



IST Grade 9 - 12 Bring Your Own Laptop Program

Introduction and Information about the 1:1 Program

IST Secondary Campus is now entering its fifth year of the Bring Your Own Laptop Program (BOYL). We have created this sheet as a launching point for you to be able to better understand what you need for the program and more importantly why we conduct the 1:1 BOYL program at IST.

IST Secondary School objectives for the 1:1 BOYL program:

- To develop 21st Century technology skills that reflect real world access to information that includes collaboration, critical thinking, creativity and problem solving
- To promote effective use of digital literacy in an academic environment
- To promote a safe environment for students to access technology (digital citizenship)

Minimum requirements for laptops.

The laptop program is extended to P.C.'s with a Windows 10 and up or a Macbook Pro/Air 10.14 and up. This can also be tablets such as Microsoft Surface, or flex laptops such as the Lenovo Yoga, and so forth. **The program doesn't extend to iPads (pro or regular) Chromebooks, or other personal devices (phones, tablets that are not running a Windows 10 Operating system, etc.).**

The laptop must be less than 2 years of age when the student starts with the program (entrance into grade 9 or upon enrollment). Reliability of hardware is key to success for the program to work.

What we have learned

As we head into our 5th year of students bringing their own laptops to school we are able to report out on what we have learned so far.

- While an environment with many different types of machine certainly works, we realize that there are several programs that run only on the Apple operating system that are valuable for learning (e.g. iMovie, Garageband, Keynote, Smart Music). Some students have been disadvantaged because they have not had these pieces of software.



Minimum Hardware

- 8GB of Ram
- 250GB Hard Disk (If new MacBook Pro 128GB is ok with the idea that knowing that it is nearly completely cloud based)
- 13" Inch screen
- Battery life at a minimum must be rated 4 hours and above
- Emedable keyboard (can also have a touch screen keyboard)
- O/S must be latest operating systems for both a PC and Mac.
- 802.11ac Wifi protocol or greater (majority of these probably have this installed already)

What to purchase?

The school highly suggests that you purchase what you feel is comfortable for your son/daughter as this is a big investment in terms of technology and money. Our school network is set up for any of the laptops that you wish to invest in as parents. A few ideas that may help you consider what to buy

- Laptop shelf lives are usually designed for 3 - 4 years.
- Please note that all teaching staff use Apple laptops. Whilst we do not require students to use a MacBook we strongly encourage them. If parents choose to provide their child with a Windows laptop they may be asked to purchase software for use in some classes.
- Cost of repair if needed.
- Readily available replacement parts in Tanzania.
- Family considerations of what is appropriate for both home and school use

Further Suggestions:

- Purchase iCare for Apple and insurance for P.C. and Chromebook products.
- Buy a proper case and carrying bag for the laptop to help ensure longer life. You can buy a backpack that has a built in case to keep the laptop secure.
- Make sure to confirm voltage, although usually these days the laptop is rated for 110~240v. Amps are usually universal.
- Consider the weight of the laptop as well, as this can affect the student's ability to handle the laptop in and around classrooms and at home.
- Mark your laptop with permanent marker/etching/stickers with a name written on the laptop.
- Have a cloud-based backup system for data. We provide a google account for school but this will end when student leaves IST.
- Virus/malware protection should be installed- there are many companies that provide this protection for your laptops.

IST can help guide you with this if you need assistance.



IST Loaner Program for Broken Devices:

Loaner laptops are only provided in case of a verified broken laptop, either by bringing the computer in to the ICT department or having a note/email from a computer repair vendor that states the laptop is being repaired. If the laptop was stolen a police report or a verification from the school principal is needed to provide a loaner. There are no exceptions to these guidelines.

If your son/daughter qualifies for a loaner the maximum period of use is 10 school days in a calendar year. The laptop can be taken home for homeschool use as well on any weekend that it falls upon. However, if the 10 day period falls upon a week holiday it will count towards the 10 school days. Note, no laptops will be loaned over over the winter (3 week) break.

No daily loaners for forgotten laptops, low battery, etc., Only for verified broken laptops will a loaner be provided.

Program guidelines for use in school

Out network is for the use of educational/academic purposes only and the intention of other uses is not supported and could lead to adverse actions for the students laptop and/or accounts.

School Acceptable Use Policy (AUP) extends to the 1:1 BOYL program. AUP's include use of the school provided network, in which students must adhere to our security protocol (the following will be considered deflection mechanisms in order to circumvent the protocols in place):

- No VPN's running at school
- No hotspots or bittorrents
- Use of Youtube/Video sites should be limited to educational purposes
- Social media should be abstained from during school hours

Laptops are registered in our Wireless Network and will be cut off if there is a violation of any of the above stated violations (deflection mechanisms). Students will be warned for the first time that this will happen and will have to remove the deflection mechanism off of our network. Violations after the first time can result in a permanent ban from our network.



Student Responsibility in the 1:1 BYOL program:

- ❑ I will accept responsibility for proper use of school technology (computers, tablets, etc) and for reporting any misuse of technology to a teacher/principal.
- ❑ I will respect the privacy and dignity of students and teachers at all times and will not use, copy, or delete another user's files, folders, or passwords.
- ❑ I will also respect students/teachers right to privacy with regards to posting pictures/videos/etc., on social media at all times.
- ❑ I am responsible for keeping safe any passwords given to me and updating these regularly.
- ❑ I will not intentionally alter existing software, hardware or network systems and their settings.
- ❑ I will respect school equipment and not vandalize it (keyboards, screens, etc.)
- ❑ I will respect my fellow students equipment (phones/laptops/tablets) and not use their devices at anytime during school hours.
- ❑ I will not spread computer viruses or malicious software of any kind and will take precautionary measures to prevent such a spread (i.e. regularly scanning flash drives for viruses).
- ❑ I will not hack or manipulate any school data systems and will immediately report so if this if I have knowledge of such.
- ❑ I will not play games on the computer during school hours, unless a teacher has given consent.
- ❑ I will not use social media in class or school (and under the age of 13) unless the teacher allows this to occur.
- ❑ Your teacher will guide you with the use of your laptop during class times. Teachers have the right to ask you to close/power off/putaway/etc, your laptop while in class. Instruction time is not always tech time.
- ❑ IST reserves the right to change the parameters of digital acceptance and use at anytime given the needs of the school and the changing dynamics of technology.
- ❑ Remember when in doubt ask, as this can save you a whole lot of trouble.