

Section 6 PARENT HANDBOOK

*Laptops, Devices  
and Connections*



## BYOD/PDD PROGRAM

### BRING YOUR OWN DEVICE

All students in Years 5-12 are required to bring and maintain a Personal Digital Device (PDD) for use at school. This is known as BYOD, or 'Bring Your Own Device'. PDDs have proven to be highly valuable tools for enabling flexibility and collaboration for learning, as well as growing healthy digital citizenship values in students. This section outlines the Minimum System Requirements, but also note that they will change from year to year as technology continues to evolve.

Students in Kindergarten to Year 4 regularly use school-owned iPads in class, and are taught essential digital literacy skills.

NBCS is able to assist students in connecting to:

- the wireless network
- school email accounts
- cloud storage
- onsite printers

NBCS is not able to maintain or repair PDDs. This is the responsibility of the family.

### PURCHASING

For the benefit of our community, NBCS can recommend our preferred reseller '[Vital Peripheral Supplies](#)'. They are able to offer special education pricing on many devices, and can also provide expert advice, that is in line with the technical requirements we set for PDDs at NBCS. They are also an authorised Apple reseller and repairer.

## GENERAL CONSIDERATIONS

### POWER ISSUES AND BATTERY LIFE

Although NBCS provides power points throughout most classrooms, we cannot guarantee these will be available for use at all times. Buying a device with a long battery life is advised. We also recommended investing in two chargers, one for at home and one for school use. Please refer to your manufacturer's recommendations on properly caring for your laptop's battery.

### PERIPHERALS

Students are expected to bring any peripherals required, such as headphones, mice, etc.

### SIZE AND WEIGHT

As students are expected to carry their devices to and from school each day, we recommend considering what will be a comfortable size and weight of device for your child.

### INTERNET CONNECTIVITY

When using the NBCS Wi-Fi at school all students will be protected by the School's internet filtering. If you have purchased a device with 4G capability, NBCS cannot monitor which websites your child visits or manage website access for your child.

### ERGONOMICS

A PDD needs to be able to be used comfortably at a height and position that suits each user. You may consider additional peripherals such as a mouse, depending on your own personal usability requirements.

## MINIMUM SYSTEM REQUIREMENTS

### PC (WINDOWS)

- Operating System: Windows 10
- Intel Core i5 11th Generation (or greater)
- 8GB of RAM (or greater)
- Hard drive: 256GB SSD (or greater)
- Wi-Fi Compatibility: 802.11ax or newer, 5GHz, support for WPA2/WPA2-Enterprise and 802.1X standards
- Display: minimum 1366 x 768 pixels (1920 x 1080 or higher recommended)

### APPLE (MAC)

- Operating System: macOS Ventura (or newer)
- 8GB of RAM (or greater)
- Hard drive: 256GB SSD (or greater)

### TABLETS AND CHROMEBOOKS

NBCS does not recommend tablets as an all-purpose device, rather as supplementary to a personal laptop. If you feel your child may benefit from the addition of a tablet, we recommend Apple iPads as the best option.

## OTHER CONSIDERATIONS

### INSURANCE OF DEVICES

NBCS is not responsible for a student's personal equipment, including PDDs.

The School's insurance does not cover loss of PDDs or damage, however caused. Families are urged to investigate personal insurance for student PDD items:

- Accidental Damage Protection may be an option (at additional cost) when purchasing a device. Ask your reseller.
- Homeowners may choose to specifically insure devices on their Home Insurance policy.
- Some Insurers also provide portable device insurance.

### ANTIVIRUS SOFTWARE

Making sure that your computer is well protected from viruses and malware is now more important than ever. For Windows devices, Microsoft's native 'Windows Defender' is adequate antivirus protection. Apple macOS devices also secure themselves well against most virus threats.

### SAFE WEB BROWSING

When at school, all users connected to the NBCS Wi-Fi network pass through the School's web filters, and are protected from inappropriate materials.

Consumer firewall or 'Net Nanny' type software may interfere with the School's Wi-Fi, due to their many restrictions. We will be in contact should such a situation arise.

## MAINTENANCE AND DAMAGE

Whilst on campus, and moving to and from school, students need to be responsible for the security of their own personal property. This includes their Personal Digital Devices. Students are expected to maintain and use all items of their property in a manner that is safe and supportive of the welfare of all on campus.

Parents/Guardians are responsible to arrange and pay for repairs associated with a student's accidental loss, or careless damage/breakage of their own property. NBCS cannot assume responsibility for a student's individual equipment, including personal electronic devices, brought to school or held on site. The School community expects that any property or equipment, owned either by the School or another student, should not be interfered with in any way, without the owner's knowledge or consent. This means it must not be intentionally:

- damaged
- stolen
- relocated

Parents/Guardians are responsible to reimburse the school for costs associated with lost or damaged loan laptops.

NBCS has protocols specifically addressing the deliberate damage to another student's property, and the consequences that will follow. Students who wish to alert the School that they believe their property has been deliberately damaged, must report the matter immediately to the nearest staff member, who will alert them to the procedures to follow.

Students who are determined by the School to have deliberately interfered with the property may have their continued enrolment brought into question.

When steps of the NBCS protocol lead to the School's decision that a student caused accidental damage to another student's property, relevant families will be alerted of the final determination. NBCS has no role in mediating further communication between families on the matter of accidental damage by other students.

