BYOD

Toolooa State High School

Bring Your Own Device Charter – Information for Parents and Carers

eLearning Vision

At Toolooa State High School we believe that teaching and learning practices that intentionally integrate and embed technology can do more than just *enhance* learning – they have the power to *transform* learning.

Our school's goal is for students to use iPads as a tool to support key processes in learning and for teachers to use them as an environment to facilitate deeper engagement in learning and higher-ordering thinking. All junior students (7-9) at Toolooa State High School are required to supply an iPad as standard school equipment through a Bring Your Own Device (BYOX) program.

Some of the ways the iPad will be used in the classroom include:

- Accessing content through textbooks available on the iPad in eBook format. This not only alleviates the need to carry heavy textbooks in their school bag, it provides on-demand access to these up-to date rich resources.
- Demonstrate learning using a carefully selected range of classroom apps.
- 24/7 access to learning resources and assessment via online platforms such as OneNote
- using specialised software to create film clips, compose music and code
- filming performance in practical classes to analyse and evaluate technique.
- communicating with staff via email
- Access to class materials via OneNote and/or Teams

Device Specifications

Junior School – Strongly recommended for all students	Senior School – Strongly recommended, particularly for General Subjects
• iPad (see below for specifications) • Bluetooth keyboard / case • Apple pencil / stylus (optional)	• iPad (preferred device) • Bluetooth keyboard / case • Apple pencil / stylus (optional) Or • Or laptop (no Chrome books)

Note: all devices must meet minimum requirements, outlined in the following table.

Device	Hardware	Device	Hardware	Device	Hardware
iPad	iPad Pro (m4) iPad Pro 12.9" (3rd Gen+) iPad Pro 11" (1st Gen+) iPad Air (M2) iPad Air (3rd Gen+) iPad (7th Gen+)	Windows Laptop	**Minimum Hardware** Hard Drive: 64GB RAM: 4GB CPU: Intel - Celeron N4500 AMD - Athlon 7120U	MacBook	MacBook Air (2020 or later) MacBook Pro (2018 or later)
Operating System		**Operating System**		**Operating System**	
iPadOS 18		Windows 11	**Recommended Hardware** Hard Drive: 256/500GB Solid State RAM: 8/16GB CPU: Intel - Core i5 AMD - Ryzen 5 5500U	MacOS Sequoia	

Unsupported Devices for the BYOx Program

- Any Android base devices
- Any Laptops that have a SnapDragon CPU (These are found in the new CoPilot laptops)
- Chromebooks
- Any Device that does not support Windows 11
- Any Device that does not support iPadOS 18 or MacOS 18

Please retain this document for your reference.

Broken or Damaged Device

While Toolooa SHS will continue to deal with inappropriate behaviour in line with existing policies, Toolooa SHS is not liable for any damage or replacement costs incurred while the device is at school.

We would advise parents to consider purchasing Accidental Damage Protection for the BYO device. Some House Insurance Policies may cover devices when they are at alternate sites, such as the student's school. There may be a requirement to individually list this device. Close examination of these damage protection and insurance documents and consultation with your insurance representatives, is highly recommended. *Toolooa State High School does not accept responsibility for damage, loss, or theft of BYO devices.*

Backing up

Technology failure is a fact of life and it is the responsibility of the student to ensure that their material is backed up regularly. Students should be saving all documents to OneDrive; free cloud based storage for all students. No USBs are to be used.
Toolooa SHS will not be held responsible for loss of material or assessment on BYO devices.

Device repairs

The device will need to be returned to the supplier or alternative repairer and the necessary repairs made. You will need to make sure you are clear on the relevant arrangements with the supplier at the time of purchase. The school will have an equity pool of devices which can be utilised by students who do not have a device. These devices will be available to students who are having their devices repaired by their supplier. Alternatively, if you have another suitable device at home, the student may use this during the repair period; as long as this device meets all the relevant specifications set out in this document.

Charging devices

There will not be any charging facilities at school to charge devices. All charging should be done at home. **This is one reason iPads are recommended over laptops, which often require charging throughout the school day.**

Warranty selection

When purchasing a device, it is important to check the warranty details as some companies are offering three year on site warranties. Some companies even offer a replacement device while the device is being fixed. Other companies may offer a warranty but it may mean that you have to send the device away and this would mean long periods without the device.

Toolooa State High School will not be involved in any way with warranty or insurance claims. This will be between the purchaser and the retailer.

