LABORE ET HONORE

BRING YOUR OWN DEVICE

2027 ICT HANDBOOK

IPSWICH GRAMMAR SCHOOL

Exceptional PERFORMANCE

We will challenge ourselves and our boys to be exceptional performers. This is a statement of intent, an aspiration, and a call to action. We understand that we may falter at times but we are compelled to commit to this standard. In doing so we will generate the energy and purpose that are fundamental to great schools.

INFORMATION FOR STUDENTS COMMENCING IN 2027

Ipswich Grammar School's Bring Your Own Device (BYOD) program allows students and families to select a suitable device, provided it meets the minimum specifications outlined in this handbook. This flexibility allows students to personalise how they use technology to support their learning, while ensuring their device is compatible with the School's systems and required educational software.

INFORMATION SERVICES LEVY

The Information Services Levy is separate from the purchase and provision of a student's device. It is billed with School fees and contributes towards the technology services and infrastructure that support student learning, including;

- Network and internet services
- Printing and copying
- Data storage
- School-provided software and licensing

CHOOSING A SUITABLE DEVICE

The School has developed minimum specifications and recommendations to help families select a device that supports student learning.

Families are encouraged to purchase through the School's online purchasing portal. Devices available through the portal have been selected for compatibility with the School's systems and include education pricing, warranty coverage and Accidental Damage Protection.

Purchasing through the portal also provides families with the convenience and peace of mind of on-site repair support. If a device is damaged or develops a fault, ICT Services can assess the device and lodge the appropriate warranty or Accidental Damage Protection repair request. An authorised repair technician will then attend the School to complete the repair on-site, generally within one week, subject to parts availability and the conditions of the applicable warranty or protection plan. This avoids the need for parents to take the device to an external retailer or service centre and helps students return to learning sooner.

All devices recommended by the School include a touchscreen and compatible active stylus. An active stylus allows students to handwrite notes, annotate documents, draw and complete digital activities, while retaining the flexibility of a physical keyboard.

OPERATING SYSTEM

Windows 11 is the only operating system supported by the School for students in Year 7 to 12. This ensures that required education software, including Microsoft 365 Apps, Adobe Creative Cloud and Autodesk applications can be installed and supported.

Devices running other operating systems, including macOS, ChromeOS, iPadOS, and Android do not meet the School's BYOD requirements. Devices supplied with Windows 11 in S mode must be switched out of S mode before required School software can be insalled.

DO I NEED TO PURCHASE SOFTWARE?

Students do not need to separately purchase the School-provided software listed below. Access is provided through the School's education licensing for the duration of the student's enrolment.

During onboarding, ICT Services will install the core applications required for learning. Additional and subject-specific software will be available through the School's software portal, Company Portal.

School-provided software includes:

- Microsoft 365 Apps
- Windows 11 Education
- Adobe Creative Cloud applications
- Autodesk Suite

MINIMUM DEVICE REQUIREMENTS

Components	Specifications
Wireless	Wi-Fi 6 or newer (802.11ac +)
Battery	10+ or more advertised hours
Display	13 – 14-inch touchscreen
Processor	Intel Core i5 or AMD Ryzen 5 or equivalent
Storage	256 GB Solid State Drive (SSD) or more, particularly for students taking software-intensive electives
Memory	16 GB or more
Camera and audio	Integrated webcam, microphone and integrated speakers
Accidental Damage Protection (ADP)	Strongly recommended, three-year coverage
Warranty	Three-year warranty
Operating System	Windows 11 Education
Accessories	Bluetooth mouse and headphones, where required

DEVICE EXAMPLES

General Purpose Year 7 to 8	General Purpose Year 9 to 12	Software-Intesive Electives Year 7 to 12
ASUS B1402 Core i3/16GB Memory/256GB Storage	Lenovo 83MAS0F Core i5/ 16GB Memory/ 256GB Storage	ASUS B5406FMA Core i5/16GB Memory/256GB Storage

Students taking Digital Arts or other software-intensive electives are advised to select the Year 9 to 12 recommended device, regardless of their year level. Families should confirm any subject-specific requirements before purchasing.

WHERE TO BUY DEVICES

PLAN AHEAD FOR 2027

Families planning to purchase a new device for 2027 may wish to order early. Changes in global component supply may affect laptop pricing, availability and delivery timeframes. Purchasing early may provide greater choice and allow sufficient time for delivery before the commencement of the School year.

