



# PARKDALE SECONDARY COLLEGE

ABN 83 257 567 713  
CRICOS Provider Code 00861K  
Warren Road, Mordialloc, Victoria 3195  
T: (03) 9580 6311 F: (03) 9587 3142  
E: [parkdale.sc@education.vic.gov.au](mailto:parkdale.sc@education.vic.gov.au)  
W: [www.parkdalesc.vic.edu.au](http://www.parkdalesc.vic.edu.au)

Principal:  
Mr David Russell

Assistant Principals:  
Mrs June Sainsbery  
Mrs Melissa Treverton  
Mr Michael Tuck  
Mr Arron Petersen

## Parkdale Secondary College BYOD Program 2024

Dear Parents, Guardians and Students,

Parkdale Secondary College operates a BYOD (Bring Your Own Device) program. This program requires students to bring their own device to school for educational use in the classroom with the guidelines specified below. All students are welcome to approach the IT Department for any ICT related issues. We are located near the library in the main admin building.

### Our ICT Philosophy

The Information and Communications Technologies (ICT) philosophy at Parkdale Secondary College recognises that in a digital age, and with rapid and continuing changes in the ways that people share, use, develop and communicate with ICT, young people need to be highly skilled in its use. To participate in a knowledge-based economy and to be empowered within a technologically sophisticated society now and into the future, students at Parkdale Secondary College will be equipped with the knowledge, skills, and confidence to make ICT work for them at school, at home, at work and in their communities.

### General Do's and Don't's

#### You CANNOT...

- Use the laptop to illegally download or view content such as movies, music, games and social media on the PSC network. All illegal content is blocked and attempts to circumvent these blocks are reported to the principal(s), DET and where necessary, higher authorities.
- Play or download any content (music, movies, games, etc.) that is rated higher than G whilst on College grounds.
- Use the camera or microphone at school unless given permission by a teacher or staff member.
- Have any inappropriate or offensive images set as desktop wallpaper or in view of others.
- Bring your charger to class (this is an OH&S requirement). The IT Department can charge your device using your charger, or you can plug into a supplied charging point (located around the school)
- Use social media apps or websites while at school.
- Lend/swap/borrow laptops or laptop parts (i.e. screens, keyboards, mice and headphones) with other students.
- Use a mobile telephone to tether Internet to your device whilst on College grounds during the hours of 8:30am and 3:08pm



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## You CAN....

- Download any programs, apps or games that are offered on the eduSTAR catalogue/Go PSC! while at school.
- Listen to locally saved music or play games (rated G) legally. Anything rated higher than G must not be viewed, listened to or shared whilst on College grounds.
- Use the camera or microphone when instructed by a teacher or staff member.
- Use your laptop in the library during lunchtimes.
- Browse the web and send email. **NOTE: Everything on the PSC network is recorded.**
- Label the laptop (engraving your name would be ideal).

## PSC will not be responsible for:

- Devices that are broken/damaged while at school or during school-related activities.
- Devices that are lost or stolen at school or during school-related activities.
- Specific maintenance or upkeep of any device such as installing updates, patches, or Anti- Virus definitions.
- Backup of student devices. Students have access to OneDrive on Go PSC with 100 GB of free storage.

Any major work undertaken (Windows/OSX reinstalls etc.) on student devices must be accompanied with a letter from parents to authorise PSC Technicians.

## **We will never carry out work on a device that voids warranties**

Students bring their devices to use at PSC at their own risk. It is their duty to be responsible for the upkeep and protection of their devices and it is strongly recommended that families purchase insurance for the device. Students will be primarily responsible for the care and maintenance of their own device.

Students are expected to use their student locker to securely store the device when not in use and the locker should be locked, as with the storage of any valuable property at school. Devices should be transported to and from school in their school back-pack. It is also strongly recommended that a protective carry case is purchased for the device.



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## Breaches or misuse

In breaches of the Acceptable Use Policy, disciplinary action may include detention, suspension or exclusion from school, or the student may be refused permission to use the device again at school at the Year Level Coordinators discretion.

Please see the below policies for clarification

[ICT Acceptable use policy year 7-9](#)

[ICT Acceptable use policy year 10-12](#)

## What Device and Software are suitable for the PSC network?

It is important the BYOD brought to school is compatible with the *school's network*, *PSC's ICT Policy (Years 7-9 and/or Years 10-12)* and *The Victorian Education Departments Official Privacy Policies* (These two documents are accessible through the PSC website and above). There is a checklist below that you can use to check the device will work on the PSC network.

## Which suppliers should I use to purchase my child's device?

The school does not recommend a specific supplier. We have negotiated some device options through JB-Hi Fi that meet the BYOD requirements that you can access below.

<https://www.jbeducation.com.au/byod/> (password is PARKDALE2024)

This provides onsite warranty and accidental breakage repairs at school (if you decide to purchase it). If you select another provider, you may have to send it back should something go wrong, and this could leave your child without a machine for up to 6 weeks.

## Borrowing a school laptop

The College is happy to provide a laptop your child can borrow. The device must be picked up at the IT office before 9am with a note and returned no later than 3:30pm each day.

