

Upper Coomera



State College

Upper Coomera State College

BYOD PROGRAM



*Innovative
Committed
Inspired*

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TARGET AUDIENCE

Students in Years 5 to 12 attending Upper Coomera State College will be expected to have a Personal laptop or IPAD to be used at school as part of their educational instruction from the commencement of 2019.

Bring your own device (BYOD) is a concept that recognises that different individuals have different learning styles and needs – one device does not suit everyone. Therefore, in every class at every level students have the option to carry a device of their own choosing. The benefits of the BYOD Program are:

- Improves access to web-based research materials for students
- Improves standards of digital literacy of both teachers and students
- Moves towards knowledge construction as opposed to content delivery
- Extends learning beyond the classroom
- Educates students as to the importance of appropriate and ethical behaviour online

Our Teaching and Learning Vision

Over the past decade our students, as well as technology, have changed. These fundamental changes impact on what we teach and how students learn. It is therefore important to provide opportunities for students to develop the knowledge, skills and attitudes to prepare for a future in the 21st century. With students having 24/7 access to a digital device, learning will extend from the classroom to wide-reaching resources providing learning anywhere, anytime. The Upper Coomera State College BYOD program has been established with a goal to have every student engaged in a digital learning environment both at school and at home. We must provide students with the opportunity to be effective digital learners who become confident, creative and productive in a digital world.

WHAT IS BYOD?

BYOD stands for 'Bring Your Own Device'. This program permits students to bring their own device, within specifications, to school to support and further their education. It means devices such as personal laptops can now access school and Education Queensland networks. This makes working between home and school seamless for students.

The BYOD Program has been designed to assist parents make informed choices on the appropriate technology to buy and supply for their child, while considering functionality, budget and family choice.

Information Technology (IT) devices are powerful means of differentiating and personalising a student's education, and student-owned devices facilitate student choice over which application best suits their learning and communication style. Teachers will work with students to ensure everyone can access and view a student's final work in appropriate formats as necessary.

BYOD Program at UCSC

The recommended device across the college will be the following:

- iPads Only – Year 1 to Year 4 students
- Full screen device - Years 5-12 - any full screen device that meets the specification outlined in the BYOD specifications section on our website.

The Upper Coomera State College BYOD Program:

- Enables personalisation of student learning through access to rich learning resources;
- Best facilitates the development of knowledge and skills necessary for the 21st century workforce, including digital-age literacy, innovative and creative thinking, effective communication and high productivity;
- Allows continuous access to educational materials allowing learning efficiency to happen anywhere, anytime;
- Provides an engaging, interactive environment for learning;
- Strengthens links between home and school, giving parents the opportunity to see, every day, what their child is learning at school and have relevant, timely, accurate and quality conversations around student learning and progress;
- Allows students the opportunity to display prior knowledge of topics and thus be co-constructive in their own learning journey.

The advantages of using an electronic device include:

- ✓ Access knowledge and information through the vast range of content and creation apps (many of which are free) to support student learning;
- ✓ Access to a wealth of information on the Internet when they need it (using the speak ability via settings to read text for those students in the lower year levels or students with lower literacy levels than their peers) through wireless connectivity;
- ✓ Access to rich media including digital stories, image and video;
- ✓ Increased productivity through quick loading of apps and quick response of the iPad;
- ✓ The iPads operating system is very reliable, ensuring maximum up-time;
- ✓ Provides simple yet sophisticated text, audio and video-based communication facilities for collaboration with peers, teachers and experts in a local, national or global context;
- ✓ Ability to personalise learning and provide work targeted at the correct level for students;
- ✓ High student engagement both independently and collaboratively.

Students with BYO devices (iPads, tablets and laptops) will have access to a filtered Internet connection, access to classroom content, and a connection to printers within the college. Students and parents/caregivers are asked to lend their support to this very valuable and innovative program. Strong support from parents and caregivers is paramount to ensure the program is successful and that students gain maximum benefit for their learning.

We require families to select and purchase a laptop, from within specifications set out below, to bring to school. This laptop will be for the student's personal use and is considered as their primary device. With this primary device we will continue to support students by diagnosing IT issues and consulting with families if further action is required. We make the following recommendations around laptop specifications and software as these meet the expectations the school requires of any IT devices students bring to school.

