

2021 - Year 7, 11 and 12 Bring Your Own Device (BYOD) Program Information Handbook



For implementation in 2021

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TABLE OF CONTENTS

Overview of the Coorparoo Secondary College BYOD Program	Error! Bookmark not defined.
What does my student need to bring to school each day?	3
Why laptops?	3
Laptop Minimum Specifications	4
What if my student wants to run specialist software that requires higher specifications?	4
Other required items:	4
Required software:	5
Other recommended items:	5
Software Licencing for BYOD laptops:	5
Other recommended software:	5
Other software to consider – Apple BYOD laptops only:	5
Purchasing Considerations – “Total Costs of Ownership”	6
Vendor Information, Portals and Online Stores	6
BYOD Program Costs	6
Financial Hardship Arrangements – College BYOD Equity Program	6
Daily Borrowing Program	6
Laptop Connectivity	6
Laptop Charging	7
Technical Support	8
Teaching and Learning	8
Acceptable BYOD laptop use	9
Passwords	9
Digital Citizenship	10
Cybersafety	10
Web Filtering	11
Privacy and Confidentiality	11
Intellectual Property and Copyright	12
Software	12
Monitoring and Reporting	12
Misuse and Breaches of Acceptable Usage	12
Responsible use of BYOD laptops	12
Student Responsibilities:	12
Parents and Caregivers Responsibilities:	13
Other:	13
Health and Safety	14
BYOD Laptop Care	14
General Precautions	14
Protecting the Screen	15
Data Security and Back-ups	15
Learn more about digital devices	15
Further questions or feedback?	15

Overview of the Coorparoo Secondary College BYOD Program

This handbook is for parents\caregivers and students to provide further information about the 2021 BYOD program at Coorparoo Secondary College.

In the pursuit of Creating Tomorrow Together, the Coorparoo Secondary College BYOD Program aims to enhance the curriculum program to improve student learning outcomes through increased access to digital tools, learning resources and pedagogy. Individualised student learning and differentiation, and opportunities for students to further develop into responsible digital citizens with high-level digital skills are also greatly enhanced. From 2021, the BYOD Program is being introduced for Year 7, 11 and 12 students.

This booklet is subject to change. Changes will be communicated via the College Facebook page, and the newest version of this document will be available on the College website.

Bring Your Own Device (BYOD) means exactly that: students bring their own digital devices to school, for the purposes of learning. So instead of using school-owned ICT, students use their own. The BYOD concept recognises that students and their parents and caregivers would like to use the same digital devices at school and at home.

DETE BYOD Project Team (<https://BYOD.eq.edu.au/Pages/default.aspx>)

The Department of Education, Training and Employment (DETE) recognises that 1:1 programs (i.e. one student to one device) are a critical component in an international move towards individualised learning and that participation in these programs is associated with increased student and staff technology use, student engagement and interest levels (*Bebell and O'Dwyer, 2010*).

BYOD has been increasing in all industry sectors, and the introduction of the 1:1 initiative has increased the normalisation and increased use of digital technologies in education. BYOD allows schools to progress to a more flexible and mature 1:1 program, address discontinued 1:1 federal funding and responds to expectations of contemporary learners and the wider community (*Source: Metropolitan BYOD Workshop presentation May 2014*).

According to national and international research, schools that migrate to a BYOD model enjoy many benefits, including:

- increased student motivation, confidence and engagement with learning because students are familiar with their devices
- greater autonomy in the classroom
- the maturing of students as digital citizens who embrace digital opportunities and responsibilities
- the normalising of technology use between the school and home
- greater opportunity for inter-school collaboration

(<https://BYOD.eq.edu.au/why-BYOD/Pages/default.aspx> - Alberta Government, 2012; Lee, Levins, Hubbard, & Freedman, 2013; Ministerial Council on Education, Employment, Training and Youth Affairs, 2008; Nielsen, 2013; Wainwright, 2013; Sweeney, & Intelligent Business Research Services Ltd., 2012)

What does my student need to bring to school each day?

Students need to bring a fully charged Windows or Apple laptop that meets the minimum specifications, and other required items as listed below. **All items must be named** to allow easy identification of the owner.

Why laptops?

Computers are currently the main digital tool used in teaching and learning across the College, therefore having laptops as the BYOD program device provides a standardised teaching and learning environment

for staff and students. It also ensures compatibility with College-owned computers in order to minimise connectivity, software and other issues.

