

Bring Your Own Device Handbook



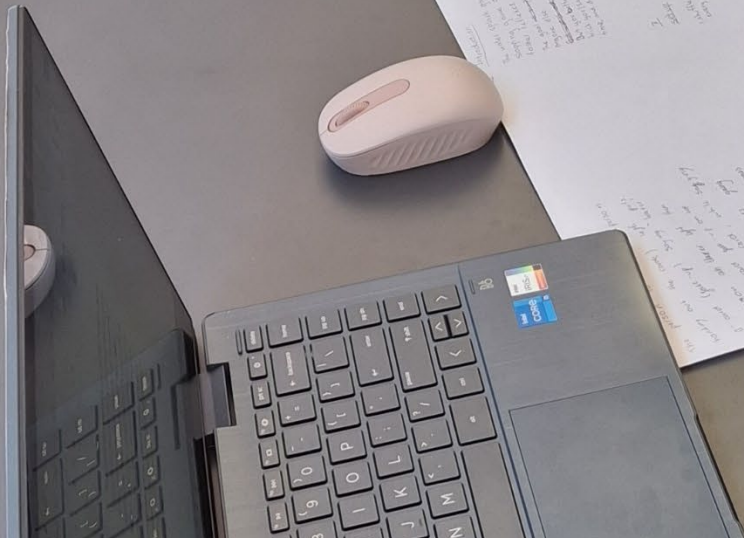


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Morley Senior High School has embraced technology to strengthen 21st Century Skills and the General capabilities of the Australian Curriculum. Our one-to-one laptop program ensures every student has access to the tools they need to learn effectively anytime and anywhere and develop skills for the future.

Benefit and Value of BYOD

The BYOD program will allow students to be efficient and organised in their daily school life. It is envisaged that individual students will be more comfortable and responsible with a personal device of choice. There will be quick and easy access to personal files, customisation of resources and greater articulation between home and school learning connections. Students will learn to:

- Apply social and ethical protocols when using ICT.
- Investigate with ICT.
- Create with ICT.
- Communicate with ICT.
- Manage and operate ICT effectively.

Morley SHS expects students to always act responsibly with the use of technology and understand that this is a privilege that needs to be respected so they will have the opportunity to work in collaboration with their teachers and peers. Adherence to the MSHS ICT Acceptable use policy will be an expectation of all students.

Device Requirements

- **iPads, Snapdragon processors and Chromebooks are NOT supported.**
- 5 GHz Wi-Fi capability
- Windows: Intel i5/i7 (13th Gen or later) or AMD Ryzen 3/5
- MacBook: M4 or M5 processor
- Minimum 256GB SSD (500GB recommended)
- Minimum 16GB RAM
- Windows 11 Pro (x64) or macOS 15 (Sequoia) / macOS Tahoe 26
- Microsoft Office 365 (free for students)
- 6+ hours battery life under moderate use
- Corporate-grade antivirus (e.g., McAfee, Symantec, Trend, Webroot)
- Full physical keyboard

Purchasing Portal

The School Purchase Portal can be accessed online via the school website under the ICT > ICT-BYOD tab. All purchases at this site will need to be finalised by December 2025 to ensure that the devices will be ready for the start of the school year.

Purchasing Options

Parents may purchase a laptop using one of two options:

Option 1: Full-Service Model

The school partners with CDM and Winthrop to provide a managed purchasing option.

Advantages:

- Devices assessed and approved by the school
- Commercial-grade quality
- Configured for school use
- 3-year warranty with optional Accidental Damage Protection
- Drop-off and pick-up at school for warranty issues
- Free reimaging service if issues arise
- Direct support for ordering and warranty
- School can allocate a school loan device to take home if required during repair procedures.
- With reference to school recommended Vendors, we have priority in resolving it swiftly, allowing us to escalate issues faster with repair teams.

Disadvantages:

- Limited choice

Option 2: Source Your Own

Parents may purchase a device from any vendor, provided it meets the school's minimum specifications.

