



Highfields State  
Secondary College

# BYOD POLICY

This policy outlines Highfields State Secondary College rules and expectations regarding the use of personal devices through HSSC's implementation of the BYOD strategy endorsed by Department of Education and Training.

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# BYOD Device Expectations and Consequences

## Expectations

- Bring laptop prepared **every day**
  - Charged (greater than 80% battery)
  - Able to login
  - Able to install software (Admin rights enabled as required)
  - Connected to the network
- Care for and look after laptop at school and home
  - Keep laptop in a safe location, handle laptop appropriately
- Maintain laptop
  - Keep operating system updated to patch security flaws
  - **Repair laptop** in a timely manner if broken or damaged
  - Remove viruses, avoid installation of malware
- Manage installed software licenses
  - All school software installed for educational purposes must not be removed or uninstalled and should be fully functional. If software is identified as being tampered with or non-functional, it is the student's responsibility to have the software repaired
- Device is used appropriately during school time for educational purposes
  - classroom teacher reserves the right to define 'educational' use in a classroom based on their lesson and subject
  - Not exceeding internet quotas with personal use

## Consequences

Consequences for not adhering to BYO expectations include, but may not be limited to:

- Detentions
  - Head of Department, House co-ordinators and teachers may issue detentions at their discretion to help manage students who are consistently un-prepared for school by:
    - Not charging laptop
    - Not bringing laptop
    - Having persistent issues which are not being resolved
- Device removal
  - In the event that a student refuses to comply with the guidelines and expectations outlined in this document, the school leadership may decide, in consultation with parents, to remove the device from the network and ban the student from using a personal device at school
- Internet Access restrictions
  - Students not adhering to appropriate usage of Internet resources may have internet access privileges revoked

In certain cases, persistent and major consequences will result in parent contact and input to ensure they are aware of infringements and processes.

# Overview

## Introduction

Highfields State Secondary College has adopted the endorsed guidelines of Queensland's Department of Education and Training to allow students to bring personal devices to school to facilitate the use of technology integration into the classroom.

HSSC's implementation of the Bring Your Own Device strategy outlines that parents and students must conform to certain guidelines identified in this document to ensure a greater learning experience for students in the classroom, and seamless implementation into existing networking facilities and infrastructure currently established at Highfields State Secondary College

## Definition of 'Device'

By definition, a BYO device refers to any mobile electronic technology, including assistive technologies, brought into the school, which is owned by the student, and which has the capability of connecting to the department's Wi-Fi network.

Highfields State Secondary College provides a rigid guideline of recommendations that should be adhered to by parents when purchasing devices for educational use at school. Please refer to the BYOD handbook for further guidelines around acceptable devices for educational purposes.

## Unsupported Devices

HSSC will not allow the following devices to be onboarded to our network for technical reasons identified by the department or school.

- Chromebook devices
- Android devices (e.g. Samsung Galaxy Tablets)
- iOS devices (e.g. iPad)

## Device Security

All devices must have a maintained and regularly checked anti-virus subscription to ensure devices are free from infection and do not contaminate connected network devices at school.

Anti-Virus software such as Windows Defender, Norton, AVG, McAfee are available.

## Access to the department's Wi-Fi network

Access to the schools Wi-Fi infrastructure accommodates devices on the following standards: 11g, 11n and 11ac working in selected 2.4 and 5 GHz bands. Access must be authenticated by logging in with student credentials using HSSC's BYOx portal.

## Internet Access

Parents must sign an Internet access form for each child undertaking schooling in Queensland. All students will have monitored and filtered access to approved whitelist websites as identified by the department's web content filtering team. For further information regarding restrictions and access, please contact the school.

Internet access is subject to responsible use as determined and deemed appropriate by school leadership. Expectations are outlined within the 'Student Internet Access Agreement Form' that all access should be for educational purposes only.

Students are given a maximum of 3GB of data access per month for education use only, if a student exceeds this, their internet access privileges are blocked and their usage will be reviewed. A decision will be made to either grant access or contact parents regarding abnormal usage.

## Mobile Hotspots, 3G/4G dongles

Students are not allowed to use a third party internet provider at school to circumvent the schools firewall and filtering technologies. If a student is caught using one of these devices, a Head of Department or member of the leadership team will handle the situation through implementation of the schools 'Responsible Behaviour Management Policy'.

