✱ **All new Entry Class students need to register computers for configuration by the end of November.**

Bring your own device for use @ TC

At TC we have a bring-your-own-device (BYOD) program. The BYOD program is designed to provide students with choice and flexibility to support their learning. We define a baseline set of requirements so that we can support, manage, and secure each student computer in a consistent and efficient way at scale. During the configuration process, we enable a balanced management approach for the device. This ensures the student remains in full control of their computer, including local administrator rights; however, TC can still manage and control the device when needed. All our student devices need to be Windows-based devices to be supported in the BYOD program.

If you choose to use an Apple computer, it must run **Windows 10/11 in Bootcamp** as this is the only supported option for our BYOD program. We do not support Virtual Machines running Windows due to networking requirements, we also do not support Apple computers with M1 chips.

MacBooks without Windows will be loaded with a school-owned license and will take slightly longer to setup, so be prepared to leave the computer with I.T Services for up-to 5 business days. This timeframe could be extended during peak enrolment times such as November/December periods.

@TC we expect all students to have a working/configured computer from the first day you start with us. Read this document carefully to ensure a seamless setup/on-boarding experience with your selected computer.

Important Guidance before choosing a suitable computer

- **DO NOT purchase computers that run ARM-based CPU's. These types of computers are not supported by our BYOD program. Computers with these CPUs cannot run the Windows operating system in a supported way that meets our BYOD program configuration. Computers we do not support include:**
    - **Apple MacBook computers with the M1 processor,**
    - **Chromebooks,**
    - **or some lower cost PCs that are using ARM-based CPUs.**
- **Purchase a suitable carry case or bag to protect the computer when in transportation.**
- **Purchase a second power-charger for your computer so that one can be available at school and one to stay at home.**

BYOD Recommended Specifications for All Students

Below is a list of suggested specifications that we provide to assist in purchasing an appropriate device for school use. As technology changes at a rapid pace; we understand that this list may become out-of-date before we publish a new revision to this guide.

- **OS:** Windows 10 Professional or Windows 11 Professional
- **CPU:** Intel Core i5 or equivalent
- **SCREEN:** 12inch – 14inch
- **MEMORY:** 8GB Memory
- **WIRELESS:** 802.11a/g/n/ac (2.4/5.0 Ghz)
- **HARD DRIVE:** 256GB Solid State Drive (SSD)
- **BATTERY:** 10 hours
- **WARRANTY:** Look for devices that offer on-site warranty or repair service (3yr coverage is recommended)
- **OPTIONAL EXTRAS:** Look for devices that come with a Touch Screen or Stylus.

BYOD Recommendations for Visual Arts / Technology Subjects

TC offers all students with devices registered in our BYOD program the opportunity to install and use the full Adobe Creative Cloud software suite for industry-standard design and production tools at no extra cost.

Adobe has a baseline set of hardware requirements that they suggest when using each of their software applications on a Windows PC.

Minimum recommended specifications for Video production applications (Premiere Pro, After Effects etc.):

- Multicore processor with 64-bit support
- Windows 10/11 (64 bit). TC can assist you with a school-provided license if you need to upgrade an existing computer to Windows 10/11. We can also help with Windows updates if you are on an older version.
- 8 GB of RAM (16 GB or more recommended)
- 8 GB of available hard-disk space for installation; additional free space required during installation (cannot install on removable flash storage devices)
- 1280x800 display (1920x1080 or larger recommended)
- Sound card compatible with ASIO protocol or Microsoft Windows Driver Model

Minimum recommended specifications for Design applications (Photoshop, InDesign etc.):

- Intel® Core 2 or AMD Athlon® 64 processor; 2 GHz or faster processor
- Windows 10 (version 1607 or later – including Windows 11 or later)
- Photoshop CC is designed to work best on the latest version of Windows 10/11
- 8 GB or more of RAM (16 GB recommended)
- 2.6 GB or more of available hard-disk space for 32-bit installation; 3.1 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system)
- 1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended.

General Buying Tips and Recommendations

When choosing a new computer for TC's BYOD program the follow list of tips and recommendations should be considered. Contact us with any questions before buying a device.

