BYOD
Bring Your
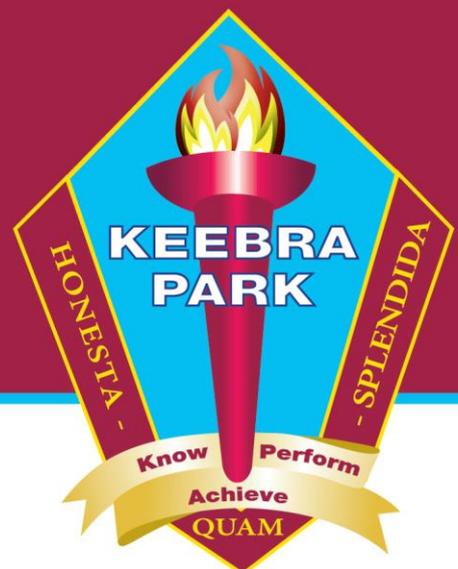# Own Device

KEEBRA PARK
STATE HIGH SCHOOL

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BYOD Charter

What is BYOD?

BYOD stands for Bring Your Own Device. This program permits students to bring their own device, within specification, to school to support and further their education. It means devices such as laptops can access school and Education Queensland networks. This makes working between home and school seamless for students.

Information Technology (IT) devices are a powerful means of differentiating and personalising a student's education, and student-owned devices facilitate student choice over which application best suits their learning and communication style.

Minimum IT device specifications

All Students (years 7-12)

Specification	Minimum	Desirable	Senior Students studying Graphics and Engineering Technologies
Processor	"i3" Intel or equivalent	"i5" Intel or equivalent	"i7" Intel or Higher
RAM	4 GB +	8 GB	8 GB +
Operating System	Windows 10	Windows 10	Windows 10
Battery Life	6 hours	8 hours	8 hours
Wireless	Dual Band Wi-Fi	Dual Band Wi-Fi	Dual Band Wi-Fi
Screen Size	11" +	14" +	14" +
HDD Capacity	128 GB SSD	256 GB SSD	256 GB SSD +
External Ports	USB, Audio Out	USB, Audio Out	USB, Audio Out
Warranty	Default	Extended + Accidental damage Protection	Extended + Accidental damage Protection

*Please note: Windows 10S is not currently supported within Education QLD networks, however if you have windows 10S on your device please see our IT Technician for technical support

If you have any questions about whether a specific model laptop will meet the requirements, please contact the school office on Ph: 55 092 555.

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The Department of Education and Training Trading as Education Queensland International (EQI) | CRICOS Provider No: 00608A

Device care

The student is responsible for taking care of and securing their device and accessories in accordance with school policy and guidelines. Each device should be clearly labelled. Keebra Park does not accept responsibility for loss or damage of a device at home, in transit or at school. Advice should be sought regarding inclusion in home and contents insurance policy.

It is advised that accidental damage and warranty policies are discussed at point of purchase to minimise financial impact and disruption to learning should a device not be operational.

BYOD Policy

General precautions

- Food or drink should never be placed near the device.
- Plugs, cords and cables should be inserted and removed carefully.
- Devices should be carried within their protective case where appropriate.
- Carrying devices with the screen open should be avoided.
- Ensure the battery is fully charged each day.
- Put the device to sleep when moving around to avoid damage to the hard drive
- Turn the device off before placing it in its bag.

Protecting the screen

- Avoid poking at the screen — even a touch screen only requires a light touch.
- Don't place pressure on the lid of the device when it is closed.
- Avoid placing anything on the keyboard before closing the lid.
- Avoid placing anything in the carry case that could press against the cover.
- Only clean the screen with a clean, soft, dry cloth or an anti-static cloth.
- Don't clean the screen with a household cleaning product.

Data security and back-ups

- Students must ensure they have a process of backing up data securely. Otherwise, should a hardware or software fault occur, assignments and the products of other class activities may be lost.
- The student is responsible for the backup of all data. While at school, students may be able to save data to the school's network, which is safeguarded by a scheduled backup solution. All files must be scanned using appropriate anti-virus software before being downloaded to the department's ICT network.
- Students are also able to save data locally to their device for use away from the school network.
- The backup of this data is the responsibility of the student and should be backed-up on an external device, such as an external hard drive or USB drive.

- Students should also be aware that, in the event that any repairs need to be carried out the service agents may not guarantee the security or retention of the data. For example, the contents of the device may be deleted and the storage media reformatted.

Case / Carry Bag
- A strong carry case is a great way to protect your device from accidental damage like drops. Use a bag or case designed to hold a laptop with adequate padding.

Insurance
Purchasing insurance is a personal choice. When purchasing your laptop please learn about your options to purchase accidental damage protection for your device. Ensure that this covers your device for accidental damage on and off school grounds. Fire, Theft and acts of God are usually not covered under these programs and we request you include it in your personal or home insurance. 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.

Warranty
We recommend that all devices are covered by extended warranty to last the students' time at Keebra Park. Statistically a computer will require, on average, 2.5 repairs during its 3 year life cycle. This is a computer requiring a hardware repair due to components failure (warranty) or accidental damage (non-warranty). On average 70% of these repairs are warranty and 30% non-warranty.

Repairs and Maintenance
All maintenance for the device, operating system, software and or apps purchased by the student/parent is the responsibility of themselves. Parents/students should ensure quick maintenance turnaround time for BYOD devices to minimise impact on learning.

