



ASB Bring-Your-Own-Device (BYOD) Guide

This guide contains the following important information. Please read the complete guide.

[Recommended resources for parents](#)

Minimum Specifications

The following chart helps you in selecting and purchasing a laptop for your child to use while they are at The American School of Bombay. While there are many options, there are minimum specifications that we require to support your child's learning at ASB.

Machine Type	Laptop
Platform	PC/Mac
Screen Size	11 inches or more
Processor	Intel i3 or Higher AMD Athlon II or Higher
RAM	4 GB or Higher
Hard Drive	120 GB or Higher
Operating System	Windows 10 or Higher, MacOS or Higher The operating system must be in English
Wireless	802.11n or Higher
Ports	2 USB ports, Audio in/out, In-built microphone, VGA or HDMI
Battery Life	4+ hours (4+ cell or higher)
Warranty	3 Year warranty with Damage protection



Laptop Purchase Guide - This document lists laptop options that you can consider. These options meet the approved specifications for the BYOD program. It describes in detail the different models from each manufacturer. The document will be updated regularly as new models are released.

Software you need to download and install on your laptop

The following free software needs to be downloaded and installed on your laptop for use in school.

Internet Browsers (Minimum of two different browsers should be installed)

- Microsoft Office (*You will be able to download, Install & Register Microsoft Office on your school laptop once you receive your ASB email information. Here is the link to the download <https://portal.office.com/Home>)*

Software Description	Mac Download	Windows Download
Map Testing (required install)	TestTaker	TestTaker
WRAP Testing (Grade 5 - Grade 10)	MIST	MIST
Turtle Art	Mac Install	Windows Install

- Google Chrome <http://www.google.com/chrome> (For Windows and Mac)
- Firefox Latest Version <http://www.mozilla.org> (For Windows and Mac)
- Internet Explorer 11
<http://windows.microsoft.com/en-in/internet-explorer/ie-11-worldwide-languages>
(For Windows only)
- Safari 5 <http://www.apple.com/safari/download/> (For Windows and Mac)

Laptop/Mobile location tracking (recommended) : <http://preyproject.com/>



For Mac users signup for an apple account <https://www.icloud.com/> and enable Find My Mac

Software Updates required for your laptop

- Adobe Flash, Reader, Air, Shockwave Player www.adobe.com
- Java - <http://www.java.com/en/download/index.jsp>
- Google Earth <http://www.google.com/earth/index.html>
- Arduino <http://arduino.cc/en/main/software>
- Hindi Font for Elementary [Devangiri Font Download](#)

Online Storage/Backup

- DropBox <http://www.dropbox.com/>
- Onedrive <https://onedrive.live.com/>
- Box <http://www.box.com/>

Video Players :

- iTunes <http://www.apple.com/itunes/download/>
- VLC Player <http://www.videolan.org/vlc/>

Audio Recorder:

- Audacity : <http://www.audacityteam.org/download/>
- [Lame for Windows](#) (MP3 converter for Audacity)
- [Lame for Mac](#) (MP3 converter for Audacity)

Install for Music Class:

- Finale Music : <http://www.finalemusic.com/NotePad/FreeDownload.aspx>
- Smart Music : <http://www.smartmusic.com/>

Library Software:

- Overdrive : <http://app.overdrive.com/>
- Destiny Discover:
<https://www.folletlearning.com/books-materials/learn/digital-content/follett-eboo>



[ks/ebook-management/destiny-discover/download](https://www.adobe.com/in/solutions/ebook/digital-editions/download.html)

- Adobe Digital Edition :

<http://www.adobe.com/in/solutions/ebook/digital-editions/download.html>

OPTIONAL SOFTWARE:

- Free PDF Printer <http://www.dopdf.com/> (For windows only)
- GIMP <http://www.gimp.org/>
- Skype <http://www.skype.com>
- Google Photo's <https://photos.google.com/>

BYOD Program Details

What are the advantages of BYOD?

