



# Christchurch Girls' High School | Te Kura o Hine Waiora

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## 2022 BYOD INFORMATION

All Year 9 – Year 13 classes in 2022 will be BYOD classes. Students are strongly encouraged to bring a laptop to school each day.

CGHS introduced a BYOD programme at Year 9 level in 2016, and we are pleased to report that the implementation has been very positive. Students in BYOD classes bring their devices to school with them each day and use them in all subjects.

Ours is a **blended e-learning approach**. We use a blend of traditional approaches to teaching and learning, as well as using digital technologies to support or facilitate learning. Pen and paper are still used in BYOD classes.

### Why implement a BYOD programme?

BYOD, where the device is owned by the student and goes home with them every day, allows for **anywhere, anytime learning**. We are using Google Apps for Education (GAFE) and Office 365 which both allow students to save their work to the 'Cloud' so it cannot be lost, and can be accessed from home or any other computer with internet access. There is the opportunity for increased collaboration between students, and further opportunities and new methods for teachers to provide feedback to students. It also provides opportunities to communicate and share learning in a way that will prepare them for the future.

Many of our students already use digital devices outside of school to communicate and learn. We have seen the benefits of integrating these with our school resources so that the potential of these devices can be used to enhance learning further and become an important part of their learning toolkit.

### What does the research say about the impact of e-learning on learning?

Noeline Wright's (University of Waikato) literature review for the Ministry of Education in 2010 looking at 'e-Learning and implications for New Zealand schools' highlights the following benefits of e-learning afforded by access to internet capable devices:

- Improved motivation and engagement
- Greater independence and personalised learning
- Improved critical thinking and development of multi-literacies
- Greater access to information, resources and experts
- Greater opportunities for collaboration in wide contexts, including international ones



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## **What does the New Zealand Curriculum say about e-learning?**

Information and communication technology (ICT) has a major impact on the world in which young people live. Similarly, e-learning (that is, learning supported by or facilitated by ICT) has considerable potential to support many teaching approaches.

For instance, e-learning may:

- assist the making of connections by enabling students to enter and explore new learning environments, overcoming barriers of distance and time;
- facilitate shared learning by enabling students to join or create communities of learners that extend well beyond the classroom;
- assist in the creation of supportive learning environments by offering resources that take account of individual, cultural, or developmental differences;
- enhance opportunities to learn by offering students virtual experiences and tools that save them time, allowing them to take their learning further.

Schools should explore not only how ICT can supplement traditional ways of teaching but also how it can open up new and different ways of learning.

## **Do I have to purchase a new device?**

No, if you have a device already that meets our minimum specifications, your daughter may use it as their BYOD device – see the minimum specifications below.

## **Do I have to purchase any software?**

No, all students will be able to download and install Microsoft Office 365 on up to five supported devices free of charge while they are students at Christchurch Girls' High School.

## **How do I choose an appropriate device?**

There are many appropriate devices available and the school is not prescribing a particular device. We do have *minimum specifications*, and these can be taken to local retailers like Harvey Norman, Noel Leeming etc. to assist with correct device choice. Or you can access the Cyclone Computers BYOD portal with online delivery. The Cyclone portal is accessed either directly from their website [www.cyclone.co.nz/byod](http://www.cyclone.co.nz/byod) or the school [Onstream page](#). The portal features devices that are specifically chosen to meet or exceed the minimum specifications and are listed with an educational discount. Parents are not obliged to purchase their devices from any particular vendors, but please consider the after sales service and arrangements for when a device needs repairs.



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## **Minimum specification** for devices:

- Windows or Mac OS
- Screen size of 11.6 inches or more
- Battery life: 8-14 hours. Note that battery life will lessen over time. Ensure devices are fully charged at home before the school day
- Keyboard
- 5GHz Wireless capability - 802.11ac or 802.11ax standard
- USB Ports
- Built in camera and sound recording
- RAM – Minimum of 4GB (8GB is recommended)
- Hard Drive - at least 128GB Solid State drive. Please note: Where possible purchasing devices with SSD drives is advantageous as these prove to be more reliable long term and provide faster performance
- Light enough to be carried around during the day
- Output capability - Ports that are compatible with HDMI Adapter/Mini Display Port Adapter
- Protective case

## Along with these we **strongly recommend**:

- Preferable OS for Windows – Windows 10
- Virus protection – e.g. Microsoft Security Essentials, Windows Defender etc.
- Malware protection, e.g. Malware Bytes etc.
- **Microsoft Office license – provided free by CGHS while at school**
- Insurance. CGHS is not responsible for damage or loss of the device.

