



GGHS Laptop Information

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Student Laptop Information for 2018 and beyond

Dear Parent/Caregiver

Welcome to Golden Grove High School. This letter provides important information about the laptop strategy for students in 2018 and beyond. Please read this carefully to assist with making an informed decision regarding your child's technology requirements for secondary school.

In 2016 our school adopted the *'Bring Your Own Device' (BYOD)* strategy requiring families to provide a laptop for their son or daughter that is brought to school every day. Teachers develop their curriculum assuming each student has access to a personal device to support their learning.

It is important to note that not all laptops include the hardware and software requirements needed for secondary school. There are minimum specifications to be aware of before making a purchase (refer to separate information).

To assist families we have worked with ASI Solutions to develop a laptop purchase portal so parents can purchase laptops online that meet the school essential minimum specifications. It is not compulsory to purchase from this portal, but there are advantages in doing so, such as if the laptop fails ASI will endeavour to repair the device by the next business day. To guarantee the student will not be without a laptop during the repair period, the school will provide a loan laptop.

There are five Lenovo devices on offer to suit different pricing preferences. Each laptop has been approved by Golden Grove High School as meeting the essential minimum requirements. For an extra charge parents may take out accidental damage insurance and purchase a carry bag.

To access the portal, please go to: <https://gghs.asi.com.au> or alternatively you can access the ASI Portal via the Golden Grove High School website. Go to *'Our School – Information Communication Technology – Laptop Purchase Portal'*. Once you connect to the ASI Portal, you will have to register and create your own password before you can access the laptop products.

The specific Registration Key Code is gRov3hS

If you require additional information about the device or payment options, please ring ASI directly on 8354 6200.

Attached to this letter is further information to assist you in your decision.

If you have further questions please contact David Poland at the school.

Yours faithfully



Peter Kuss
Principal

BYOD Preamble

Purchasing your Laptop

The information below is presuming your device meets the minimum specifications detailed separately.

When a laptop is purchased new from a retailer or the GGHS Parent portal (ASI), it comes with a pre-installed operating system (currently Windows 10).

The operating system is the basic brains to make the laptop work.

When first turned on the laptop will start an initial configuration process which is common to all current new Windows devices.

This initial configuration **does not apply** any Golden Grove High school software. There is some basic software included in this initial configuration that is useful for school activities, however there are specific software items we recommend be added to your laptop. These are listed separately below.

GGHS Minimum Specifications for Hardware and Software

*If you choose to purchase a laptop device from a retailer other than **ASI**, please adhere strictly to BOTH the MINIMUM HARDWARE specifications as well as the MINIMUM SOFTWARE specifications listed below:*

BYOD Minimum Hardware Specifications

Windows only device:

- Version 7 Home or better (Windows 7 Starter will not work) Version 8.1 or better, Version 10
- 11.6 inch screen (1366x768 resolution minimum)
- 500Gb HDD – SATA or 128Gb SSD (SSD is faster)
- 4 GB RAM
- Intel i3 processor, Celeron processor is acceptable
- Wireless a/b/g/n (**must be dual band 2.4/5.0 Ghz**)
- At least 7.5 Hour battery life, to provide “all school day computing”
- Recommended: Hard cover protective case/carry bag

NON recommended devices and operating systems
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The School does not provide support for the following devices/operating systems;

Apple products (including iPads), Android, Chrome books, Linux, WinXP.

Although these products may work at GGHS there is no guarantee they will be suitable for the learning and curriculum outcomes the school requires due to:

- **Problems connecting to the Internet via our school WiFi network**
- **Difficulties printing on school networked printers.**
- **Teachers unable to provide efficient feedback on work, if submitted as a PDF (Apple products)**

Hence, Students/Parents need to take responsibility for all aspects of these BYOD devices including the provision of any mandatory networking / application / security software. If students use these products, it is contrary to our recommendations and they may not be able to use their laptop efficiently and effectively in the GGHS environment.

