Kedron State High School

Bring Your Own Device (BYOD)

Information and Procedures

Handbook 2016
Foreword
This handbook has been developed as a guide for parents and students about matters relating to the Bring Your Own Device (BYOD) program at Kedron State High School. Each family should thoroughly understand the content and follow all procedures. A part of your child’s enrolment agreement is that you will provide a suitable device for their learning.

Introduction
Computers have been in classrooms for many years and over the past ten years the use of Information Communication Technologies (ICT) has grown within the classroom. Teachers as life-long learners continue to focus on curriculum and balance their pedagogical skills to best use ICT in an educationally purposeful way.

Our eLearning Vision
Our vision is to create a dynamic learning community where the use of ICTs is integral to the learning of every student.

Through authentic engagement and involvement with their learning, we are striving to equip our students with the tools and skills for their future world.

Students access technology at Kedron State High School as responsible users.

Software
Installation and maintenance of personal software is the responsibility of the family. Genuine versions of software need to be installed to ensure updates. Some subjects require the use of subject specific software, all of which have different licencing arrangements for private purchase. Advice on how to load required software will be given to students when required and when final details are known. Software licenced to the school can only be installed on school owned devices. If student licences are available for software, school technicians will be consulted regarding installation of software on personal devices.

Adobe Design & Web K12 Apps
Students should take their BYOD to the technicians for installation advice.

Microsoft Office
Every state school student across Queensland can download the Office 2013 programs for free. There is no need to purchase the Microsoft applications from a retailer.

The package can be installed on multiple personal devices. The student will need to enter their official school email address and password to enter the download site which can be accessed at: http://portal.office.com/OLS/MySoftware.aspx

Norton Security with Backup (1 device)
Student BYOD computers must have up-to-date antivirus protection installed. Computers using the Windows 8 operating system or above come equipped with Windows Defender antivirus protection. This is the minimum level of protection required at school.

Also available is Norton Security with Backup which can be purchased online with the option of either a 1-year subscription for $9.99, or a 3-year subscription for $29.99. Please note that the online ordering system will require entry of the student’s school email address to verify eligibility. It is also necessary to remove any existing anti-virus programs...
from the computer in order to avoid software conflicts and network connection problems.

Link:


**Charging of devices**

Students will be expected to bring a fully charged device to school each day. Check device specifications for battery life reference or consult your technical support. Charging stations are available in the school library if students bring their charger. The school does not have spare chargers available for student use.

**Wi-Fi and Mobile Internet (3G/4G)**

Approved devices that meet the outlined specifications will recognise the School Wi-Fi and students will be able to connect. Standard EQ internet security filters will screen usage and access. For best Wi-Fi access, the device should meet the 5 GHz wireless “n” standard (most new devices will have this built in).

Mobile Internet ability should be disabled in all devices as this function when activated allows students to bypass the EQ internet security filters. The School will take no responsibility for the content accessed by students using 3/4G facility on their personally owned devices. Unauthorised connection mechanisms such as dongles etc, will not be allowed at school. Breaches will be treated at Level 3 or higher under the school's Responsible Behaviour Plan.

**Printing**

Students will be able to connect their approved BYO device via their web browser to the library printer. Printing credit can be topped up at the Accounts window.

**Repairs and Maintenance**

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

**Warranty, Accidental Damage and Insurance**

Families are strongly encouraged to have warranty, accidental damage and insurance on personal devices.

**School Technical Support**

If students run into a problem, we advise them to see the School IT staff (K block top level) who will attempt to diagnose the fault. If this is not able to be resolved by School IT staff, they can recommend a course of action for repair (e.g. warranty claim, insurance claim etc). It is the parent or caregiver’s responsibility to organise repairs and act on advice given by the school technicians.

**ICT Acceptable Use Policy (AUP) and Use of Personal Technology Devices**

See the policies detailed on pages 7 through 10. Please read carefully and complete the acknowledgement form at the back of this booklet. Both the participant student and their parent/legal guardian are required to sign.

