



Kedron State High School

Bring Your Own Device (BYOD)  
Information and Procedures

**Handbook 2022**

## 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.

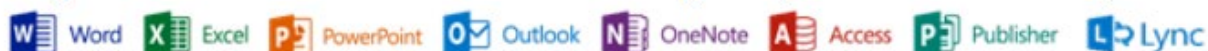
Students access technology at Kedron State High School as responsible users.

## 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 download and install required software will be provided to students after they have started at KSHS and they have a school username and password.**

## Microsoft Office

Every state school student across Queensland can download the Office 365 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>

## Anti-virus software

Computers using the Windows 8 operating system or above come equipped with Windows Defender anti-virus protection. This is the minimum level of protection required at school (i.e. for school purposes, computers with Windows Defender do NOT require additional anti-virus software to be purchased). In order to avoid software conflicts and network connection problems, it is recommended to **not install anti-virus software until after the student device has been connected to the school network.** It is also necessary to remove any existing anti-virus programs from the computer (other than Windows Defender) prior to connection. **Do not leave expired trial versions of anti-virus software e.g. McAfee on the laptop. Please uninstall them.**

### **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 3G or 4G facility on their personally owned devices. Unauthorised connection mechanisms such as phone hotspotting, 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 BYOx Connect to the library printer. Printing credit can be topped up at the Accounts window. Once school ID cards are issued, students can swipe over the printer card reader to release or cancel print jobs. Unprinted work will be deleted from the print queue if not printed by the end of the school day – there will be no charge for unprinted work.

### **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. The school cannot guarantee the supply of loan laptops.

### **Warranty, Accidental Damage and Insurance**

Families are strongly encouraged to have warranty, accidental damage and insurance on personal devices. A strong protective case is highly recommended to help avoid breakage.

### **School Technical Support**

If students run into a problem, we advise them to see the School IT staff (internal library window) 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.

***Should you be unable to provide a device or you are having difficulty in meeting the resource scheme cost please contact the school on 3630 3333 or [admin@kedronshs.eq.edu.au](mailto:admin@kedronshs.eq.edu.au).***

## Responsibilities

... of the School	... of the Parent/s	... of the Student
<ul style="list-style-type: none"><li>• provide suitable school Wi-Fi connection and Internet filtering system</li><li>• provide a blended educational environment</li><li>• model safe device and internet practices</li><li>• provide access to printer services</li></ul>	<ul style="list-style-type: none"><li>• maintenance of device</li><li>• purchase, install and update applications</li><li>• appropriate insurance and warranty</li><li>• log warranty claims and organise repairs</li></ul>	<ul style="list-style-type: none"><li>• bring device fully charged each day</li><li>• show respect for other devices, work and privacy</li><li>• access technology as a responsible user</li><li>• backup</li><li>• take good care of the device</li></ul>

## 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.

### Mac/Apple devices.

Kedron SHS is a Windows-device school. School infrastructure and curriculum programs are developed for Windows devices. Basic Apple support only may be provided and some software issues may arise for students with incompatible hardware.

Some subjects require the use of subject specific software that may not work on a Mac 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). It is required that students wishing to use an Apple laptop, purchase and install this additional software. Parallels is available for a discounted price through Education Queensland.

### Incompatible devices

There are some choices that should not be made. The following devices are excluded from the BYOD program:

- Chromebook devices – these devices are incompatible with Education Queensland systems and will not connect to the school network
- Tablet device (including iPads and Android devices)

## Laptop Specifications

<b>Minimum</b>	<ul style="list-style-type: none"><li>• Core i3 processor*</li><li>• RAM: 4GB</li><li>• Windows 10</li><li>• Battery life – 5 hours</li></ul>
<b>Recommended</b>	<ul style="list-style-type: none"><li>• Core i5 processor*</li><li>• RAM 8GB</li><li>• Hard drive – SSD (Solid State Drive). It has less moving parts and is less likely to be damaged with regular student use.</li><li>• Mouse</li><li>• Headphones</li><li>• Warranty and Accidental Damage insurance.</li></ul>

\*Similarly powered AMD processors are a suitable alternative to the Intel models above.

### A Word on underpowered laptops:

There are cheaper laptops/tablets on the market that don't meet the minimum specifications listed above. Our experience is that they seldom live up to expectation and are typified by slow processing power, problems connecting to corporate WIFI, limited HDD space for programs, short battery life. In summary, they do not suit our BYOD program.

### What is the process?

1. Families provide a separate device for each student in Years 7 – 12.
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.

## 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

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