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Overview

Over the past decade, technology, as well as the expectations of our students, have significantly changed. These have impacted on what we teach and how students learn. It is therefore important that schools provide opportunities for students to develop the knowledge, skills and attitudes that will prepare them for a future in the 21st century. For students, having access to a digital device at home and at school, enables them to extend their learning beyond the classroom.

To assist this process, Pimlico State High School operates a Bring Your Own Device (BYOD) program. The goal is to enable every student the opportunity to be effective digital learners, who become confident, creative and productive in the digital world.

What is BYOD?

The BYOD program allows students to bring their own personal computing device to school, for the purposes of assisting them with their learning. Students will be able to connect their private device to the school’s wireless network in order to access:
- home directory on the school network
- Curriculum Drive (where teachers store digital resources)
- school email services
- filtered internet services

The program will not enable students to print from their device to a school printer.

Access to the school’s computer network is only provided if the mobile device meets the Department of Education and Training’s technical and security requirements. This includes the installation of a commercial grade anti-virus program that is operational and is updated regularly.

Student Involvement in Program

The BYOD program is open to all Pimlico State High School students (Year 7 through to Year 12).

Parents wishing their child to participate in the BYOD Program should read and understand the details included in this document, as well as associated policies indicated, before signing the BYOD Student Charter Agreement Form (found on last page).

What Is Required To Participate In The Program?

To participate in this program, students will need to provide their own laptop device.

Devices supported in are PC laptops* or PC tablets** or Apple Mac Book.

*A PC Laptop (or PC Notebook) is a portable personal computer where the screen closes into the case so that it is mobile. Laptops and notebooks offer essentially the same options as each other.
A PC Tablet is a personal computer (similar to a PC Laptop), that includes a touch sensitive screen where a user can use their finger or special pen, to complete certain actions. These devices are not the same as a Samsung Tablet or Apple iPad.

Devices NOT supported are Apple or Android tablets (e.g. Apple iPad or Samsung Galaxy) and Chrome Notebook.

There is no requirement to purchase a new device in order to participate in this trial, however experience at other schools indicates that the device should be no older than two years old.

The program supports devices that contain Windows 8, Windows 10 or OSX. Devices with either Windows XP, Vista or Linux Operating Systems are not supported.

Guidelines for Purchasing A Device

The school is unable to recommend one particular device over another, due to our adherence to the “Public Sector Ethics Act 1994”, where the school has “a duty of care to provide advice which is objective, independent, apolitical and impartial”.

However, below is the suggested minimum device specification for a Windows based laptop:
- Intel Core i3 Processor
- 4 Gb RAM
- 320 Gb HDD (or 128 Gb SSD)
- 11” to 12” screen
- Wireless Networking ability (802.1 b/g/n)
- Internal Speakers
- Audio and USB Ports
- Keyboard
- Web cam
- DVD Player/Burner (optional)
- Windows 10
- 7 to 8 hours battery life
- Carry case

(An external hard drive or USB memory stick would also be a valuable purchase, in order for a student to make regular backups of their work)

The minimum specification indicated previously, should meet a student’s general schooling needs for the next three years. If the student is enrolled in a subject that requires video editing (e.g. Media Studies) or computer graphics (e.g. Graphics), then a higher hardware specification would be desirable. A faster processor, additional RAM, dedicated graphics card and a larger hard drive, would assist the student. However, these additions will come at a cost.

Any device brought into the school, should be clearly labelled with the student’s name.

The purchase of second hand devices should be avoided.
When purchasing a new device, parents should consider the following questions:

a) How long will the device be expected to be used by the student?

Many users would expect a laptop to be replaced within three years. If this was the case, an entry level laptop may be appropriate for a student enrolled in Year 7, while in Year 10 a device with a higher hardware specification would be desirable. Another factor to consider is that technology changes quickly. A device that meets your student’s current needs, purchased at a relatively inexpensive price, may be easier to replace in the future, compared to a laptop that is more expensive. Also consider that if damage was to occur to the device, it is likely to cost more to replace parts damaged on an expensive model, compared to a cheaper device. If a screen was broken on a cheaper model, it may be more economical to purchase a new device, rather than repair the damage.

b) What will happen if repairs need to be completed?