*Should you be unable to provide a device or you are having difficulty in meeting the resource scheme cost please contact the School Business Manager (BSM) on 3630 3333 or admin@kedronshs.eq.edu.au.*
If repairs are taking a long time, a school device can be hired for a minimum of 2 weeks. This would be on a day-loan basis with the following fees applied:

- First 2 weeks – free of charge
- Subsequent weeks - $5 per week, payable in advance.

Responsibilities

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<tr>
<th>… of the School</th>
<th>… of the Parent/s</th>
<th>… of the Student</th>
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<tbody>
<tr>
<td>provide suitable school Wi-Fi connection and Internet filtering system</td>
<td>maintenance of device</td>
<td>bring device fully charged each day</td>
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<tr>
<td>provide a blended educational environment</td>
<td>purchase, install and update applications</td>
<td>show respect for other devices, work and privacy</td>
</tr>
<tr>
<td>model safe device and internet practices</td>
<td>appropriate insurance and warranty</td>
<td>access technology as a responsible user</td>
</tr>
<tr>
<td>provide access to printer services</td>
<td>log warranty claims and organise repairs</td>
<td>backup</td>
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Device Specifications

Across the year levels from Year 7 to Year 12, students may require devices with differing specifications. The following provides guidelines to what is expected to be the minimum standards for various year levels and subject choices. These specifications have been set with a number of factors in mind:

- The pedagogical requirements of the class
- The age and size of the student
- The subject choices that the student has made
- The ability for devices to connect easily to the school’s infrastructure

With careful choice and appropriate care and maintenance, a student should only need a total of two devices during their time in high school. More frequent purchase is a choice that parents can also make.

There are some choices that should not be made. As this program is in its early stages, we would request that devices with the following features be excluded from the BYOD program until such time as investigations regarding the difficulty of connection can be assessed:

- **Mac/Apple devices.** The program is aimed primarily at Windows devices and some software issues may arise for students with incompatible hardware. That being said, our experience is that students with Macs have been able to access most network functions. It is recommended that students with an existing Apple laptop have the device connected to the network to assess suitability before any decision is made to buy a new laptop with the Windows operating system. As many Mac owners would realise there are ways to run Windows specific programs on their computer with the purchase and installation of special software (e.g. Bootcamp, Parallels).
• Existing laptops with an operating system before Windows 7.
• Gaming level machines – very high-specification machines, as these are not required and can pose a temptation to other students.
• Chromebook devices – will not connect to the school Wi-Fi.
• Devices without a keyboard. Devices with keyboards are required for NAPLAN testing from 2017.

Minimum Hardware Specification 2016

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<thead>
<tr>
<th>Level</th>
<th>Brief Specifications</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Level 1</td>
<td>Core i3 processor</td>
<td>Check warranty period and any Accidental Damage options.</td>
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<tr>
<td></td>
<td>11.6” screen</td>
<td>Mouse recommended</td>
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<td></td>
<td>RAM – 4GB – 8 GB</td>
<td></td>
</tr>
<tr>
<td>Level 2</td>
<td>Core i5 processor</td>
<td>Check warranty period and any Accidental Damage options.</td>
</tr>
<tr>
<td></td>
<td>13.3” screen</td>
<td>Mouse recommended</td>
</tr>
<tr>
<td></td>
<td>RAM 8GB</td>
<td></td>
</tr>
<tr>
<td>Level 3</td>
<td>Core i7 processor</td>
<td>Check warranty period and any Accidental Damage options.</td>
</tr>
<tr>
<td></td>
<td>14” screen</td>
<td>Mouse recommended</td>
</tr>
<tr>
<td></td>
<td>RAM 8GB + Solid State should be considered.</td>
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</tbody>
</table>

In all cases the following are strongly advised:

• Protective sleeve or carry case
• Accidental Damage Protection (purchased)
• Household insurance specifically including portable devices

Note: Similarly powered AMD processors are a suitable alternative to the Intel models above.