## **Are there examples of suggested devices?**

The following are examples of devices we suggest for 2022:

- Acer TravelMate B3 Notebook
- Lenovo 300W Gen 3 Convertible with Stylus
- Acer Travelmate Spin B3 Convertible with Stylus
- Acer Travelmate Spin P4 Convertible with Stylus
- HP ProBook x360 435
- Microsoft Surface Go 2, Surface Laptop, Surface Pro 7, Surface Pro 7+
- Apple Macbook Pro/Air

This list of suggested devices will be updated as appropriate to keep up with technology.



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Please note the following features about the range of recommended devices:

- They are robust
- Currently, the small range extends from an Acer Travelmate to an Apple Macbook Pro with prices from just over \$500.00 to over \$2000.00. This is to offer variety to meet most budgets and different ideas of value for money.
- The Acer Travelmate is an option as a starting point for a Y9 student. This offers good internet access and use for cloud-based computing applications. The limitation of this device is if your daughter is likely to want to do more intensive offline applications (e.g. in graphics, design, arts) they may outgrow the functionality.

**We do not recommend iOS devices (iPad, iPod Touch, iPhone), Android or Chromebooks.**  
**The reason is that we believe with a full operating system one can overcome most compatibility issues.**

## Cyclone Computers:

- Cyclone Computers is a NZ owned company. The portal features devices that meet the school recommended specifications. This is designed to simplify the purchasing process
- **CGHS does not profit from parent purchases of devices through their portal.**
- Please note that the computers sold by Cyclone have a warranty bundle attached to them and accidental damage insurance is optional <https://www.cyclone.co.nz/insurance-warranty/>

The Cyclone Computers school portal can be accessed here:

**cyclone**  
OUTCOMES THROUGH TECHNOLOGY

**Login.**

Login  
christchurchgirls

Password  
.....

Login

<https://byod.cyclone.co.nz/christchurchgirls>

**Password:cghsbyod**



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## Other Suppliers:

There are other suppliers you may wish to consider when purchasing a device. Some examples are:

- The Harvey Norman website <http://www.harveynorman.co.nz/computers/laptops/> offers a wide range of laptops and tablets like the HP Stream and Microsoft Surface and often have interest free deals and sales. [Here is the latest flyer.](#)
- Apple (NZ) <http://www.apple.com/nz/mac/> offer education pricing to university students, students accepted into university, parents buying for university students, teachers, lecturers and staff at all levels. You may be able to take advantage of this if you meet the criteria.
- The Noel Leeming website <https://www.noelleeming.co.nz/shop/computers-tablets/laptops/c8001-c4311-p1.html> also offers a wide range of laptops and tablets. They too often have interest free offers and sales.

## Insurance:

Please consider warranty and insurance options carefully.

The excess can often vary between providers and should be an important consideration. Cyclone offer an insurance without excess, which is much better than most standard house and content insurances. Provident Material Damage Insurance sold by Cyclone is effective from the purchase date of your device, and will expire in accordance to your specific insurance terms and conditions.

This covers accidental damage, some theft, burglary, fire and loss for up to 3 years. New Zealand cover only and must be purchased with the device.

Full policy wording is found here:

<https://www.cyclone.co.nz/wp-content/uploads/Cyclone-Provident-Material-Damage-Policy-Aug-19.pdf>

## TAKING CARE OF YOUR LAPTOP:

Your laptop can be an expensive piece of electronic equipment and you should take great care with it. Some handy tips...

- Never leave equipment unattended, even for a short time
- Always lock it away when not using it at school
- Keep drinks and water bottles well away from your laptop
- It is best to use your laptop on a hard surface to reduce overheating
- Never leave your device in an unlocked car, even for a few minutes
- Even in a locked car, keep your laptop out of sight, preferably in the boot
- Always carry your laptop in its bag/sleeve and ensure the bag/sleeve is fully zipped up or closed



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- Always look after your bag. Everyone knows what's inside
- Insurance does not cover cosmetic damage, negligence, abuse or malicious damage

## Why can't my daughter use a smartphone as a device?

While smartphones are wonderful for communicating and many short internet searches, the size of the screen makes it unsuitable as a serious tool for learning, and the ability to complete lengthy documents is very limited.

