Salisbury East High



2027
Laptop Program

Revision 1.4.5

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Programs

Department for Education Purchase Portal



This program is designed to provide families with access to high-quality devices with educational discounts, and we highly recommend purchasing through this portal.

Bring Your Own Device



Families supply their own laptop for the student at the beginning of high school, and the student remains responsible for this laptop.

Loan Program



The program is designed to assist families in receipt of School Card and others who are unable to provide their own device for their child's education.

Purchase Portal



Why Purchase Through the BYOD Portal?
All devices available on the portal have been curated to meet the needs of South Australian students. Recommendations on the page indicate the intended year level, ensuring that you select a device that best suits your child's educational requirements.

Key benefits of purchasing through the portal include:

- **Pre-installed Cortex software**: Cortex is an enterprise grade antivirus and cyber security system designed to protect devices. For family-owned devices purchased via the portal, Cortex will come pre-installed.
- **Enhanced warranty packages**: Devices come with comprehensive warranties, offering additional protection and peace of mind. Accidental Damage protection and Education Plus is available to add-on to any purchased device.
- **Educational discounts**: Families can take advantage of reduced pricing on a variety of device options when compared with the same features.
- **Family Ownership**: Devices purchased through the BYOD portal are owned by the family and can be used both at school and at home. Ownership remains with the family, even after your child leaves Salisbury East High School.
- **Warranty claims:** For devices purchased through the portal, Salisbury East High can lodge and process these items on your behalf.

Getting Started

To browse and purchase devices:

1. Visit salisburyeasthighschool.byod.sa.edu.au
2. Create an account
3. Select the appropriate device and any accessories for your child.
4. We encourage purchasing of Education Plus or ADP warranty upgrades to cover a limited number of repairs and breakages.
   Note: Lenovo devices in this portal come with upgraded coverage as standard.

Delivery Information

Devices purchased through the portal **before Nov 2nd** for the following school year will be delivered to Salisbury East High School for collection in Week 1 or notified if sooner. All devices are clearly labelled with your child's details for easy collection. You will receive a tracking number once the device is shipped, and you can check the status of your order through the portal.

- We encourage you to take advantage of this convenient and beneficial program as we prepare for another successful school year!

Bring Your Own Device

Salisbury East High School supports families who choose to BYOD (Bring Your Own Device). This means that families purchase a laptop for the student at the beginning of high school and remain responsible for the care and maintenance.

Students need a laptop for every lesson and need to ensure that it is charged overnight and ready for lessons. Students are encouraged to bring their laptop charger to school with them. *Please apply a label to the charger and laptop with your child's name to clearly identify it in the event of misplacement.*

What software will students use?

Salisbury East has a range of software which students can access for free through the Student Intranet, these include:

- Microsoft Office
- Daymap
- Adobe Creative Cloud
- Google Education Suite
- Canva

Which laptop do I buy?

Laptops are expensive, and we understand that families want to make the right choice so the laptop will work for years to come. Salisbury East High School recommends investing in a good quality laptop as cheaper 'ultraportable laptops' have very short life spans. We strongly recommend a Windows operating system and ask families in our senior year levels to not purchase chromebooks for learning at our school.

To ensure that your student's laptop is the most effective, we recommend a windows 11 laptop with the following specifications:

- 9+ hour battery life
- 13-15 inch screen
- 16GB of memory
- 256GB storage
- Intel Core i5 / Core Ultra 5, or AMD Ryzen 5 / 7 (7000 series or newer) processor
- Released within the last 3 years
- USB Type C Charging capable

Setup Requirements:

We recommend you unbox and log into the laptop for the first time when you are at home and complete any out of the box/account setup experience that may come with your device. We request you check out our BYOD Onboarding guide to streamline the first days at Salisbury East High School.
Teachers in the first lessons will support students to set up school passwords, Wi-Fi access, log into emails and download any needed software. We also offer an optional onboarding session in the week before school that runs through the setup.

If used, Any VPN software will need to be turned off prior to connecting to the school as the software will restrict the laptop from working on our systems.