School Support
If you run into a problem, we advise students to see the IT staff at Keebra Park who will attempt to diagnose the fault. If this is not able to be resolved by the IT staff, they can recommend a course of action for repair (eq. warranty claim, insurance claim, etc).

Software
Education Queensland and Microsoft have released Office 365 for **free** to all students. This can be downloaded by logging into Office 365 on the web using a student's email address and password. This enables students to install the latest Office Suite on multiple devices including both PC and MAC computers, tablets and smart phones. A suitable anti-virus should be installed where appropriate. Avast is an example of a free version that is commonly used. Other well-known options that cost are AVG and Symantec.

Suggested Software to install:

Internet Browser: Google Chrome - https://www.google.com/chrome/
Video Player: VLC Player - https://www.videolan.org/vlc/
Audio Recorder: Audacity: https://www.audacityteam.org/
Virus/Malware Protection: Microsoft Security Essentials (free antivirus solution)
http://www.microsoft.com/en-au/download/details.aspx?id=5201
*Please refer to the subject selection handbook on the school's website for details on software/hardware requirements for specific subjects.

Responsible use of devices by students:
  Use mobile devices for:
- engagement in class work and assignments set by teachers
- developing appropriate 21st Century knowledge, skills and behaviours
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved 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, encyclopaedias, etc.
- researching and learning through the school's eLearning environment
- ensuring the device is fully charged before bringing it to school to enable continuity of learning.
- Be courteous, considerate and respectful of others when using a mobile device
- Switch the mobile phone off and place out of sight during classes, where these devices are not being used in a teacher directed activity to enhance learning
- Use the personal mobile device for private use before or after school, or during recess and lunch breaks
- Seek teacher's approval where they wish to use a mobile device under special circumstances.
- Please refer to mobile phone/personal electronic device policy for more information

The following are examples of irresponsible use of devices by students:
- using the device in an unlawful manner
- creating, participating in or circulating content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disabling settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- downloading (or using unauthorised software for), distributing or publishing of offensive messages or pictures
- using obscene, inflammatory, racist, discriminatory or derogatory language
- using language and/or threats of violence that may amount to bullying and/or harassment, or even stalking

- insulting, harassing or attacking others or using obscene or abusive language
- deliberately wasting printing and Internet resources
- intentionally damaging any devices, accessories, peripherals, printers or network equipment
- committing plagiarism or violate copyright laws
- using unsupervised internet chat
- sending chain letters or spam email (junk mail)
- accessing private 3G/4G networks during lesson time
- knowingly downloading viruses or any other programs capable of breaching the department's network security
- using the mobile device's camera anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invading someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, bluetooth use etc.) of such material
- using the mobile device (including those with bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school staff.

In addition to this:

Information sent from our school network contributes to the community perception of the school. All students using our ICT facilities are encouraged to conduct themselves as positive ambassadors for our school.

- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.
- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.
- Students need to understand copying of software, information, graphics, or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
- Parents and caregivers need to be aware that damage to mobile devices owned by other students or staff may result in significant consequences in relation to breaches of expectations and guidelines in the school's Responsible Behaviour Plan for students.
- The school will educate students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to incorporate these safe practices in their daily behaviour at school.

The school's BYOD program supports personally-owned mobile devices in terms of access to:
- printing
- internet
- file access and storage
- support to connect devices to the school network.

However, the school's BYOD program does not support personally-owned mobile devices in regard to:
- technical support
- charging of devices at school
- security, integrity, insurance and maintenance
- private network accounts.

Please refer to our mobile phone/personal electronic device policy for additional information.

If you have any questions in regards to our BYOD program please contact the school on
ph: 55 092 555.

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BYOD (Bring Your Own Device) Application

Students planning on bringing their own device to school as a tool to assist in their learning must complete the following application and return to the IT department located in our student resource centre. The application will be reviewed to ensure the device will comply with the recommended specifications and be capable of connecting to the school's network. On approval an appropriate time/date for connection to the network will be scheduled.

Permission

- Permission is granted for my child to bring their own device to school as a tool to assist in their learning.
- My child's use of the device requires the appropriate student ICT use policies are maintained.
- Supervising staff may take whatever disciplinary action they deem necessary to ensure the safety, wellbeing and successful conduct of the students as a group, or individually, when using this device
- I acknowledge it is my child's responsibility to ensure all items stored on the device are backed up appropriately.
- Where applicable it is my child's responsibility to maintain an appropriate level of anti-virus protection on the device.
- It is my child's responsibility to ensure the device is fully charged when bring it to school.
- I acknowledge that the Department of Education, Training and the Arts does not have insurance cover for student's personal devices.

Parent/Guardian Name:

Parent/Guardian Signature:

Parent/Guardian Contact Phone Number:

STUDENT DETAILS

STUDENT NAME:		
YEAR LEVEL:		ROLL CLASS:

DEVICE DETAILS

Device Type: (Circle)	Tablet/Laptop/iPAD	
MAKE:		MODEL:
IS THE DEVICE WIRELESS CAPABLE: YES/NO	IS THE DEVICE 3G CAPABLE? YES/NO	WILL THE BATTERY HOLD CHARGE FOR 6 HOURS? YES/NO
HOW OLD IS THE DEVICE?		

OFFICE USE ONLY

MAC ADDRESS:
NETWORK ID:
DOES THE DEVICE CONNECT TO THE WIRELESS: YES/NO
IS THE DEVICE G: Drive capable: YES/NO