



# ROCHEDALE STATE HIGH SCHOOL



## BYOD

(Bring Your Own Device)

Program Information and Charter

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## FOREWORD

Rochedale State High School is transitioning to a BYO model of student laptop use. Our goal is to ensure all students have the opportunity to be effective digital learners who are confident, creative and productive in an increasingly digital world.

This handbook has been developed for parents and Rochedale State High School students as a guide to the Bring Your Own Device (BYOD) program. Please read this information carefully and ensure you understand our BYOD policy and procedures.

## INTRODUCTION

“BYOD” stands for Bring Your Own Device. It is a program where students bring their privately owned laptop to school and connect it to the school’s network to access the Internet and school resources. BYOD will enable students to seamlessly transition between work at school and home, and will provide greater opportunities for innovative teaching and learning.

The personally owned laptop must meet Rochedale State High School’s minimum specifications and have the capability to be connected to the Department of Education and Training’s (DET) information and communication (ICT) network for teaching and learning.

Devices should support the:

- *Evolving use of ICT for the collaboration and creation of knowledge;*
- *Extensive ability to share information locally and globally*
- *Use of online educational environments*
- *Connection of students with innovative technologies to equip them with knowledge and skills for a digital age*
- *Engaging of learners through student-centred, project-based learning*
- *Use of Web 2.0 tools to enhance learning*
- *Continuity between learning at school and at home*
- *Development of critical IT skills*
- *Increasing STEM opportunities*
- *Empowerment and preparation of students for their futures in the 21<sup>st</sup> century*

## ICT RESPONSIBLE USE POLICY

This section defines the Responsible Use Policy for Rochedale SHS students using the school's network and computer systems. Its main purpose is to encourage mature and responsible use of the facilities available to the students through the provision of clear usage guidelines. Students authorised to use the school's computer system also have Internet and Electronic Mail access.

The use of ICT devices and systems has been designed to help students keep up with the demands of the 21st century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for their future studies and career.

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to offer the student access to the Internet. Communication through internet and online communication services must also comply with the *Responsible Behaviour Plan for Students* available on the school website, and the *Information Communication Technology Acceptable Use Policy and Agreement*, signed by parent/guardian and student upon enrolment.

**The Queensland Department of Education, Training and Employment deems the following to be responsible use and behaviour by a student:**

- *Developing appropriate literacy, communication and information skills;*
- *Authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;*
- *Conducting general research for school activities and projects;*
- *Communicating or collaborating with other students, teachers, parents or experts in relation to school work;*
- *Accessing online references such as dictionaries, encyclopaedias, etc.*
- *Researching and learning through the Department's e-learning environment.*

**The Queensland Department of Education, Training and Employment deems the following to be irresponsible use and behaviour by a student:**

- *Using the IT resources in an unlawful manner*
- *Downloading, distributing or publishing offensive messages or pictures;*
- *Insulting, harassing or attacking others or using obscene or abusive language;*
- *Deliberately wasting printing and Internet resources;*
- *Damaging any electronic devices, printers or the network equipment;*
- *Committing plagiarism or violating copyright laws;*
- *Use unsupervised internet chat;*
- *Sending chain letters or Spam e-mails (junk mail);*
- *Accessing non departmental 3G/4G/5G networks at school and*
- *Knowingly downloading viruses or any other programs capable of breaching the department's networks security.*

**In addition to this, Rochedale State High School states that:**

*Users are responsible for the security, maintenance and integrity of their individually owned devices and their network accounts.*

*Users are required to register their personally owned device/s using the Student Participation and Connectivity Request form prior to connecting to the school network and to create a password to protect their account. This password should be difficult enough so as not to be guessed by other users and under no circumstances should passwords be divulged to any other user on the system. If users have any reason to suspect that their account security may have been compromised or tampered with, it should be reported immediately to Technical Support.*

*Information dispatched from the school network is a reflection on how the global community perceives the school. All students using the systems are encouraged to show that they are positive ambassadors for Rochedale State High School. No obscene, inflammatory, racist, discriminatory or derogatory language should be used in electronic mail or any other form of network communication.*

*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 who enforce such copyright.*

*The school will educate students regarding cyber bullying, safe Internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to behave in line with these safe practices.*

*Any inappropriate material will be removed from personally owned devices before bringing the devices to school and such material will not be shared with other students.*

*It is recommended that families are responsible for providing their own individual insurance on privately owned electronic devices, and to ensure their student always having a working device.*

*Vandalism of equipment is unacceptable and will result in an immediate referral to the principal. (At the principal's discretion). This may result in a legal referral.*

## Misuse and Breaches of Acceptable Use

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 knowingly using their account to access internet and online communication services.

The school reserves the right to restrict/remove access of personally owned mobile devices to the intranet, internet, email or other network facilities 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.

Consequences for breach of the ICT Responsible Use Policy are listed below. Other consequences may be deemed necessary in adherence to the school behaviour plan.