Laptops allow students to create and use a wide range of digital content across all curriculum areas and are the most suitable and cost-effective device to meet all curriculum requirements at this point in time. The minimum laptop specifications should extend the useful life of the laptop to a minimum of three years, subject to individual use.

Laptop Minimum Specifications

- Windows **OR** MacBook laptop
- **Laptop Size:** minimum 11 inch size **NOTE:** maximum 13" recommended to avoid breakage and minimise weight
- **Operating system:** Windows 10 64 bit **OR** Apple OS Mojave 10.14 **NOTE:** The Department of Education Platform Development Team has advised schools to avoid upgrading to MacOS 10.15 Catalina. However, students have not experienced difficulties with this to date. If there are issues, a solution is to roll back to MacOS 10.14 Mojave – see an Apple vendor.
- **Battery:** 6-8 hour battery life
- **Processor:** Intel Core i5 2.5Ghz 7th Generation
- **Display:** FHD (1920x1080) – 1080p or higher
- **Graphics:** Intel UHD Graphics 620 or higher **NOTE:** Newest Macbooks do not come with VGA or HDMI ports – an adaptor must be purchased if students need to connect to data projectors or digital televisions e.g. for assessment presentations
- **Memory:** 8GB or higher
- **Storage:** 256GB solid-state hard drive (SSD) **NOTE:** 512GB is recommended if using a dual boot setup on an Apple laptop. If storing a large number of audio/video etc. files, consider the purchase of a minimum 500GB external hard drive.
- **Ports:** 2 USB ports (additional recommended especially if a mouse is being used) **NOTE:** Newest Macbooks do not come with USB ports – an adaptor must be purchased to enable a USB to be plugged in
- **Network connectivity:** Dual Band AC compatible Wireless - 5GHz **NOTE:** laptops which only have 2.4 Ghz wireless connectivity will not connect to the Department of Education wireless network
- Integrated speakers and microphone with headphone ports and webcam (standard in laptops)

What if my student wants to run specialist software that requires higher specifications?

Some subjects (e.g. Technology and Design; Film and Television; Visual Arts; Music; Digital Technologies) use specialised software which requires upgraded hardware components to run efficiently on the laptop (e.g. computer aided design or CAD; image and video editing software; animation; virtual reality; music composition). More information about specific software used in subjects can be obtained through each subject Head of Department by emailing BYOD@coorparoosesecondarycollege.eq.edu.au

If your student wishes to install and use higher-end software programs on their BYOD laptop, it is recommended that the following hardware components be upgraded **at the time of purchase:**

- **Processor:** Intel Core i5 3.0Ghz 8th Generation minimum; i7 will give higher performance and should be considered
- **Graphics:** Dedicated (built-in) Graphics Processing Unit (GPU)
- **Memory:** 16GB or higher
- **Storage:** Some project files can be very large – consider purchasing a 512GB solid-state (SSD) hard drive to use while working on very large projects and/or a minimum 500GB external hard drive (a cheaper option than a SSD) and can also be used to archive large projects when completed

Other required items:

- Headphones with a microphone to suit laptop
- Hard protective water-resistant laptop case to suit laptop model. **NOTE:** Rubber sleeves do not provide adequate protection for laptops. Warranty and/or accidental damage insurance could be voided if a suitable case is not used, or if laptops are placed directly into student bags without a case. The case

should be strong enough to protect the laptop inside the student's school bag • New Macbooks only – USB adaptor

Required software:

- Security software suite with anti-virus and anti-malware e.g. Nortons by Symantec, AVG, McAfee, Trend Micro, Avira **NOTE:** Security software may impact on the ability to connect student BYOD laptops to the statewide Department of Education wireless network. Students need to be able to turn off security software if required (local administrator permissions), else parents\carers (with username and passwords) will need to come with the student to the Library to connect the laptop (8 am recommended). Microsoft Family and Qustodio (MacOS) do not allow students to connect their BYOD laptops and should not be installed.
- Office 2016 or later version (free for state school students)
- Internet browser **NOTE:** Microsoft Edge is the default Windows 10 browser; Safari is the default MacOS browser. Students should also install Google Chrome and Mozilla Firefox as alternative browsers as different sites work better with different browsers
- Graphmatica (Mathematics)

Other recommended items:

- Mouse (USB or Wireless)
- 3 year warranty with next-day on-site support. **NOTE:** Parents/carers should investigate Australian Consumer Law prior to purchasing additional warranty and seek clarification from vendors what repairs and/or replacements would be covered under this law <https://www.accc.gov.au/consumers/consumer-rights-guarantees/warranties>
- 3 year Accidental Damage insurance
- New Macbooks only – VGA and HDMI adaptor to enable connection to data projectors, digital televisions etc.
- Backup up storage device e.g. USB or external drive (size depends on amount and size of files)
- Extra charge cable with power pack

Software Licencing for BYOD laptops:

School owned software may only be installed on school-owned devices. Some subjects require the use of subject-specific software, all of which have different licencing arrangements for private purchase and/or BYOD laptops. Where student licences are available for software or digital textbooks, licencing arrangements are managed by the relevant Head of Department. If licencing does not allow installation of specialist software on student BYOD laptops, students will be able to access school-owned computers if required for particular subjects.

Other recommended software:

Software used in each subject and year level is generally given to students by teachers at the start of each school year, semester and/or unit of work. If this information is required before purchasing a new laptop, contact the relevant faculty Head of Department by emailing BYOD@coorparoosesecondarycollege.eq.edu.au. Note that upgraded specifications may be required for some individual programs - see **“What if my student wants to run specialist software that requires higher specifications?”** above for more information.

- Adobe Creative Cloud software
- Other subject specialist software as advised by Head of Department.

Other software to consider – Apple BYOD laptops only:

Consider purchasing a Windows 10 licence to enable the Apple laptop to also run Windows software; MacBook vendors should be able to provide this service for a reasonable charge if assistance is needed. Contact licensing@data3.com.au to enquire about student licencing arrangements for Windows 10 or purchase them through a Windows reseller.

Purchasing Considerations – “Total Costs of Ownership”

A wide range of computer vendors and laptop makes and models should be investigated, and the “total cost of ownership” considered when purchasing laptops.

The cheapest laptop to buy may not be the most economical over the life of the laptop (usually a minimum of 3 years depending on individual use). Consider included components, technical support, warranty and accidental damage arrangements. Upgraded laptop specifications will generally provide better performance over a

more extended period, depending on individual usage.

The College

takes no responsibility for private laptop purchases and/or finance arrangements.

All issues with laptop purchases or technical issues need to be taken up with the vendor. Deliveries must not be made to the College.

BYOD Program Costs

All BYOD charges (including Equity Program and daily borrowings) are included in the annual ICT charge in the College Student Resource Scheme, and there are no additional charges payable to the College. The annual ICT charge contributes towards additional connectivity infrastructure, technical support and licencing costs to support the BYOD program.

Financial Hardship Arrangements – College BYOD Equity Program

For families experiencing financial hardship, a limited number of College-owned laptops are available for borrowing from the Student Laptop Hub in the Library each day on a first in basis.

Applications for participation in the College Equity Program are through the Principal at the start of each year. Information and application forms are distributed at the beginning of Term 1 each year and then made available on the College website.

Daily Borrowing Program

If students have an issue with their BYOD laptop on a particular day, a limited number of College-owned laptops are available for daily borrowing each day on a first in basis through the Discovery Centre (Library).

Students needing to borrow a "daily borrowing" laptop can do so from the Discovery Centre at the front counter of the Discovery Centre between 8 am and 8:45 am.

These laptops must not be taken home and must be returned after the end of the student's final lesson each day. Information about daily borrowings is communicated to students through daily notices at the start of Term 1. The daily borrowings program usually commences in Week 2 of Term 1.

Laptop Connectivity

Student BYOD laptops connect to the College wireless network (part of the statewide Department of Education network) through a Department of Education approved technical solution, BYOD Connect, to ensure security requirements are met.

