

# BYO Device



## Participant Agreement and Guidelines

### Foreword

This policy has been developed as a guide for parents and students about matters relating to the Bring Your Own Device (BYOD) program at Capella State High School. All participating families should thoroughly understand the content and follow all procedures.

### Introduction

Capella State High School's commitment to digital learning has not changed from that of previous years. Our school values the importance of being digitally connected with our community and we aim to offer our students the best possible learning experiences with digital devices.

Excellence in education requires technology to be seamlessly integrated. Increasing access to technology is essential for the future, and one of the learning tools of 21<sup>st</sup> century students. The individual use of a device is a way to empower students to maximise their full potential and to prepare them for further studies leading into the workplace.

### Advantages of Student Devices

- Accessing knowledge and information through the plethora of content and creation apps and websites to support student learning
- Accessing a wealth of information on the internet when they need it through wireless connectivity
- Accessing rich media including digital stories, images and videos
- Increased productivity
- Reliable operating systems, ensuring maximum efficiency and learning time
- Providing 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 differentiated work
- High student engagement both independently and collaboratively

### Device Selection

Our school's preference for students of years 7 to 9 is enrolment in our iPad Hire Scheme. In years 10,11 and 12, students must bring their own device. Before acquiring a device to use at school, the parent or caregiver and student should be aware of the school's specification of appropriate device type, operating system requirements and software. These specifications relate to the suitability of the device to enabling class activities, meeting student needs and promoting safe and secure access to the department's network.

The school's BYOD program may support printing, filtered internet access, and file access and storage through the department's network while at school. However, the school's BYOD program does not include school technical support or charging of devices at school.

For a list of specifications, please continue to the back page of this document or visit school website.

## Device Care

The student is responsible for taking care of and securing the device and accessories in accordance with school policy and guidelines. Responsibility for loss or damage of a device at home, in transit or at school belongs to the student. Advice should be sought regarding inclusion in home and contents insurance policy.

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

## Software and Applications

Installation and maintenance of software and applications are the responsibility of the family. Genuine versions of software need to be installed to ensure updates occur. Students will need to have the latest operating system installed. Updates should be completed at home and regular full backups of devices are encouraged to avoid possible loss of data.

## Charging Devices

Students are expected to bring a fully charged BYO device to school each day. The power supply will not be required to be brought to school.

## School Wi-Fi

All BYO devices that meet the outlined specifications will recognise and connect to the school's Wi-Fi. Standard EQ internet security filters will monitor usage and access. Students must agree to follow the *Acceptable Use of School ICT Policy* to be granted internet use.

## Apple ID

If using an Apple device, Parents will be required to provide a separate Apple ID for each student as the legal age for setting an Apple ID account is 13 years or over.

## School Technical Support

As part of the BYOD Program, Capella State High School teachers and school technician will assist students with:

- Connecting to the school's network and internet
- Installing some applications
- Recommending a course of action (e.g. warranty claim, insurance claim etc.)

All repairs for devices are the responsibility of the family. Families should ensure quick turnaround on repairs for student devices.

## Minimum Device Requirements

The Capella State High School BYOD Program requires students to use a device that can use the latest operating system and support the installation of the most recent applications. The device must:

- Have enough storage to install all applications specified
- Be Wi-Fi capable

- Be secure in protective casing to ensure accidental damage is minimised

Capella State High School encourages parents/caregivers to organise the use of a later model device as these devices will ensure compatibility and support for a longer period of time.

## **Accidental Damage and Theft**

The school is unable to provide accidental damage or theft cover for third-party student devices and shall therefore not be liable for any damages or theft that occurs on the school's premises. Capella State High School strongly encourages parents/caregivers to source accident and theft insurance from an external insurance provider.

## **Student Responsibilities and Prohibited Activities**

Student responsibilities and prohibited activities are outlined in the Acceptable Use of School ICT Policy. Students, parents and teachers are expected to be familiar and adhere to all items at all times. Intentional misuse of devices will result in consequences in line with the Student Code of Conduct and will include confiscation of devices. Continued misuse will result in more serious consequences.

## **Device Identification**

Parents should ensure student devices and all accessories are labelled prior to the commencement of the school year.

## **Storage and Transportation of iPads**

Devices are to be stored in school bags during the day. Lockers are also available for hire. When students are transporting devices in and around the school, they should ensure that the device's casing is closed and that they are carrying it with two hands. Students should never run with their device.

## **Devices Left in Unsupervised Areas**

Under no circumstances should devices be left in unsupervised areas due to risk of theft or damage. If a device is found in an unsupervised area, it will be taken to the office. Violations may result in loss of device privileges.

## **Devices Left at Home**

If students leave their device at home, they are responsible for getting their course work completed just as if the device was present, using regular exercise books and resources.

## **Screen Care**

Device screens can be sensitive to damage from rough treatment and excessive pressure. Students must ensure that they do not lean on, or place anything near the device that could place unwanted pressure on the device's screen.

## **Sound, Music, Pictures, Games or Apps**

Sound must be muted at all times unless permission is obtained from the teacher. Students may use headphones when a teacher deems it suitable. Private music files, apps, and games are strictly not to be accessed at school. Inappropriate media may not be used as a screensaver or background photo. Apps, videos and photos must be suitable for a G-rated audience. Presence of guns, weapons, pornographic materials, suggestive images, inappropriate language, alcohol, drug, tobacco, and gang-related symbols or pictures will result in removal of content and disciplinary

actions. Social media apps will not be permitted on devices during school hours. Students may be asked to uninstall social media during school hours and reinstall when they get home each day.

## Saving to the Backups

Students can save work to the applications on their device. It is also advised that students back up the documents on their devices to either an external hard drive, USB or a cloud storage such as OneDrive.

## Inspection

Students may be selected at random to provide their device for inspection. Inappropriate content will be removed in consultation with parents. Students who refuse to remove inappropriate content will not be permitted to use their device at school until it has been removed.

## BYOD Minimum Specifications

### Windows laptop

#### Minimum technical specifications:

- Intel Core i5
- 256GB SSD
- 8GB RAM
- 13-inch screen
- 6 hours' battery
- Touch screen optional

#### Other requirements:

- Microsoft Windows 11 Home or Pro (not Version S)
- Microsoft Office 365 (downloaded for free from student portal)
- Antivirus software with automatic updating and scanning (Windows Defender minimum)
- Accidental damage insurance
- Protective case (drop proof)

### Apple MacBook

- MacBook Air or MacBook Pro are suitable

#### Minimum technical specifications:

- 256GB SSD
- 8GB RAM
- 13-inch screen
- 6 hours' battery

#### Other requirements:

- Microsoft Office 365 (downloaded for free from student portal)
- Accidental damage insurance (or AppleCare+)
- Protective case (drop proof)

### Apple iPad

- 9th generation or higher
- iOS14
- 10.2-inch screen (**iPad Minis are not compatible with our network**)
- Wi-Fi only (SIM card must be removed)
- 128GB minimum

- Protective case and screen protector
- Bluetooth keyboard
- Stylus
- Accidental damage insurance (or AppleCare+)

## Devices not suitable

These devices are **not compatible** with our network and will not function at school:

- Tablets (any device running Android, WebOS or other mobile-based operating system)
- Chromebooks
- Linux
- Unix

*as at 09/10/2024*