



23-24



DEVICES & IT

ST. COLUMBA'S COLLEGE

The Basics



We believe that digital **technology** can be a powerful tool in enhancing our teaching and learning as well as assisting with communication. As part of our **digital strategy**, we require that all pupils must have access to their own digital device. Therefore, we request all new pupils to bring their own device to school. This could be an iPad, Microsoft Surface, Chromebook, HP ProBook or other laptop.



EDUCATIONAL TECHNOLOGY

We want you to get the most out of traditional learning as well as the incredible **benefits** that technology has to offer. We have a number of systems that we use and policies in place to provide you with the opportunity to **supplement** your education with technology. Not only does this benefit your learning but it also prepares you for the technology used in further study and industry.

SO WHAT'S NEXT?

The following pages have information on what our **digital strategy** will mean to you for the start of your journey here. It covers **what** you will need to get and **how**, some extras that may be useful and answers to a few questions that we think might help.

RECOMMENDATIONS & REQUIREMENTS

WHAT YOU WILL NEED FOR YOUR STUDIES IN ST. COLUMBA'S COLLEGE AND WHY

WHAT TO BUY

If you're starting in Form IV, V or VI we recommend a laptop as your school device.

For Forms I, II, III in the Junior Cycle, the following are our recommendations:

iPad • Microsoft Surface • Chromebook • HP ProBook • MacBook Air • Lenovo

► iPad

Models: iPad Air, iPad or iPad Pro

► Microsoft Surface

Models: Surface Go3, Surface Laptop, Surface Pro 7 or higher

► Chromebook

► Lenovo

Models: Lenovo 300w Windows 3rd Gen

► MacBook or MacBook Air

WHY?

Your device will be a powerful tool for learning and communicating in SCC. You will be using your device for research, classroom based assessments (CBAs) in the Junior Cycle, accessing prep and communicating with your teachers, classmates and peers.

You will be carrying your device around campus from class to class so your device needs to be **lightweight** and portable!

Because of this it also needs to have a good **battery** life. Your device needs to be able to last for most of the school day so you can work in the classroom or around campus on projects and research.

Your device needs to be **compatible** with our **systems** so it **must** have one of the following operating systems:

- Windows 10 - iOS: minimum 11 - MacOS: minimum 10.12 Sierra - Android: minimum 7.0 (Nougat)

Lastly, remember your device needs to be able to connect to WiFi and to turn on almost instantly so it's ready whenever you need it.

WHAT ELSE?

WHAT YOU WILL NEED FOR YOUR STUDIES IN ST. COLUMBA'S COLLEGE AND WHY

INTERNET SAFETY & DEVICE MANAGEMENT

Internet safety is a high priority for us at St. Columba's. Our WiFi is filtered and restricted to enable you to get the most out of the internet for your educational needs.

We also recommend a management system on devices in the Junior Cycle. This means that your device is streamlined towards learning and your educational needs. Please see the supplementary document on "Internet Safety and Device Management".

For day pupils, your parents might like to have a look at a service called iKydz which can be found at ikydz.com. This helps you to stay on task when you're using your device to complete prep and assignments at home.

Filtering...

Our on-campus WiFi is optimised to support your learning and development.

It contains:

- filters to block inappropriate content
- social media controls
- restrictions to ensure that you won't be tempted to stay up all night surfing the web!
- security features to protect your device from harmful intrusions.

We realise the advantages of internet access for research, collaboration and connectivity but we are also aware of the dangers associated with too much exposure to content and access time. We aim to strike a healthy balance.

Parental Controls...

If you are bringing an iPad to school we ask that your parents enable **parental restrictions** within the Screen Time section of settings to restrict access to games and other content that might distract from your studies. We may request this password in order to update the restrictions based on use.

For more information on setting up parental restrictions, your parents can consult the supplementary document on "Internet Safety and Device Management" or visit www.imore.com/restrictions which contains detailed articles on why and how to set up various restrictions.

WHAT ELSE?

WHAT YOU WILL NEED FOR YOUR STUDIES IN ST. COLUMBA'S COLLEGE AND WHY

INSURANCE

Insuring your device is a really good idea as most plans cover accidental damage, theft and liquid damage. Accidents happen and a broken screen is a possibility - device insurance is the easiest way to prepare for this!