Loan Program

Salisbury East High School is a Bring Your Own Device (BYOD) school.

We encourage families to send a suitable laptop or device to school with their child whenever possible. BYOD helps students learn with technology that's familiar to them and supports our teaching and learning programs.

We understand that not every family can supply a device, so we offer a loan program to make sure all students have access to technology.

School Card Students

Families eligible for **School Card** will receive **priority access** to the program. This ensures that students from financially disadvantaged backgrounds have the resources they need to succeed. If you believe you are eligible for School Card and haven't applied this year, please contact our front office for more information.

Benefits of the Program

- **No upfront cost**: The program offers a school-managed device at no cost for the duration of the loan.
- **Technical support**: The school's ICT team is available to assist with troubleshooting and maintenance.
- **Educational use**: Devices come pre-loaded with school-approved software, ensuring students have access to necessary educational tools.
- **Security and safety**: Devices are monitored by the school, proper measures are in place to ensure safe and appropriate use and come included with an antivirus software package.

Important Information

- **Loan Agreement**: Participation in the program requires families to sign a **Student Laptop Loan Agreement**. This agreement outlines the responsibilities of both the student and parents in maintaining the device in good working condition. Please refer to the attached agreement for more details.
- **Device Care**: Laptops are to be used for educational purposes and must be handled with care. Any damage resulting from negligence may incur repair costs for families. **Accidental damage protection** is included, covering one claim with no excess charges.
- **Limited Availability**: Priority will be given to eligible **School Card students** due to limited availability. We appreciate your understanding if we are unable to offer a laptop to all students.
- **Annual renewal:** Participation requires annual renewal, ensuring that the student's educational needs and circumstances are reassessed each year.

Loan Laptop – Guidelines and Responsibilities

Ownership and Usage Conditions
The laptop remains the property of the School and its supply is conditional upon the student's continued enrolment. In the event of enrolment ending, the laptop must be returned within one week. The School reserves the right to review any documents or data stored on the laptop.

Software, Copyright, and Intellectual Property
Each laptop comes preloaded with a School-approved software image, which includes essential operating systems, anti-virus software, and Microsoft applications. All software is copyrighted and must not be distributed, modified, or deleted without written permission from the School.

Games, Music, and Non-School Applications
Non-School applications are allowed if they:

- Are licensed and do not breach copyright laws.
- Are appropriate for school use.
- Do not conflict with the school's IT user agreement
- Do not hinder laptop performance or the School's network.

Network games and ad-hoc networks are prohibited. Policy violations may lead to sanctions, in line with the School's Behaviour Code, ICT Acceptable Use Policy, and Mobile Phone Policy.

Laptop Care and Security
Students are responsible for the care and security of their laptop. When not in use, laptops should be stored in lockers. Neglect or improper storage that leads to damage or loss will result in repair or replacement costs charged to parents/carers or the student (if independent).

To ensure safe use:

- Keep the laptop on a stable surface.
- Avoid moving it while powered on.
- Handle cables with care and report any damage immediately to IT staff.

LCD Screens
LCD screens are fragile. Handle the laptop by its body, not the screen. Clean the screen with a lightly dampened, non-abrasive cloth, avoiding pressure.

Warranty and Damage
The warranty covers normal wear and tear but excludes damage caused by negligence or abuse. Parents/carers or the student (if independent) will bear any repair or replacement costs for negligence or loss. For year 7 students, the first accidental damage claim will be covered by the school.

Personalisation
Laptops must not be personalized in a way that alters them permanently. Stickers and labels must be easily removable. The school's management systems and antivirus software must not be tampered with or removed.

Acceptable Use
Users must comply with the School's ICT Acceptable Use Policy. Inappropriate use of the internet, offensive file names, or engagement in activities like cyberbullying will be addressed through School policies, and serious breaches will be escalated to law enforcement if necessary.

Cyberbullying and E-Crime
Cyberbullying, including offensive or threatening messages, is a serious violation. It may constitute e-crime and be dealt with under State and Federal laws.