ASB has a Bring Your Own Device program. Students in grades 4 to 12 bring their own laptop to school. Staff bring their own laptops as well. The advantages of student-owned devices are greater than that of a standardized device program where the school maintained control of many features of the device:

- opportunities for more personalized learning
- greater agency in choice of tools
- greater technology familiarity
- opportunities for more responsible use of technology

The focus of control is now with the student and, by extension, the family of the student.

How is responsible use of technology supported?

In order to promote responsible use of technology, ASB provides support through:

- discussions and activities about technology topics during student advisory sessions and through digital literacy session
- parent information and education sessions
- new student technology orientation program
- professional development for teachers
- publications and information updates to the ASB community



ASB recommends the following resources to help support parents in appropriate technology use at home:

- [Facebook for Parents: Answers to the Top 25 Questions](#) by Linda Fogg Philips
- [Help Your Child Learn with Cell Phones and Web 2.0](#) by Liz Kolb
- [Rewired: Understanding the iGeneration and the Way They Learn](#) by Dr. Larry Rosen
- [Screenwise: Helping Kids Thrive \(and Survive\) in Their Digital World](#) [Devorah Heitner PhD \(Author\), Karen Saltus \(Narrator\), Inc. Bibliomotion \(Publisher\)](#)
- [Mobile Learning Mindset: The Parent's Guide to Supporting Digital Age Learners](#) [Paperback by Carl Hooker](#)
- [Commonsense Research updates](#)

Who is responsible for purchasing education-specific software on student or staff owned devices?

ASB has moved school software to the cloud (internet based) and student and staff accounts are provided by the school. If a student or a staff member is bringing in a laptop that meets the minimum technical requirements, then the student will have access to all school-provided services. iPads and Android based devices do not meet the minimum requirements for a student or staff owned device at this time although a student or staff member may bring in an iPad or an Android tablet to supplement their main laptop.

ASB will install Microsoft Office for PC and Mac machines and any other software required for teaching and learning.

Who is responsible for the maintenance and updates of these devices?

All maintenance for the hardware device, operating system, software and/or apps purchased by the family or staff member are the responsibility of the family or staff member. Families or staff members should ensure a quick maintenance turnaround for student or staff devices. However loaner laptops will be available in the tech office for emergency situations.

How do students or staff store and share their digital work?

Students and staff have access to cloud-based storage services such as Dropbox, OneDrive and Google Apps for saving and sharing documents. These services are available from any device with an Internet connection and have dedicated apps for Android and Apple iOS devices in addition to Mac and PC application software.



I am a Student/Staff/Faculty and would like to purchase a new Windows laptop and I would like to know which license do I need to purchase?

As a Student/Staff/Faculty you will need to purchase your Windows laptop with the qualifying base operating system. As ASB subscribes to Microsoft Office 365 Open Volume License subscription you will be able to upgrade to the latest Windows Operating System and also receive a licensed copy of Microsoft Office till you are with ASB. If the **Student/Staff/Faculty** upgrades their Windows Operating System using the ASB License under the Open License Subscription they will have to revert back to the base OS OEM that came along with the Laptop/Desktop once they leave ASB as the Windows Enterprise license is a part of Open License Subscription signed by ASB.

I am a Student of ASB where can I download a copy of Microsoft Office?

Answer : For Microsoft Office Students can download from <https://www.office.com> with your ASB login details.

I am a Student/Staff/Faculty of ASB, when I leave ASB do I get to keep a copy of Microsoft Office and the latest Windows Operating System?

Faculty/Staff/Students (BYOD Grades 3-12) will need to remove the licensed Microsoft software as soon as they leave ASB. ASB will not be responsible for failure to remove the licensed product when Faculty/Staff/Students (BYOD Grades 3-12) leave the school.

Do I need to purchase Insurance for my BYOD device?

When purchasing your laptop, please make sure you purchase Damage Protection for your PC laptops. For Apple products, please purchase Apple Care. You will also need to take additional insurance for damage protection as it is not covered under Apple Care. This ensures that your laptop is protected against accidental damage to your child's device on and off the school campus. Fire, theft and acts of God are usually not covered under these programs and we request you to include it in your personal or home insurance. In the case of a laptop being insured as part of a home or personal insurance, the laptop should be insured for accidental damage and loss by fire and theft when outside the home. The insurance can be purchased with your computer vendor or any insurance company. All insurance claims must be settled between you and the insurance company.