BYOD LAPTOP SPECIFICATION

	Minimum Specifications	High End Specifications (Required for IT/Media/Graphics)
CPU	Intel: Processor Core i3 or AMD A9	Intel: Core i5 or AMD Ryzen
RAM	4 GB Minimum	8 GB Minimum
Graphics	Intel Built in Graphics acceptable	Dedicated Graphics (GeForce/Radeon)
Storage	128GB SSD	256GB SSD
Network	802.11n/ac 5GHz	802.11n/ac 5GHz
Screen Size	11 to 13 inch recommended, 1280 X 720 minimum resolution 11" minimum, 15" + sizes not recommended	13 to 15 inch recommended, 1280 X 720 minimum resolution 13" minimum, 15" + sizes not recommended
Battery Life	6 hour minimum battery life	6 hour minimum battery life
Operating System	Windows 8.1 or later, macOS 10.12.6 or later	Windows 8.1 or later, macOS 10.12.6 or later
Virus Protection	Any protection accepted as long as it is a full up-to-date version NOT a trial version	Any protection accepted as long as it is a full up-to-date version NOT a trial version
Warranty	3 Years	3 Years
ADP	Recommended	

IPAD Minimum Specifications

- An iPad running iOS 7 or later
- Active and up-to-date Anti-Virus software
- Minimum screen size of 7 inches
- Battery life of 4 hours or more
- Wi-Fi N standard
- A case and keyboard is recommended

Apple iPad supported product

<u>Device Name</u>	<u>WiFi Model</u>	<u>Cellular (3G) Model</u>
iPad 1st Generation (no camera)	NO	NO
All other iPad versions (inc. mini)	YES	NO

**Prep to Year 2 we suggest an iPad mini for ease of portability for small hands.

**All storage versions are supported in the *BYOD program* at UCSC – (16GB, 32GB, 64GB, 128GB)

Keep in mind that any personal applications and content placed on the device may interfere with the storage requirements for school use as the full 16GB of storage may be required by some classes.

Apple devices meet the specifications for Education Queensland and will work quickly and easily on our network at school and for you at home (Internet access is via wireless). Network and platform maintenance costs to support the successful operation of the iPad devices at school will be covered by the school however hardware issues are the responsibility of parents. Visit the Apple website at www.apple.com.au for information about Apple warranty.

EXAMPLE DEVICES

HP ProBook x360 11 G1 / 11.6 / N3350 / 4GB / 128GB / Win 10
 Lenovo TP L380 / 13.3 / i5 / 8GB / 256GB / W10H
 Surface Pro / 12.3 Touch / i5 / 4 / 128 / Keyboard / Pen / W10P
 MacBook Air 13.3-inch / i5 / 8GB / 128GB / OSX
 Any WiFi enabled Apple IPAD from 2nd generation on

WHEN TO PURCHASE

It is expected that all students will have an IT device ready for the first day of school 2019. It is a good idea to purchase the device early so the student can become familiar with it and they are ready to commence learning.

CHOOSING YOUR DEVICE

We can understand and appreciate the uncertainties that may be associated with choosing the best device for your child. This documentation provides the minimum and desirable specifications that are required as well as examples of the majority of the popular brands that meet these specifications.

Unfortunately we are unable to recommend one particular device over another due to our adherence to the “Public Sector Ethics Act 1994” where we have a “duty to provide advice which is objective, independent, apolitical and impartial”.

UCSC’s partner supplier is JB Hi-Fi Online which provides families with access to a wide range of education-specific laptops, tablets, accessories and insurance, at affordable prices. See the flyers or visit jbeducation.com.au/byod and enter the school code UCSCBYOD2019.

SOFTWARE

Software supplied by the school will be made available for students to download from the school's BYOD site during school hours.

ALL SUBJECTS – CORE SOFTWARE		
Function of Software	Examples for Windows devices	Examples for Mac devices
Word Processing	Microsoft Word 2013 or newer (Office 365)	Office 365
Spread Sheets	Microsoft Excel 2013 or newer (Office 365)	Office 365
Presentation	Microsoft PowerPoint 2013 or newer (Office 365)	Office 365
Media/Video player	Windows Media Player, VLC Player	VLC Player
Photo viewer/manipulator	Microsoft Office Picture Manager, Adobe Photoshop, Paint.net	Adobe Photoshop
Internet browser	Internet Explorer, Google Chrome, Mozilla Firefox	Safari, Google Chrome, Mozilla Firefox
PDF creator & reader	Adobe Reader, Adobe Creator	Adobe Reader, Adobe Creator