What is the process?
1. Families provide a separate device for each student in Years 7 – 11 (students in Year 12 in 2016 can continue with the school-owned devices).
2. Device meets minimum standards for the year levels
3. Device carries appropriate anti-virus and security software.
4. Student and parent have each read and signed the Acceptable Use Policy and Use of Personal Technology Devices.
5. Connection to the school network can now take place. Students will be advised of the details.
USE OF PERSONAL TECHNOLOGY DEVICES

This policy reflects the importance the school places on students displaying courtesy, consideration and respect for others whenever they are using personal technology devices.

Certain Personal Technology Devices Banned From School
Students must not bring valuable personal technology devices like cameras, digital video cameras or MP3 players to school as there is a risk of damage or theft. Smart watches and pedometers (e.g. Fitbit) with communications or tracking ability should not be worn during school hours as they are technically an extension of a mobile phone, the use of which is already prohibited during school hours. Such devices will be confiscated by school staff and may be collected at the end of the day from the school office.

Confiscation
Permitted personal technology devices used contrary to this policy on school premises will be confiscated by school staff. They will be made available for collection from the school office at the end of the school day. Multiple breaches of the mobile phone and electronic device policy is a level four behaviour in the Responsible Behaviour Plan for Students. Four confiscations of mobile phones will result in recommendation for suspension to the principal.

Devices potentially containing evidence of criminal offences may be reported to the police. In such cases police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Service (QPS) directly.

Personal Technology Device Etiquette
Bringing personal technology devices to school is not encouraged by the school because of the potential for theft and general distraction and/or disruption associated with them. However, if they are brought to school, they must be turned off and out of sight during assemblies or classes.

Recording voice and Images
Every member of the school community should feel confident about participating fully and frankly in all aspects of school life without concern that their personal privacy is being invaded by them being recorded without their knowledge or consent.

We uphold the value of trust and the right to privacy at Kedron State High School. Students using personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) for the purpose of dissemination among the student body or outside the school, by any means, (including distribution by phone or internet posting) builds a culture of distrust and disharmony.

Students must not record images anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy). Recording of events in class is not permitted unless express consent is provided by the class teacher.

A student at school who uses a personal technology device to record private conversations, ordinary school activities (apart from social functions like graduation ceremonies) or violent, illegal or embarrassing matter capable of bringing the school into public disrepute is considered to be in breach of this policy.
Even where consent is obtained for such recording, the school will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying\(^1\) or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.

Students involved in:
- recording; and/or
- disseminating material (through text messaging, display, internet uploading etc); and/or,
- knowingly being a subject of a recording

Breach of this policy may be subject to discipline at level 5 of the School Code of Behaviour (Consequences).

Students should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children), is against the law and if detected by the school will result in a referral to QPS.

Text communication
The sending of text messages that contain obscene language and/or threats of violence may amount to bullying and or harassment or even stalking, and will subject the sender to discipline and possible referral to QPS. Students receiving such text messages at school, should ensure they keep the message as evidence and bring the matter to the attention of the school office.

Assumption of cheating
Personal technology devices may not be taken into or used by students at exams or during class assessment unless expressly permitted by staff. Staff will assume students in possession of such devices during exams or assessments are cheating. Disciplinary action will be taken against any student who is caught using a personal technology device to cheat during exams or assessments.

Recording Private Conversations and the Invasion of Privacy Act 1971
It is important that all members of the school community understand that under the Invasion of Privacy Act 1971, ‘a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation’. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others.

Students need to understand that some conversations are private and therefore to overhear, record, monitor or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained.

Special Circumstances Arrangement
Students who require the use of a personal technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or

\(^1\) Education Queensland does not tolerate bullying behaviour at schools. This includes bullying conducted by electronic means.
for a special project) should negotiate a special circumstances arrangement with the appropriate sector Deputy Principal (Junior, Middle, Senior).