Insurance can be acquired from around €6.99 to €9.99 per month. Here are some companies that offer device insurance:

- Gadget Insurance
- Chill Insurance
- Mobile Cover (Zurich)
- Blue Insurance

E-BOOKS

If you're starting in the Junior Cycle (Forms I, II, III) we would encourage you to buy physical books that come with a free e-book. This means you have the traditional hardcopy of the book along with the additional functionality that comes with the interactive electronic version.

Most physical books have a redeem code that can be used to access the e-book.

Full details will be provided in the booklist.

RESPONSIBILITY

With great power comes great responsibility. Having a personal device to use for your studies is a great privilege. You will be required to use it in line with our Acceptable Usage Policy and to follow our security and safety instructions for your own safety and the safety of those around you.

FAQs

Q: I have an old iPad, can I bring this as my school device?

Firstly, if your device is older than 12 months old, you might struggle to get insurance for it. The next consideration is the operating system (iOS) of your iPad. If it meets the iOS specifications lined out above then think about the performance and memory available. Does the battery still have a long life? Does it turn on (boot up) within a few seconds? Is there at least 32gb of free storage on it? If your device satisfies all of these conditions then it is probably suitable for use as your school device.

Q: Should I get a case for my iPad/tablet?

We recommend that you order a heavy duty case if you are bringing an iPad or a tablet to school. A case offers extra protection against every day wear and tear.

Q: Will I need to type on my device?

At times, yes. If you are coming into the senior cycle (from **Form IV up**) we advise you to bring a laptop as your school device to accommodate for the typing that you will need to do.

If you're starting in one of the **younger** forms you will still be required to do a certain amount of typing. When you are completing your classroom based assessments (CBAs) for the **Junior Cycle** you will need to type to complete them. If you are bringing an iPad or a tablet as your device you may wish to get a bluetooth keyboard as an accessory or as part of your iPad case. This means you can touch type rather than typing on a screen.

Q: I already have a laptop- is it suitable to bring as my school device?

We require devices to be portable, quick to boot and have a long battery life to be suitable as a school device. If you are confident that your device is small and light enough to be carried around all day; takes no longer than 10 seconds to start up; and can last about 8 hours on a full charge then your laptop should be suitable.

If you have a lot of applications or files stored on the laptop you might think about a clean out so it's streamlined and ready to be used for schoolwork.

REMEMBER, THIS IS YOUR DEVICE FOR SECONDARY SCHOOL. MAKE SURE IT CAN DO EVERYTHING IT NEEDS TO DO AND LOOK AFTER IT WELL!

FAQs

Q: Which should I bring, an iPad or a laptop?

An iPad is sufficient for Forms I-III but thereafter a laptop is better for typing. The advantages of an iPad are that it is small and light, has very few technical issues and starts up immediately. If you decide to bring an iPad it is worth getting a case with a keyboard.

Q: What email address should I use to register for my eBooks?

We will be sending out a school email address over the summer to all new pupils. Please use this email to register with the publishers for eBooks.

Q: Are there any other security measures I can take?

Make sure that you have a strong password/passcode in order to log in to your device. We recommend that this is something which is difficult for others to guess but easy for you to remember! Don't share your password with others- it's your device and your responsibility to keep it safe.

Q: I purchased physical books with a free eBook but I don't know how to redeem the eBooks, what should I do?

Most publishers have step by step instructions on how to redeem their eBooks. Locate the redeem code on the physical book then go to the publisher's website and follow the steps to redeem. Make sure you have the device you will bring to school ready so that you can load the eBooks directly onto it.

Q: Do you have any more information on being safe online?

We have some information for pupils on our internal system Firefly which you will have access to once you get your log in details. You will be able to find the "Devices & Technology" section by navigating to Resources and then Information. There are videos and infographics with help and advice.

There is also an excellent online resource available to you and your parents at any time www.webwise.ie This site has lots of great advice and support, check it out!

We have also just recently published a document "Internet Safety and Device Management" which is available for parents and pupils on the College website.

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Last but not least...

Our aim is to provide you with as much up-to-date information as possible to keep you **safe** online and to assist you in using your device and the internet **productively**. You will cover some of these topics in various classes and in your boarding houses and there will also be information available on our online learning platform, Firefly, for you to check out.

Your parents will have received a comprehensive **document** on Internet Safety and Device Management which should help you to understand the benefits and dangers of device use.

HEADPHONES & STYLUS

Headphones

You will need to have a set of headphones that connect to your device for language work or any audio prep that you may be set.

Stylus

If you are bringing a tablet, iPad or touchscreen device to school please also bring a stylus. There are some inexpensive options in the form of disc-tipped available from Amazon for approx €12.