Equity pool

Please contact the school if you are unable to provide your child with a device.
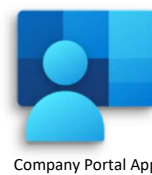
Use of 3G / 4G

Toolooa SHS provides a filtered internet connection that students can use while on school grounds. No hot spotting from phones connection to 3G or 4G service will be allowed to be used while at school.

Please retain this document for your reference.

Company Portal App

To join the program students, need to

1. Complete and return the *BYOD Charter*.
2. Know their EQ Username & Password (Can be reset by school staff / IT technician)
3. Download 'Company Portal' app.
4. Once the 'Company Portal' app has been downloaded and connection to InTune is established (Completed in the first few weeks of school in students' technology subjects), the following core apps can be downloaded, using 'Company Portal' free of charge through EQ.

Additional subject specific apps may be required to downloaded from Company Portal at the discretion of your teachers.

Microsoft 365 Suite		Apple iWork Suite	
	Microsoft Word		Pages
	Microsoft Excel		Numbers
	Microsoft PowerPoint		Keynote
	Microsoft Outlook		iMovie
	Microsoft OneNote		Clips
	Microsoft OneDrive		GarageBand

Please retain this document for your reference.

DIGITAL LEARNING EXPECTATIONS

All students use technology to support their learning at Toolooa State High School and are required to comply with the following expectations regarding their use. The iPad is a learning tool that students are expected to bring to every lesson. Students not meeting these expectations will be managed according to school's Student Code of Conduct.

BYO as a Learning Tool

We expect all students arrive to school ready and prepared to learn. This includes ensuring your ICT equipment is functional and in good working order.

- Ensure your devices are fully charged before school and have enough battery life for all class periods to complete required work.
- While at school, devices should be used for educational purpose. This includes the use of camera and video devices. The use of these devices is only permitted under teacher direction.
- To avoid damage, food and drinks should be kept away from ICT equipment.
- Your device is for your use only. Do not share it with others (This includes your username & password)
- Regularly check that all ICT equipment, is tested for viruses and other threats.
- Ensure at least 1GB of storage capacity is always available for use in learning activities.
- Update your device and apps regularly. Running the latest version of iOS and apps ensures you can make the most of your device.
- Only run approved and officially released versions of iPadOS.
- Ensure that the device is well maintained and in good working order

During Lessons

An iPad is a valuable teaching and learning tool. To make the most of learning time, the following routines for the use of your device have been developed.

- Wait to use your device or open apps until your teacher instructs you to do so.
- Ensure you are connected to Apple Classroom
- Communicating with other students, using your device, during learning time is not permitted unless under direct instruction from your teacher.
- Projecting your own device onto a smart board may only occur after direct teacher instruction to do so.
- Your device cannot be used during exams unless you are otherwise instructed.
- Students are not permitted to take a photo of any assessment task sheet or exam without approval.

Communicating with Others

Your device will be an invaluable tool for connecting you to vital information within and beyond the school. Again, there are some routines and procedures required to ensure the most appropriate use of the device in an educational setting.

- Remember respectful communication conventions should be used at all times, either on the iPad, BYO or school-owned device when using other communication methods.
- Students have been supplied with an EQ email address. This must be the only email used between students, teachers and other students when communicating or transferring documents.
- Email or other forms of communication, including through Bluetooth (e.g. Airdrop), may only be used during class time if directly instructed by a teacher.

Please retain this document for your reference.

NETWORK USER POLICY

The computer network provides resources to enhance our learner-centred community. The Network User Policy has been designed to maximise the benefits that come from using a networked computer system with internet access while minimising the risks. Access to the network for all students is conditional on complying with this user policy statement and guidelines.

Key Conditions of Use

All users have an individual logon user name that is password protected. The individual user name provides rights and privileges such as internet, a personal folder, common areas and printing. Activities are being monitored at all times through student logon user names. This consists of:

- Formal Monitoring: Traced by user logon details and includes proxy logs, printing records, workstation records.
- Informal Monitoring: Network administrators applying filters and regular searches and removal of harmful data.

1. User Logon Integrity

- Each user must keep all passwords secret. No user may share their password or give others access to their account, even by logging in for another person.
- No user may attempt to gain access to another user's account.
- Users are responsible to select a password that complies with Education Queensland's minimum standards for password complexity, as per password creation guidelines at time of creation or reset.

2. Network Security and Student Safety

- Students must connect their device through the school's network and are not to connect through 3G/4G
- No student may create, access, store, transfer, email, redistribute or use files that are illegal, offensive, dangerous or harmful in any way.
- Students must always ensure files, including files transferred by USB and Wi-Fi links, are used for educational purposes and are scanned for viruses prior to use. Inappropriate files such as trojans or keygens that are introduced to the school network will be detected and will require action.
- School ICT hardware may not be altered in any way.
- Students are to inform staff immediately of any suspected inappropriate activity.