The following information (subject to change) provides an overview of procedures for onboarding BYOD laptops: CSC needs more detail about this process:

- Information re timelines and procedures for connecting new BYOD laptops is provided to students through class teachers and daily notices
- Students require their username and password to onboard their BYOD laptop:
 - Existing students – passwords will be reset before the commencement of Term 1, with information communicated to parents/carers
 - New students after the password reset – obtain username and password from classroom teacher or Discovery Centre (Library). Note it can take minimum 1-2 days from the official start date for a new network account to be automatically generated, and more during peak times
- Students must have local administrator rights to onboard their BYOD laptop
- During Week 1 in Term 1, onboarding and technical assistance takes place at allocated times for each year level to balance out the load on the network and the computer technician.
 1. students attempt to onboard their laptop following instructions (Apple and Windows versions; PDF and video guides) provided by email (accessed at home) and class teachers
 2. students with issues onboarding individually seek assistance from computer technician based in the Discovery Centre (Library).
- From Week 2, students still having issues can go to the technician based in the Discovery Centre (Library). Library to get assistance with onboarding, software and printing issues at the following times, or other times communicated through daily notices:
 - 8-8.45 am before school
 - during morning tea, and lunch breaks
 - after school until 3.30 pm
- From Week 3, students who have not had their issues resolved by can escalate ongoing issues to the HOD Technology tlewi29@eq.edu.au .

Known issues:

- Security software installed on the BYOD laptop may not allow the laptop to be connected to the College wireless network, so students need to be able to turn off security software if required (local administrator permissions). Alternatively, parents\carers (with security software username and passwords) will need to come with the student to the Discovery Centre (Library) to connect the laptop (8 am recommended) from Week 2
- Microsoft Family and Qustodio (MacOS) do not allow students to connect their BYOD laptops to the wireless network and should not be installed.

Once connected to the College wireless network through BYOD Connect, students can use their BYOD laptop to access:

- Department of Education (filtered) Managed Internet Services, including online email, Office 365 applications, OneDrive etc., and other websites
- the College network for
 - file management and storage, including student network H: drive and student common drive
 - printing services using BYOD tap and release system

Parents\caregivers should be aware that BYOD laptops (as with personal mobile phones and tablets) enable access to home and other out of school networks and internet services that may not be secure or include filtering. The College takes no responsibility for security issues or content accessed by students using private networks or other internet services on private devices, including BYOD laptops, at any time.

Laptop Charging

It is an individual student responsibility to ensure their BYOD laptops are brought to school fully charged and ready for use each day.

There is very limited capacity to charge BYOD laptops at school. This is primarily due to workplace health and safety issues, including:

- power cables are a trip hazard
- power cables must be “tested and tagged” to be deemed safe under Department of Education requirements

In addition to this, having a large number of BYOD laptops being charged by students each day would significantly increase College electricity expenditure each year and negatively impact the annual College budget and teaching and learning and other programs and available resources.

Students must not plug in BYOD laptops to charge without teacher permission and must ensure that any charging laptops are placed in a safe location and cables do not create a trip hazard.

Technical Support

College ICT technicians provide technical support for connectivity of BYOD laptops to the College wireless network at the Computer technicians office which is located in the Discovery Centre (Library).

Every attempt will be made to connect BYOD laptops that meet the minimum specifications, assuming there are no technical or other issues outside of tech control.

All other technical issues will be the responsibility of the parent\caregiver and student, and the relevant vendor the laptop was purchased through. Vendor and technical support turnaround times should be considered when purchasing and seeking repairs for BYOD laptops.

	Connection:	Hardware:	Software:
Parents and Caregivers	✓ (home-provided internet connection)	✓	✓
Students	✓	✓	✓
School	✓ school provided internet connection	X	✓ (some school-based software arrangements)
BYOD laptop vendor		✓ (see specifics of warranty on purchase)	

Teaching and Learning

Teaching and learning continues to transform with increased individual access to digital devices by students, and how this occurs is different in each year level and subject. Through the use of digital content, concepts can generally be taught faster and with a higher level of individualisation, and students can be more productive in learning time.

Each student has access to eLearning spaces and tools to support and enhance their learning and assessment, including the following tools:

- Blackboard Virtual classroom via <https://elearn.eq.edu.au/> (email link received on enrolment)
- Class Notebooks via <https://portal.office.com/> (email link received on enrolment)
- Learning Place EdStudio accessed through <https://students.learningplace.eq.edu.au/> (access code provided by the teacher or search Learning Place)

Other resources are also accessed through the Learning Place and other web-based systems. The College Online Services Risk Review Register provides information about third-party websites, web-based systems, apps and tools that students use as part of their learning program that requires student personal details (i.e. students can be identified).

Further information and queries about teaching and learning using BYOD laptops in different year levels and subjects can be obtained by contacting the relevant Heads of Departments via admin@coorparoosesecondarycollege.eq.edu.au.

