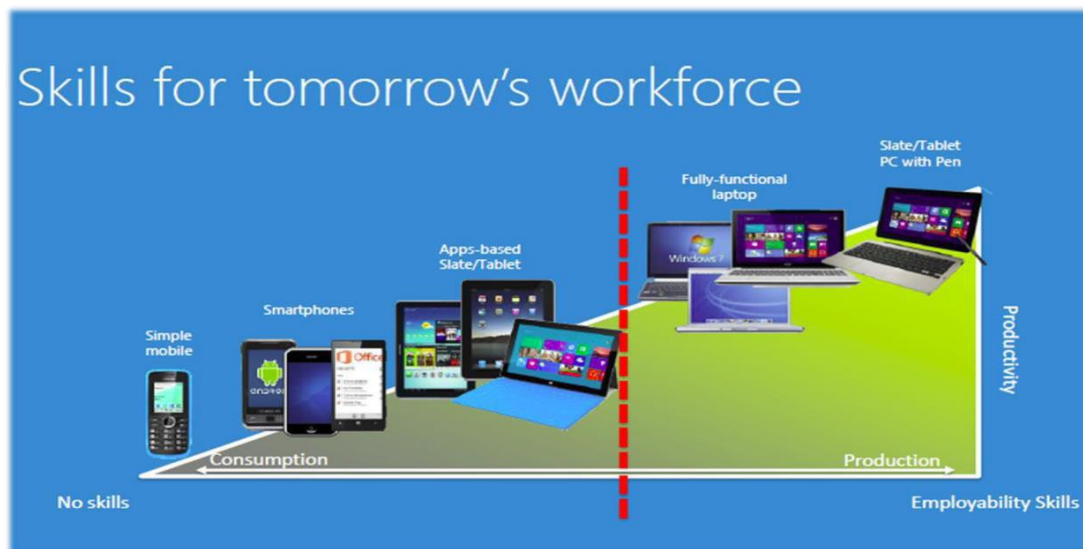


WELCOME

Morley SHS has embraced the use of technology to emphasise 21st Century Skills and reinforce the General Capabilities of the Australian Curriculum through:

- Applying Social and Ethical protocols and practices when using ICT.
- Investigating with ICT.
- Creating with ICT.
- Communicating with ICT.
- Managing and operating ICT.

Morley SHS has implemented a one-to-one laptop program for students to support our students learning. We continue to invest in online programs to enrich and support each child's learning improving the rate at which they learn and the way they learn and student owned devices operate seamlessly while on the school site. Whilst we understand the concerns raised regarding the cost associated with purchasing a unit, it must be emphasised at Morley SHS we believe in equality of educational opportunity and wish to ensure every child achieves their learning potential and skills for the future.



(source: Microsoft)

Morley SHS has been offering two approaches for parents to purchase a laptop for their children. We offer the "full service" model from *CompNow* as well as a *Source your own* option to parents to purchase a laptop from any suitable vendor, provided it meets the minimum specifications and can function to operate common online resources such as Compass, Connect and Office 365 (as well as software more specific to specialised learning areas such as Art and Technologies).

From the onset we must stress that each laptop needs to have:

- 5 GHz Wi-Fi capability.
- Minimum 256GB Hard Disk Drive (SSD Recommended).
- 8GB RAM.
- Windows 10 **OR** 11 (x64) Operating system.
- Office 365, full versions installed. This is available free for students.
- At least 6 hours of battery life at moderate utilisation.
- A "corporate" grade Anti-virus e.g. McAfee, Symantec, Trend, Webroot etc.
- A physically connected "full" keyboard, so students can be productive in class.

Parents who purchase from outside vendors will also need to consider "Business Grade" vs "Consumer Grade" vs "Educational Robustness": the expected life cycle of the laptop: warranty repair times and ensuring all software is preloaded and appropriately configured.

The two options

a. Full-Service Model via CompNow

The school has sought advice and support from CompNow in supplying laptops to parents and students at Morley SHS, via a full-service model.