Advantages:

- Greater choice of model and specifications
- Potentially lower cost

Disadvantages:

- No school support for setup or troubleshooting.
- School cannot book repairs on your behalf students will have to arrange all repairs directly with their vendor.
- School cannot allocate a school loan device if required during repair procedures.
- They will receive only very limited technical support e.s.- generally only connection issues to the school's wireless network.

BYOD at school

Students agree to use ICT resources responsibly and respectfully. Key expectations include:

- Bring laptops fully charged and updated daily.
- Use only approved devices on the school network.
- Keep backups of work stored securely outside the laptop.
- Log in only with personal credentials and do not share accounts.
- Use online services only for learning and research.
- Always use respectful and appropriate communication.
- Respect copyright and acknowledge sources correctly.
- Do not access or distribute inappropriate or illegal material.

Applications, Games, Internet usage

Morley Senior High School does not object to the installation of non-school applications and files on the laptops provided that the installed applications and files are:

- Are appropriately licensed (i.e. they do not breach copyright and intellectual property laws this includes video and music)
- Are ethically and morally acceptable (age-appropriate ratings and privacy issues)
- Does not affect the efficiency of the laptop for educational purposes
- Do not interfere with classroom learning program. While some games have significant educational benefits and will be used under teacher direction, other games have little educational merit. As a result, the use of games is banned unless authorised by the teacher for educational purposes.
- Students can access the internet through the school's network whilst on site. This will be monitored and subject to strict filtering.
- Students are reminded that inappropriate browsing/download attempts can be detected when the devices are connected to the school's network. This could result in breaches to the MORLEY SHS ACCEPTABLE ICT USE POLICY and lead to disciplinary action.
- External networks such as 4G/5G mobile networks are not permitted. All Internet access is provided by the school through Wireless access points. Phone tethering, Sim related dongles and VPN are not to be used on the school premises. Using so is a breach of the ICT policy.
- Do not engage in cyber-bullying or e-crime.
- Do not remove files or folders that have been installed on the network.

Power issues, Battery and Charging

Students must bring the laptop to school each day fully charged. A secure laptop charging station is available in the library for quick charging and storage. New technology gives much longer life to modern batteries in computers. Students may need to adjust their power settings to ensure that their device will last power for the full day.

Backup and Data Storage

It is important for each student to keep backups of their critical work. There are several options students should consider. Work can be stored on the laptop internal hard drive, and this should be regularly backed up to their OneDrive school account or USB drive.

The use of OneDrive is now a preferred option for storing files as this gives ease of access to all stored information both on and off campus. The school will not be responsible for lost work due to a failure to do backups.

Access to School Wireless Network

After installing education certificate. Students will need to connect to WIRELESS-2.4 or WIRELESS-5 available across the school. Students will be prompted to enter student ID and Password. By connecting to the school's wireless network, you agree to the conditions outlined in this user guide and MSHS ICT Policy.

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

Component	Minimum Requirement	Notes
Operating System	Windows 11 Pro (x64) or macOS Sequoia 15 macOS Tahoe 26	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 offer limited charging facilities
CPU	Windows- i5 / i7 -13 th Gen & above. Core Ultra Processors AMD Ryzen 3 or 5 Mac - M4 or M5	The better the processor the better the learning experience for your child. <i>For optimal experience Core 5/7 14th Gen/ M4 is recommended.</i> Snapdragon Processors are not supported.
Screen size	13” WXGA 1366 x 768	<i>For optimal school use, a 13” 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	16 GB	
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 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