Acceptable BYOD laptop use

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student(s) access to the internet, based upon the policy contained within the Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems. A current version of the CSC Student ICT Network Access and Usage Policy and Agreement is included on the College website and must be completed and signed on enrolment, and again during the school year if required. This policy also forms part of this BYOD Program Information Handbook. The acceptable-use conditions apply to the use of the BYOD laptop and internet both on and off the school grounds.

Communication through the internet and online communication services must also comply with the department's Code of School Behaviour and the Responsible Behaviour Plan available on the school website. Policy documents can be found on the College website at

Students must only use their BYOD laptop and the College wireless network for educational purposes while at school, and to complete tasks as directed by the classroom or supervising teacher or staff member.

While on the school network, students should not:

- create, participate in or circulate content or activities that attempt to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school and departmental standard
- use unauthorised programs and intentionally download unauthorised or illegal (including copyright) software, graphics or music
- intentionally damage or disable computers, computer systems, school or government networks
- use the BYOD laptop for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose

NOTE: Students' use of the internet and online communication services may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

Passwords

Access to the College and statewide Department of Education network and online services is secured with a username and password for each user.

The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).

In addition to this:

- The password should be changed regularly, as well as when prompted by the department or when known by another user.
- Personal accounts are not to be shared. Students should not allow others to use their personal account for any reason.
- Students should log off at the end of each session to ensure no one else can use their account or BYOD laptop.
- Students should also set a password for access to their BYOD laptop and keep it private.
- Parents/caregivers may also choose to maintain a password on a BYOD laptop in the event their student forgets their password or if access is required for technical support*
- Some BYOD laptops may support the use of parental controls with such use being the responsibility of the parent/caregiver*. Note that the use of these may impact on the student's ability to connect their laptop to the College network, and parents\caregivers may be required to come into the College to enable connectivity if these are used. (See Laptop Connectivity section above).

Digital Citizenship

Students should be conscious of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves and the way they treat others online.

Students should be mindful that the content and behaviours they have online are easily searchable and accessible. This content may form a permanent online record in the future. Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community.

Parents/caregivers must ensure that their child understands this responsibility and expectation. The school's Responsible Behaviour Plan also supports students by providing school-related expectations, guidelines and consequences.

Resources relating to Digital Citizenship include:

- <https://learningplace.education.qld.gov.au/sdes-parents/Documents/digital-footprint.pdf>
- <http://digitalcitizenship.net/>
- <http://www.digitalcitizenship.net/nine-elements.html>
- <http://www.digitalcitizenship.nsw.edu.au/>

Cybersafety

If a student believes they have received a computer virus, spam (unsolicited email), or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent or caregiver immediately. Students must also report if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student online.

Parents or caregivers and students should develop knowledge and awareness of cybersafety issues. The following resources are provided by government departments:

- <https://learningplace.education.qld.gov.au/sdes-and-parents/online-safety-and-support>
- <http://behaviour.education.qld.gov.au/SiteCollectionDocuments/cybersafety/cyberbullyingcybersafetyprinfriendlyguide.pdf>
- <http://www.qld.gov.au/education/schools/health/cybersafety/>
- <https://www.esafety.gov.au/>
- <https://www.communications.gov.au/what-we-do/internet/stay-smart-online> Students and parents\carers can also report cyberbullying on their BYOD laptops using <https://esafety.gov.au/>

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, hoax emails or 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.

Other cybersafety and cyberbullying resources:

- The ACMA YouTube Channel has short videos that cover a range of cybersafety and reputation management issues and are tailored to use with students aged 14 and over <http://www.youtube.com/user/acmacybersmart>

- ThinkUKnow is an internet safety program delivering interactive training to parents, caregivers and teachers through schools and organisations across Australia using a network of accredited trainers <http://www.thinkuknow.org.au/>
- Bullying. No Way! has been designed to provide parents and caregivers access to information about bullying, harassment, discrimination and violence in schools. It covers all types of bullying including cyberbullying <http://bullyingnoway.gov.au/>

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 students, while using ICT facilities and BYOD laptops including to access the internet, will be required to act in line with the requirements of the Code of School Behaviour <http://behaviour.education.qld.gov.au/SiteCollectionDocuments/disciplinary-decisions/codeschool-behaviour-a4.pdf> , the CSC Student ICT Network Access and Usage Policy and any other relevant rules of the school.