## eLearning

Subjects at Highfields State Secondary College enrol students into a virtual classrooms or alternative eLearning platforms where subject specific resources are uploaded on a regular basis. If a student is away for an extended period of time, the advice to all parents is to have your child to contact teachers to ensure digital access to lesson materials.

## Textbooks

Students will have access to all textbooks digitally at school through the Jacaranda Plus website, where relevant textbooks for each students' available subject area have been made available.

## Additional online learning resources

### Microsoft Office

Microsoft Office is provided free of charge to all education staff and students across Queensland. The licensing agreement with Microsoft allows a student/family to install 5 copies of Microsoft Office across 5 devices. This is provided through the following website: <https://portal.office.com/OLS/MySoftware.aspx>

Please be aware that the license is registered against a @eq.edu.au email account, if that account is disabled or removed through deregistering your child from Education Queensland, then Microsoft Office will be disabled. Also note that the license must be regularly maintained every 30 days and activated at home. For more information, please contact the school.

## Piracy/Illegal/Explicit materials

No student should be distributing or sharing pirated or illegal digital materials, including games, music, movies and software. Inappropriate images, including explicit content/materials are not appropriate.

Students are not permitted to run or use illegal software on their laptop at school. If a student is caught distributing, copying or using illegal or inappropriate digital materials, they will be referred to year coordinators and may have their access to school resources and BYO device limited at school, device removed or consequences in line with behaviour policy. For further information, please refer to the 'Responsible Behaviour Management Policy'.

## Monitoring

### Internet Monitoring

All student access to the internet is filtered by our departments firewall and websites deemed harmful and non-educational are blocked within the school network.

Any identified usage that is deemed inappropriate will be subject to our 'Responsible Behaviour Management Policy'.

### Email Monitoring

All EQ emails transmitted within the department are monitored and filtered for keywords that may be inappropriate or harmful.

Any identified usage that is deemed inappropriate will be subject to our 'Responsible Behaviour Management Policy'.

## School IT Technician

Highfields State Secondary College has a full-time IT technician that will manage student device deployments onto the school network as well as software deployment.

- The IT technician is here to support students primarily with the following problems:
  - Device enrolment onto the school network and resources

- Installation of required school software
- Maintenance/repair of school software installations
- Management of school software licenses
  
- The IT technician will be available to resolve minor issues including:
  - Diagnosis of hardware and software troubles
  - Repairing device driver and Operating System problems
  - Removal of minor virus/malware infections

# Student BYO Guidelines

BYO devices are used at school to ensure students always have access to ICT resources, to help engage, extend and enhance the learning environment and ensure minimal use of paper based resources.

As a student of Highfields State Secondary College, you are required to always be prepared for learning; this includes bringing your laptop every day, charged and functional.

## Being Prepared

- **Bringing laptop** – You must bring your laptop to school **every day** (as advised). Your laptop will be used for educational reasons each day. Laptop usage is subject to teacher and lesson need.
- **Charged Laptop** – It is your responsibility to ensure your laptop is charged at home. Your laptop should be charged at greater than 80% each day.
- **Maintain your Access** – Your laptop should operate effectively and remain functional. This includes making sure school software is activated and working, that you can access the internet and network. If these are not working, you are required to resolve these issues during school lunch via the school technician.
- **Repair your Laptop** – if your laptop is broken in any way, it is your responsibility to ensure it is repaired in a timely manner. A note must be provided by your parents to the school to inform year coordinators that your laptop is broken. A device borrowing slip will be organised for a maximum 2 weeks.

Students are to present to Year Coordinators BEFORE SCHOOL (8.30am to 8.45am) in the following instances:

- If your device is below 80% charged
- Forgotten Laptop
- Broken Laptop (with a note from guardian)

**If a student does not present before the beginning of school (without permissible reason), they will be given a Power Lunch detention, which will continue until their preparedness issues are resolved.**

## Responsible Use

Device usage is subject to HSSCs '[\*Responsible Behaviour Management Policy\*](#)'. Your device should not contain any illegal or pirated software, movies, music or games. You must be responsible for your own device and your use of network resources:

- **Internet Access** – Your internet usage is monitored and filtered through Education Queensland's departmental content filtering system. Excessive usage of internet resources will be closely monitored.
- **Email** – Your email access is monitored and filtered for inappropriate keywords. If your emails contain any explicit words or conversations, a year manager will inform you of consequences.
- **Educational** – Remember that the device is for educational purposes only.
- **Games** – Legally owned games that are permissible as appropriately rated for your age can be played. Game usage at school is limited to appropriate hours or rewards by teachers. Playing inappropriate games or playing during class instruction can result in a consequence issued by the teacher or year manager.