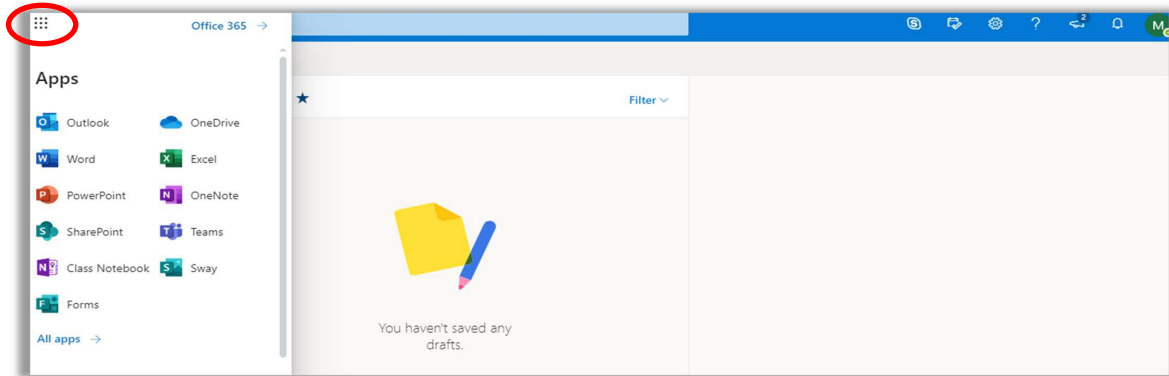
Recommended Software	Rationale
Windows 11 Pro /macOS15(Sequoia)/macOS Tahoe 26 recommended	Windows 10 is NOT compatible with the school environment.
Education Certificate, Shortcut links, AD Blockers.	Allows a secure connection to the School Wi-Fi. Certificate can be self-installed from the school BYOD portal or will be installed during the onboarding process.
<p>Microsoft Office 365 includes Word, Excel, PowerPoint, OneNote, Publisher, and OneNote plugin Learning Tools. https://www.onenote.com/learningtools</p> <p>How do I download and install office on my laptop? You can navigate to Office 365 home screen via the Morley website. Please download the Office 365 user guide from this link Office 365.</p>	<p>This is available at no cost via the school's Office 365 Subscription.</p> <p>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</p>
Acrobat Reader https://get.adobe.com/reader/	To open and read PDF Documents.
Adobe Suite	Includes tailor made packages.
Java Runtime Environment https://java.com/en/download/	Enabled execution of Java applications
Plasma Cam Software(Available only on Windows laptop)	CNC shape cutting CAD Software
VLC Player https://www.videolan.org/vlc/	Open-source media player and multimedia framework
<p>Language Packs (Chinese)</p> <p>To configure additional Language packs, please follow the following instruction: Open Word Go to File, then options Choose Language from the side menu On the Languages page, choose the language you wish to install from the drop-down menu, then click add In the languages list, click on the “Not Enabled “under the Keyboard column. 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.	Gaming platforms (Discord / STEAM), TikTok are strictly banned in the school environment and should not be on the device while on the school premises.

Installation Guide for Microsoft Office 365 Apps on a Personally Owned Device

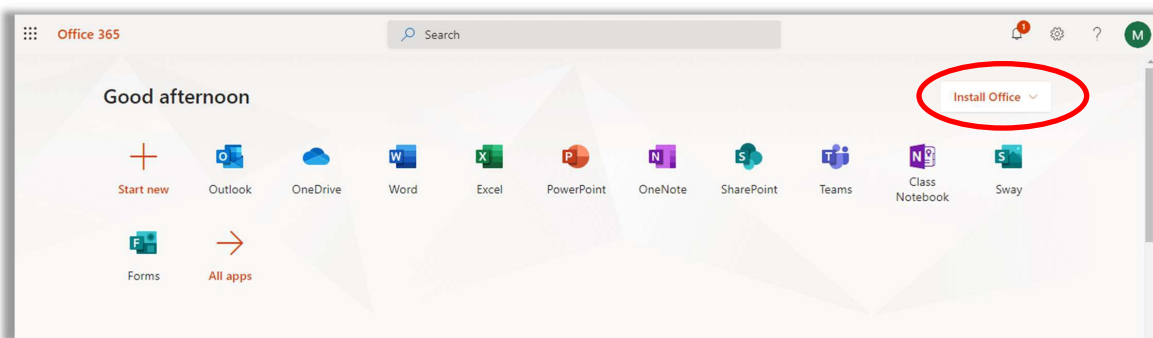
1. Navigate to Connect

Click on the Envelope symbol for Connect at the top right-hand side of the page. This will take you to the browser or online version of Outlook, from where you can launch the installation.