SUBJECT SPECIFIC SOFTWARE			
Subject	Specific Software	Function	Access and Costing
Visual Art / FTV	Adobe Photoshop	Image Editing	Free with School Adobe Creative Cloud
	Adobe Premiere Pro/ Express*	Film Editing	Adobe Master Collection \$20.00
	Final Cut Pro+	Film Editing	For MAC only – Requires subscription
Business			
IT	Adobe Flash	Animation Software	Free with School Adobe Creative Cloud
	Adobe Dreamweaver	Website Creation	Free with School Adobe Creative Cloud
Music			
Graphics	Autodesk*	Industry Standard	Free – See subject teacher for details
	Adobe Illustrator	Image Editing	Free with School Adobe Creative Cloud

* [High End Specification laptop is required](#)

+ [Available on MAC only. Alternative is Adobe Premier](#)

All teaching staff can fully assist students in the Windows operating environment. However, if assistance is required with Apple Mac software support may be limited.

Microsoft Office 365

A Microsoft Office 365 licence is available to all students at no cost. Microsoft Office 365 contains the products Word, Excel, PowerPoint, Outlook (desktop and online version), and OneNote. Details on how to install, access and use can be found here: <http://education.qld.gov.au/learningplace/help/home-computer-support.pdf>

Required Apps – Year 1 to Year 4 iPad classes

Each privately owned iPad in the BYO program will require necessary apps to be installed at the cost of the parent (most are FREE). The list of required apps can be found on UCSC's website.

At UCSC, criteria are used to select required apps for the BYO iPad Program (final approval for app selection is by the Principal or delegate). The 2 levels of required apps at UCSC are:

- Whole School (all classes at UCSC use these apps)
- Year Level (all classes in a year level use these apps)

An apps audit will occur at the end of each year to finalise required apps for the following year. UCSC will endeavour to monitor apps for changes to ensure they continue to comply with our apps selection process.

Apps may be requested by the individual classroom teacher to support class learning or recommended to individual students to support individual students' specific learning needs.

BACKING UP

Technology can fail and can be lost or stolen so it is extremely important that students have a backup plan in case things go wrong.

Backing up is easy. Once set up, your data should be backing up automatically. Students need to check every once in a while to make sure your backups actually work. There are two main types of backup solutions.

LOCAL BACKUP

Every week, copy your most important files onto an external hard drive or memory stick.

You may use Windows backup (or Time Machine, if you have a Mac) to do this automatically!

OFFSITE BACKUP

This is another automatic backup on an external hard drive that's stored at another location, such as a friend or family's house. This protects your backup in case of theft, natural disaster or simple hardware failure.

CARE OF DEVICE

It is the responsibility of families to keep their chosen IT device in good working order to ensure minimal disruption to learning. It is expected that students bring their IT device to school each day fully charged. Each device should be clearly labelled with the student's name.

Students should take care to put their device to sleep when moving around, as failure to do so can damage the Hard Drive and potentially lose files. Choosing a device with a solid state drive (SSD) can alleviate some of these issues.

CASE / CARRY BAG

A strong carry case is a great way to protect your device from accidental damage like drops. Use a bag or case designed to hold a laptop with adequate padding.

INSURANCE

Purchasing insurance is a personal choice. When purchasing your laptop please learn about your options to purchase accidental damage protection for your IT device. This 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 request 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.

WARRANTY

We advise that all devices are covered by an extended warranty to last the students' time at the school. The additional warranty should be negotiated with the seller at the time of purchase.

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. If a student laptop is in for repair for an extended period of time the school may have a loan laptop to support the student's ongoing learning.

SCHOOL SUPPORT

Students are advised to see the school IT staff who will attempt to diagnose the fault. If this is not able to be resolved by staff, they can recommend a course of action for repair (eg warranty claims, insurance claim etc.)

PURCHASE COST

A small number of families may need assistance with the initial purchase price of the laptop. Several suppliers offer payment option plans. To gain a better understanding of cost, visit JB Hi-Fi Online which provides families with access to a wide range of education-specific laptops, tablets, accessories and insurance, at affordable prices. See the flyers or visit jbeducation.com.au/byod and enter the school code UCSCBYOD2019.