There is a significant advantage if repairs to the laptop can be completed locally, as this usually reduces the time delay in having the device returned to the student. There is a further advantage if repairs can be completed at your home, rather than having to send the device away.

c) What warranty is provided, how long and what exactly does it cover?

The school would strongly encourage that you purchase a warranty that will last the same number of years that you expect your child to be using the laptop. Make sure you know what exactly will be covered (parts/labour), where the repairs will occur and what additional cost may be incurred by you.

The school also strongly suggests that internet filtering software be purchased and installed on the device, to ensure that the student does not access inappropriate web sites at home. While at school, filtered internet access will be provided.

Software

Windows 10

Computers running Windows 10 in S Mode are unable to be joined to the BYOD System.

MS Office

Students involved in the program should have a modern version of MS Office installed on their device. This should include Word, Excel, PowerPoint and OneNote. MS Access would be desirable for students studying Business.

To assist parents, the Department of Education and Training has negotiated the following agreement with Microsoft:

Students are able to download a free version of Microsoft Office 365, to a personal computing device. The software will need to be downloaded using a student’s internet
access at home. It should be noted that the total download package exceeds 1 GB of data. A fast internet connection is recommended. Students will not be able to download the software from school.

For additional details concerning this offer, students should navigate to the Learning Place (https://students.learningplace.eq.edu.au). Select the appropriate phase of learning and then click on the Free Microsoft Office 2016 For Students option. Students will be required to enter their MIS Username and Password, to access the site.

**Anti-virus software**

To connect to the school’s computer network, a device must have a current commercial grade anti-virus program installed, functioning correctly and updated regularly.

*These anti-virus applications are not compatible with the BYOx solution and will block a Windows laptop from proxy prompts and mapping network drives:*

- Total Defense
- Total AV
- Comodo Cloud Antivirus

**Subject Software**

Due to licencing conditions, school owned software cannot be installed on private devices. Some subjects may require students to download software from the internet. These programs are usually free, however will require an internet connection to download.

Note that the installation and maintenance of software on a student’s personal device, is the responsibility of the student and their family.

**Carry Case**

It is highly recommended that a carry case be purchased for the student’s device. The case should be strong, sturdy and at least water resistant. The case should be clearly labelled with the student’s name. Students should also carry a zip lock resealable plastic bag, so that the device can be protected in case of heavy rain.

**Printing**

Printing will not be available at the school.

**Charging Of Device (Battery Power)**

Students will not be able to charge their device during class. The device used should have sufficient battery power to last an entire day. When charging the device at home, the correct power adapter should be used, otherwise damage to the device may occur. Safety procedures should always be considered when charging electrical devices.
Use of Wi-Fi

Connection of private devices to the school’s computer network will be via the school’s wi-fi network. Users will be provided with the steps to complete this action during the BYOD Induction. A connection can only be made after school technicians modify the student’s existing school computer account.

Backing up Data

Technology can fail, can be lost or stolen. It is extremely important that students have a backup plan in case things go wrong.

At least once a week (preferably daily if a student is working on assignments), students are encouraged to copy their most important files to an external hard drive or USB memory stick. Students can use Windows Backup to do this automatically.

Security of Device

Devices are the sole responsibility of the family. The school accepts no responsibility for the security or safety of the device. Teachers and staff will not store or look after a device on behalf of students.

Should damage to the device occur whilst at school by another student/s, the school is not at liberty to provide parents with details about other students or provide contact details of the parents of students who may have been involved in the incident.

Pimlico State High School does not accept responsibility for damage, loss or theft of the BYOD device.

Accidental Damage, Theft and Insurance

It is highly advisable that parents purchase Accidental Damage Protection for their child’s BYOD device. Accidental Damage Insurance should cover the device for accidental damage on and off the school campus. Repairing a cracked screen can cost more than $400.00, depending on the model of the device and labour costs involved.