3. Internet and Email Use

- Internet and email are provided for assigned class work and assignments set by teachers, solely for educational purposes as supervised and approved by the school.
- Internet and email are to be used appropriately and legally with consideration of other users and respecting the privacy, safety and reputation of themselves, others and the school.
- Students should consider 'Netiquette' when communicating online. Personal details, images or information should never be included in online communication.
- The use of inappropriate language in emails will be a breach and be picked up by EQ Wordscan.
- A monthly internet download quota limit will be applied to all user accounts. The limit will be sufficient for educational activities to be carried out.

Consequences

Any student participating in activities that breach network security will be dealt with in accordance with our school's Student Code of Conduct. Consequences may include detention, loss of privileges and access or suspension.

Please retain this document for your reference.

4. Cybersafety & Security

The safety of our students when working in an online environment is a high priority.

1. Ensure your cybersafety by keeping your personal details, including username, password, address or phone number, private.
2. Your account details need to be kept private. It is not appropriate to share these details with another student for their use.
3. In line with cybersafety guidelines, ensure you do not, under any circumstances, store, send or upload photos of yourself, other students, teachers or visitors to the school.
4. Social media (e.g. Facebook, TikTok, Instagram, X, SnapChat, etc.) are not to be accessed during class time.
5. All activities on the school network, including internet history, may be stored, accessed and monitored by authorised EQ staff to determine your compliance with this agreement.
6. Hacking or attempting to hack the network and other accounts or bypassing network security or filtering/proxy are seriously inappropriate uses of ICT equipment and will incur consequences.
7. Downloads of large files, videos or images through the school network will affect the use of the network for others. Internet download limits may be put in place by the school.
8. The publishing of inappropriate or abusive material about staff, students or the school in any public or school domain, including the internet, is a breach of the school's Responsible Behaviour Plan for Students.
9. The viewing, scanning, storing, transmitting, forwarding, printing, playing, etc. of inappropriate images, video, audio or email is strictly prohibited. This applies to anything that could cause offence to others and anything that is disruptive to an activity.

5. Third Party Website Consent

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web-based providers. At Toolooa State High, we wish to utilise third party web-based service provider/s to aid students learning.

Registering with these providers may require student personal information to be disclosed to the provider of the service. In the case of the services outlined below, they are private companies that are hosted onshore and outside of Australia. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your child, such as:

- Student's Name;
- Student's ID Number;
- Student's Age;
- Student's Year Level;
- Class teacher; and/or
- Student's school email address

Consequences

All inappropriate use of technology (school owned or BYOD) will be managed as per the Student Code of Conduct.

Please retain this document for your reference.

BYOD Participation Agreement

Toolooa State High School

STUDENT AGREEMENT

Student User Name (MIS)		Form Class	

I, _____, *(full name of student)* understand and agree to abide by the expectations outlined in this document. I also understand that there will be consequences as per the school's Student code of conduct if I breach these expectations.

By signing below, you are confirming that you have read and understood the expectations of device and network use at Toolooa SHS and that you will act in accordance with these expectations.

Student's Signature: _____   Date: _____

PARENT/GUARDIAN AGREEMENT

Network, Internet and Email Access

I understand that the internet can provide students with valuable learning experiences. I also understand that it gives access to information on computers around the world, that the school cannot control what is on those computers, and that a very small part of that information can be illegal, dangerous or offensive. I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information must depend finally upon responsible use by students. I understand that my child's personal information at times will be provided to third party software providers for the purpose of my child's registration and use of the software programs and that this information may be stored outside of Australia. I understand that appropriate action will be taken if the school decides the conditions of use have been breached by my child. This may include loss of internet access for some time.

By signing this form, I understand that I am agreeing to the school providing the following services to my child:
- Internet access under the conditions outlined in the Network User Policy.
- EQ email account under the conditions outlined in the Network User Policy.
- Student information being provided to third party providers (as listed above) for the provision of an educational service.

I understand and agree to the conditions of use for my child and the consequences outlined in the Digital Learning Expectations and Network User Policy. I also believe that my child understands and agrees to the conditions of use and consequences outlined in this policy.

Parent / Guardian Name: _____

Parent / Guardian Signature: _____   Date: _____

Device details

MAKE AND MODEL	
SERIAL NUMBER	
OPERATING SYSTEM	
SECURITY SOFTWARE DETAILS (LAPTOP ONLY)	

Please submit this page via the school office prior to using BYOD at school