The college also offers payment plans for Student Resource Scheme to help spread costs over the calendar year. The college will provide a small number of second hand laptops that can be borrowed from the library on a day loan basis. These laptops are for emergency use only in the event of a major hardware problem.

OCCUPATIONAL HEALTH AND SAFETY

Students are advised to consider the following advice when using their device.

- Taking regular rest breaks (at least every 20 minutes; more often if the setup is not ideal to allow muscles and vision to recuperate).
- Not using the device for more than 2 hours in any session.
- Working in an environment free from glare.
- Using the device on a desk rather than on the lap whenever possible.
- Changing the viewing angle to minimise the need to bend the neck.
- Using a chair that maintains good posture.
- Reducing the need to carry the device (where practicable).

SAFETY AND SECURITY

Students are responsible for the security and use of their device whilst at the College.

Students must follow the school rules when using their device:

- Be Safe
- Be Responsible
- Be Respectful

DIGITAL CITIZENSHIP

Students should be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves, and the way they treat others online.

Students should be mindful that the content and behaviours they have online are easily searchable and accessible. This content may form a permanent online record into the future.

Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community.

Parents are requested to ensure that their child understands this responsibility and expectation. The school's Responsible Behaviour Plan also supports students by providing school related expectations, guidelines and consequences.

SECURITY OF DEVICES

Students are to remain with their devices at all times and are only to be used in class with the support of your teacher.

Students may take the sleeves/pouches containing devices into classrooms once their teacher has opened the classroom for the day. Students must otherwise stay with their bag and device.

Students in the junior school will lock their devices in a secure area of their classrooms during break times and specialist lessons.

Under no circumstances should devices be left in unsupervised areas.

PASSWORDS

Each student at Upper Coomera State College has their own unique user account.

Passwords must not be obvious or easily guessed. They must be kept confidential, and changed when prompted or when known by another user.

Personal accounts cannot be shared. Students should not allow others to use their personal account for any reason. When using desktop computers, students should log off at the end of each session to ensure no one else can use their account.

E-MAIL USE

While at UCSC, students have access to a Department of Education, Training and Employment email account, which they can access from home and school for the purposes of learning. Email traffic is monitored for inappropriate use, content and language.

SKYPE AND SIMILAR COMMUNICATION TOOLS

For BYO Devices, we require that the instant messaging and audio / video communication features are not used within the college. No attempts should be made to use such services on BYO devices within the college.

WEB FILTERING

An internet filtering solution provides DET with the ability to restrict access to inappropriate material on DET's network. Content filtering is active only whilst the device is connected to the school's wireless network.

To help keep students safe, we do not permit students to use their own 3G or 4G mobile data connection whilst on campus. Any content accessed in this manner will not be filtered.

It is important to remember filtering systems are not foolproof and do not replace the need for care when students are online. Parents, caregivers and students are encouraged to visit the e-safety site above to learn more.

CYBERSAFETY

At any time, if a student believes they have received a computer virus or spam (unsolicited email), or they have received a message that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent and/or caregiver as soon as is possible.

Students and parents are encouraged to explore and use the Government's e-safety website to understand, take appropriate precautions and learn how to deal with any "cyber-safety" issues. You can find this information at the link below:

<https://www.esafety.gov.au/>

Parents are encouraged to visit and explore the Government iParent website for guidance with using safety settings on your family's web-connected devices, tips for choosing movies and games and strategies for keeping young people safe online.

<https://www.esafety.gov.au/iparent>

Students must seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

Students must never initiate or knowingly forward emails, or other messages, containing:

- A message sent to them in confidence
- A computer virus or attachment that is capable of damaging the recipients' computer
- Chain letters or hoax emails

- Spam (such as unsolicited advertising). Students must never send or publish:
- Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
- Threats, bullying or harassment of another person
- Sexually explicit or sexually suggestive material or correspondence
- False or defamatory information about a person or organisation.

MISUSE AND BREACHES OF ACCEPTABLE USAGE

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 other person(s) 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 mobile devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access to school supplied services.

PRIVACY AND CONFIDENTIALITY

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.

The student should not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others.

Students must not record, photograph or film any students or school personnel without the express permission of the supervising teacher. Identifying images, audio content and personal information must not be uploaded to the internet or leave the school (this information may be saved on the school server only).

It should also be ensured that privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interest.