To cover for theft, fire and other issues, the school also recommends that the device be included in your family’s Home and Contents Insurance Policy. There may be a requirement by your Insurance Company to individually list the device on your insurance policy.

Insurance can often be purchased from the computer vendor or your existing insurance company. All insurance claims are to be settled between the family and the insurance company. The school will not be involved in any insurance claims or disputes.

Repairs and Maintenance

It is the responsibility of families to keep their student’s device in good working order, to ensure minimal disruption to student learning. All maintenance for the device, operating
system, software and apps purchased, are the responsibility of the family. It is expected that students bring their device to school each day, fully charged.

When moving from class to class, students should take care to put their device to sleep. Failure to do so can damage the hard drive of the device and potentially corrupt files. Choosing a device with a solid state drive (SDD), can alleviate some of these issues, but increases the cost of purchasing the device.

**Web Filtering**

The internet has become a powerful tool for teaching and learning, however students need to be careful and vigilant regarding some web content. At all times while using ICT resources, students will be required to act in accordance with the requirements of the Code of School Behaviour. To help protect students (and staff) from malicious web activity and inappropriate websites, the Department of Education and Training (DET), operates a comprehensive web filtering system. Any device connected to the internet through the school’s computer network will have filtering applied.

The filtering system provides a layer of protection to staff and students against:

- inappropriate web pages
- spyware and malware
- peer-to-peer sessions
- scams and identity theft

This purpose built web filtering solution takes a precautionary approach to blocking web sites, including those that do not disclose information about their purpose and content. DET’s filtering approach represents global best practice in internet protection measures. However, despite internal departmental controls to manage content accessed from the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed. Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student. Students are required to report any internet site accessed that is considered inappropriate. Any suspected security breach involving students, users from other schools or from outside the Queensland Department of Education and Training network, must also be reported to the school.

Personally owned devices have access to home and other out of school internet services and those services may not include any internet filtering. Parents and caregivers are encouraged to install a local filtering application on the student’s device for when they are connected in locations other than school. Parents / caregivers are responsible for the appropriate internet use by students outside the school.

Current technology allows laptop devices to connect to mobile phones, in order to access email and internet services. The phone becomes a ‘hot spot’ for the student to access internet services. The school strongly discourages this practice, as accessing the internet without adequate filtering software installed, is likely to result in the student accessing inappropriate material.
Cybersafety

If a student believes they have received a computer virus, spam, or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they should inform their teacher, parent or caregiver as soon as possible. Students should also seek advice if another user seeks personal information, asks to be contacted by phone, offers gifts by email or asks to meet a student.

Students must never initiate or knowingly forward emails or other online content, containing
  • a message sent to them in confidence
  • a computer virus or attachment that is capable of damaging the recipients’ computer
  • chain letters or hoax emails
  • spam (such as unsolicited advertising)

Students must never send, post or publish:
  • inappropriate or unlawful content which is offensive, abusive or discriminatory
  • threats, bullying or harassment of another person
  • sexually explicit or sexually suggestive content or correspondence
  • false or defamatory information about a person or organisation

Parents, carers and students are encouraged to read the department’s Cybersafety and Cyberbullying guide for parents and caregivers (http://behaviour.education.qld.gov.au/cybersafety/Pages/parents.aspx).


Acceptable Use of Technology

Upon enrolment in a Queensland Government school, parental or caregiver permission is required in order to give a student access to the department’s technology and internet resources. Parents/carers and students are required to read and sign the Acceptable Use of the Department’s Information, Communication and Technology (ICT) Networks and Systems.

This policy also forms part of the BYOD Student Charter. The acceptable use conditions apply to the use of the student’s personal mobile device and use of the internet, while on school grounds.

Communication through internet and online communication services must also comply with the department’s Code of School Behaviour (http://education.qld.gov.au/behaviour/docs/code-school-behaviour-a4.pdf) and the Responsible Behaviour Plan, available on the school web site.

