



### Waikato Office Products Depot Stationery Packs

This year, if you wish to do so, you can purchase your stationery items from the following website: [www.theschoolstore.co.nz](http://www.theschoolstore.co.nz). Simply go to the website and type Te Kauwhata College in the Search box.

The stationery lists are loaded by Year and Subject. This allows you to select your child's stationery by the subjects they are taking. Just select the appropriate year and subjects from the catalogue on the left hand side and add to your basket. You can adjust the quantities to suit your requirements. If you have more than one child at the school then simply add each pack to your basket. There is also a "Core Pack" available for the general items that each student requires.

Please provide your delivery address details (along with any special instructions) and complete the order by making your payment (Visa or Mastercard only) through the secure credit card payment gateway. Once you have completed your order you will receive an email confirmation including delivery details.

Waikato Office Products Depot will deliver your order to the address provided. Alternatively you can arrange to collect your order from Waikato Office Product Depot at 793 Te Rapa Road, Hamilton.

**IMPORTANT:** If you do not receive a confirmation email something may have gone wrong with the placement of, or payment for, your order. If this occurs, or you have any queries regarding these stationery packs, please contact Waikato Office Products Depot directly - tel: 07 850 5022 (ask for Beverly, David or Dianne) or email: [sales@opdepot.com](mailto:sales@opdepot.com).

# TE KAUWHATA COLLEGE

## BRING YOUR OWN DEVICE (BYOD) GUIDELINES

Given the increased focus on using digital tools to support learning and that a number of students were already bringing a device to school for educative purposes, Te Kauwhata College made the decision to introduce BYOD Guidelines from 2016.

We have chosen not to mandate a specific type of device but instead to recommend minimum device specifications in order to maximise students' learning experiences. Allowing flexibility around the type of device that can be used means that students and parents/caregivers can select a device according to their brand preference, financial situation and specific learning needs. The only suggestion that we do make, apart from meeting the minimum specifications, is that the device is one that can access the WiFi network. We are able to provide students with free Microsoft Office for their school work for almost any device, including PC, Apple and iPads.

If you do not already have a suitable device for next year, companies such as PB Tech, Noel Leeming and Harvey Norman frequently have big sales and no-interest deals to make the purchasing of a device more manageable. Devices can range in price from \$300 to \$2,000.

Whilst it is recommended that students bring a device to school, the management, security and care of student devices remains the sole responsibility of the student and parents/caregivers. This includes the following considerations:

- There is provision, in personal insurance policies, to cover the device
- The device is kept up-to-date with antivirus software where applicable
- The device has some sort of protective covering to reduce the possibility of damage
- The school is not liable for theft or any damage that may occur
- The device is charged nightly for use the following day
- Data is regularly backed up somewhere other than on the device (e.g. onto an external hard-drive; to the cloud)
- The user of the device will conduct themselves in a way that is appropriate, from a digital citizenship perspective and will abide by Te Kauwhata College's Digital Technology Use – Device Guidelines and Student Agreement
- The teacher has the right to check the device at any time to ensure school network security and the appropriateness of material
- Staff on site will not be available, or able, to repair malfunctioning devices

We have lockers available for the storage and safekeeping of devices. They are free to use, however, we charge a \$20 bond which is repayable at the end of the year provided the locker is empty, clean and not damaged in any way. Parents/caregivers will need to provide a padlock for the locker (details of padlock sizes are specified on the Locker Form which is available from the Student Centre).

### RECOMMENDED MODELS AND ACCESSORIES

It is highly recommended that students have a device (laptop, tablet, etc). If you are purchasing a new device it will need to meet the specifications and technical requirements outlined below. Prior to purchase, please review the recommended specifications and technical requirements. Be sure you understand the processes surrounding warranty, replacement and repair through your chosen retailer. For example, repairs undertaken by a non-Apple Authorised repair service will invalidate your Apple warranty.

The minimum technical requirements are:

Item	Laptop Specification	Tablet Specification
Operating System	Microsoft Windows 7 or later Mac OS X Snow Leopard or greater OS Chrome	Android OS – Jelly Bean or greater Apple iOS version 7 or later Microsoft Windows 8 or later
Processor	Intel Core i5 minimum, i7 recommended	N/A
Main Memory/RAM	4 GB minimum 8 GB recommend for – DIT, Visual Art	N/A
Hard Drive/HDD or SSD	200 GB minimum Hard Drive/HDD 128 GB minimum (SSD)	N/A
External Ports	2 (or more) x USB 2.0 with USB 1.1 support	N/A
Wireless Adapter	Wi-Fi compatible – required specification 802.11 g/n/ac standards support Note: 802.11 n/ac preferred	Note: 802.11 n/ac preferred
Security	Anti-Virus and anti-spyware/malware software with ongoing update subscription is required	N/A
Battery life	Last the school day (approx 8 hours)	Last the school day (approx 8 hours)
Screen size	Between 10” and 14” minimum	9.7”
Keyboard	N/A	Required

**NOTE:** Chrome books are suitable for Years 7-9. After this laptops are a much more appropriate device due to the type of work being undertaken.

#### WIRELESS NETWORK CARD

All devices registered must have a wireless network card that supports 802.11 g/n/ac standards (n recommended).

#### DEVICE SOFTWARE INFORMATION

The minimum software requirements are:

Software Name	Comments
Google Chrome (latest version)/Internet Explorer/Edge	Required – Web browser
Anti-Virus software	Recommended – anti-virus for all Laptops
Java	Recommended – prerequisite for web based teaching software
Flash	Recommended – for web applications
QuickTime	Recommended
VideoLAN VLC latest version	Recommended – Multimedia player software