# Teacher BYO Guidelines

## Teacher expectations

BYO will be fully leveraged in all subject areas to ensure a strong adoption of the BYO program. HSSC will provide various eLearning platforms to allow teachers to provide students access to digital resources that can be embedded in curriculum delivery. Digital delivery of lesson materials is prioritised to help minimise reliance of paper based resources and to minimise printing costs.

School laptop and iPad devices are to be booked minimally to help encourage students to bring their own devices. Students who have broken devices or are not part of the BYO program are the only students who are allowed to borrow school based laptops.

If a student has been poorly maintaining their laptop, forgetting to bring their laptop or has broken their device, teachers should:

- In the first instance, contact parents for persistent issues
- project digital resources onto the whiteboard or provide minimal paper resources
- allow students to work off a peer's device
- adjust the students work load by requiring them to write questions and answers in their books

**LAPTOPS SHOULD NOT BE BOOKED BECAUSE A STUDENT ISN'T PREPARED FOR THEIR LESSON**

## Form Teacher Actions

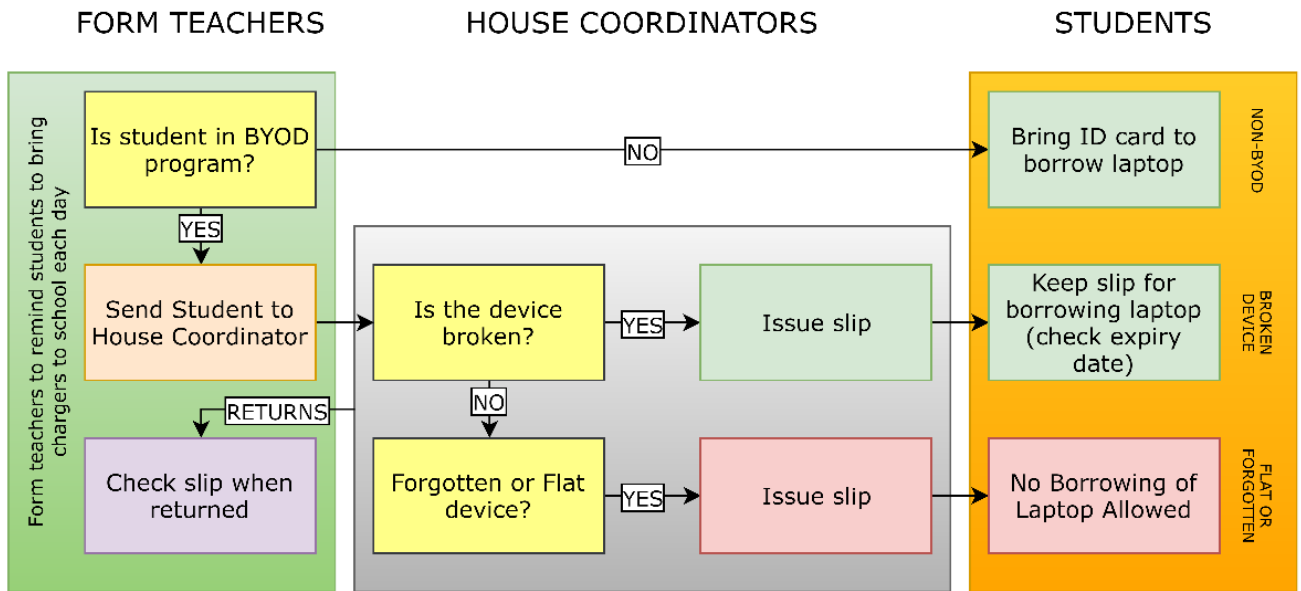
Problem	Consequence
Laptop not charged >80%	Send student to year coordinator
Forgot laptop	
Wi-Fi/Connection Issues	
Laptop Broken	