ASI Online Purchase vs Retail Purchase of Laptop

Laptop considerations	ASI Online Purchase	Retail shop purchase
Education grade components in laptop	✓	maybe not
Choice of laptop model	Fixed	Varied
On site repairs (at GGHS)	✓	✗
Next business day repair, subject to manufacturer Exchange device available during repair	✓	negotiable
3 year warranty	✓	negotiable
Will meet minimum software requirements	✓	negotiable
Guaranteed to be fully compatible with school infrastructure	✓	maybe not
Preinstalled operating system	✓	✓
Easy finance offering	✓	negotiable
Accidental damage warranty offered	✓	negotiable

Software

Software supplied by GGHS

GGHS **only supplies access to the software** or provides recommended links to downloads. Students are required to install all software or configuration steps themselves.

Microsoft Office 365

There is no need for families to purchase Microsoft Office.

All DECD students have access to various Microsoft Office 365 functions. These are either accessed online (via an active internet connection) using the students LearnLink identity and password, or access is also provided to allow the student to download and install Microsoft Office Pro, which is a local copy of Microsoft Office installed directly to the laptop.

This download must be instigated by the student and done outside school hours.

DECD does not provide for this download to be done during school hours using the school network.

Parents can opt out of Office 365 by contacting the ICT Helpdesk at Golden Grove High School.

Adobe Creative Cloud

This is specialist software required for some subjects. GGHS will provide access to this software either online (via an active internet connection) using the students LearnLink identity and password or through a download and local installation of Adobe Creative Cloud directly to the device.

Access to this software is provided only whilst the student requires it for the particular subject. At the conclusion of the subject access/license to Adobe Creative Cloud is withdrawn by GGHS.

Anti-Virus/Malware Software

All laptops must have antivirus software installed and students will need to know how to turn it on/off. This is an integral requirement of the on-boarding process.

These are free home use anti-virus software suites. You should only use one package on a device as they can conflict with each other.

BYOD Software

Generally Golden Grove High School does not provide software for any BYOD. However we will provide the basic software and configuration to allow the BYOD to:

- Connect to the school wireless network
- Connect to the school filtered internet service
- Connect to the school managed print system
- Connect to the school network shared file store (Drives)
- Connect to appropriate network applications
- Provide list and installation points for common software resources.

BYOD Minimum Software Requirements

The software items below are available as free downloads and must be installed by the student/parent. Links are provided on separate info sheet.

Antivirus Software (MANDATORY)

- A current anti-virus and Malware software version with automatic updating enabled

Internet Browser

- Internet Explorer version 10 or better must be installed.

Other Software

- Adobe Reader Version 11 or better
- Java – current version
- Flash Player – current version

Anti-Virus Software

These are free home use anti-virus software suites. Only one package should be used on a device as they can conflict with each other.

Anti-Virus – Free

AVG: <http://free.avg.com/au-en/free-downloads>

Avira: <http://www.avira.com/en/download/product/avira-free-antivirus>

Microsoft Security Essentials: <http://windows.microsoft.com/en-au/windows/security-essentials-download>

Anti-Virus – Purchased

Eset Security: <http://www.eset.com/au/download/home/>

McAfee: <http://www.mcafee.com/au/downloads/downloads.aspx>

Useful Software to assist BYOD

- With any software download you should always check that it is suitable for your computer and is from a reliable source.
- Many free downloads will contain advertising or only provide part of the fully licensed product.

Some of these applications or equivalent may already be built in to your basic laptop configuration.

Adobe Flash Player <https://get.adobe.com/flashplayer/>

Flash Player displays Web content that has been created using Adobe Flash.

Shockwave <https://get.adobe.com/shockwave/>

Shockwave Player displays Web content that has been created using Adobe Director

Acrobat Reader <https://get.adobe.com/reader/>

Adobe Acrobat Reader is the free, trusted standard for viewing, printing, and annotating PDFs

Foxit Reader <https://www.foxitsoftware.com/downloads/>

Small, fast, and feature rich PDF viewer which allows you to open, view, and print any PDF file.

Primo PDF Reader <http://www.primopdf.com/>

Create PDF files with the world's most popular free PDF creator

VLC Player <http://get.videolan.org/vlc/2.2.1/win32/vlc-2.2.1-win32.exe>

VLC is a free and open source cross-platform multimedia player

WonderShare Player <http://www.wondershare.com/video-player/>

Seamless support of almost every video and audio format

Winzip <http://www.7-zip.org/>

7-Zip is a file archiver with a high compression ratio.

jZip <http://www.jzip.com/>

jZip is a free and easy to use compression software that is based on 7-Zip technology.

