

Mitcham Girls High School Laptop Program

Mitcham Girls High School's Laptop Program aims to facilitate and enhance the overall learning experience with a standardised platform for ICT equipment. The program provides access to purchase preselected devices from an approved reseller portal. This ensures compatibility and support for educational needs at Mitcham Girls High School (MGHS). The devices will be configured and managed by MGHS while students attend the school. These devices will be enrolled in MGHS management software, allowing the school to handle updates, security, and software installations. This approach will standardise devices across the school, streamlining and enhancing the technical support MGHS can offer to families, while ensuring that all devices meet the minimum specifications for educational use.

The program aims to improve device management, strengthen security, and provide enhanced support for both students and teachers. Increased protection for students and the MGHS network from potentially harmful software further fosters a safer, more efficient, and effective learning environment.

Initial rollout of the program in 2025 with Year 7 will continue and cover all year levels by 2030. For students who started during or before 2024, the previous BYOD program will be supported. These students may continue to use their existing devices.

If a new device is needed at any stage, families are encouraged to purchase a device from the school purchasing portal, with collection from the MGHS ICT office. MGHS will configure the device, unless specifically requested by the family.

Devices purchased from outside the portal will be covered with limited support, warranty or repairs of these devices and will need to be resolved by the parents or caregivers. Minimum technical requirements will need to be met, with a view of 3-5 years of use throughout the students schooling. Devices purchased from other providers will be sent home for parents and caregivers to process warranty or repair issues.

Please note that MGHS ICT support for hardware and software issues is limited for devices purchased through the portal.

MGHS Laptop Program:

- All students are required to have a school supported laptop for the duration of their time at MGHS. Expectations are that devices are purchased from the School Laptop Purchasing Portal, provided by an IT Reseller.

- The life span of a windows laptop is around 3-4 years, and an Apple mac is around 5-6. If a device is well looked after, they can last the duration of a student's schooling but there still may be a need to purchase a 2nd device as students' progress to Year 10 and Stage 1 and 2.
- The program is a 'shared cost' model where families are required to fund the cost of the hardware, warranty and opt-in insurance on the device, while MGHS will fund the software, onsite technical support, school-based network and internet access.

Benefits of the new Program:

- Access to commercial hardware at educational pricing
- 3-year extended warranty on windows devices
- Optional accidental damage protections available all listed devices
- MGHS ICT Helpdesk will arrange all warranty and/or accidental damage repairs with the reseller, saving families time. (Costs may apply to families for damage)
- Enables teachers to understand what student devices are capable of when it comes to different software they may use for learning
- MGHS ICT can maintain updates to the operating systems and software packages.

How to access the program

Each year, Mitcham Girls High School will select devices that meet or exceed our minimum requirements. We will offer a range of options categorised as Good/Better/Best to provide families with more flexibility in their purchase decisions. In future years, the devices offered by the school may vary based on the popularity/cost and effectiveness of devices.

MGHS will provide all families with access to the required purchasing portal via the MGHS website and direct communication. Parents/caregivers will have year-round access to the device portal to purchase devices for their students. Periodically, the portal will be updated with the next generation of hardware, as and when it becomes available at education pricing, and for Australian distribution. Parents/caregivers are encouraged to purchase devices from the portal as early as possible to ensure timely delivery. In cases where devices do not arrive on time, MGHS may provide a loan device for the student until their order arrives (as required). Parents/caregivers who believe they may have difficulty meeting the financial commitment for this program are encouraged to contact the MGHS Business Manager or ICT Leader to discuss available options.

BYOD will no longer be supported by MGHS (without negotiation with the school)

Newly enrolled students are requested to discuss their situation with the school prior to bringing their device. All other students will be expected to have a device purchased from the purchasing portal. For more information or to discuss unitising a BYOD device, please contact ICT via email: dl.0903.ictadmin@schools.sa.edu.au or discuss with your year level Learner Engagement Leader.

Parents/caregivers who qualify for School Card can access a loan device from MGHS for their student/s. Please contact the school on 8272 8233 for further information.

Device Administration

MGHS understands that the device purchased may be used for both schoolwork and personal activities, such as gaming, music, and other non-school related tasks. By default, students and parents/caregivers will not have administrative access to the device. However, they can choose to opt into this option once students begin school.

MGHS can either grant administrative access to the student account or set up a separate parent account.