## Subject Teacher Actions

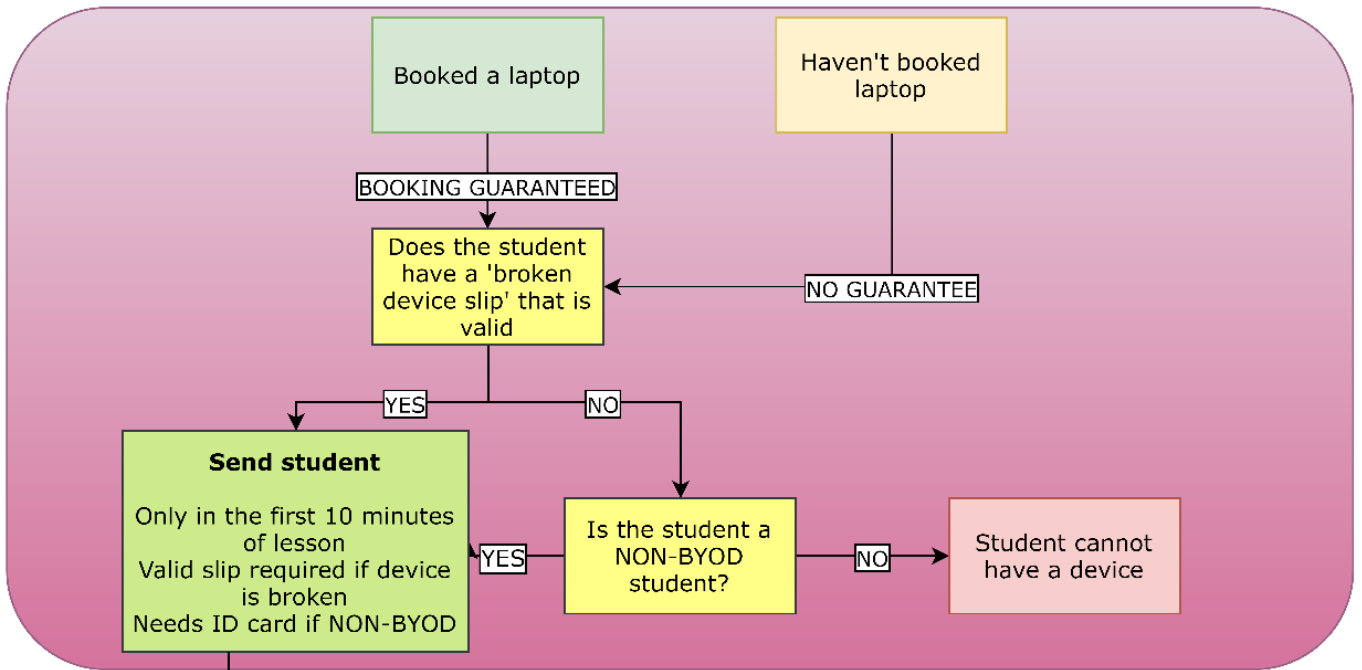
Problem	Action	Repeated >= 3 times
Student does not participate in the BYO program	Book a laptop, only if required	
Laptop requires charging	Optional Detention Anecdotal record	Contact parent Write OneSchool referral
Access issues	Refer to IT Technician (Lunch)	
Laptop Broken	Book a laptop based on OnePortal record	
Software not working	Refer to IT Technician (Lunch) Anecdotal record	Contact parent
Playing Games in Class Accessing Inappropriate websites	Detention Anecdotal record Phone Home	Contact parent Write OneSchool referral
Internet Access Restricted	Refer to IT Technician	