KEDRON STATE HIGH SCHOOL - ACCEPTABLE USE POLICY

This document defines the Acceptable Use Policy for student use of technology devices at Kedron State High School. Its main purpose is to encourage the mature and acceptable use of the network, internet and email provided through school facilities or for approved, personally-owned devices.

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.

The Queensland Department of Education and Training deems the following to be acceptable 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 and Training deems the following to be unacceptable use and behaviour by a student:

- use the IT resources in an unlawful manner
- download, distribute or publish offensive messages or pictures;
- insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and Internet resources;
- damage any electronic devices, printers or the network equipment;
- commit plagiarism or violate copyright laws;
- use unsupervised internet chat;
- send chain letters or Spam e-mail (junk mail);
- access 3G/4G networks during the school day;
- knowingly download viruses or any other programs capable of breaching the Department’s networks security.

In addition to this Kedron 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 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 Kedron 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. Some
students have a prohibition on all photographs. In these cases, even express permission
from those students is not enough to allow photography of them.

- Students must get permission before copying files from another user. Copying files or
passwords belonging to another user without their express permission may constitute
plagiarism and/or theft.

- Students need to understand copying of software, information, graphics, or other data
files may violate copyright laws without warning and be subject to prosecution from
agencies to enforce such copyrights.

- 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. Failure to do
so will result in consequences aligned with the school’s Responsible Behaviour Plan for
Students.

- 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 families are responsible for providing their own individual insurance
on privately owned electronic devices, to assure to always have a working device.
Kedron State High School

BYOD Student Participation & Device Connectivity Request

This form is to be completed by parent/caregiver of the student participating in Kedron State High School BYOD program as outlined in the Bring Your Own Device (BYOD) Information and Procedures Handbook and in accordance with the School Acceptable Use Policy (AUP).

I ___________________________ (parent/caregiver) permit __________________________ (student) in __________ (year and form class) to participate in the Kedron State High School BYOD program as outlined in the Bring Your Own Device (BYOD) Information and Procedures Handbook and in accordance with the School Acceptable Use Policy (AUP). I understand and acknowledge my responsibilities and those of the school.

PLEASE PRINT

NAME: ___________________________ ___________________________.
(First) (Last)

SIGNATURE: ___________________________ DATE: __________

STUDENT & COMPUTER DETAILS:

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<tr>
<th>STUDENT NAME:</th>
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<td>(First)</td>
<td>(Last)</td>
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<tr>
<th>MIS ID:</th>
<th>YEAR LEVEL:</th>
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<td>eg flast5</td>
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<table>
<thead>
<tr>
<th>COMPUTER BRAND: eg: Dell, HP</th>
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<table>
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<tr>
<th>MODEL: eg: Latitude E6230</th>
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<tr>
<th>SERIAL NUMBER: usually located on the base/back of the device</th>
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<tr>
<th>OPERATING SYSTEM eg: Windows 8.1</th>
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<tr>
<th>MEDIA ACCESS CONTROL (MAC) ADDRESS:</th>
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<tr>
<th>SECURITY SOFTWARE INSTALLED (min. anti-virus): eg. Windows Defender</th>
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If the above device is substituted a new BYOD Student Participation and Connection Request form will need to be completed and signed prior to connection of the new device.
Kedron State High School

Bring Your Own Device (BYOD)

ICT Acceptable Use Policy and Use of Personal Technology Devices
Consent Form

The following is to be READ and COMPLETED by both the STUDENT and PARENT/CAREGIVER:

We have read and understood the ICT Acceptable Use Policy and Use of Personal Technology Devices contained in this document. We agree to abide by the rules that are stated and implicit in each.

We are aware that any breaches of the rules will result in consequences as per the school’s Responsible Behaviour Plan for Students.

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Student's Name: ____________________________  (PLEASE PRINT)

Year Level in 2016: _______  EQ ID No. ____________________ (if known)

Student’s Signature: ____________________________  Date: ___/___/____

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Parent’s/Caregiver’s Name: ____________________________ (PLEASE PRINT)

Parent’s/Caregiver’s Signature: ____________________________  Date: ___/___/____