Advantages:

- Laptops have been assessed and found suitable by the school.
- Commercial Grade devices so better quality.
- Laptops are known to work within our environment.
- Warranty repair (3 years-Optional).
- Business and Educational robustness.
- Drop off and pick up from the school for purchases and warranty issues.
- School software will be loaded and configured during the onboarding process.
- Laptops can be reimaged back to their original state if something goes wrong, at no additional cost.
- Online and a person to speak to for ordering or warranty issues.
- Interest-free period/leasing options available (there will be some processing costs).

Disadvantages:

- Lack of choice.
- Potentially high up-front cost.

b. Source Your own via Minimum Specifications

Parents and students also have the choice to purchase a Windows laptop from any vendor-provided it meets the minimum specifications set by the school. For more information, please see the BYOD minimum specification on page 4

Advantages:

- Greater choice in terms of model and specifications.
- Potentially lower upfront costs.

Disadvantages:

- No support from the school if things do not work.
- Need to purchase, load, and configure the software. (NB: Office 365 is available at no cost via the school's Office365 Subscription)
- Need to sort out warranty claims or resolve issues with the supplier where possible.

SUPPORT:

It must be stressed from the onset if parents choose to source their own laptop, there can be no support from the school and school personnel apart where we can:

- a) Ensure Wi-Fi is enabled, and your child can connect to the school network - i.e. correct username and password.
- b) Provide a list of suitable software and order of installation.
- c) Provide some useful FAQs on the school website.

BYOD Minimum Specifications – ask your vendor if using “Source your own” option

Component	Minimum Requirement	Notes
Operating System	Windows 10 Pro (x64)	Windows Home edition or Windows S mode will not be supported. CHROMEBOOKS AND IPADS ARE NOT SUPPORTED AT THE SCHOOL.
Wi-Fi	a/n/ac 5 GHz	Laptops must be able to connect to a Cisco n/ac standard wireless access point. NB: Must be 5Ghz Compatible
Battery	6 hrs	Laptops must remain charged for a full school day with moderate use. Please remember battery charge will deteriorate over time. It would be good if your warranty also includes battery replacement. NB: The school does not offer charging facilities
CPU (Processor)	i5 / i7 10 th Gen or above	The better the processor the better the learning experience for your child. <i>For optimal experience intel i5 13th Gen is recommended</i>
Screen size	11.6” WXGA 1366 x 768	<i>For optimal school use, a 12” screen is recommended.</i>
Input	Keyboard, touchpad	At least a 10-point touch-enabled screen, with stylus input. Students may also opt for an external mouse.
Output	1 x USB 3.0	At least one USB charge port and HDMI or display port. (Good to have at least 2 USB ports.) You may also wish to consider a docking station at home to connect other peripherals including an external monitor.
RAM	8 GB	For optimal experience, 16GB RAM is recommended.
Storage (portable)	256 GB SSD or better	A Solid-state drive gives better performance and uses less battery and, because it has no moving parts, it may not break down. <i>For optimal experience, a 500GB SSD is recommended</i>
Antivirus		A paid-for corporate-grade anti-virus is <u>highly recommended</u> . If Antivirus has VPN functionality this must be disabled before joining the school network.
Recommended Other items		
Carry case	Padded carry case, with rigid corners	Must fit inside your child’s school bag. Tanc cases are very robust.
Warranty	For the expected life of the unit	NB: Most consumer-grade Laptops have a 12-month Return to Base warranty with no timelines on repair times. It is recommended to upgrade to NBD onsite warranty repair with a guaranteed repair time.
Insurance		It is highly recommended you seek accidental damage protection where available. It is also advisable to check if it is covered via credit card or home insurance.