How do we ensure access to the same applications for students?

Most applications that students use are Internet (cloud) based, thus ensuring access to all



students with laptops that meet the minimum requirements.

In addition, there are circumstances in which it is preferable for students to select their own application to complete a task. Computers are powerful means of differentiating and personalizing a child's education, and student-owned devices facilitate student choice over which application best suits their learning and communication style. Teachers work with students to ensure everyone can access and view student's final work in appropriate formats as necessary.

How do we ensure access to the same digital content for all students?

As with our cloud-based application services, ASB has moved all digital content to the Internet. Web-based e-book services through Follett, for example, allow students to check out ebooks and read them on their devices. Books are checked out while connected to the Internet and read while offline. ASB no longer purchases digital content that exists only on one computer's local hard drive.

How do we ensure students remain “cybersafe” in and out of the classroom?

Digital citizenship instruction integrated with classroom learning and advisory is an essential component of any 1-to-1 technology program. ASB has built a world class program to support our 1-to-1 learning initiative. Though the nature of the program will be tailored to meet the extra demands of personal laptops and additional mobile devices throughout the school, the digital citizenship curriculum we currently have in place serves as a powerful platform to support the use of personal devices in and out of the classroom. For more information on staying cyber safe at home, please email it@asbindia.org

What are the guidelines for responsible use of these devices?

ASB has a Responsible Use Policy for use of computers and other networked devices both internally and externally. The guidelines, rules, and recommendations shared in this document are adhered to in the classroom and should also be reinforced at home.

What are some examples of healthy habits about “screen time” that can be promoted at home

ASB has been a laptop school since 2001, we know the importance of education for the entire community and strive to work with parents to take a united front on establishing positive healthy habits with digital technologies. Throughout the year we offer parent education sessions where we provide guidance to parents in developing family guidelines around the use of technology. According to [Dr. Kristy Goodwin](#) research



evidences show that heavy use of screen time, particularly in the final 30-60 minutes before sleeping, can have implications on quality of sleep.

Dr. Larry Rosen is a researcher and psychologist from California State University who has led several sessions for our parents about parenting in the digital age. Dr. Rosen's [research](#) page has useful resources for parents. He has also written a very helpful article, actually mentioning his time with us at ASB - ["Keeping Your Family 'Brain Healthy' in an Always Connected World"](#).

Which laptops are acceptable/approved?

The laptops that make the minimum specification list mentioned in the document are acceptable for use in the classroom. If you have questions about whether a specific model of a laptop will meet the requirements, please feel free to contact the ASB tech office at it@asbindia.org

What Operating System must be installed? Can I use a Mac?

For a PC, the operating system must be Windows 10 or Higher. If you are using a Mac, the operating system must be MacOS 10.12 or Higher

What kind of support can I get?

ASB continues to provide world class tech support through tech help desks on both campuses. All laptops purchased must come with a 3 year carry-in warranty and damage protection. All software problems will be handled by the Tech office. The tech office will help diagnose hardware issues and connect parents or staff members to service providers. Temporary loaner laptops will be available for student or staff use in these situations.

What if I forget my laptop at home?

In our many years of running a 1-to-1 program, we had only a few instances when students forget their laptops at home. In this unusual circumstance, the tech department has loaner laptops available. Students will still be responsible for accessing their work through Internet (cloud) based solutions like Google Apps or DropBox.

What about malicious hacking?

Students at ASB receive extensive digital citizenship guidance. If you have questions or concerns about appropriate computer use please refer to our Responsible Use Policy which can be found in our Student Handbook.



What about file sharing? (P2P)

Students at ASB can share files digitally using approved file sharing services such as Google Apps. File sharing services that are generally used for software piracy will not be accessible at school. Although students will be bringing their own devices to school, ASB's strong filtering software will still be working across all platforms when students are on campus.

What are the school rules? What documents do I need to know about? (What are the laptop use rules?)

All of the information you need to know is contained in the Student Handbooks.

[Elementary Handbook](#)

[Middle School Handbook](#)

[High School Handbook](#)

What are the rules about games?