There is a *"one strike and you are out"* policy for school owned laptops.



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## Assistance with setting up Programs and Access to PSC Systems

The College operates a Microsoft 365 environment. Students will have access to how to videos and documentation that will assist them with setting up emails, Compass, Microsoft Teams, printing, and all associated software. The IT Department will also assist on your child's first day of school.

## Printable Specifications Checklist

The next two pages of this document have a **handy printable check list** you can take with you to consider your BYOD purchase and provides an overview of free software, so you avoid making any unnecessary purchases.

*If you wish to discuss, please call us on 9580 6311 option 2(8:15am until 4:15pm school days) or email the Helpdesk at [helpdesk@parkdalesc.vic.edu.au](mailto:helpdesk@parkdalesc.vic.edu.au)*

# Free School Software and Online Storage

The list below includes the free software students have access to at PSC. For year 7s most of this software will be made available to download during the first few days of school in the orientation period.

<b>GO PSC!</b>	<ul style="list-style-type: none"> <li>The PSC main portal for IT services <a href="https://www.parkdalesc.vic.edu.au/go">https://www.parkdalesc.vic.edu.au/go</a></li> </ul>
<b>Software</b>	<ul style="list-style-type: none"> <li>Parents are <b>not required</b> to purchase any software unless specifically listed on the booklist.</li> <li>Students have access to a range of many free software titles at PSC, including:             <ul style="list-style-type: none"> <li>Microsoft Office 365 (Word, Excel, PowerPoint, OneNote, Teams)</li> <li>Adobe Creative Cloud (Photoshop, Illustrator, Premiere, XD, InDesign)</li> <li>Autodesk products (Fusion 360, AutoCAD, RevIT)</li> <li>Musition / Auralia / Cubase / Logic Pro (on school computers)</li> <li>Minecraft Education</li> <li>eduSTAR software (Sketchup, Stile, Comic Life etc)</li> <li>Go PSC! Software catalogue</li> </ul> </li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>Students have access to 100 GB of free storage through Microsoft OneDrive</li> </ul>
<b>Email</b>	<ul style="list-style-type: none"> <li>Students have a free email account through Microsoft Office 365. &lt;student code&gt;@parkdalesc.vic.edu.au</li> </ul>
<b>Compass - Students</b>	<ul style="list-style-type: none"> <li>Compass is the Learning Management System PSC uses for communication and information.</li> <li>Students access Compass for classes, timetables, learning tasks, continuous reporting, news and information.</li> <li>Students receive a personal log on and password (student code)</li> </ul>
<b>Compass - Parents</b>	<ul style="list-style-type: none"> <li>Parents use Compass to access reporting, approve excursions, authorise absences, contact teachers, book parent/teacher interviews and view news and information.</li> <li><b>Parents are sent a personal log in and password (parent code). It is important that you do not give this password to your child.</b></li> </ul>

# PSC BYOD Checklist

	Ideal Specifications	Min Specifications	Information	Tick Box
<b>Operating System</b>	Windows 11 22H2  MacOS 13.5 Ventura	Windows 10 64bit 21H2  MacOS 10.15 Catalina	Windows S, iPads, Android, Chromebooks, Unix/Linux are <b>NOT</b> supported.	<input type="checkbox"/>
<b>CPU</b>	Intel i5 generation 8+ or Apple M1/2 (PC's and Apple Mac's after 2018)	Intel i3 generation 8 or Celeron (PC's and Apple Mac's after 2018)	Intel i5 CPU to run Photoshop, 3Dmodelling and video production software efficiently. Celeron and Pentiums have trouble running this software	<input type="checkbox"/>
<b>Keyboard</b>	✓	✓	required (physical keyboard)	<input type="checkbox"/>
<b>USB Ports</b>	✓	✓	Required, if USB-C student will require adapter	<input type="checkbox"/>
<b>RAM</b>	16GB	4GB	more RAM will ensure a better computing experience	<input type="checkbox"/>
<b>Screen Size</b>	14"	11.6"	15"+ laptops are too large to fit on desks at school	<input type="checkbox"/>
<b>Storage</b>	1024GB SSD	128GB SSD	Mechanical drives are not recommended. 128GB drives fill up very quickly, student can store work in OneDrive (100 GB of free storage)	<input type="checkbox"/>
<b>WIFI Connectivity</b>	802.11a,b,d,g and n	802.11a	Required to work at school	<input type="checkbox"/>
<b>Battery Life</b>	8 hours	6 hours	the longest battery life possible	<input type="checkbox"/>
<b>Headphones or earbuds</b>	✓	✓	Headphones/Microphones are required for various multimedia and learning tools	<input type="checkbox"/>
<b>Touch Screen or Stylus</b>			Not required	<input type="checkbox"/>
<b>USB stick with password protection</b>	16gb	4gb	For backing up files (can also use OneDrive with 100 GB of free storage)	<input type="checkbox"/>
<b>Browser</b>	Google Chrome	Google Chrome	Most browsers compatible with PSC Systems	<input type="checkbox"/>
<b>Insurance (highly recommended)</b>	3 years		Check with your supplier for accidental breakage insurance	<input type="checkbox"/>