COMPNOW

The School has partnered with CompNow to provide families with a selection of recommended devices that meet its teaching and learning requirements at education pricing.

Devices purchased through the CompNow portal include onsite warranty support, with the option to add Accidental Damage Protection. If a portal-purchased device develops a fault, ICT Services can assist with assessing the device and coordinating the appropriate warranty repair process.

Families should allow sufficient time when ordering, as device availability and delivery timeframes are subject to supplier and manufacturer availability.

Phone: 1300 077 973
Email: school.portal@compnow.com.au
Portal: https://shop.compnow.com.au/school/ipswichgrammar

RETAIL

Families may purchase a device from another retailer or supplier, provided it meets all minimum requirements outlined in this handbook.

Before purchasing, families should confirm the warranty period, repair process, service location and expected turnaround time. Retail purchases may not include on-site repairs, and devices may need to be returned to the retailer or manufacturer for service.

Families should also consider whether the retailer offers Accidental Damage Protection or an equivalent repair or replacement option.

INSTALLATION AND SETUP

ICT Services offers onboarding sessions before the commencement of the School year to assist students with setting up their devices.

During the onboarding session, ICT Services staff will:

- Assist the student to set or reset their School password
- Complete the initial Windows setup and install available updates
- Configure Windows 11 Education
- Install Microsoft 365 Apps, Adobe applications and other required software
- Configure School printing
- Connect the device to the School's wireless network
- Configure OneDrive for storing and synchronising School files

ICT Services staff can also assist parents with setting up the IGS App during the session.

An onboarding session generally takes approximately 30 minutes but may take longer depending on the device and the number of required updates.

Book an onboarding session at: https://ipswichgrammar.com/ICTBookings

STORAGE

The School provides students with cloud storage through Microsoft OneDrive for saving, synchronising and managing School files. Students should save their work to OneDrive and regularly confirm that files have succesfully synchronised.

PASSWORD AND ACCOUNT SECURITY

School account passwords must:

- Be at least 13 characters long
- Not be shared with another person or reused for personal accounts

The School recommends using a passphrase made up of three or more unrelated words. Passphrases are easier to remember while providing great protection than short or predictable passwords.

Example: Tiger-Pizza-Blue60

STUDENT RESPONSIBILITIES

Student devices must be used to support learning and in accordance with teacher directions and School policies. Students are responsible for bringing their device to School each day in working condition and fully charged, and for taking reasonable care of the device, charger and accessories.

Students must save School work to OneDrive and confirm that files have succesfully synchronised. Device or data issues do not remove a student's responsibility to complete required work. Technical issues should be reported promptly to ICT Services, and any issues affecting an assessment or deadline should be discussed with the relevant teacher as soon as possible.

BACKUP

OneDrive provides file synchronisation, version history and recovery options for School work stored within it. Students must save their work to OneDrive and confirm that files have succesfully synchronised, as files stored only on the device may be lost if it is damaged, replaced or reset.

SECURITY

Windows 11 includes Microsoft Defender Antivirus, which must remain enabled and up to date. Students must also allow Windows security updates to install when available. Additional third-party antivirus software is not required.

CYBER SAFETY

Internet activity conducted through the School's network is filtered and may be logged or monitored to support cyber security, student wellbeing and compliance with School policies. Relevant staff may be notified where activity indicates a safety, wellbeing, security or policy concern.

Parents can find additional advice about supporting children's online safety through the Australian Government's eSafety Commissioner:
https://www.esafety.gov.au/parents/

LEARNING MANAGEMENT SYSTEM (LMS)

Schoolbox is the School's learning management system and provides students and families with personalised access to:

- School communications and notices
- The IGS Calendar
- Student timetables
- Learning and class information
- Sport, Activities and other group pages

Schoolbox can be accessed through the Schoolbox link on the School website, directly at https://my.ipswichgrammar.com or through the IGS Mobile App.

CONTACT

For assistance selecting a device or for further information about the BYOD program, please contact ICT Services.

Email: informationservices@ipswichgrammar.com
Phone: +61 7 3813 9653
Hours: 8:00am to 3:30pm Monday to Friday (excluding public holidays)

Ipswich Grammar School
Locked Bag 6000 North Ipswich Qld 4305
07 3813 9600 I info@ipswichgrammar.com
ipswichgrammar.com I Cricos Provider 00499A