- ✓ We recommend purchasing a device that comes pre-loaded with Windows 10 or Windows 11. Standard editions will be upgraded with a school-provided license key to either Education or Enterprise edition.
- ✓ Avoid purchasing devices that come pre-loaded with Windows 10/11 S. This edition of Windows is not suitable for use at TC. We require your personal Microsoft account details to convert the edition from S-Mode to a full Windows license. This will cause delays in configuration / setup turn-around times if we don't have the correct account details from you to perform the conversion.
- ✓ Apple MacBook's will be installed with a school-licensed copy of the Windows 10/11 operating system in the Apple-supported Bootcamp partition. We require a least 128 Gb of hard drive space available before registering for device setup with I.T Services. If you are purchasing an Apple MacBook Air; ensure that you order a model with 256Gb of hard disk space or larger to allow for Windows 10/11 to be installed in the Bootcamp partition. We provide Windows 10 or 11 licenses free of charge on Apple devices.
- ✓ All BYO devices are required to have a minimum of 128Gb of HDD space. We recommend 256Gb or more as a recommended storage capacity. Computers with less than 128Gb of hard disk space will prevent the device from receiving future software updates and makes usability extremely limited.
- ✓ We recommend purchasing a new computer instead of using an existing or older computer. Using a computer that is 2 or more years old or a computer that requires a system upgrade to meet the requirements has proven to be more troublesome when I.T Services attempts the configuration process.
- ✓ DO NOT purchase any additional software such as Anti-Virus or Microsoft Office. TC provides these applications for all BYO computers when they come in for configuration.
- ✓ Take this guide with you when purchasing a computer to help sales assistants provide you with an option that meets our program requirements.
- ✓ TC recommends students look for computers that are 14 inches or smaller in size as we know from experience that larger and heavy computers become difficult for students to carry between classes and are more likely to get dropped or damaged during transportation.
- ✓ We highly recommend purchasing a suitable carry case or bag to protect the computer when in transportation.
- ✓ We highly recommend purchasing a second power-charger for your computer so that one can be available at school and one to stay at home.
- ✓ We recommend students buy devices that have a stylus pen option. However, it's not requirement.

Suggestions on where to purchase a computer from?

- **Learning with Technologies** – http://tc.orderportal.com.au/
- **Centre Com** – http://www.centrecom.com.au/

Readiness Checklist

Use this check list to ensure you have met all requirements before deciding to bring your computer into I.T Services for configuration.

All new Entry Class students <u>must</u> have computers registered for configuration by the end of November.

☐ I have a valid Windows license installed on my chosen computer.

    o Windows 10/11 Standard or Professional

☐ My important documents or personal data has been backed-up.

    o In the case where you are using an existing computer (not brand-new), ensure that any personal data is backed-up before handing in to I.T for configuration.

☐ Removed any existing Anti-virus tools or firewall programs.

    o Ensure any existing antivirus/firewall software is removed to ensure a problem free setup experience.

    o TC will provide a managed anti-virus solution on your selected device.

☐ Register the computer online and nominated a drop off date with I.T services. To register a BYO computer, you must visit **https://services.tc.vic.edu.au/RegisterDevice**. This link is also found on the TC website from the BYOD information page.

☐ At time of drop-off bring a signed copy of the Support Agreement found at the end of this document.

NEED HELP WITH THE ABOVE CHECKLIST?

If the above information raises any questions, please feel free to email I.T Services at the following address:

servicedesk@tc.vic.edu.au

Bring Your Own Device Support Agreement

The following terms and conditions must be agreed to by the student and parents/guardian before a BYO device can be supported by I.T Support Staff at Templestowe College.

- Templestowe College I.T Services will only support the software that is loaded onto the students selected primary device.
- Secondary devices such as smartphones, iPads and other single function devices will be considered as self-serve and Wi-Fi access/support will be limited. Self-help guides will be provided where possible.
- Hardware issues can be reported to Templestowe College I.T Services, although we will only assist students in assessing and logging valid warranty calls and/or arranging on-site visits by approved vendor service representatives. We won't be held liable for incorrect advice relating to your device. Always seek the device vendors support services or documentation for actions to take when assessing hardware issues.
- We cannot help with claiming warranty support for devices that do not have an active warranty agreement available from the vendor or supplier.
- Issues that are not considered as warranty; for example, insurance claims or parts orders must be organised by the student/parent. We can assist with any information required to help process or resolve such issues.
- Templestowe College I.T Support can provide a workspace on-site, if a parts order or insurance claim requires a vendor supplied service representative to install or service a device on-site.
- Templestowe College I.T Support can be used as a point of reference/contact for any work orders arranged by students or parents during business hours. Please contact us before-hand to plan arrangements.
- Templestowe College I.T Services will take no responsibility for hardware, software or personal data damage/loss caused on a student owned device.
- All student owned devices require a support agreement to be signed and returned to the school before I.T Services can begin supporting the device(s).
- This agreement is valid from the time a student is enrolled at the school or until a revised agreement is signed.
- All licensed software must be removed when a student leaves Templestowe College. Network policies and restrictions must be removed upon exit or when a device is replaced.
- Students must only have one device registered as a 'primary' device. If a primary device is replaced, software and settings must be removed from the old device first. This process also applies to students leaving TC.
- Templestowe College is not liable for copyright or pirated software found on a BYO device. All software used must comply with the software vendor's license agreement.
- Students agree to allow Templestowe College I.T Services to manage aspects of their registered BYO device; this is to maintain security policy compliance, support installed software applications and network services.

I/We have read the above terms and conditions and agree to abide by them.

Today's Date:

_____

Student's Name   **Parent/Guardian's Name**

_____   _____

Student's Signature   **Parent/Guardian's Signature**

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