### *1st Offence:*

- a) Student's EQ account suspended for 5 school days
- b) Interview with IT HOD
- c) Re-sign ICT Responsible Use Policy
- d) Offence noted on student's One School record

### *2nd Offence:*

- a) Student's EQ account suspended for 10 school days
- b) Interview with IT HOD/Deputy. (Parents informed.)
- c) Re-sign ICT Responsible Use Policy
- d) Offence noted on student's One School record

### *3rd Offence:*

- a) Student internally suspended from all classes and EQ account suspended for 10 school days
- b) Interview with Principal and parents
- c) Re-sign ICT Responsible Use Policy
- d) Offence noted on student's One School record
- e) Cancellation of Student Participation and Connectivity Request.

## DEVICE SELECTION AND SPECIFICATIONS

Rochedale State High has specifications for BYOD devices that are consistent with meeting curriculum needs for students of the school. Before acquiring a device to use at school, the parent or caregiver and student should carefully read the current minimum specifications for BYOD. This information can also be found on the school website. These specifications relate to the suitability of the device for ICT-based class activities, meeting connection requirements, and the promotion of safe and secure access to the department's network.

We work with vendors to offer a streamlined online purchasing system to assist parents in accessing purpose built education devices at reasonable prices, with solid warranties and with finance available. It is also possible for students to purchase a device from elsewhere or use devices they already own if they meet the minimum specifications required and are compatible with the Education Queensland Network.

## Vendor Portals

Vendor portals are available as an option for parents purchasing a BYO device. The use of these portals is not mandatory - they are provided by vendors as a convenience for parents. The school is not involved in private transactions between parents and the vendors.

### PORTALS:

ACER - <https://byod.acer.com.au/school/qld/>

HP - <https://www.hp.com/au-en/shop/byod-store>  
School Code: RochedaleSHS

## Device Minimum Specifications

### WINDOWS MACHINES

#### *Entry Level/ General Purpose*

These devices will be suitable for general purpose computing, excluding Video Editing and CAD.

- Dual Core Processor, 8GB Ram,
- Wireless 802.11A A/G/B/N Dual Band Wireless 5 Ghz.,
- 128 GB HDD or SSD minimum,
- Battery sufficient to last 6 hours on Balanced Power Mode,
- 64bit Operating System (Windows 10/ 11)

#### *Higher Level Computing*

These devices will be suitable for higher level computing, including Video Editing and CAD.

- Core i5/Core i7, 8GB Ram,
- Wireless 802.11A A/G/B/N Dual Band Wireless 5 Ghz.,
- 512GB HDD or SSD,
- Battery sufficient to last 6 hours on Balanced Power Mode,
- 64bit Operating System (Windows 10/ 11)

## **MAC MACHINES**

- Macbook Air
- Core i5 / M1 /M2
- 8GB Ram
- 128GB SSD HDD
- macOS 11.X (Current macOS)
- Dual Band Wireless 5Ghz.

## **TABLETS**

Tablets devices are not supported for the BYOD program.

Students are expected to have a laptop computer appropriate for their curriculum needs as defined in the specifications on this page.

## **ACCESSORIES**

- Protective Hard Case
- Warranty coverage
- Headphones

## **OPTIONAL (BUT RECOMMENDED)**

- Accidental Damages Insurance

## **What Devices are not supported?**

These devices are not compatible with BYOD solution.

- Microsoft Surface RT
- Linux Devices
- Chrome Books

## **DEVICE CONNECTIVITY AND ACCESS WHILE AT SCHOOL**

The school's BYOD program supports access to printing, filtered internet access, and file access and storage through the department's network while at school.

## **DEVICE TECHNICAL SUPPORT**

Whilst the maintenance and upkeep of the device will remain in the hands of the student, Rochedale SHS has technical support onsite to troubleshoot any issues that may arise in the day-to-day running of the program and the connection of the device to the BYOD network and related services.

Our technical team will work to support the seamless integration of personal devices with our network. The Technical Support Team will also coordinate the logging of warranty requests and liaising with vendor technicians to repair the machine if the device has been purchased through one of the school vendor portals.

Physical damage, faulty hardware and operating system software, or removal of non-school software that prevents the device from accessing the school network are the responsibility of the student and parent/guardian.

## SAFETY & SECURITY

### Device Care & Damage/Loss

The student is responsible for taking care of and securing their personal device. The responsibility for loss or damage of a device at home, in transit or at school belongs to the student. Independent advice should be sought regarding its inclusion in a home and contents insurance policy or separate insurance for the device.

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

A cloakroom is available at the TnR office should students wish to store their device during Sport.

### Data Security & Backup

Students must ensure they have a process for backing up data securely. Otherwise, should a hardware or software fault occur, assignments and other class work 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.

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. All files must be scanned using appropriate anti-virus software before being downloaded to the department's ICT network.

### Passwords

Use of the school's ICT network is secured with a user name and password. 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). The password should be changed regularly.

### Web Filtering

The Internet has become a powerful tool for teaching and learning; however students need to be vigilant regarding some web content. To help protect students (and staff) from malicious web activity and

inappropriate websites, the Department of Education and Training (DET) operates a comprehensive web filtering system. Any device connected to the Internet through the school network will have filtering applied.

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

- Inappropriate web pages
- Spyware and malware
- Peer-to-peer sessions; and
- Scams and identity theft.