To help protect students (and staff) from malicious web activity and inappropriate websites, the Department of Education provides and operates a comprehensive web filtering system, which also has a degree of local management. Any BYOD laptop connected to the internet through the school network will have filtering applied. The filtering system provides a layer of protection 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 block websites, including those that do not disclose information about their purpose and content. The department's filtering system represents global best-practice in internet protection measures. However, despite internal departmental controls to manage content on 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 network must also be reported to the school.

BYOD laptops provide access to personal (e.g. smartphone hotspot), home and other out of school internet services which generally do not include internet filtering. Parents and caregivers are encouraged to install a local filtering application on the student's BYOD laptop when they are connected in locations other than school. Parents/caregivers are responsible for appropriate internet use by students outside the school.

Privacy and Confidentiality

Students must not use another student or staff member's username or password to access the College network or another student's BYOD laptop, 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 are 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 etc. 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. Any material that is being published on the internet or 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 without warning and be subject to prosecution from agencies to enforce such copyrights.

Information is available at:

- <https://gedu.sharepoint.com/sites/2409/Student/MS/Library/SitePages/Plagiarism-and-copyright.aspx> (student SharePoint - no public access)
- <http://www.smartcopying.edu.au/information-sheets/schools/students-and-copyright>

Software

Schools may recommend software applications to meet the curriculum needs of particular subjects. Parents/caregivers may be required to install and support the appropriate use of the software in accordance with guidelines provided by the school.

Software provided by the Department of Education or the College will need to be uninstalled from the BYOD laptop upon the cancellation of student enrolment, transfer or graduation.

Monitoring and Reporting

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

Misuse and Breaches of Acceptable Usage

Students should be aware that they are held responsible for their actions while using the internet and online communication services.

Students will be held responsible for any breaches caused by another person (s) knowingly using their account to access the internet and online communication services.

The school reserves the right to restrict/remove access of personally owned BYOD laptops to the intranet, internet, email or other network services 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 devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access to school-supplied services.

Responsible use of BYOD laptops

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

Student Responsibilities:

- BYOD Program information is read each year
- participation in any BYOD program information sessions each year
- acknowledgement that core purpose of BYOD laptop at school is for educational purposes, and it must not be used for non-educational purposes (including use of the internet) at school

- care of BYOD laptop including placing in a hard protective case (failure to do so may void warranties)
- appropriate digital citizenship and online safety
- security and password protection — password must be complex enough so as not to be guessed by other users, is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students)
- technical support outside of that provided by the College Student Tech Hub – see Technical Support
- maintaining a current backup of data
- charging of BYOD laptop at home
- abiding by intellectual property and copyright laws, including software/media piracy
- internet filtering (when not connected to the school's network)
- ensuring personal login account is not shared with another student
- BYOD laptop will not be shared with another student for any reason
- understand and sign the College Student ICT Network Access and Usage Agreement (which incorporates the BYOD Program) on enrolment and when required during a school year

Parents and Caregivers Responsibilities:

- BYOD Program information is read and discussed with students each year
- participation in any BYOD program information sessions each year
- provide a BYOD laptop that meets minimum specifications, including a hard protective case, and other required items
- provide required software, including current security suite with anti-virus and anti-malware software
- arrange adequate warranty and insurance of the BYOD laptop
- acknowledgement that core purpose of BYOD laptop at school is for educational purposes, and it must not be used for non-educational purposes (including use of the internet) at school
- internet filtering (when not connected to the school's network)
- encourage and support the student in appropriate digital citizenship and cybersafety
- technical support for connectivity – see Technical Support information page 7
- support the student to ensure the laptop is fully charged and ready for use at the start of each day
- understand and sign the annual College Student ICT Network Access and Usage Agreement which incorporates the BYOD Program

Other:

Information sent from our College network contributes to community perception of the school. All students using our ICT facilities and services must 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 student BYOD laptops without parent or staff permission and without the student and staff member 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, staff member and/or parent\caregiver.
- 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 the 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 BYOD laptops 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
- The school will educate students on cyberbullying, 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 BYOD laptop use, including access to:

- printing
- filtered internet
- file access (including some software) and storage, including the student network H: drive and the student common drive
- support to connect BYOD laptops to the College wireless network

