KINROSS WOLAROI SCHOOL

SENIOR SCHOOL LAPTOP POLICY AND PROGRAM INFORMATION FOR STUDENTS & FAMILIES

Learning Technology 2027

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Introduction

At Kinross Wolaroi School (KWS), technology is used to assist and enhance learning, not to drive it. The use of digital devices is determined by individual teachers and curriculum needs, so that technology supports, rather than dictates, classroom experiences.

KWS integrates technology into the learning environment to support educational achievement, digital literacy, creativity and collaboration. This document outlines how students in Years 7–12 access a laptop for learning in 2027, what students and families are responsible for, and the technology support and services the School provides.

From 2027, the Senior School operates two laptop programs:

- **Year 7: 1:1 School Laptop Program:** Every Year 7 student is provided with a School-managed laptop as part of the Year 7 Bridge Program. There is no need to purchase a laptop for students entering Year 7 in 2027.
- **Years 8–12: Bring Your Own Device (BYOD) Program:** Families provide a laptop that meets the School's minimum specifications, either purchased through School's Supported Laptop Program or by supplying their own.

3. 2027 in summary

	Year 7	Years 8–12
Who provides the laptop?	The School provides every Year 7 student a 1:1 school managed laptop, funded by the Technology Levy.	Families, either by buying a supported laptop through the School's laptop store or by supplying their own laptop that meets the specifications.
Do families need to buy a laptop for 2027?	No, the School provides a dedicated laptop for every Year 7 student.	Yes, if families have not already purchased a laptop in previous years that meets the laptop specifications.
Who owns the laptop?	The School, at all times.	The family.
Does the laptop go home?	Are directed by Year 7 teachers; otherwise it stays at School	Yes, it only comes to School during school days.
Software	Completely setup and managed by the School; no software installs without School approval	School software delivered through Company Portal includes self-managed access to optional educational software.
Online Safety	Saasyan device management content filtering alongside our secure and filtered student Wi-Fi network.	Filtered and monitored while connected to the School's secure student Wi-Fi network.
Technical Support	Fully supported and managed by the KSW ICT Helpdesk.	**Supported Laptops:** ICT Helpdesk manages warranty and repairs process on behalf of families. **Unsupported Laptops:** Limited general technical support (e.g. application installs).

4. Year 7: 1:1 School Laptop Program

In 2027, Year 7 moves from a Bring Your Own Device (BYOD) model to a 1:1 School-managed laptop program as part of the Year 7 Bridge Program. Every Year 7 student is provided with a School-managed laptop, funded through the School's Technology Levy.

There is no need to purchase a laptop for students entering Year 7 in 2027.

Technology with purpose

In the Bridge Program, technology is used where it adds value to learning. Screen-based learning is balanced with direct teacher instruction, reading and handwriting, discussion and collaboration, and practical investigations. Students use the laptop under the direction of their teachers, for the purpose of supporting learning.

What each student receives

- A School-managed laptop
- A charger
- A laptop bag for carrying the laptop between home and School

Families provide personal accessories: such as headphones or earphones (needed for some learning tasks and for NAPLAN) and, optionally external mouse or keyboard if preferred by the student.

Technology ownership

The laptop, charger and bag remain the property of the School at all times. The Technology Levy contributes to the cost of all the technology needed to deliver the Year 7 program, not just the laptop.

Receiving the laptop and getting started

Laptops are issued on the first day of Term 1, 2027, set up and ready for learning. Students do not need to set anything up at home beforehand. Students new to the School will also be provided their KWS username and password during their technology onboarding session.

At the start of the year, students take part in technology onboarding with their Year 7 Core Teacher, building confidence and skills in:

- sending and managing emails
- printing at School
- navigating The Hub
- basic Microsoft Office skills, including Word and PowerPoint.

This gives every student a consistent and supported start, whatever their previous experience with technology.

Software and applications

Each laptop comes set up with School software and learning applications curated by the Year 7 Bridge . To keep devices secure, reliable and focused on learning, students cannot install programs themselves without specific approval from the School. This is supported by Saasyan, a device management system that helps students stay safe online and promotes focused use of devices at School, with parent controls also available to support use at home.

Requests for additional learning applications are considered by the Year 7 team. Non-learning applications, such as games, are not provided. The School may update, reconfigure or reset the laptop at any time.

Taking the laptop home

At times, laptops go home with students to support their learning. This is at the direction of their teachers, and students are told when their laptop is needed at home. Outside these times, laptops remain at School.

Caring for the laptop

- Carry the laptop in the School-provided bag when moving between classes, home and boarding.
- Do not lend the laptop to others, and do not attempt to repair or modify it or remove its labels.
- Report damage, loss or theft to the IT Helpdesk as soon as possible.