Software Installation

Please note students should not uninstall any software from this list

Recommended Software	Rationale
Windows 10 Pro 11 Pro (64 Bit) recommended	Windows 7 is NOT compatible with the school environment.
Education Certificate	Allows a secure connection to the School Wi-Fi. Certificate can be self installed from the school BYOD portal or will be installed during the onboarding process.
<p>Microsoft Office 365 including Word, Excel, PowerPoint, OneNote, Publisher, and OneNote plugin Learning Tools.</p> <p>https://www.onenote.com/learningtools</p> <p><i>How do I download and install office on my laptop?</i> <i>You can navigate to the Office 365 home screen via the Morley website. Please download the Office 365 user guide from this link Office 365.</i></p>	<p>This is available at no cost via the school's Office 365 Subscription.</p> <ul style="list-style-type: none"> • Word - Word processor • Excel - Spreadsheet application • Publisher - Desktop publishing application • PowerPoint - Presentation application • OneNote - Electronic note-making and multimedia container. Learning tools allows support for English • Outlook – Email and personal information manager
Acrobat Reader https://get.adobe.com/reader/	To open and read PDF Documents.
Adobe Digital Editions https://www.adobe.com/au/solutions/ebook/digital-editions/download.html	A software program used to read eBooks
Java Runtime Environment https://java.com/en/download/	Enabled execution of Java applications
Corporate grade antivirus	Paid subscription ensuring you have support & updates
VLC Player https://www.videolan.org/vlc/	Open-source media player and multimedia framework
<p>Language Packs (Chinese, Japanese)</p> <p>To configure additional Language packs, please follow the following instruction:</p> <ol style="list-style-type: none"> 1. Open Word 2. Go to File, then options 3. Choose Language from the side menu 4. On the Languages page, choose the language you wish to install from the drop-down menu, then click add 5. In the languages list, click on the “Not Enabled” under the Keyboard column. <p>In the window that opens, click add language, then find the language you want to add. Double click on the language, then you are done.</p>	
Other software may be installed at the discretion of parents. This should not interfere with school software.	



MORLEY SHS ICT ACCEPTABLE USE POLICY

The school's ICT resources exist to provide access to curriculum-related information. In using these resources students are agreeing to use them responsibly and appropriately.

Students using the ICT and online services of the Department of Education AGREE to the following terms:

- I will bring my laptop to school fully charged and with up-to-date software, including antivirus software.
- I will only connect officially approved devices to the School network.
- I will always keep an up-to-date backup of my work that is also saved somewhere other than my Laptop, such as an appropriate storage device that must be scanned regularly for viruses.
- I will use my assigned username to log on to the network, not share passwords and not let others access my account.
I understand that I am responsible for all activity in my online services account. I will tell my teacher if I think someone has interfered with or is using my online services account.
- I will access only my own school account
- I will follow the instructions of the teachers and only use online services to support learning and educational research.
- I will be courteous and use appropriate language in all Internet communications and interactions including actively seeking permission beforehand to record audio/video of students or staff
- I will abide by copyright law, ensuring that I will not copy and/or distribute another person's work or images without correctly acknowledging them. I will not use or distribute material from another source unless authorised to do so by the copyright owners.
- I will actively avoid revealing personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will actively avoid accessing, sending, or redistributing inappropriate materials using the school network such as,
 - violent, racist, sexist, pornographic, offensive, disturbing, or intimidating content;
 - content that encourages dangerous or illegal activity;
 - downloading files (games, music, programs etc);
 - sending or playing games, or inappropriate links or materials that may damage computers, data or networks;
 - chatting with friends via messaging apps or social media;
 - using the Department's online services for personal gain or other illegal activity and/or to bully, offend or intimidate others.
- I will actively avoid accessing Internet sites that have been blocked by the school or the Department of Education, but I will tell a teacher about any information that is inappropriate or makes me feel uncomfortable.
- I will actively avoid causing damage that disables the computers, computer systems or computer networks of the school and prevents others from learning including altering any file or application on the computer. I will report any damage I notice to any ICT resources to my teacher.
- I will always abide by the *Students online in public School's* policy published by the Department of Education.
 - I understand that the school and the Department of Education may monitor any information sent or received and can trace the activity to the accounts of the online service of specific users. I understand that I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online account.
 - I acknowledge and understand I may be held legally liable for offences committed using online services.
 - I have read and agree to the correct use of the websites and applications as stated in the [Third-party apps](#) list available on the school website and in the enrolment package.
- When I have finished using a computer, I will log off correctly to ensure my user account is secure.

Not following these conditions will mean the cancellation of network privileges for a period of time and there may be additional consequences.

Student Personal Devices: Devices not purchased by the school and/or maintained by the school e.g. personal computer, smartphone, wireless devices etc are not supported by ICT staff. students bring valuables to school at their own risk. Yes, we want the students to have devices at school, however, we won't be covering the cost of any loss, theft or damage.

ICT SUPPORT: To access ICT support for school approved laptops, students may visit the ICT Office from 8:00 am till 9:00 am, at recess and lunchtimes.