Please refer to your child's student handbook for their division's specific rules.

How many devices can I bring?

Students can bring two devices to school to be used on the school Internet. The primary device is a laptop. If students routinely bring three devices to school, we will only allow two of them on the network. Students will need to register any device they bring to school in the Tech Office.

What are the rules about surveillance (monitoring student laptops)?

We do not monitor students laptops. We do however keep a log of internet traffic on the ASB Network. All ASB Responsible Use Policy guidelines in the divisional handbook will apply to misuse of the Internet or the ASB network.

Will there be tests using the laptops?

Yes, students can expect to use their laptops daily for a very wide variety of learning activities including tests.

How can I use my laptop during my free times?

Specific guidelines for laptop use during breaks, lunch, and other free time can be found in the divisional student handbooks.

Will the school be providing laptop bags again for the students to safely carry their computers?



Since we have moved to the BYOD program and are not purchasing the tablet computers any longer, we will instead require families to purchase a laptop sleeve to safeguard their BYOD device. Students will be expected to keep their laptops in these sleeves which fit easily into backpacks. ES & MS students will be required to have this sleeve and to use it at all times with their laptops.

As a parent, how can I best support my child at home with the laptops?

We strongly encourage you to work as a family to set ground rules for the care, maintenance, and usage of the laptops. Families should have set work routines that allow for completion of homework tasks separately from play or socializing on the computer. Given the safety and family concerns of some internet content, we strongly suggest students use laptops in such a way to provide family members a direct line of sight to laptop screens and have ongoing family discussions about appropriate Internet use. Also, parents should have access to passwords for their children's accounts online. Families can also help by encouraging students to have only one program open at a time in order to engage more completely with one task. We also strongly encourage families to set ground rules about the use of chat programs or other social networking programs while students are working on their laptops at home. In fact, for middle school students, we generally encourage disabling or turning off chat programs while students are completing work for school.

What does the Technology Orientation cover regarding appropriate use of technology?

Our student technology orientation program covers a wide range of topics including appropriate use. Students are introduced to our Responsible Use Policy. This policy communicates the expectations of students as they use technology in their learning while at school.. Please email it@asbindia.org should you have any questions

What online resources are available for families?

There are many online resources that provide guidance for families and you may like to check out some of the links below that include tips and advice, videos and contract templates that address many issues that are common to families:

- [Common Sense Media](#) provides many resources including videos for families including advice videos and family tip sheets:
- A [Family Media Agreement](#) sheet for different age groups can be found on the CSM website.
- Netsmartz also provides [guidelines for parents and guardians](#).



Suggested Guidelines for Middle School Parents

Our ASB Middle School students are a well-behaved, responsible group. Many of our MS students are also at the age when they are learning the difference between making healthy choices and making choices that are not wise. Parents are learning how best to counsel, guide, protect and trust adolescents who have and require increasing autonomy.

Suggested Guidelines for Elementary School Parents

The elementary school years are a critical time for students to develop their courage, responsibility and character. The home environment is where parents teach and encourage family values and routines. An effective foundation built in elementary school can serve to guide and protect students when they reach middle school age - a time of increasing autonomy and expanding choices for healthy and risky behaviors. We know that parenting well during these stages is extremely important and extremely difficult. This [document](#) has some guidelines for consideration as parents build this important foundation in the elementary years.

Are all online elective courses compatible with both a Mac and PC?

No. Most of our online elective courses do allow you to use either a Mac or PC. However, there are a few courses that use software that is *not* compatible with a Mac. Please refer to the relevant course details [here](#) to ensure your device is compatible before you sign up.

What about internet filtering for my child's laptop at home and school?

The school has a secure firewall that takes care of internet filtering on the school campus. For home we recommend using <http://www1.k9webprotection.com/> which is a free content filtering software which needs to be installed on the machines. K9 Web protection is easy to configure and manage. You can contact it@asbindia.org if you need help with having this setup.

Who is available to support parents and students if we have questions?

The divisional Tech Coordinators and Directors of Tech Support are able to help with technical, network and security questions. The counselors will be able to provide guidance on parenting issues.