2020

Bring Your Own Device (BYOD) Handbook

Highfields State Secondary College

Version 1

Contents

Foreword

This handbook provides a guide to parents and students in matters relating to the Bring Your Own Device (BYOD) program at Highfields State Secondary College. It is important to note that this handbook is subject to change and may be frequently updated with new versions being available for download from the school website https://highfieldsssc.eq.edu.au . Parents wishing to participate in the College BYOD program should read and understand this document and the HSSC BYOD Responsible Use Policy, Mobile and Electronic Device Policy, Consent and Acknowledgment Form and Responsible Behaviour Plan (found on the College website) before signing the BYOD Participation Agreement.

eLearning

Highfields State Secondary College aims to deliver the Australian Curriculum through a range of pedagogical practices. Information Communication Technologies (ICT) will play a significant role in the classroom as a vehicle for student learning. It is important to note that whilst a computer or other digital device is a tool for learning it is not the only tool that will be used in the classroom.

What is BYOD?

Bring Your Own Device (BYOD) is a term used to describe a digital device ownership model where students use their privately-owned devices at school to engage with learning. BYOD allows students to bring a device that best fits their learning needs, functionality and budget.

Highfields State Secondary College BYOD Model

All devices should meet the College BYOD Minimum Requirements; devices that do not meet the minimum requirements may not be able to connect to College resources and may not be able to be supported by teachers in classroom learning activities. In addition, devices not meeting the minimum requirement may attract a connection/service fee of $40.

BYOD Hardware Requirements		
Not Supported Devices:	**Apple Mac devices *** **iPADs or Android Tablets **** **WINDOWS 10 S NOT SUPPORTED ***** **GOOGLE CHROMEBOOKS ARE NOT SUPPORTED *******	
	Minimum	**Recommended**
Processor	Intel i3 or Core M or AMD Ryzen 3	Intel i5 or AMD Ryzen 5
RAM	4GB	8GB
Hard Drive	500GB (Mechanical HDD)	>= 128GB (SSD)
Screen	10 inches diagonally and support resolution of at least 1280x720	>10 inches diagonally and support resolution of at least 1920x1080
Operating System	Windows 10 Home	Windows 10 Home/Professional
Wireless	11n 5Ghz	11ac
Features	USB 2.0 port, 3.5mm Headphone Port	USB 3.0 port, 3.5mm Headphone port
Battery Life	5 hours	>5 hours

* Apple Mac devices are not fully supported. We highly recommend devices running Windows 10 to ensure full compatibility with school software.

** Apple iPads and Android tablets are not fully supported and provide supplementary experiences not conducive to educational productivity such as full featured Photoshop, Office and Graphics apps.

*** Windows 10 S is a light version of Windows 10 that does not allow installation of traditional x86 executable software. HSSC does not support this platform.

**** Google Chromebooks are not supported by the BYOx platform across QLD.

BYOD One to One Software Requirements		
		Provided by School? (Y/N)
Antivirus	An up to date version of a trusted Antivirus Software Suite (e.g. Norton Antivirus) ** Please note, Windows 8.1 and Windows 10 have integrated Anti-Virus that is sufficient*	No
Productivity	Microsoft Office 2016. During the three weeks of term one students will be given an information sheet outlining the process to download Office **free of charge**, this will be completed during the onboarding process	Yes
	Adobe Reader 11/DC or alternative PDF reader (**Free Download**) Installed during the onboarding process	Yes
Internet Browsing	Browsing Software (Edge) already installed. Google Chrome will be installed during the onboarding process	Yes

*Please note that no device will be permitted to connect to the College network without recognised Anti-Virus software already installed. Please note that this software must remain current and active at all times as the school network will not allow connection without it.

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
- Windows 10S devices
- Android devices (e.g. Samsung Galaxy Tablets)
- iOS devices (e.g. iPAD)
- Apple Macs

Administrative Account

All students are required to have *Administrative Access* to their BYOD device to allow connection and installation of college resources. This will also include Administration passwords to Anti-Virus software and/or parental controls. After the onboarding process, parents/caregivers may choose to change their students account back to a standard or child account.

Microsoft Family Safety

All students require administrative access to their machines. Microsoft Family Safety blocks network certificate installations from occurring on the device, and installation of software packages. Please avoid using Family Safety.

Warranty and Insurance

We advise that all BYODs be covered by an extended warranty. When purchasing your laptop please consider accidental damage protection (ADP) for your device. ADP covers your device with accidental damage on and off the school campus. Fire, theft and acts of God are usually not covered under these programs and we suggest 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. Purchasing insurance for your BYOD is a personal choice.

Lost/Stolen and Damaged Laptops

Students are responsible for ensuring laptops are secure at all times. It is recommended that students do not leave their devices unattended in public places. The College is not responsible for any damage to student BYODs and will not be accountable for any lost or stolen student BYODs.

Battery Life/Charging of devices

Students will be expected to bring a fully charged BYOD to school each day. It is recommended that when purchasing a device that battery life is taken into consideration. Manufacturer battery life use is often a bare minimum usage scenario, with Wi-Fi off and screen brightness at a minimum. Consider devices with the highest advertised battery life and assume 50% of the advertised life.

Case/Carry Bag

A strong carry case is recommended to protect your device from accidental damage like drops. It is expected that all students will use a bag or case designed to hold a laptop with adequate padding when moving around the college.