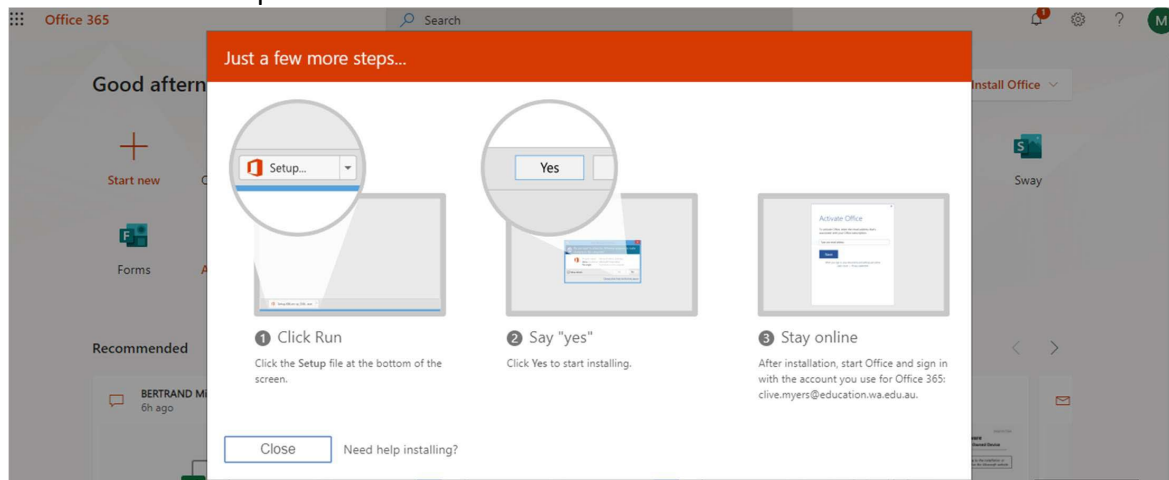
2. Click on the 'Waffle' (nine dots) on the upper left-hand side to bring up the list of online Apps (you may see fewer apps listed depending on your site or school preferences):



3. Click on the Office 365 to the right of the nine dots to open an expanded Apps list where the Install Office link is available on the upper right:



4. Click on 'Install Office' on the upper right of the screen, then follow the on-screen instructions to download and run Office setup:



5. If you see a prompt that says, do you want to allow this app to make changes to your device? select Yes.

6. Once the installation is complete, you can launch any Office app via the Start button as normal. The first time you launch an app you will be prompted to activate the license which will require signing in with your school email address, username and password. Until the Office suite is activated or licensed you will not be able to save or edit files.

7. Once activated, the apps are available to all users of that device.

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 authorized 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.
- When I have finished using the 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 and there may be additional consequences.

Student Personal Devices: Devices not purchased by the school and/or maintained by the school e.g. personal computers, smartphones, 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, and at recess and lunchtimes.



CDM EDUCATION PROFESSIONALS PARENT OWNED DEVICE PROGRAM



- Online Portal - www.cdmonline.com.au/schools
- User ID: Morley SHS Password: BYOD123



Specifications

Touch / Stylus

Weight

Estimated Battery Life

Warranty

Accidental Damage Cover

ASUS i5 TOUCHSCREEN

B3402FVA-EC0631i5

Intel® Core™ 5 120U Processor

14.0" 250nits NTSC: 45% Touch screen

16GB DDR4 SO-DIMM

512GB M.2 2280 NVMe™ PCIe® 4.0 SSD

720p HD camera+13.0M camera

Backlit Chiclet KB

Wi-Fi 6E 2*2 + BT 5.3, Windows 11 Pro Education

Yes/ Included

1.6kg

Up to 10Hours

(Depending on use and settings - Actual Battery Life will Vary)

3 Years Next Business Day Onsite Pick up (School Premise)

3 Years ADP(Accidental Damage Cover Included)

Flexible BYOD Program tailored to your requirement



Key Benefits



Education Pricing and Products

Tailored solutions designed for schools



Free Shipping

Devices delivered right to your doorstep



Service and Repair

Hassle-free device collection for repair



Dedicated Education Team

Expert guidance for all your BYOD needs



Customisable Warranty and Insurance

Protect your investment



Login here

<https://sales.winaust.com.au/shop/morleyshs>



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