Chrome <https://www.google.com/intl/en/chrome/browser/desktop/index.html>

fast, free web browser

Firefox <https://www.mozilla.org/en-US/firefox/new/>

fast, free web browser

Java <https://www.java.com/en/download/>

Setting up your Laptop for use at GGHS

Prerequisite for BYOD use at GGHS

Before a laptop can be configured for use at GGHS please be aware that the following items need to be in place to connect the laptop to the GGHS network.

The obligation is on the student/parent to ensure that these are addressed.

- Students need to have local Administrator rights for the computer
- Anti-virus needs to be activated and if needed the student must know how to disable it temporarily
- Any Windows updates need to be completed (not awaiting install or restart)
- Any games software or VPN / DNS software disabled from autostart (eg Steam, Skype, Log mein Himachi, etc)

First connection of Laptop to GGHS (On-Boarding)

This is a user initiated and driven process to configure the laptop for use at GGHS. This process generally needs to be done only once.

This process is call “on-boarding”. Students will complete this process themselves at school following an instruction sheet and help video.

The ICT Helpdesk will assist as required. Generally students with new laptops will be able to self-configure.

Software installed by GGHS during the onboarding process

The user driven GGHS configuration will install to the laptop the following:

- GGHS and DECD wireless security certificates
- GGHS Internet/web configurations
- GGHS laptop enrolment portal/management software

Optional software students can install from resources provided at GGHS

- Text books for local use on laptop
- Applications/Software as directed by class teacher

BYOD Frequently Asked Questions – FAQ

About BYOD at GGHS

Q: What is BYOD?

A: *BYOD stands for Bring Your Own Device. This means that all students bring a personally owned electronic device to school to enhance their learning. GGHS has specific BYOD requirements/specifications.*

Q: What if I already have a school supplied device?

A: *You may choose whether to continue using this school loan laptop or return the device with the intent to BYOD.*

Q: Can I still obtain a laptop from GGHS, like my older children have done?

A: *The previous solution where the school supplied a device for every student is no longer available and has been discontinued. GGHS will always assist families who are in financial difficulties to provide access to a laptop. Contact the Finance Office or the Deputy Principal to discuss circumstances to cater for social justice. It is an expectation that ALL new Year 8s and new students coming in to the school will provide their own laptop.*

Laptop selection

Q: Why is an iPad not on the list of recommended devices?

A: *iPads are ideal devices for content consumption, such as video players, web browsers or using apps. However, if the device is going to be used efficiently for all tasks in all subjects, then a device with a separate keyboard and Windows based operating system is essential.*

Q: I want to use my iPad or MAC.

A: *These devices will not function well within the school's wireless network or with virtual desktop (VDI) supplied by GGHS. Here the end user experience will not be seamless and simple, eg Flash does not work on all iPads, and some websites are not built to use iPads. Unlike private schools we cannot mandate suppliers or devices that are required for use here; equally we can't afford expensive infrastructure and human resources to support a multitude of systems. ICT systems are complex and we are seeking to make the BYOD journey easier for staff and students. Unfortunately for some this will preclude some devices eg: iPad/Mac.*

Q: I can't afford a laptop or deposit

A: *First contact the Deputy Principal or Finance Office at the school, to discuss your circumstances. As a public school we will make every effort to cater for individual circumstances and allow for successful learning outcomes.*

Q: Do I need to buy a new device, or will an existing one be OK?

A: *Whilst a new device is preferred, a device that is not older than 12 months is fine. Please check the specifications for the device, to see that it conforms to the GGHS minimum specification.*

What does the School provide

Q: What does the school provide?

A: *The school provides a subscription to Microsoft Office 365 via DECD, (Cloud and local copy) as the core productivity suite. We provide filtered, high speed internet access and students have access to printing via Follow-me managed print service. The school provides troubleshooting, fault diagnosis and assists with warranty claims and repairs if devices are purchased through our purchasing portal partner. We do not repair devices.*

Q: Will the internet be filtered when the device is at school?

A: *Yes. As long as the device is connected to the student school network. Parents should check their online networks at home to ensure they are filtered and consider how they will monitor usage at home. The school's filter does not apply at home.*

Q: Will my child be able to print?

A: *Yes. Printing is provided by:*

- *Using the Web based printer queue*

These all access the managed print service. Students will need to carry their Student ID card with them to be able to release their prints from selected devices.