Repairs and Maintenance

All maintenance of the device, operating system and software purchased by the family are the responsibility of the family. Families should ensure quick maintenance turnaround for student devices.

Students may loan a school owned device, subject to availability, if their device is away for repairs.

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.

Backing Up

Technology devices can fail, be lost or stolen so it is extremely important that student's backup their important files to an external device such as a USB Memory Stick or College Network Drive. **Lost/Deleted work is not considered an appropriate excuse for late or non-submission of school work.**

College Technical Support

If you encounter a problem, students are advised to see the College IT staff who will attempt to diagnose the fault. If the problem is not able to be resolved by College IT staff they may recommend a course of action for repair.

Internet Access

The college provides secure filtered access to the Internet whilst students are on campus via its high-speed wireless network.   Student access to the internet is governed by the College's ICT Network Usage Agreement, ICT Privacy Policy and the schools Responsible Behaviour Plan. The College reminds the parent/guardian of their obligations under this agreement.

3/4G ability e.g. USB Dongles or hot spotting, should be disabled or not brought to school as this function when activated allows students to bypass the EQ internet security filters. The College will

take no responsibility for the content accessed by students using 3/4G facility on their personally owned device.

Digital Textbooks

Students will access their textbooks digitally on their BYOD device. Textbooks must not be copied or transferred, for any reason at all, without prior written consent from the College. Unauthorised use may breach copyright laws and the Parent/Guardian may be held liable for any damages incurred.

Software

Some subjects may require the use of subject specific software, all of which have different licencing arrangements. Where required the college may load subject specific software where student licences are available. Licencing arrangements for subject specific software will be managed by the College IT Department.

Specialist software loaded by the college must not be copied of transferred, for any reason at all, without prior written consent from the College. Unauthorised use may breach copyright laws and the Parent/Guardian may be held liable for any damages incurred.

Network Monitoring

While onsite at the college all data transmissions sent and received are monitored and logged by the Department of Education. This includes but is not limited to departmental internet usage history and email transmissions.

Personal Information

Some applications or websites students use to access learning resources or submit assessment may require student personal details such as school username, first or last name, date of birth, school email address, EQ number or class to be stored on servers' external to Education Queensland. These servers may be in Australia or overseas. A Third-party Website Consent form is attached for families to sign prior to the start of the school year.

Content on Devices

The Parent/Guardian must ensure that all content on the BYOD laptop is licenced, legally obtained and meeting the guidelines outlined in the Colleges ICT Policy and Responsible Behaviour Plan (found on the College website).

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**. Your laptop is used for textbooks, assessment, online resources, virtual classroom.

- **Charged Laptop** – It is your responsibility to ensure your laptop is charged at home. You will not be permitted to charge your laptop at school.
- **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 hours.
- **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 your form teacher that your laptop is broken so that a school replacement device can be organised for a maximum 2 weeks.

Responsible Use

Your BYO device is provided by your parents at school primarily for educational purposes. 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 our departmental content filtering system. You are prohibited from using your device at school to access materials that are not educational.
- Email – Your email access is monitored and filtered for keywords deemed inappropriate. If your emails contain any explicit words or conversations, your year level co-ordinator will inform you of your consequences.
- Educational – Remember that the device is for educational purposes only, this includes access to appropriate websites such as your virtual classrooms, turn-it-in, email,
- Games – Your laptop may contain legal copies of games that are permissible as appropriately rated for your age or approved by your parent/guardian. Game usage at school is limited to appropriate hours or rewards by teachers. If you are caught playing inappropriate games or playing games during class instruction, you may be referred to a Head of Department.

General Advice for Parents
It is important that you and your child establish some of your own guidelines. Consideration of the following before committing to our program will be time well spent.

Expectations
Please:

- Talk to your child about your expectations of them
- Find out what they expect. Are you happy with this?
- Be familiar with our expectations as per our handbook and the BYOD Agreement Form, HSSC ICT Policy, Mobile and Electronic Device Policy and Responsible Behaviour Plan

Device Care
- What rules will you establish to ensure a long and healthy life for the device you have invested in?
- Are you going to insure the device?

Internet
Consider

- Whether or not you will connect to this service at home.

- Who will know the password?
- Where will it be accessed? (An open family area rather than bedrooms or closed spaces is recommended.)
- Whether you will allow use of Snapchat or other messenger services or social networking sites (e.g. Facebook, Twitter) which enables online 'chatting' or sharing of information. If you do allow it, you should discuss issues such as:
  - Not talking to strangers
  - Not giving personal details and photos to people not personally known
  - Not distributing in appropriate, potentially embarrassing or offensive material over the internet (text, photographs, video) in relation to themselves or others and any legal ramifications
  - Cyber-bullying and strategies to avoid this problem
  - Talking to someone if things get out of hand
  - Whether it should be used when homework/assignments need to be done.
- Checking where your child 'goes' on the internet.
- Having the expectation that the History option will not be cleared.
- Will you allow internet access when you're not at home?

Games
Consider:

- Will they be allowed on the device?
- What is reasonable 'game time'?

Time on the Device
- "But it's homework!" If you are hearing this a lot, you might expect to see exactly what the homework is. If it is an ongoing comment, you might want to check with the teacher(s) concerned.
- Screen time. The device should not rule your child's life. It's best to establish rules which encourage a balance of activities.

Online Safety Information Website
- http://www.esafety.gov.au