

13 December 2021

Dear Parents and Carers

BYOD (Bring Your Own Device) Program

BYOD is integrated into learning at The Sycamore School for Years 7 – 10. The BYOD program assists students to improve their learning outcomes in a contemporary educational setting.

We rely on our parents and carers to support the education of our students by purchasing the School approved laptop. We request that students do not use any other laptop at School other than the School approved laptop.

Expectation of students

At the commencement of the year, students will be requested to read and sign a BYOD agreement in the company of a parent or carer.

We expect students to:

- Bring their device to School each day.
- Ensure that it is fully charged and ready to last all day.
- Keep their laptop in good working order to ensure minimal disruption to learning.
- Show respect of other students' devices.
- Access technology as a responsible user.

Purchasing Portal

The School has worked with JB Hi-Fi Education to make available a laptop that is suitable for our educational setting at the best price available. Laptops can be ordered through the BYOD Online portal.

jbeducation.com.au/byod/

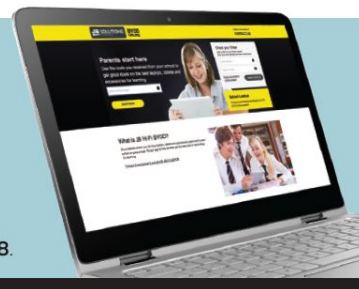
School code = SYCAMOREBYOD2022

Parents and carers need to be aware that there may be delivery delays due to a world-wide shortage of computer components. We recommend that you place your order as soon as possible to avoid further delays.



HOW TO ORDER

1. Go to jbeducation.com.au/byod
2. Enter your school code **SYCAMOREBYOD2022**
3. Once logged in, select the relevant student programme.
4. Select your preferred JB Hi-Fi store for pick up, or pick up from your school (where possible).
5. Follow the prompts to choose your device, insurance cover and device accessories.
6. Enter your personal details.
7. Select a payment method and complete your order.
8. If you have any questions, please contact us at jbeducation.com.au/byod or call **1300 730 548**.



Care and Maintenance

Students, parents and carers are responsible for caring for, and maintaining their BYOD devices, ensuring they are ready to be used when needed. Maintenance and repair of any device brought to the School under the BYOD program will remain the responsibility of the student and their family.

Accidental Damage Protection

Parents and carers are strongly encouraged to consider purchasing the Lenovo Insurance Upgrade Accidental Damage Protection. This policy goes beyond standard warranty to cover accidental damage. Below are some examples of how your device will be repaired or replaced under your insurance policy.

Cause of Damage

Liquid spilled on or in unit
Drops, falls and other similar impact
Electrical surge
Damaged or broken LCD
Accidental breakage (multiple pieces)

Resolution Description

Repaired or unit replaced
Repaired or unit replaced
Repaired or unit replaced
Repaired
Repaired or unit replaced

Software

The School provides each student with a school email address and Microsoft Office 365. For new students, Microsoft 365 will be installed onto BYOD devices at School.

School Technical Support

The School no longer employs a permanent IT person. We have outsourced our IT technical support to Smile IT. Smile IT are onsite two half days per week (Wednesday and Friday). They also provide remote support during business hours. Smile IT can be contacted by email at support@smileit.com.au. In your email, please include your contact details and the best time to speak with you.

Should you have any further questions or queries, please do not hesitate to contact myself now or in the new year.

Yours sincerely

Ronwyn Collier
Principal