In some cases, families may request assistance from the MGHS ICT Helpdesk to install software, such as accessibility tools like Dragon Dictate or other educational software. Please contact us via email to organise this process.

Games, videos, music and other non-school applications

MGHS does not object to the installation of non-school applications and files on student laptops, provided they meet the following criteria:

- They are appropriately licensed and do not violate copyright or intellectual property laws, including those related to videos and music.
- They are ethically and morally acceptable, considering school appropriateness, age ratings, and privacy issues.
- They do not disrupt the efficient functioning of the laptops for educational purposes (e.g., they should not interfere with the device's speed, storage capacity, or cause issues related to increased battery usage).
- They do not impact the school's wireless network.
- They do not interfere with the learning program (i.e., they may only be used in class under specific teacher direction).

Since the laptop is primarily for school use, all installed software must have a PG rating. Additionally, playing games and watching videos during school hours can affect battery performance.

While some games have educational benefits, other games have little educational merit and may affect network function. Therefore:

- the use of network games is banned
- no ad-hoc networks should be formed to play games unless directed to by staff for a clear educational purpose.

Microsoft Registration

The Department for Education and Microsoft have a licensing agreement that allows students to register Microsoft software. The school will provide students with the necessary licensing key to register Microsoft Office.

Protection for your laptop

The Department for Education and the school do not provide specific insurance coverage for students' and teachers' personal property. It is strongly recommended that parents/caregivers consider purchasing the optional Accidental Damage Protection, Accidental Loss and Theft Protection Policy at the time of purchasing the device or verify if their devices are covered under their home and contents insurance. This option is available on the School Laptop Purchasing Portal, at time of purchase.

Virus protection

The laptops will be covered by a school managed virus program, which will be automatically updated through school systems when connected to the wireless network.

Backup and data storage

Students are strongly encouraged to use their school-provided OneDrive to store all schoolwork. Where possible, MGHS will enforce this, such as by ensuring the Documents folder is synced to OneDrive.

Families are advised to back up personal data, which can be done using external hardware or third-party cloud storage.

Using Your Laptop at School

Students can put their laptop into sleep mode between classes to ensure that it is instantly ready for use in the next class.

Laptops should be stored in a student's locker during break times or in practical subjects such as Physical Education where the teacher has indicated that the laptop will not be needed.

Internet Access

Mitcham Girls High School utilises the Department for Education's SWiFT Internet connection, firewall, internet filtering and cyber welfare solution. Due to the school's need to provide an online duty of care, and in line with the SA Government Mobile Phone ban students are not permitted to 'hot-spot' (or tether) their laptop to a mobile device while at school.

Printing

Students will have access to photocopiers throughout the school. Printing costs have been set to cover the expenses of printing. If students exceed their allocated quotas, additional printing credit can be purchased from the Finance Office.

Leaving Mitcham Girls High School

When a student leaves MGHS, they can bring their device to ICT for re-imaging with a base image, or to have MGHS-specific management removed, depending on the device. The base image will contain only the software the student is legally entitled to.

Failure to complete this process may result in certain applications no longer functioning or access to the device being disabled. If the student leaves the school while the laptop is still under warranty, they can receive warranty support directly from the device supplier.

Network Security

Student laptops connect to our enterprise grade wireless network and are managed either by the Mitcham Girls High School domain or by our Mobile Device Management (MDM) solution JAMF. Additional management solutions may also be in place to ensure management and security. The network uses certificates and password-based authentication to maintain and ensure security. Students are identified by their network

login and password to provide them with access to the internet, our learning management system (DayMap), and other vital services.

Students should not be required to connect their laptop to the cabled network at school.

Dealing with a Faulty Laptop

If there is a warranty or physical damage issue with a student's device, the student can bring it to the MGHS ICT Helpdesk, where they will be provided with a replacement unit while ICT investigates repair options with the IT Reseller. If repair is necessary, the ICT Reseller will either visit MGHS to fix the device or send it to an authorised repairer for assessment and repair.

Please note that physical damage is typically not covered by warranty, which means there may be a cost associated with the repair. This cost will depend on the optional Accidental Damage Protection coverage or the price of parts and labour.

For software-related issues, ICT will attempt to resolve the problem. In some cases, the laptop may need to be re-imaged to its original state, and students will need to reinstall any personal software. It is recommended that students back up all their data before this process. ICT will consult with families in these cases.