Q: What will happen if the device is used inappropriately?

A: *The consequences of any breaches of the Acceptable Use of ICT Policy will be determined by the relevant Learning Area Leader, in accordance with the school's Behaviour Management policies. This applies to any electronic device.*

Q: Are students able to use ear buds or other types of headsets?

A: *Students should carry ear buds/headphones in the event that a teacher may ask them to use them during class.*

Q: Who is responsible for any repairs or updating of personal computing devices?

*A: Families who own the personal computing device will be responsible for organising repairs and updates. The IT Helpdesk will demonstrate to students how updates are to be done on their devices.
If a laptop is purchased from the ASI Parent Portal, students will be provided with another laptop to use whilst theirs is being repaired.*

Q: Where will the devices be stored once they are at school?

*A: Students should ensure that when their devices are not being used they are secured in their lockers making sure the locker is locked.
However it is not recommended to leave them overnight in their lockers, instead take them home daily to recharge.
Students should always use a carry bag.*

Q: Will students be able to recharge devices during the school day?

*A: Students should not have the expectation that they will be able to charge devices at school. Many school buildings do not have the capacity to handle additional electrical demands for charging personally owned devices.
As part of personal organisation students need to prepare their devices at home for learning at school, as they would prepare their books and other tools for learning.*

Q: Who is responsible for the device at school?

*A: Students are responsible for their device at all times.
Devices should not be left in lockers at school overnight. No responsibility is taken by the school for loss or damage to devices owned or loaned by students.*

Software

Q: What software will my child's device require?

*A: Student devices will come with an operating system. This should be either Windows 7, 8.1 or Windows 10. Students should ensure that their devices have suitable anti-virus software installed.
Other tools such as a preferred web browser and audio and video playing tools are generally already installed as part of basic O/S.
The ICT Helpdesk will supply a list of recommended web sites and links to download suitable software.*

Q: Do I need to buy any software

*A: You should not need to buy any software for your child to use a BYOD at school. Most is available as a free download. The ICT Helpdesk will provide links for this.
However purchased anti-virus software and anti-malware software can offer additional protection.
Specific school applications will be provided by specific computer labs designed to operate the school specific software.
BYOD does allow the personal choice to purchase software the student may require for specific subjects or personal use, this is a family choice.*

Q: Do I need to update the software

A: This needs to be done at regular intervals - especially when the device starts to operate slowly - see the IT Help desk for assistance.

Q: What software will you install on my child's device?

A: In order to connect to the secure GGHS network some software will be automatically installed, some will be made available to student to install themselves.

Mandatory/Push Application/Configuration

- GGHS and DECD wireless security certificates
- GGHS Internet/web configurations
- GGHS laptop enrolment portal software

Optional/As required/Pull Type Applications

- Text books for local use on laptop
- Applications/Software as directed by class teacher

If a laptop does not comply with GGHS security settings, access to network services will be automatically restricted, where some remediation software and advice will be made available.

Support

Q: Will teachers be responsible for troubleshooting and fixing students devices?

A: No. Teachers may provide very basic troubleshooting advice. The IT Helpdesk is responsible for basic troubleshooting; this should be the first point of contact for any ICT related matter. The GGHS ICT helpdesk team is there to assist. The office is generally open during the entire school day, however there may be some closed times depending on staffing.

Q: Will the device be covered by the school if it gets lost or damaged

A: No. Parents should check their home and contents insurance policies and consider taking out insurance for damage, loss or theft.

Q: Who do I contact for warranty support?

A: If you purchased the device from the ASI Golden Grove HS portal, return the device to GGHS ICT Helpdesk, where a temporary device will be supplied whilst the warranty repairs are carried out. If you purchased the device from a retailer you will need to contact them directly. Loan laptops are not available from GGHS for devices purchased from a non-school supported vendor.

Q: What do I do if battery goes flat at school?

A: It is important for students to bring their laptop to school fully charged. Laptops cannot be charged in class as that contravenes Work Health and Safety guidelines. Any electrical device (eg: power pack/adaptor used at GGHS must first be electrically tested and tagged; the ICT Helpdesk can assist with this. Remember, watching videos or playing video games at school will significantly reduce battery life.