Year 7 laptops are covered by the manufacturer's warranty and accidental damage protection. The IT Helpdesk manages all repairs and provides a replacement laptop while repairs are carried out. If a laptop is lost or stolen, or damaged in a way the warranty or accidental damage protection does not cover, the School will seek reasonable repair or replacement costs from families.

Charging

Year 7 laptops are charged in Year 7 classrooms. When a laptop has been taken home, students bring it back to School fully charged.

Additional devices

The School laptop is the learning device for all Year 7 students. Day students must bring only their School laptop. Boarders should discuss any additional devices with their Head of House.

At the end of Year 7

At the end of Year 7, the laptop and any School provided accessories including laptop charger and carry bag must be returned to the School.

Technical Support

The IT Helpdesk provides full technical support for Year 7 laptops, including software, hardware, warranty and accidental damage repairs, and a replacement laptop during repairs. For any technology support related enquiries please contact the ICT Helpdesk (email: support@kws.nsw.edu.au)

5. Years 8–12: BYOD Program

- All students in Years 8–12 must bring a laptop that meets the School's minimum laptop specifications
- The BYOD program gives students access to the resources they need for homework, independent learning and all subject areas, both at School and at home (including boarding).
- Laptops are required: phones, tablets (including iPads) and Chromebooks do not meet the BYOD policy requirements.
- All BYOD laptops must be enrolled with Company Portal.

Families have the choice to either:

- purchase a supported laptop through the School's Supported Laptop Program (Section 7); or
- supply and support their own laptop, provided it meets the minimum specifications.

Please check the minimum laptop specifications below carefully. Please feel welcome to reach out and ask for guidance (email: support@kws.nsw.edu.au) if you are unsure whether a laptop you are planning to buy is suitable.

6. Laptop Specifications (Years 8–12)

Laptops are required: phones, tablets (including iPads) and Chromebooks do not meet the laptop policy and requirements for learning at Kinross Wolaroi School.

Please refer to the relevant table below depending on the type of BYOD laptop you intend to purchase.

6.1 Windows laptops

Requirement	Minimum
Operating system	Windows 11 version 26H2 (Home, Pro or Education), with updates installed. Laptops that came with version 26H1 are also accepted.
Processor	Intel Core i5, Core 5 or Core Ultra 5 (12th generation or newer), or AMD Ryzen 5 (6000 series or newer), or higher
Memory (RAM)	8GB Minimum (16 GB strongly recommend)
Storage	256GB solid state drive (SSD)
Wireless	Wi-Fi 6 (802.11ax) 5GHz or newer
Battery	At least 7 hours, enough for a full school day. Classroom charging is not available.
Keyboard	Physical keyboard and touchpad (2-in-1 laptops with an attached keyboard are acceptable)
Not suitable	Windows 10; Windows 11 in S mode; Windows 11 SE; Intel Celeron, Pentium, N-series or Core i3; AMD Athlon or Ryzen 3

Windows 11 Home: the School provides a free upgrade from Windows 11 Home to Windows 11 Education. It is applied automatically once the laptop is set up with Company Portal enabling the School to deliver educational specific applications and features.

6.2 MacBooks

Requirement	Minimum Specification
Operating system	macOS 26 (Tahoe) or later, with updates installed. macOS 27 (Golden Gate) is recommended.
Processor	Apple M-series chip (M1 or newer), or MacBook Neo (A18 Pro chip)
Memory (RAM)	8GB
Storage	256GB solid state drive (SSD)
Wireless	Wi-Fi 6 (802.11ax) 5GHz or newer
Battery	At least 7 hours, enough for a full school day. Classroom charging is not available.
Not suitable	Intel-based MacBooks

6.3 All laptops

- Must be enrolled with Company Portal and kept enrolled while used as a learning device at the School.
- Only laptops that meet these specifications can connect to the School network, register with Company Portal and be used for learning at the School.
- **Recommended:** 3 years of warranty and accidental damage protection, a protective case or sleeve, and headphones or earphones.

The following software is provided free of charge to Senior School students:

- Full Microsoft 365 for Students access, including desktop applications
- Adobe Creative Cloud
- All Education applications made available to students through Company Portal
- Online learning software and resources made available to students through The Hub

7. Supported Laptop Program (Years 8–12)

Kinross Wolaroi School offers a Supported Laptop Program as an alternative to families buying, supporting, repairing and configuring their own laptops.

Families can order a supported laptop from our technology partner, Centorrino Technologies, through the KWS BYOD store: **https://schoolportal.ct.com.au/school/kinrosswolaroischool**.

The Supported Laptop Program is recommended for all families, and particularly for students moving into Year 8 from the Year 7 program, students new to the School, and boarders.

- Students receive a laptop that meets all School requirements, with all necessary software installed, including Company Portal.