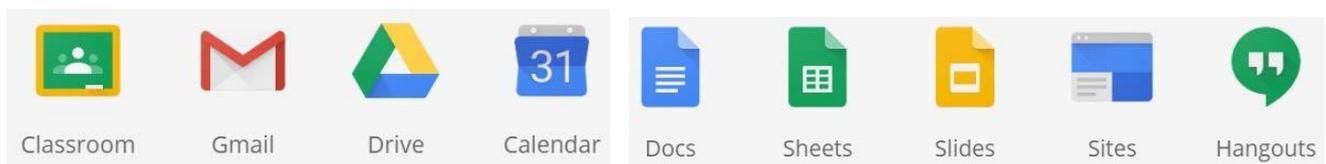
## What about software and apps?

The school is using Office 365 and as part of our school package.

**All students will be able to download and install Microsoft Office 365 on up to five supported devices free of charge while they are students at Christchurch Girls' High School.**



The school is also using Google Apps for Education and as part of our school package, all our students will use Gmail, and be able to use Google Drive, Google Slides, Google Docs, Google Forms and more while at Christchurch Girls' High School.



There are many free apps that teachers will explore to support aspects of learning.

## What about the security of the device at school?

Students are responsible for the safety of their devices. Lockers are available for students to store their devices when not in use, and after school if participating in co-curricular activities.

## What about on-line safety and cyberbullying?



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Our Cybersafety Responsible Use Agreement sets the expectations for students and parents. Every student is required to:

- *be a confident and capable user of information and communication technology (ICT)*
- *be responsible whenever and wherever they use technology and support others by thinking carefully about the information they see online, and always using ICT to communicate with others in positive, meaningful ways*
- *report to an adult if they feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others and help others become better digital citizens*

[The Responsible Use Agreement can be viewed here.](#)

We will spend time discussing Cybersafety and Digital Citizenship as part of our teaching programme, but it is important that parents take an active part in the discussions about Cybersafety and ethical use of digital technologies with young people. Students need to tell a teacher/dean and/or parent/caregiver when they are feeling uncomfortable or threatened online. If parents have any concerns about internet safety contact the Dean or visit <http://www.netsafe.org.nz> (NetSafe is an independent non-profit organisation that promotes confident, safe, and responsible use of Cyberspace)

## **Filtering Software:**

We have an N4L Firewall in place at Christchurch Girls' High School. N4L is a government owned company which helps schools create a safer online environment for staff and students. Included as part of each school's Managed Network connection package, N4L's Web Filtering helps provide a layer defence between students and internet-based threats. Schools remain in control of what happens on the internet by tailoring their web filtering setup to meet their own specific needs. This protection means we can allow new applications onto our network, but automatically block any malicious content or behaviour. We also will have the capability to generate reports on student use and access of the internet.

Sites for student collaboration at school will be facilitated through the school's intranet – Onstream and the Office Portal. Other sites that fall under the category of 'mature and explicit content', are also blocked. It must be noted however that students who use their own data on devices such as smart phones still have full access to the internet. While we have a comprehensive filtering system, we are aware that there is a multitude of software available that can allow students to bypass this, so we see the accessing of inappropriate material as a student decision, and we hope that parents take an educational approach to this.



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## What about families who cannot afford to purchase a device?

Loan devices, HP Lenovos, are available for day-long loan from the Library. Students can pick these up before school between 8.15am and 8.40am and return them at the end of the school day.

## What is my daughter responsible for at school?

- Using all digital technologies according to our responsible user agreement
- Displaying digital citizenship
- Following the teachers' instructions around the use of devices
- Charging the device at home
- Saving work and backing it up
- Safe-keeping of the device when not in use
- Carrying the device in her school bag from class to class

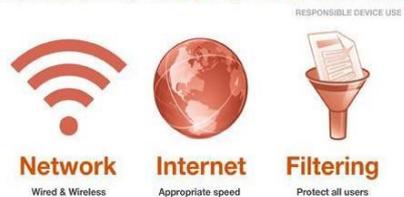
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## **How will misuse be handled?**

We have a well-developed Pastoral Care system based around a Restorative Relational Culture.

Device use (cell phone or laptop) in the classroom is always at the discretion of the teacher.

Instances of serious misuse of devices, such as accessing inappropriate websites or cyber bullying, will be taken very seriously and dealt with accordingly. While much of cyber bullying occurs out of school time, it should still be brought to our attention at any time as we will certainly do whatever we can to support the victim.

If you have BYOD queries, please contact our e-Learning Coordinator, Mrs Michelle Pinkney on [pim@cghs.school.nz](mailto:pim@cghs.school.nz) or 03 348 0849 ext 752.