Q: How to access the School purchase portal

*A: To access the portal, please go to <https://gghs.asi.com.au> or alternatively you can access the ASI Portal via the Golden Grove High School website. Go to ('Our School – Information Communication Technology – BYOD Laptops or via the Resources Tab on the left hand side of the screen). Once you access the ASI Portal, you will have to register and create your own password before you can access any viewing of products. The specific **Registration Key Code** is **gRov3hS**. If you require additional information about the device or payment options, please ring ASI directly on 8354 6200. If you have further questions please do not hesitate to contact us at the school, you could ask to speak to David Poland.*



LEARNLINK OFFICE 365 INFORMATION

All data and information within LearnLink Office 365 is stored within an Australian based 'cloud' and provides the following services to students.

- **Email (existing service)**

Students are provided a unique email address that remains the same throughout a student's enrolment in a State Government school or preschool.

- **Office 365 ProPlus (new)**

Office 365 ProPlus provides the latest versions of Microsoft Office applications for desktop PCs, Macs and mobile devices, including Windows, iOS and Android devices.

Office applications include Word, Excel, PowerPoint, OneNote, Access, Publisher and Outlook, however not all Office applications are available for Mac, iOS and Android devices.

Office applications can be installed, via the internet, on up to 5 personal computers and up to 5 mobile devices owned by a student (including parent-owned). Once installed, the applications can be used without an internet connection. Periodic internet connection is required for accessing data stored in cloud services, updates and licencing via your LearnLink Office 365 account.

- **Office Online (new)**

Office Online is a web based, lightweight version of Microsoft's Office productivity suite (including Word, PowerPoint, Excel, and OneNote) that can be used on most devices capable of connecting to the internet via a web browser.

- **OneDrive for Business (new)**

OneDrive for Business is a cloud service where students can store, sync, update, and share files from any internet connected web-browser, and collaborate on Office documents.

Each student will receive 1 Terabyte (or 1000 Gigabytes) of storage space in Microsoft's Australian cloud. By default all data and files are private, however they can be shared with other LearnLink Office 365 users, including staff and students of other schools and preschools, but not anyone external to DECD schools/preschools.

Using LearnLink Office 365 Services

All students are required to sign conditions of use agreements before they have access to school computers, internet, and software which outlines acceptable use.

The acceptable use agreements have been updated to outline conditions of use for the additional LearnLink Office 365 services.

A number of services provided by LearnLink Office 365 require internet access.

When students are at a school / preschool internet access will be filtered by DECD however access from home/off-site is not filtered by DECD and as such should be supervised.

Please be aware that as with any internet use, it is possible (although unlikely) that viruses and/or other

malicious software could be introduced to your personal computing devices via LearnLink Office 365 services (including email).

It is strongly recommended personal devices have suitable anti-virus / anti-malware software installed and regularly updated, and the device operating system is regularly updated.

Users of LearnLink Office 365 are responsible for the information/data in their LearnLink Office 365 account and any important information should be backed up. LearnLink Office 365 including Office 365 ProPlus is only to be used in relation to delivering curriculum objectives, and must not be used to store, transmit or share sensitive or personal information.

Installing Office 365 ProPlus

Office 365 ProPlus applications will need to be installed on a computer or mobile device (personal device) before it can be used.

Although unlikely, it is possible that installing Office 365 ProPlus on your personal device may cause problems, such as conflicts with other software you have installed.

It is recommended that you:

- Backup your personal device, prior to installing Office 365 ProPlus application(s); and
- Ensure your personal device meets or exceeds the Office 365 System Requirements

<https://products.office.com/en-au/office-system-requirements>.

What if I do not want my child(ren) to use the LearnLink Office 365 Services?

The school / preschool requires written notification as soon as possible if you do not consent to your child (ren) using the additional LearnLink Office 365 Services. Please email to notify the school.

How will my child(ren) access the LearnLink Office 365 Services?

LearnLink Office 365 services can be accessed by students by logging into the DECD LearnLink student portal <http://www.learnlink.sa.edu.au>.

How can I ensure that my child has access to the LearnLink Office 365 Services?

Parents/Caregivers will be required to sign the letter provided and return it to Golden Grove High School during Fee Paying week which is scheduled from 18-20 January 2017. A copy of the letter will also be available on the Golden Grove High School website.