- The School provides full technical support from the IT Helpdesk, including School software support and hardware assistance.
- If the laptop needs service or repair, the IT Helpdesk organises this with the manufacturer on behalf of families and provides priority access to a 'hot-swap' spare laptop while repairs are underway.
- Supported laptops keep their 'supported' status while the warranty and accidental damage protection remain active, which is 3 years from the date of original purchase.
- Spare and replacement accessories (e.g. chargers) can be bought through the BYOD store at any time during the year, and the IT Helpdesk can deliver them directly to students.

Families with a supported laptop more than 3 years old should be aware that its warranty and accidental damage protection have expired. They can either buy a new supported laptop, source their own laptop that meets the minimum specifications, or keep using the existing laptop without the benefits of the Supported Laptop Program.

8. Company Portal: the BYOD App Store (Years 8–12)

All Year 8–12 BYOD laptops must register their laptop with the School's BYOD App Store, Company Portal.

Through our strategic partnership with Microsoft, the School is committed to delivering a safe and secure BYOD program that keeps students' laptops ready for learning.

- Company Portal lets students access and manage School-provided software on their laptop through one curated, easy-to-use App Store.
- Company Portal provides secure and automated access to the School's BYOD Wi-Fi network.
- The IT team uses Company Portal during online exam periods (e.g. NAPLAN) to make sure students have the correct software setup and configured for their exams.

More information about Company Portal is in the Frequently Asked Questions

9. Online Safety and Content Filtering

Year 7 School laptops: Year 7 laptops are supported by Saasyan, a device management system that helps students stay safe online when connected to any Wi-Fi network and promotes focused use of devices at School.

Years 8–12 BYOD laptops: The School operates a dedicated, safe and secure student BYOD Wi-Fi service. All School network activity is filtered and monitored while BYOD laptops are connected to the School network in line with School policy.

These tools support, but do not replace supervision by teachers, boarding staff and parents.

10. Student Responsibilities

All students:

- Follow the KWS Student Digital Agreement at all times.
- Always care for their own property and the property of others, including School-owned laptops.
- Bring headphones or earphones as directed by your teachers or as required for online exams

Year 7 students:

- Use the School laptop for learning, as directed by their teachers.
- Take the laptop home only when directed and bring it back to School fully charged the following School day.
- Report damage, loss or theft to the IT Helpdesk immediately

Years 8–12 students:

- Arrive each day with a fully charged laptop.
- Register and keep their laptop connected to Company Portal providing secure access to student Wi-Fi and access to the curated app store.
- Keep their laptop's operating system up to date.

11. Mobile Phones and Smart Watches

To support students' learning and positive wellbeing, students in Years 7–12 are not permitted to have a mobile phone on their person during the school day.

Similarly, the use of smart watches or any other wearable devices for recording, communication, social media and entertainment is not permitted.

For more specific information, please review the **Student Mobile Phone Policy** on The Hub.

12. ICT Support

Year 7 School Managed 1:1 Laptops: Full support for software and hardware, including warranty and accidental damage repairs managed by the IT Helpdesk, with a replacement laptop provided during repairs.

Supported BYOD laptops (Years 8–12): Full support for hardware covered by the warranty and accidental damage protection policy, School software issues, and priority access to a temporary 'hot-swap' laptop during warranty repairs, for the length of the warranty (3 years from the date of purchase).

Unsupported BYOD laptops (Years 8–12): Limited support, including basic troubleshooting and access to the IT Helpdesk. There is no charge, but support is limited to general advice and minor fixes, with short-term loans when available. The School cannot organise hardware repairs for unsupported laptops; these can normally be arranged under the laptop's warranty by families directly.

Contact the IT Helpdesk: all ICT support is provided through the ICT Helpdesk in the downstairs Library area, open 8am to 4pm, Monday to Friday. Email support@kws.nsw.edu.au or call 02 5319 0222.

13. Getting a BYOD Laptop Ready for Learning (Years 8–12)

Families in the Supported Laptop Program receive a laptop that is set up and ready for learning, and do not need to follow the steps below.

BYOD laptops are set up through Microsoft's Company Portal and can be completed at home or at School. We encourage students to setup their laptop before the first day of class if they already know their KWS username and password, so they arrive ready for learning.

Step 1: Open the setup guide

Sign in to The Hub with your KWS student account and open the BYOD Laptop Software Guide (**The Hub - BYOD Setup Guide**). The guide has step-by-step instructions for what is required to get your laptop ready for learning prior to attending School.

If you can't login to The Hub stop here. Your KWS student username and password are needed to set up the laptop, so the remaining steps won't work without them. Students new to the School will be sent their username and password in the lead-up to Term 1, 2027. If you have your details but still can't sign in, contact support@kws.nsw.edu.au.