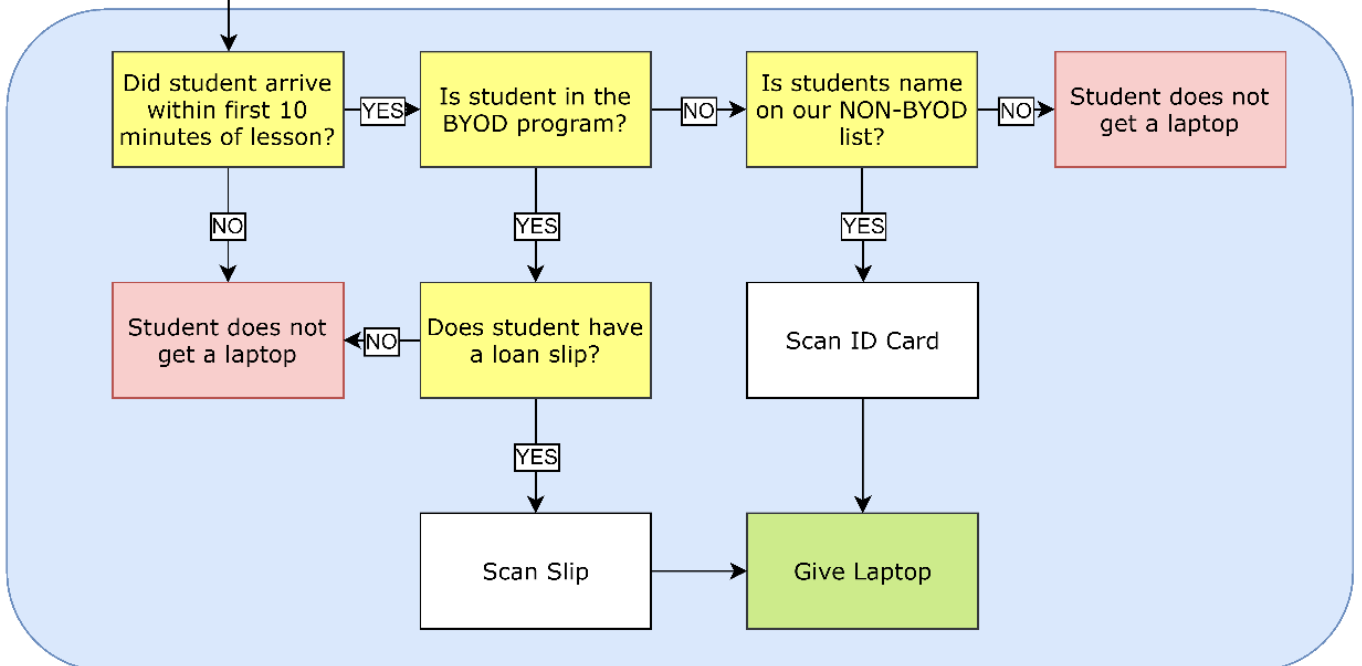
# HSSC Laptop Borrowing Process



## TEACHER LOAN PROCESS



## IT HELP DESK PROCESS



# Year Coordinator BYO Guidelines

The Year Coordinator role will be a supportive role to liaise between the student, form teacher and parents regarding BYO issues that are **regularly** occurring (**3 or more times**). If any of the issues listed below are not resolved in a timely manner or with a satisfactory result, all issues should be further referred to the Year Manager.

## Management of Student Preparedness

Year Coordinators are responsible for managing student preparedness for the BYO program. This includes:

- Management of students who present with a note (before school) or during form for preparedness issues including laptop issues
- Management and staffing of Power Lunches for students
- Chasing students who do not present for Power Lunches
- Parental contact in the case of ongoing preparedness issues

## Teacher Consequences and Year Coordinator Referral

Problem	Form Teacher Consequence	Year Coordinator Role
<b>Laptop not charged &gt;80% at the start of the day</b>	Send student to year coordinator	<ul style="list-style-type: none"> <li>• Print preparedness slip</li> <li>• Call Parent/Guardian</li> <li>• Log contact on OneSchool</li> </ul>
<b>Forgot laptop</b>		<ul style="list-style-type: none"> <li>• Print preparedness slip</li> <li>• Call Parent/Guardian</li> <li>• Log contact on OneSchool</li> </ul>
<b>Laptop Broken</b>		<ul style="list-style-type: none"> <li>• Print preparedness slip</li> <li>• Call Parent/Guardian</li> <li>• Log contact on OneSchool</li> <li>• Determine extension length on laptop borrowing</li> </ul>

## Year Manager Referrals

In all instances where the Year Coordinator is unable to resolve BYO issues with the student or parent/guardian, or the same issues are consistently occurring throughout the year, the student and their device are to be referred to their Year Manager.