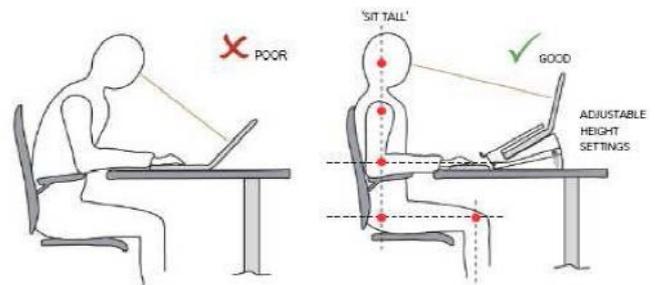
However, the school’s BYOD program does not support BYOD laptops in regard to:

- technical support other than that outlined above
- charging of BYOD laptops or other personal devices at school
- security, integrity, insurance and maintenance
- private network accounts

Health and Safety

Students should be aware of the best practices to follow when using their laptops. This includes:

- adjust the desk and laptop to adopt a “neutral” posture – ankles, knees, hips and elbows at about 90 degrees and hands in alignment with wrists
- sit about arm’s length from the screen (depending on individual eye conditions etc.)
- keying and holding the mouse should be light and hands and arms rested when not keying
- take regular breaks to rest both your eyes and your muscles – stand and walk to the printer, change posture to perform other tasks such as reading



When transporting the laptop, use some simple principles to reduce back, shoulder and neck strain:

- Reduce the weight of the bag by removing any unnecessary items
- Try to pick up and put down the bag with smooth movements, rather than jerky and sudden actions.
- If possible, use a backpack with padded shoulder straps, compartments and hip straps which assist in distributing the load evenly throughout the bag and on the student’s body. Carry the backpack over both shoulders.

Source:

- <https://education.qld.gov.au/initiativesstrategies/Documents/laptop-use.pdf>
- <https://education.qld.gov.au/initiativesstrategies/Documents/heavy-school-bags.pdf>

Other health and safety resources:

- <https://edu.gcfglobal.org/en/computerbasics/creating-a-safe-workspace/1/>

BYOD Laptop Care

Students and their parents/caregivers are responsible for the security, integrity, insurance and maintenance of their personal BYOD laptops and their private network accounts. This includes taking care of and securing the BYOD laptop and accessories in accordance with school policy and guidelines.

Responsibility for loss or damage of a BYOD laptop at home, in transit or at school belongs to the student. Advice should be sought from insurance providers about private BYOD laptop inclusion in home and contents insurance policy. Accidental damage and warranty policies should be discussed at the point of purchase to minimise the financial impact, and disruption to learning should a BYOD laptop not be operational.

General Precautions

- Food or drink should never be placed near the BYOD laptop

- Plugs, cords and cables should be inserted and removed carefully
- BYOD laptops should always be carried within their protective case
- Carrying BYOD laptops with the screen open should be avoided
- Ensure the battery is fully charged each day
- Turn the BYOD laptop off before placing it in its case, especially if the laptop is being carried a distance.

Protecting the Screen

- Avoid poking at the screen - even a touch screen only requires a light touch
- Don't place pressure or weighted objects on the lid of the BYOD laptop when it is closed
- Do not place anything on the keyboard, especially before closing the lid
- Do not place anything in the carry case that could press against the laptop cover or cause damage to ports or slots
- Only clean the screen with a clean, soft, dry cloth or an anti-static cloth
- Do not clean the screen with a household cleaning product

For information on cleaning laptops and other devices see

<https://edu.gcfglobal.org/en/computerbasics/keeping-your-computer-clean/1/>

Data Security and Backups

Students must ensure they have a process of backing up their BYOD laptop and data files securely to one or more external hard drive or large USB. This is particularly critical for assessment files as if a hardware or software fault occurs, this is not grounds for extensions or late submissions.

Students should upload school files, especially for critical files such as for assessment, to their OneDrive (provided by the Department of Education – access through <https://portal.office.com/>), 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.

See the following resources for assistance with data security and backups:

- <https://edu.gcfglobal.org/en/computerbasics/protecting-your-computer/1/>
- <https://edu.gcfglobal.org/en/techsavvy/backing-up-your-files/1/>

Learn more about digital devices

The following resources may assist parents/carers and students with learning more about digital devices, including laptops:

- <https://edu.gcfglobal.org/en/subjects/tech/>
- https://en.wikiversity.org/wiki/Introduction_to_Computers

Further questions or feedback?

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