Technical Support
Students requiring help with passwords, software, or laptop issues can contact the on-site ICT Support Team. For hardware faults, students will be provided a loan laptop if necessary. All-important files must be backed up, as re-imaging of the device may result in data loss.

Off-Site Access
Students have 24/7 access to their laptop during the school year, including school holidays for terms 1,2 and 3. The School must be informed immediately of any changes to contact details.

Laptop forms & paperwork
To collect a device, the student must not have any other IT long-term resource on loan apart from a device that is under repair and have the relevant paperwork completed.

- ICT User Agreement
- Resources and Extra-Curricular Activities Agreement
- Year Loan Laptop application form

The Year Loan Laptop application form can be accessed online here:
https://forms.cloud.microsoft/r/BH3pRm0wQm
Submissions will be reviewed and best effort attempt to reach the provided contact of the outcome of the application. Students may visit IT to receive an update on the application.

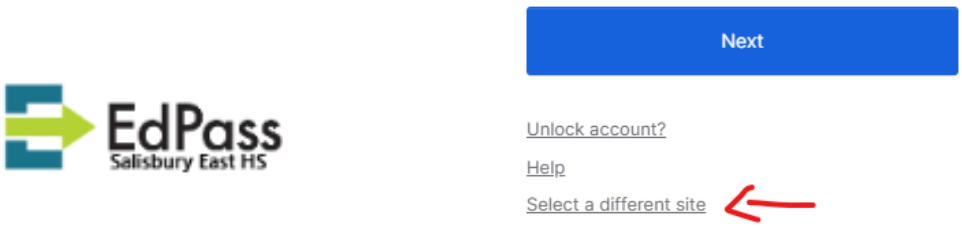
Following the Loan Laptop guidelines, conditions, and responsibilities outlined in this handbook is an expectation. If parents/carers have any questions regarding the allocation of a loan laptop, they should contact Student Services or the School Reception.

BYOD Device Setup Guide

Ed-Pass First Login Information

Department for Education schools use EdPass for logging into a growing range of schooling services

- **Before continuing**
  - You ***must*** have a signed/completed ICT user agreement to obtain a password and use technology at Salisbury East High School.
  - You will be required to have your first Salisbury East High password and your department @schools.sa.edu.au email address. You can obtain them from:
    - Your classroom Teacher
    - IT Staff
- The first time using your Salisbury East High login details, you will be asked to choose a new password. Once changed only IT Staff will be able to support you.
- You will also need to pick a new password every year. IT will email a reminder before your password expires.
- Your password must meet the minimum password requirements which are
  - Be at least 8 characters long
  - Not be a previously used password
- When logging into EdPass, take note of which School you are logging into. For year 7 and 10 please select "edpass portal" where the text under the logo will say "portal", for all other year levels: "If beneath the logo it does not say **Salisbury East HS**, please use the option to "Select a different site"



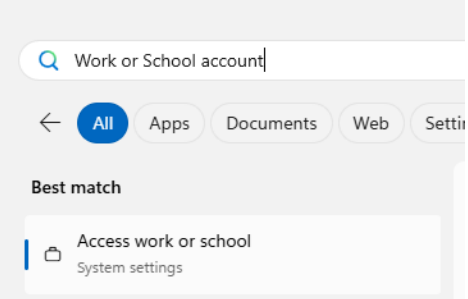
- You may login or test your credentials at any time by visiting https://portal.edpass.sa.edu.au

For Windows users:

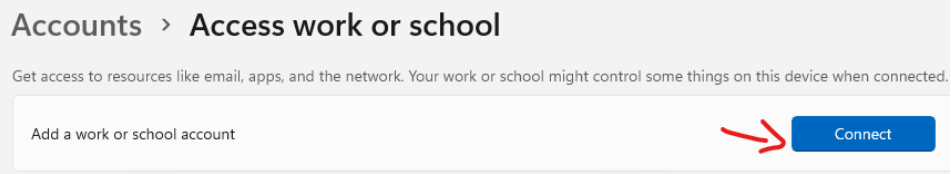
- You will need your school login details and an internet connection to complete this step.
- These instructions are easiest to be completed before attending the school.
- If you have used your @schools account to login to your laptop these steps have been done for you.
- If you do not wish to accept step 4 of these instructions a manual video is available, manual installation requires re-installation every 3 years and must be conducted at the school using our provisioning Wi-Fi network: https://www.youtube.com/watch?v=NSBVtMNM6JI