Examples of responsible use of devices for students include:
  - engagement in class work and assignments
  - developing appropriate 21st Century knowledge, skills and behaviours
- authoring text, artwork, audio and visual material for publication on the school intranet or internet, for educational purposes, as supervised by school staff
- conducting general research for school activities and projects
- communicating or collaborating with other students, teachers, parents, caregivers or experts, as part of assigned school work
- accessing online references such as dictionaries and encyclopaedias
- using the department’s eLearning Courses
- ensuring that the device is fully charged before bringing it to school

While connected to the school computer network, students should not:
- create, participate in or circulate content that attempts to undermine, access into and/or bypass the hardware and/or software security mechanisms that are in place
- disable settings for virus protection, spam (unsolicited email) and/or internet filtering that have been applied as part of the department’s security protocols
- use unauthorised programs and intentionally download unauthorised software, graphics or music
- intentionally damage or disable computers, computer systems, school or government networks
- use the device for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose

Student’s use of the internet and online communication services, may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

Information sent or recorded by a student’s personal mobile device, contributes to the community perception of the school. All students using ICT resources are expected to conduct themselves as positive ambassadors for the school. Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned.

**Privacy and Confidentiality**

Students must not use another student or staff member’s username or password to access the school network or another student’s device, including not trespassing in another person’s files, home drive, email or accessing unauthorised network drives or systems.

Additionally, students should not divulge personal information via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. It is important that students do not publish or disclose the email address of a staff member or student, without that person’s explicit permission. Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.
Intellectual Property and Copyright

Students should never plagiarise information and should observe appropriate copyright clearance, including acknowledging the original author or source of any information, images, audio or resources used. It is also important that the student obtain all appropriate permissions before electronically publishing other people’s works or drawings. The creator or author of any material published should always be acknowledged. Material being published on the internet or school intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

Copying of software, information, graphics or other data files may violate copyright laws and individuals may be subject to prosecution from agencies to enforce such copyrights.

Monitoring and Reporting

Students should be aware that the use of internet and online communication services can be audited and traced to the account of the user. All material on a personal device is subject to audit by authorised school staff. If at any stage there is a police request, the school may be required to provide the authorities with access to the device and personal belongings associated with its use.

Misuse and Breaches of Acceptable Usage

Students should be aware that they are held responsible for their actions while using their device and accessing the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services.

The school reserves the right to restrict or remove access of personally owned mobile devices from accessing the intranet, internet, email or other network facilities. This is to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned mobile devices may result in disciplinary action that includes, but is not limited to, the withdrawal of access to school technology services.

School Technical Support

As indicated, all issues surrounding software and maintenance of the device, is the responsibility of the student and their family. The school will not be providing technical support to the student’s device, except to assist the student connect to the school computer network. Students will be provided the opportunity to attend an induction session where details concerning how to connect to the network and school expectations will be discussed.

Participation Cost

There is no additional cost for participating in this program.

It should be noted that in future years, an annual fee may be charged, depending on the costs incurred in operating the program by the school.
Period of Participation

Once the BYOD Student Charter is signed, the agreement will be considered to continue as long as:
- the student remains enrolled at the school
- the student is not excluded from the school
- the student meets the school’s behaviour and educational expectations (including unexplained absenteeism does not fall below 90%)
- the student complies with the policies indicated in this information booklet and the department’s Acceptable Computer Use and Internet Access Policy

Responsible Use of BYOD Device

Our goal is to ensure the safe and responsible use of facilities, services and resources available through the provision of clear guidelines.