Step 2: Update your laptop

Make sure your laptop's operating system is up to date: Windows 11 version 26H2, or macOS 26 (Tahoe) or later. Both are free updates.

On Windows, if version 26H2 isn't offered yet, go to Settings > Windows Update and turn on "Get the latest updates as soon as they're available", or contact the IT Helpdesk.

Step 3: Install Company Portal and follow the BYOD Setup Guide

- **Windows laptops:** install Company Portal from the Microsoft Store, then follow the Windows steps in the guide. Set up your laptop through the Company Portal app only. Don't use "Enroll only in device management" in Windows Settings. Laptops running Windows 11 Home are upgraded to Windows 11 Education automatically after setup.

- **Mac laptops:** download Company Portal using the link in the guide, then follow the Mac steps.

Onboarding support for students new to the School in Years 8–12 will be available in the lead-up to Term 1, 2027 and during the first week of term. For any enquires about getting a BYOD laptop ready for learning please contact the ICT Helpdesk (email: support@kws.nsw.edu.au).

14. Frequently Asked Questions

Year 7

Do we need to buy a laptop for Year 7 in 2027?

No. Every Year 7 student is provided with a School-managed laptop, a charger and a laptop bag, funded through the School's Technology Levy.

Can my child bring their own personal laptop in Year 7 in addition to the School provided 1:1 laptop?

No. The School provided laptop is the dedicated learning device for all Year 7 students, and day students must bring only their School issued laptop.

Boarders should discuss and seek approval for any additional devices with their Head of House prior to bringing them into boarding.

Can my child install games or other apps on the Year 7 laptop?

No. Students cannot install programs without specific approval from the School. Requests for additional learning applications are considered by the Year 7 Teaching Team.

Will the Year 7 laptop come home?

Laptops go home when teachers direct, to support learning, and students will be told when their laptop is needed at home. Outside these times, laptops remain at School.

How will my child be kept safe online on the Year 7 laptop?

Year 7 laptops are supported by Saasyan, a device management system that helps students stay safe online and promotes focused use of devices at School.

What happens if the laptop is damaged, lost or stolen?

Report it to the IT Helpdesk straight away. Accidental damage is covered by the manufacturer's accidental damage protection, and a replacement laptop is provided during repairs. If the laptop is lost or stolen, or the damage isn't covered by this included protection policy, the School will seek reasonable repair or replacement costs from families.

What happens at the end of Year 7?

The laptop, charger and bag are returned to the School and remains the property of the School at all times.

Years 8–12 BYOD

Why does the School recommend 3 years of warranty and accidental damage protection?

To keep student laptops ready for learning and reduce disruption. Families who choose an unsupported laptop should have a plan for repairs, such as how to fix a broken screen. The School cannot facilitate and organise repairs for unsupported laptops on behalf of families.

What happens when a supported laptop's 3 years of warranty and accidental damage protection end?

Families can buy a new supported laptop, source their own laptop that meets the minimum specifications, or keep using the laptop without the benefits of the Supported Laptop Program. Once the warranty and accidental damage protection have expired, students no longer have access to warranty repairs organised by the Helpdesk, which may mean longer downtime or extra repair costs.

What is included in the accidental damage protection for supported laptops?

Dell Accidental Damage Protection covers repairs for unexpected damage that the standard warranty doesn't cover, such as drops, spills and electrical surges, for 3 years from the date of purchase. It covers one qualified incident per 12-month period, with options for repair or replacement. The IT Helpdesk manages this process on behalf of families and provides a priority hot-swap spare laptop while repairs are carried out. If a repair is not covered by the warranty or accidental damage protection (for example, two accidental damage incidents within 12 months), families will be given a quote from the manufacturer to approve before any work goes ahead.

Are accessories included with a supported laptop?

A charger is included. Other optional accessories are available from the BYOD store when you buy the laptop or at any time during the School year.

Microsoft Company Portal FAQ (Years 8–12 BYOD laptops)

Company Portal gives Windows and Mac BYOD laptops access to the following School software and ICT services:

- A curated list of School software, including exam browsers for NAPLAN
- The ability for students to choose which School software is installed on their laptop
- The ability for students to remove the laptop from Company Portal at any time
- The ability for students to 'factory reset' a lost or stolen laptop
- Limited device information shared with the KWS ICT team: device name, serial number, model, manufacturer, and operating system name and version

What Company Portal does not do:

- It does not monitor student use of the laptop.
- It does not track a student's location.
- It does not collect information about personal software applications.
- It does not remove personal software applications.

All activity on the School networks are filtered and monitored in line with School policy.

If you have any questions or concerns about Company Portal, please contact the team at **support@kws.nsw.edu.au**.