A video of these 4 steps is available: https://youtu.be/vfJmu4AgUHw

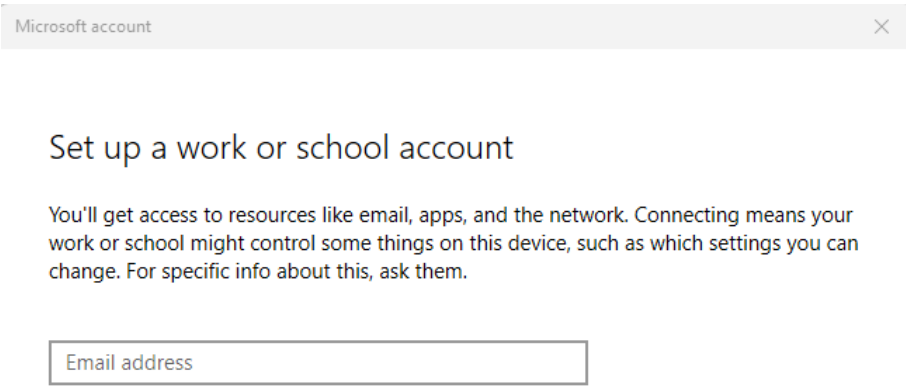
1. In your start/search menu search for "Work or School Account"



2. Click on Connect



3. Enter your login information for your @schools.sa.edu.au account.



4. Accept the "Allow your organisation to manage your device" notice, this will install all required components to connect to the schools Wi-F and provide licensing for Microsoft Office whilst using your shcools.sa.edu.au account within office.

For Mac Users:

- You will need your school login details and an internet connection to complete this step.
- These instructions can only be completed when **attending** the school.
- Please connect to the wifi network called EdWifi-Provisioning before starting
- Installation steps must be undertaken every 3 years per device.

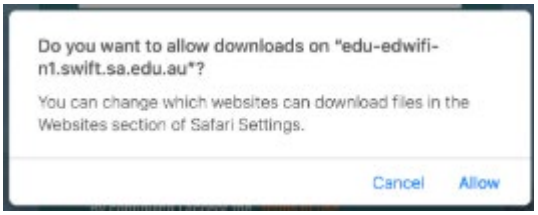
1. Open Safari and sign in to https://portal.edpass.sa.edu.au with your EdPass credentials.
2. Click **EdWiFi Manual Device Onboarding**.



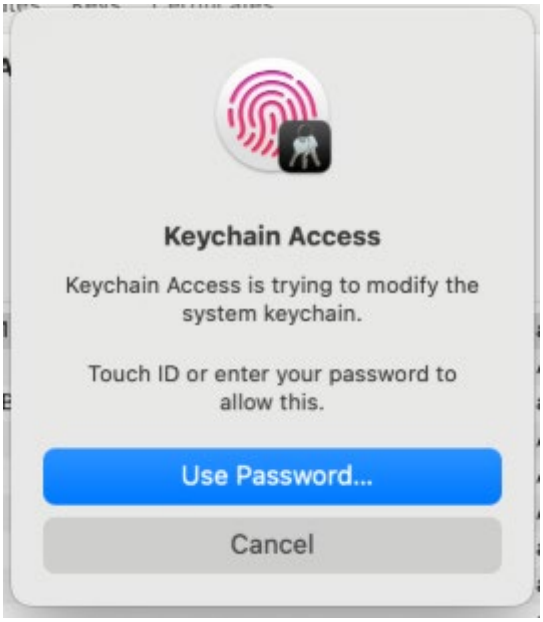
3. Click **Install Certificate.**



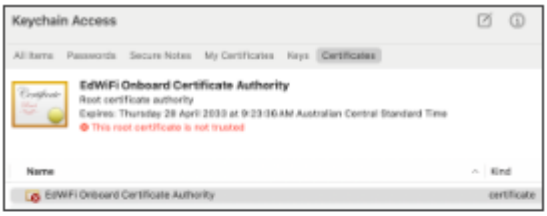
4. You'll receive a download file prompt. Click **Allow.**