This purpose-built web filtering solution takes a precautionary approach to blocking websites including those that do not disclose information about their purpose and content. The filtering approach applied by DET represents global best-practice in internet protection measures. However, despite internal departmental controls to filter 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 must comply with the provisions of Rochedale State High School's *Information Communication Technology Acceptable Use Policy and Agreement* in reporting illegal, dangerous or offensive content.

## Privacy and Confidentiality

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

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

## Monitoring & Reporting

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user.

## INTELLECTUAL PROPERTY & 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. Material 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 and be subject to prosecution from agencies to enforce such copyrights without warning.

## SOFTWARE

Rochedale State High School may recommend software applications in order 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. This includes the understanding that software may need to be removed from the device upon the cancellation of student enrolment, transfer or graduation of the student.

### Microsoft Office Suite

All Queensland State School students from Prep to Year 12 can now get multiple free copies of Microsoft Office 365 on to their personal devices. Personal devices include those devices in the students' home environment as well as mobile devices. In order for students and staff to take advantage of this offer they will require an active MIS login and school email account.

A student who does not currently have an active school email account and password should contact their school MIS Administrator or class teacher.

MIS Administrators in schools will be able to help students activate their MIS login.

#### **DOWNLOAD PROCESS:**

1. Sign in to Office 365 to download your free copy of the Microsoft Office 365 Suite (<https://portal.office.com/OLS/MySoftware.aspx>)
2. The initial login page requires the student's MIS (school) email address and password. The following authentication page only requiring MIS ID (student's school account name) and password.

### Adobe Creative Cloud

Adobe Creative Cloud access is granted to students in specific subjects. If you are enrolled in a one of these subjects, such as Media Arts, Digital Media, Art, Design Technology, or Film Television and New Media you will receive a "getting started" email from Adobe Creative Cloud with the steps required to download and install the software.

### Additional Software to Install

#### *Internet Browsers*

- Google Chrome (<http://www.google.com/chrome>)
- Mozilla Firefox (<http://www.getfirefox.com>)

*Plugins:*

- Adobe Reader ([www.adobe.com](http://www.adobe.com))

*Video Players:*

- VLC Player (<http://www.videolan.org/vlc/>)

*Audio Recorder:*

- Audacity (<http://audacity.sourceforge.net/download/>)

*Virus / Malware Protection (One of the following):*

- Microsoft Windows Defender (This is part of Window 10 /11)
- Malwarebytes (<http://www.malwarebytes.org>)
- Please note some security software is not compatible with the DETE network (eg. Bullguard)

## BYOD PROGRAM COST

The cost of the BYOD program is included in the Text and Resources (T&R) fees.

BYOD program costs include:

- Upgrade and maintenance of network and switches
- Upgrade and service of printer network systems and print credit
- Online textbook access
- BYOD Licence for Adobe Creative Suite
- Clickview Video Software
- Oliver Library Software
- Subscriptions for Web 2.0 educational resources
- Technical support for connection and software access

## RESPONSIBILITIES OF STAKEHOLDERS IN THE BYOD PROGRAM:

School	Student	Parents and Caregivers
BYOD program induction – including information on connection, care of device at school, workplace health and safety, network connection at school	Participation in BYOD program induction  Understanding and signing the BYOD Agreement	Provision of a device that meets school minimum specifications
Some school-supplied software licensed for BYOD devices	Acknowledgement that the core purpose of using the device at school is for educational purposes	Acknowledgement that core purpose of device at school is for educational purpose
Access to shared network and printing facilities (Windows only)	Care of device	Internet filtering (when not connected to the school's network)
Access to a safe and secure online environment	Appropriate digital citizenship and online safety	Encourage and support appropriate digital citizenship and cyber safety
Provision of teacher training in eLearning	Security of device and password protection	Arranging for repairs of damaged or malfunctioning hardware or non-school software, including a reload or reimage of the operating system
IT support for minor technical issues	Maintaining a current data back-up	Required software, including sufficient anti-virus software
Delivering a Digital Citizenship course to BYOD students	Charging of device overnight for use each day	Protective backpack or case for the device
	Abiding by intellectual property and copyright laws	Adequate warranty and insurance of the device
	Internet filtering (when not connected to the school's network)	Understanding and signing the BYOD Agreement
	Understanding and signing the BYOD Agreement	



## RESPONSIBLE USE OF BYOX AGREEMENT

The following is to be read and completed by both the **STUDENT** and **PARENT/CAREGIVER** and returned to the school.

- I have read and understood the BYOD Charter and I agree to abide by the guidelines outlined in this document.
- I understand that the school will not repair my BYOD device hardware or operating system software, and that technical support is limited to network connection and provision of school based software.
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the BYOD Charter and the Rochedale SHS *Responsible Behaviour Plan for Students*, will result in consequences relative to the behaviour.

<b>Student's Name</b>	<b>Year Level</b>	<b>Signature of student</b>	<b>Date</b>
<b>Parent/caregiver's Name</b>	<b>Signature of Parent/Caregiver</b>		<b>Date</b>
	<b>Signature of School Representative</b>		<b>Date</b>