## STUDENT AND PARENT WEBSITES

NBCS has an extensive online presence, with various websites catering to specific functions.

### NBCS WEBSITE INCLUDING PARENT PORTAL

<https://www.nbcs.nsw.edu.au>

<https://www.nbcs.nsw.edu.au/parent-portal>

The NBCS website is open to the general public with some areas restricted by login. Your NBCS Parent Account is required in order to access the Parent Portal, which contains your child's continuous reporting, as well as information and forms that are helpful for parents. Here you can find information such as bus timetables, sports permission notes and the calendar. The Parent Portal is dynamic and is continuously updated with relevant information.

### BOX OF BOOKS

#### Digital and hard copy textbooks Years 7-12.

Parent purchase of textbooks: <https://shop.boxofbooks.io>

Student access of their digital texts:

<https://nbc-school.boxofbooks.io>

### SEESAW

<https://web.seesaw.me>

#### The eLearning website for Kindy to Year 4.

Seesaw and the corresponding app provide opportunities for students to publish their work and to receive class learning. Parents may be invited to share the journey by their class teacher.

### CANVAS

<http://canvas.nbcs.nsw.edu.au>

#### The eLearning website for Years 5-12.

Canvas has information on student courses, including class notes, assignments, results, and resources. Students have a personal username and password. Parents will have access to Canvas via their provided individual login. Parents have the option of downloading the Canvas Parent app.

### COMPASS

<https://nbcs-nsw.compass.education>

#### The student administration website.

Compass will provide updated timetable information and important news for students. Compass is also where online school reports are released. Parents will have access via their own login and password. If you have access issues, please email [ithelpdesk@nbcs.nsw.edu.au](mailto:ithelpdesk@nbcs.nsw.edu.au)

More information can be found in the [Compass Parent Guide](#)

## ONLINE SAFETY AND CONDUCT

Students are encouraged to develop an appreciation for the effective use of technology. Students must recognise that technology use is a privilege and that access to, and use of, technology is not automatic.

Students must choose to only access sites which are deemed appropriate by any member of staff responsible for that student. Any visited site must have unrestricted public access, conform to Federal or State Government legislation and not have pornographic material, violence or inappropriate language. Staff have authority at any time to intervene in a student's choice of site.

The School uses filtering software to try to ensure that the students do not have access to, or accidentally visit inappropriate sites. NBCS has the ability to check the sites that have been visited by each student, even when using personally owned devices.

### ONLINE CONDUCT

Students must never type language that is in any way defamatory, discriminatory, obscene, profane or similar. Any computer message should not harm any other person.

Students should not access the private files of another student. Each student will have their own username and password, which they should never disclose to another student. Each student is responsible for the logged activities as recorded against their login and username.

The School has a Computer Use Statement that is in the Student Diaries. Students may lose internet privileges if they fail to conform to these requirements. Parents will be advised directly of serious breaches of these protocols.

### EMAIL ADDRESSES

All students in Years 3-12 have access to school email accounts. The convention for student email addresses is their username, followed by @student.nbcs.nsw.edu.au – Parents/Guardians should ask their children to confirm their email address with them, or check the address via Compass.

## MOBILE PHONES POLICY

### MOBILE PHONES IN PRIMARY AND SECONDARY

Our mobile phone policy ensures that the focus of our students is on learning and relating with others in person.

### PHONE USE GUIDELINES

When students arrive at school, either by car or bus, they are to remove their headphones/ear buds and turn off their phones. From this point, students will not be able to use their mobile phone until the end of the school day. This includes using smart watches to send and receive text messages and/or calls. At the end of the school day, students will be able to turn on their phone in preparation for the journey home.

Students may still, from time to time, be given permission by their teacher to use their phone for educational purposes, but those times will be relatively rare. We understand that a lot of what students do on their phone can be done on their laptop, and we will be vigilant in monitoring this as relevant.

Laptops are for class use only and may not be used during recess and lunch.

### INAPPROPRIATE PHONE USE

If inappropriate phone use becomes an issue, then the following procedures will be followed:

- a. If a student is found to be using their phone, they will be asked to take their phone to Student Reception for the remainder of the day. This will be logged on Compass and the entry triggers communication with home so that parents are aware that the phone has been handed in for the day.
- b. Repeated incidents will result in students handing their phone into Student Reception at the beginning of each day and collecting it before getting on the bus in the afternoon. This will be enacted by a member of the Wellbeing Team.

### PARENT MESSAGES

Parents wishing to relay an urgent or important message to their child during the day must contact Student Reception and the message will be relayed to the student. Their child will be able to see any texts or messages sent directly during the day when they turn on their phone at the end of the day.

### COMPASS TIMETABLES

Secondary students have been used to accessing their timetable through the Compass app. All students will be issued with a physical copy of their timetable, which should be placed in their Student Diary. For any timetable changes, students will still be able to check changes, via Compass, the night before, or prior to, arriving at school. Room changes will be displayed on the screens in the City. Students can access Compass on their computers in class if they are using them.

### CAFE PURCHASES

For cafe purchases, students need to bring cards or cash, or set up an online Flexischools account and use their NBCS Student Card. No phones are to be used to purchase items.

### PHONE FOR MEDICAL USE

Phone use for medical purposes is allowed. Approval for this can be gained through the school office so that teachers are made aware.