5. Open the downloaded file and **Use Password** or **Touch ID** to open Keychain Access.



6. Open the **EdWiFi Onboard Certificate Authority** certificate and select **Always Trust**.





7. The EdWiFi Onboard Certificate Authority will now be shown as **Trusted**.



8. Close Keychain Access.

9. Return back to **Safari** and click **Install Profile**.



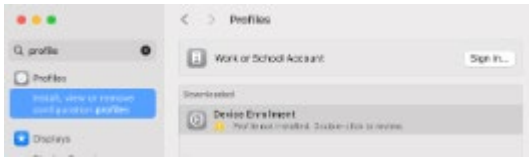
10. You'll receive a configuration profile prompt. Click **Allow.**



11. On the Profile Downloaded prompt, click **Close** and open the **Settings app**.



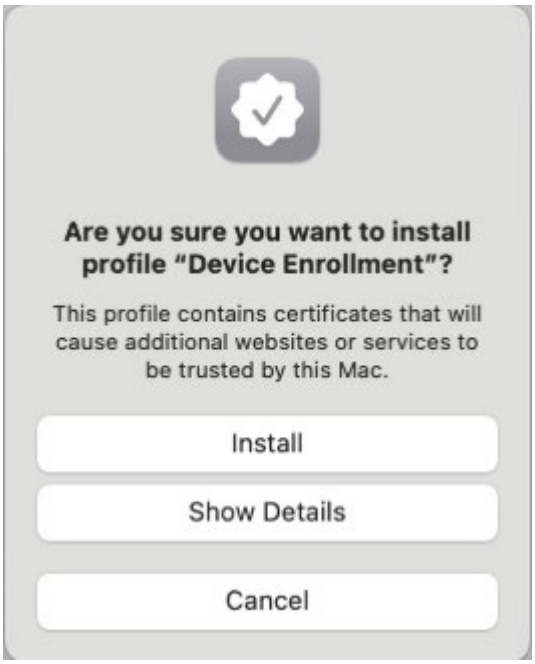
12. Click **Profile installation** and follow the prompts to install the **Device Enrollment** certificate profile.



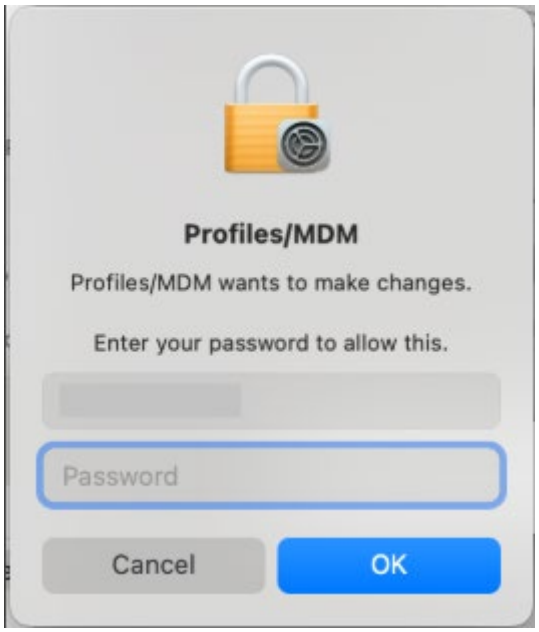
13. On the Install Profile screen, click **Install**.



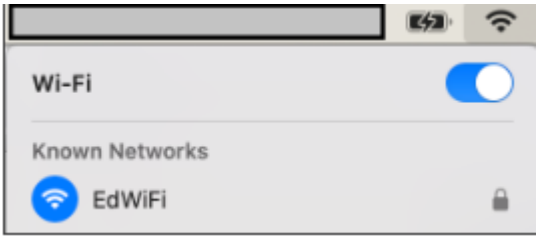
14. On the Warning screen, click **Install**.