Responsibility of Stakeholders involved in the BYOD Program

School
- Provide information and guidelines on the BYOD Program
- Provide BYOD induction for students
- Provide network connection (provision of network hardware and licence requirements)
- Provide Internet filtering
- Provide email access

Student
- Participate in the BYOD Induction Program
- Acknowledge that the purpose of using the device at school is to assist the student with their school studies
- Care for the device and ensure that it is secure at all times
- Display appropriate digital citizenship and online safety awareness
- Use passwords that provide a level of difficulty so that others cannot simply guess the password
- Passwords are to be kept private from other users
- Ensure their antivirus software is operational and regularly updated
- Maintain a current backup of any data on their personal device
- Ensure that their mobile device is fully charged each day
- Abide by intellectual property and copyright laws
- Use internet filtering while at school
- Ensure device is not used by another person (for any reason)
- Understand and sign the BYOD Student Charter Agreement Form

Parents and Caregivers
- Provide a mobile computer device for the student that complies with the minimum hardware and software specification indicated by the school
- Purchase a commercial grade antivirus software program, ensuring that it has been installed, is operational and regularly updated on the student’s device
- Provide appropriate software for students to use on their device (eg. MS Office)
• Acknowledge that the core purpose of the student’s mobile device at school, is to assist the student in their school studies
• Agree that the student uses the department’s internet filtering provisions, when using the internet at school (do not use their mobile phone as a hot spot)
• Encourage and support appropriate digital citizenship and cybersafety guidelines with students
• Responsible for repairing any damage that may occur to the student’s mobile device
• Provide a protective backpack or case for the student’s device
• Are aware of the warranty conditions for the student’s device
• Have considered (and preferably purchased) an Accidental Insurance Policy for the student’s device
• Listed the student’s device under their Home and Contents Insurance Policy (recommended)
• Understood and signed the BYOD Student Charter Agreement Form
• In future years (if applicable), pay the annual contribution fee to enable the device to be connected to the school’s computer network

Parents and students need to be aware that the school’s BYOD program does not support the following:
Computers running Windows 10 in S Mode are unable to be joined to the BYOD System.

• Providing technical support for the student’s device
• Charging the device at school
• Security, integrity, insurance and maintenance of the students device
• Cost of repairs if the device is damaged at school
• Backing up data on the student’s device
• Provision of software on the student’s device

Completing the BYOD Student Charter Agreement Form

For your student to be involved in the school’s BYOD program:
• Complete the details on the BYOD Student Charter Agreement Form (last page)
• Student signs and dates BYOD Student Charter Agreement Form
• Parent/Caregiver signs and dates BYOD Student Charter Agreement Form
• Detach the completed BYOD Student Charter Agreement Form from this booklet and provide to school office staff
• Keep this booklet for your own reference

Students and parents/caregivers are asked to lend their support to this very valuable and innovative program. Strong support is paramount to ensure the program is successful and the students gain maximum benefits for their learning.
What Happens Next?

Once the BYOD Student Charter Agreement Form has been provided to office staff, the school’s computer technicians will begin modifying the student’s computer account details. When completed, the student will be informed via a note in their CARE Roll, when to attend an Induction Session with school staff. At this session, the student will be required to bring their laptop and will be shown how to connect to the school computer network. Sessions will be run at morning tea or lunch.
## BYOD STUDENT CHARTER AGREEMENT FORM

This form must be signed and returned to the school office, before the device can be connected to the school network.

In signing this form, I acknowledge that:

- I have read and understood all policies and guidelines in the BYOD Student Charter and the school’s Responsible Behaviour Plan.
- I agree to abide by the policies and guidelines outlined in the BYOD Student Charter and school’s Responsible Behaviour Plan.
- I am aware that non-compliance of the school’s policies and guidelines will result in the removal of the student from the BYOD program. The student may face other disciplinary measures depending on the behaviour that has occurred.

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### Details Of Device

- **Type of Device (Circle)**: Laptop / Tablet

- **Brand**

- **Model**

- **Operating System**

- **Anti-virus Program**

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Note that this agreement will be considered to continue as long as:

- the student remains enrolled at the school
- the student is not excluded from the school
- the student meets the school’s behaviour and educational expectations
- the student complies with the policies indicated in the BYOD Student Charter booklet and the department’s Acceptable Computer Use and Internet Access Policy

Please detach and return this form to the school office.