INTELLECTUAL PROPERTY AND COPYRIGHT

Students should never plagiarise information and shall observe appropriate copyright clearance, including acknowledging the original author or source of any information 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. Data Security and Backups

Students must understand the importance of backing up data securely. Should a hardware or software fault develop, assignment work that has taken a considerable time to prepare may be lost.

The student is responsible for the backup of all data. While at school, students are able to save data to the school's network, which is safeguarded by a scheduled backup solution. They are also able to save data locally to the 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 external hard drive or "cloud" based storage.

Students should also be aware that, in the event that any repairs need to be carried out, the contents of the device may be deleted when the device is repaired / replace by your products vendor.

MONITORING OF USE

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

All material on the device is subject to audit by authorised school staff. If at any stage there is a police request, DET will comply with all legislative requirements.

INTERNET USE

Internet Use at School

At school, students must agree to follow the Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems in relation to Internet Use. Internet access is provided by Education Queensland's Managed Internet Service (MIS) and provides students with Content-filtered Internet access and Virus-filtered email. Students are required to report any Internet site accessed that is considered inappropriate.

Internet Use at Home

BYO devices can be configured to connect to a home wireless or wired network. Internet usage at home on a BYO device is at the parent/caregivers discretion.

DAMAGE OR LOSS OF EQUIPMENT

All devices are monitored by teachers at school and rules are in place to prevent foreseeable problems and damage however, from time to time, accidents may occur. If any damage to a device is through negligence of the school, the school will cover the cost of repair. If damage is caused by deliberate or careless actions of a student (owner or others), the costs of repair will be passed onto those involved and necessary behaviour consequences may apply. The decision around the responsibility for repair costs is at the discretion of the Principal.

Devices are used within the college at your own risk. It is important to ensure that devices are insured against theft, damage or loss in order to avoid unexpected expenses. Many home insurance policies allow you to specify coverage for mobile devices and we strongly recommend taking advantage of this. Any software or hardware issues, vandalism, damage, loss or theft of the device must be reported immediately to the school.

DAILY USAGE

Unless specifically advised otherwise by their teacher, students should bring their device every day. Devices will only be used when they are a best fit for the learning or task at hand. No other student should be using your child's device within the college.

BEFORE AND AFTER SCHOOL USAGE

Students in the Junior School are not to remove devices from school bags until they are in their classroom and their teacher has directed them to do so.

Students in the Secondary School are free to use their device at any time so long as they do so in accordance with the BYOD Rules for Students (Below).

LUNCHTIME USAGE OF DEVICES

Students in the Junior School are not to use their device at lunch unless arranged by a teacher. Devices should be locked in a secure area within the student's classroom during lunchtimes.

Students in the Secondary School are free to use their device at any time so long as they are following the BYOD Rules for Students (Below).

OUTSIDE SCHOOL HOURS CARE

Students using their iPad or other device at Outside Hours School Care should follow the directions of supervisors and follow all school procedures. Devices should only be used in designated areas for homework purposes if permitted to do so

GENERAL CARE AND ACCEPTABLE USE

Students are responsible for the general care of their device.

Use and care of your device

- Bring your device to school each day fully charged.
- Hold your device with two hands when carrying it.
- It is recommended that food and drinks should not be next to your device when in use.
- Plugs, cords and cables should be inserted and removed carefully.
- Devices should be carried within their protective case where appropriate.
- Turn the device off before placing it in its bag.
- Devices should never be left unsupervised.
- Students are responsible for ensuring the battery is charged for school each day
- Avoid dropping or bumping your device.
- Don't place technology devices in areas that may get very hot.
- Don't get devices wet. Even though they may dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
- Follow all instructions given by staff.
- Avoid exposing your device to direct sunlight or sources of heat such as desk lamps, dust, dirt, rain, liquids or moisture, heavy shock or vibration

MOBILE DATA NETWORKS (3G/4G) AND INTERNET TETHERING

Mobile network tethering, wireless internet access points and inbuilt data connectivity can provide students with an UNFILTERED network connection within the school grounds. These types of internet connections need to be disabled before arrival at school as the college cannot monitor or take responsibility for content accessed via these methods.

PROTECTING THE SCREEN

The screen can be damaged if subjected to rough treatment. They are particularly susceptible to damage from excessive pressure and can be costly to repair.