15. Enter your password to allow the profile configuration.



16. Confirm the device is connected to the EdWiFi SSID.



For Chromebook Users:

These instructions are best completed offsite before attending the school. If you are at school already, please connect to a mobile hotspot or hotdesking station before starting these steps. IT staff can support you if any of these options are not available to you. You will need your school login details to complete this step

- Chromebooks need to be signed into using your @schools.sa.edu.au account.
- Note: Device will not connect to EdWiFi on the login screen and will rely on cached login credentials.
- After signing in the edwifi network will be automatically installed within a few seconds

Learning Resources

For each of the below links, click on it if you are using the electronic format of this document, or type it into your browser search bar.

When you have the page loaded, click on the star in the URL bar on the far-right side of the address bar to your favourites bar in the browser for quick access.

- **Student Intranet**

https://my.sehs.sa.edu.au/

The Portal provides Salisbury East High School's student and staff access to all applications required for their classes and learning. We update this site with new information and resources when required.

- **Daymap**

https://sehs.daymap.net/

Daymap is a learning and student management system that helps augment Salisbury East High School systems to make life easier for staff, students, and parents. Daymap is the resource used for their subject timetable, teacher notes, and attendance.

- **Daymap Companion (Parent Portal)**

https://sehs.daymap.net/portal

Parents also have a portal they can access both through a phone application, and on their browser too. Here you can find information on upcoming events, excursions, messages from the school, attendance information, report cards, class timetables, and more.

- **Google Classroom**

https://classroom.google.com

Google Classroom is an online, cloud-based learning platform developed by Google for educational institutions that aims to simplify creating, distributing, and grading assignments. The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students. It can be used for student collaboration with other students, teachers, and submitting assignments for feedback.

- **Google Classroom Parent/Guardian Access**



https://classroom.google.com

Google Classroom Parent/Guardian Access helps families stay informed about their child's learning. Parents and carers can receive email summaries showing upcoming or missing work, class announcements, and activity across classes. This provides a helpful overview of student progress and supports communication between home and school. Parent/Guardian Access is designed to keep families informed while classroom teaching, assignment submission, and feedback remain managed through the student and teacher accounts.

- **Google Gemini for Education**

https://gemini.google.com

Gemini for Education is Google's AI assistant for schools and is built into the Google Workspace for Education tools students and teachers already use, including Google Classroom. This means it can support learning in a more connected way by helping students with tasks such as brainstorming ideas, clarifying instructions, summarising information, and improving their work as part of their classroom learning. Unlike a personal Gemini account, the school-based version is designed for educational use, with responses intended to be more suitable for school tasks and learning activities. It is used to support teaching and learning within the school environment and is not a replacement for teacher guidance, student effort, or independent thinking.

- **edChat**

https://edchat.sa.edu.au

edChat is South Australia's education virtual assistant, providing students, parents, and staff with instant access to reliable information, guidance, and support on a wide range of education topics. edChat can help answer questions about school technology, policies, curriculum, and services, and is accessible anywhere, anytime (some exceptions during school holidays). Use edChat as a helpful starting point for finding information, connecting to school resources, and supporting your learning journey.

- **Canva**

https://www.canva.com

Canva is an intuitive online graphic design platform that empowers students and staff to create professional-quality presentations, posters, infographics, videos, and more. With thousands of templates and an easy drag-and-drop interface, Canva enhances creativity and digital literacy while supporting a wide range of classroom projects and assignments. It is especially useful for preparing visually engaging work, group assignments, portfolios, or school event materials.

- **Papercut Hive**

https://hive.papercut.com/

Papercut is our cloud print management solution tracking paper usage and supporting printer installation to devices, students can install this software and then print to the newly added device. All drivers will be taken care of by the product.

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sehs.sa.edu.au
Phone: (08) 8258 2070
Email: dl.1011.info@schools.sa.edu.au