If problems are unresolved through parent/guardian and student contact	Year Manager Referral Guidelines
<b>Laptop not charged &gt;80% at the start of the day</b>	<ul style="list-style-type: none"> <li>• Parent/Guardian contact has been made and no resolution is being sought</li> <li>• If the problem occurs more than 3 times in a term, or consistently over the year without resolution and parent support</li> </ul>
<b>Forgot laptop</b>	
<b>Laptop Broken</b>	<ul style="list-style-type: none"> <li>• Parent/Guardian contact has been made and no resolution is being sought</li> <li>• If the laptop is not repaired within the 2 week period and the issue may not be resolved in a timely manner</li> </ul>

# Year Manager BYO Guidelines

The Year Manager will be a supportive role to liaise between students and parents when the Year Coordinator is unable to resolve outstanding, consistently recurring and complicated issues relating to student BYO devices.

Where an issue has been identified to **consistently** occur in a term and a year, the Year Manager should contact the student parent/guardian and discuss alternative arrangements or solutions for the BYO device in question.

## Year Coordinator Role and Year Manager Referral

All issues escalated to the Year Coordinator have been regular infringements against the BYOD policy. Ongoing issues that become consistent problems are referred to the Head of Department.

If problems are unresolved through parent/guardian and student contact	Year Manager Role
<b>Laptop not charged &gt;80% at the start of the day</b>	<ul style="list-style-type: none"> <li>• Call Parent/Guardian</li> <li>• Log contact on OneSchool</li> <li>• Issue Detention</li> </ul>
<b>Forgot laptop</b>	
<b>Laptop Broken</b>	<ul style="list-style-type: none"> <li>• Call Parent/Guardian</li> <li>• Log contact on OneSchool</li> <li>• Determine extension length on laptop borrowing</li> <li>• Liaise with HODs to consider alternate forms of classwork in interim period</li> <li>• Ensure teaching staff are aware of ongoing laptop issues</li> </ul>

## Year Manager Role

Issues	Guide
<b>Internet quota exceeded</b>	<ul style="list-style-type: none"> <li>• Discuss usage with student</li> <li>• Review actual usage stats with IT technician</li> <li>• Refer repeated breaches with the IT committee</li> </ul>
<b>Consistently playing games in class</b>	<ul style="list-style-type: none"> <li>• Call Parent/Guardian</li> <li>• Log contact on OneSchool</li> <li>• Issue Detention</li> <li>• Behaviour monitoring card</li> </ul>
<b>Pirating software/media</b>	<ul style="list-style-type: none"> <li>• Call Parent/Guardian</li> <li>• Log contact on OneSchool</li> <li>• Refer to Deputy Principal</li> </ul>
<b>Device/Internet/Email misuse</b>	<ul style="list-style-type: none"> <li>• Call Parent/Guardian</li> <li>• Log contact on OneSchool</li> <li>• Refer to Deputy Principal</li> </ul>

# IT Committee Responsibilities and Guidelines

The IT Committee will convene on a regular basis to discuss the BYOD program. The BYOD agenda of each meeting will depend on the frequency of which issues occur, problem identified with implementation in both software, hardware, networking and resourcing to support students.

An outline of considerations to be reviewed regularly and referred issues are below:

## Possible Referred Issues

Issues	Considerations
<b>Unreliable Wi-Fi access</b>	Collect student device information Log job with ServiceNow
<b>Internet speed problems</b>	Review student and staff use of internet resources
<b>Unreliable eLearning access</b>	Identify student devices and network configurations (Wi-Fi APN, domain, BYO Box)
<b>Student Internet access quota exceeded</b>	Review individual student use Consider device removal from network

## Regular or Yearly Review

Item	Purpose
<b>BYOD Levy</b>	Identify ongoing maintenance and expenditures associated with ICT and BYOD operations
<b>BYOD specifications</b>	Minimum BYO device specifications and needs specific to subject requirements change annually
<b>Software Licenses</b>	Licensing review and purchasing for new school wide software – BYOD compliance
<b>Student/Staff printing resourcing</b>	Student printing quota/SRS budget/allowance
<b>Internet Quota</b>	Students receive 1GB of data allocated per month, review usage and adjust as required
<b>Hardware purchases</b>	Printers, network device replacement/upgrades as required to support BYOD environment
<b>CFS replacement/purchase</b>	Computers for students not undertaking BYOD program need to be reviewed to ensure adequate supply
<b>iPad replacement/purchase</b>	iPad availability needs to be reviewed to ensure adequate supply