- ❑ Carrying devices with the screen open should be avoided.
- ❑ Avoid poking at the screen — even a touch screen only requires a light touch.
- ❑ Do not place anything near the device that could put pressure on the screen.
- ❑ Avoid placing anything on the keyboard before closing the lid.
- ❑ Avoid placing anything in the carry case that could press against the cover.
- ❑ Only clean the screen with a clean, soft, dry cloth or an anti-static cloth.
- ❑ Don't clean the screen with a household cleaning product.

CHARGING OF DEVICES AND BATTERY MAINTENANCE

Students generally do not have the opportunity to charge their device during class and it is expected that devices used within the college have sufficient battery power to last an entire day. Your device is to be fully charged before the commencement of each school day. WH&S requirements limit the availability of access to charging stations within the college. Students may charge their devices during lunch times at the provided charging stations subject to availability.

The battery life of portable devices is improving as technological enhancements are made. To get the most out of the battery life of devices, follow these simple tips:

- Reduce the screen brightness to a comfortable level
- Lock the screen of tablet devices or place laptop devices when not in use
- Close all running apps or software when not in use
- At least once a week, drain the battery to 0% and fully recharge to 100%. This will aid the life of the battery.

PRINTING

Students will be able to print via a web page available within the college. Students begin each term with \$5 credit assigned to their account. Any further printing will require the account to be topped up at the college finance office.



BYOd Program FAQs

Q: Why allow only iPads in Years Prep to 4 and no other mobile devices or laptops?

A: We believe in a consistent approach to ensure best productivity with regards to maximising student learning outcomes and providing technical support to students and parents when necessary. iPads are an easy to use device with a wide variety of educational apps that allow a consistent approach to curriculum delivery for students in these year levels.

Q: Do I have to purchase from the portal or can I bring a device I already own or purchase from my own choice of supplier?

A: The portal has been set up to make purchasing easier but you do not have to use it. You may bring an existing device that you own or purchase from the vendor of your choice. While we cannot recommend one specific device or vendor over another we do recommend that you consider the minimum specifications listed in the charter before purchasing a device.

Q: If my child has purchased an Ipad for use in grade 4 do they have to purchase another device when they move into grade 5?

A: No. An Ipad or tablet will still be able to be used up into the early high school grades. We do recommend a laptop at this point due to increased functionality but it is not compulsory. We suggest using the Ipad until it either reaches the end of its lifecycle or until a laptop is able to be purchased.

Q: How much of the day will BYO devices be used? Will the students still be using pencil and paper as well as handwriting?

A: We envisage that the devices will be used between 15-75% of the school day. This percentage may also vary from day to day and from student to student as student A may benefit from using the device more than student B. Yes, students will still continue to use pencil and paper and to practise handwriting.

Q: Will the devices be managed at home or at school e.g. loading apps, updating the device?

A: IpadS will need to be managed at home however we can provide some technical support at school if the need arises. Laptops will be loaded with College supplied programs at school by the tech support staff. Some technical support for these devices will also be provided however in cases where the support needed is more device specific you will need to seek support from the supplier.

Q: Should we purchase a case/cover for the BYO device and if so, which one should we buy?

A: Yes, a case/cover is highly recommended for your child's device. The portal has some excellent education specific cases available and here are many competitively priced cases and covers on ebay or you can choose to purchase from a local store. A fully enclosed case with a clear tempered glass screen protector may be the most protective case for an iPad or other tablet. We recommend that the case should protect both the front and back of the device. We will not recommend a store where you can purchase a case or cover but can give some advice on the best type of protective cover. You should also consider purchasing a waterproof sleeve to put the device (in its case) inside e.g. wetsuit material, in case of drink spillage in your child's bag.

Q: Is a separate keyboard required when using an IPAD?

A: A separate keyboard is not required for an iPad or other tablet cover.

Q: Will students continue to have access to computers and other technologies?

A: Students in P-4 will still have access to computers and other technologies to support their learning. There will be some access to central devices for students in years 5-12 however to ensure access when needed students in these years should have their own device.

Q: What happens if my child's device is damaged at school?

The devices are the responsibility of the owner and the College will not be liable for any damage that occurs to the device. For this reason we highly recommend buying a suitable case/cover for the device, discussing appropriate use of the device with your child and considering the options available to purchase extended warranties and accidental damage cover. The portal has options available to package this cover when purchasing the device for reasonable prices.

Q: Can my child bring a 3G enabled iPad or other tablet without the SIM?

A: Yes. The reason why we do not want external controlled Internet access is that by the students going through our school wireless, they are also going through Education Queensland Internet filters, helping prevent and protect our students from accessing inappropriate content.

Q: Are we required to purchase a stylus pen?

A: No, we are recommending that students do not bring a stylus to school.

Q: Is my child required to know our Apple id and password?

A: No.

Q: I can't remember the passcode that is set on my iPad and it is locked. How do I unlock it?

A: You will need to restore the iPad to a previous backup. Technical advice can be sought from the school if required.

BYOD Rules for Students

1. Your device has been brought to school to support your school learning program. Whilst at school your device is to be used for educational purposes. Please note that the device is not for commercial purposes (e.g. you cannot use the device for a part-time job).
2. If you do not comply with these BYOD Rules for Students you will be not allowed to use the device within the college and you give permission for the college to hold the device until such time as a parent/caregiver can collect it. There may be other disciplinary consequences applied under the Upper Coomera State College Responsible Behaviour Plan for Students.
3. The School's ICT Acceptable Use Policy also applies to your use of the network / Internet when you are accessing the Internet using the device. You are reminded of your obligations under that agreement and policy.
4. You must not allow other students to use your device for their own purposes whilst at school. You must not tell anyone else your account name and password.
5. You accept responsibility for the security and care of the device.
6. You are responsible for backing-up all necessary data. The college is not responsible for any data loss. Therefore, please ensure all your school work and important documents are backed up.
7. When not in use, the device must be monitored or secured at all times. Your device is your responsibility.
8. Images or sound captured by personal technology devices on the school premises or elsewhere must not be disseminated to others using the device, for the purpose of causing embarrassment to individuals or the college, for the purpose of bullying or harassment, or where, without such intent, a reasonable person would conclude that such outcomes may occur. The college has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.
9. You must not intentionally use the device or internet services to which it may be connected:
 - for any illegal, pornographic, fraudulent or defamatory purposes;
 - for bulk transmission of unsolicited electronic mail;
 - to send or cause to be sent any computer worms, viruses or other similar programs;
 - to menace or harass another person (or use in a way that would be regarded by a reasonable person to be offensive);
 - to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
 - to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
 - in a way that violates any laws, such as privacy laws.
10. You understand that if accessing the Internet at home, it is unlikely to be filtered and there will be no restrictions on what content can be accessed.
11. In particular, you must not use the device (or any Internet services to which it may be connected) to bully, harass or be unkind to other persons.
12. You must ensure that you do not use any instant text, audio or video messaging programs on the device whilst at the college. Such applications include but are not limited to Skype, FaceTime or other messaging applications. On any Apple devices, it is important that the iMessage functionality be disabled whilst at school.
13. You must ensure the device arrives fully charged each school day.
14. You ensure that your device's screen is turned off or faced down at the teacher's request.
15. You ensure that you are not connecting to a mobile data connection (e.g. 3G / 4G) whilst on the school grounds and that you are not connecting or "tethering" to the data connection on a mobile phone or wireless hotspot.
16. Always ensure the device is contained in a protective case or sleeve before travel to or from the college.
17. In light of any actions deemed inappropriate, the college may remove the device at any time and hold it until such time as a parent can collect it.



BYOD Participant's Agreement

This BYOD Participants Agreement form must be signed and returned to the school before a device can be connected to the school network.

The student and parent or caregiver must carefully read this agreement before signing it. Any questions should be addressed to the school and clarification obtained before the agreement is signed.

In signing below, I acknowledge that I,

- accept all policies and guidelines as per the College's Responsible Behaviour Plan for Students
- accept all policies and guidelines as per the ICT Acceptable Use Policy
- acknowledge that I understand and agree with all of the conditions detailed in this form
- and of particular note, I:
 - understand the device is not protected by the college's Internet filtering system when connected to a wireless network outside of the college,
 - will ensure the device arrives at school fully charged each day,
 - will ensure that all web browsers and tabs are closed prior to arriving at school,
 - understand that failure to comply with the BYOD Program Charter will prevent the device from being used within the college.
 - It is my responsibility to insure the device against theft, damage or loss and I understand the potential costs involved as a result of damage to the device.
 - understand that I may not connect to a mobile data network connection (e.g. 3G/4G) and will ensure that this feature is disabled prior to coming to school,

Student's name

Signature of student

Date

Parent / caregiver's name

Signature of parent / caregiver

Date

Designated school representative's name

Designated school representative's signature

Date