Kedron State High School
Bring Your Own Device (BYOD)
Information and Procedures
Handbook 2015
# Table of Contents

Table of Contents ........................................................................................................................................2
Foreward..........................................................................................................................................................3
Introduction ..................................................................................................................................................3
Our eLearning Vision ..................................................................................................................................3
Software .......................................................................................................................................................3
Charging of devices ...............................................................................................................................................4
Wi-Fi and 3/4G ..................................................................................................................................................4
Printing ............................................................................................................................................................4
Repairs and Maintenance .................................................................................................................................4
Warranty, Accidental Damage and Insurance .................................................................................................5
School Technical Support ..............................................................................................................................5
ICT Acceptable Use Policy (AUP) and Use of Personal Technology Devices ..................................................5
Resource Scheme .............................................................................................................................................5
Responsibilities ...............................................................................................................................................6
Device Specifications .........................................................................................................................................6
What is the process? ............................................................................................................................................7
Use of Personal Technology Devices ...............................................................................................................8
Kedron State High School - Acceptable Use Policy .......................................................................................11
Kedron State High School - BYOD Student Participation & .........................................................................13
Device Connectivity Request .........................................................................................................................13
Kedron State High School Bring Your Own Device (BYOD) .....................................................................15
ICT Acceptable Use Policy and Use of Personal Technology Devices ..........................................................15
Consent Form ..................................................................................................................................................15
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
At this stage, students should take their BYOD to the technicians for installation.

Microsoft Office
Every student across Queensland will receive a copy of Office365 Student Advantage.
The base package will be free. Students are able to put the package onto up to 5 devices. Education Queensland will roll this out school by school. Students will be contacted if required. Package is correct at the time of printing.

**Norton Backup and Security**

Students will be expected to have purchased some form of anti-virus and security software before they will be allowed to connect to the school’s internet and network. Norton Backup and Security can be purchased through Data#3 with either a 1-year subscription for $9.99, or a 3-year subscription for $29.99. Free downloads of other forms of antivirus or malware protection do not provide the appropriate level of protection that purchased software does.

**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 3/4G**

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.

3/4G 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**

It is anticipated that students will be able to connect their approved BYO device via their web browser to access printers.

**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 you run into a problem, we advise students to see the School IT staff 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 (eg. warranty claim, insurance claim etc.)

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

See the policies detailed on pages 8 through 12. Please read carefully and complete the acknowledgement form at the back of this booklet. Both participant student and their parent/legal guardian are required to sign.

Resource Scheme

There will be a resource scheme costing $100 for BYOD laptops, which is payable at the Accounts window. The following table outlines what is included for this scheme:

<table>
<thead>
<tr>
<th>Laptops</th>
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<tbody>
<tr>
<td>• Maintenance of network and switches</td>
</tr>
<tr>
<td>• Maintenance and service of printer network systems</td>
</tr>
<tr>
<td>• School Technical Support connecting to the Wi-Fi service</td>
</tr>
<tr>
<td>• Swap device – short term 2 weeks</td>
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<tr>
<td>• Software access and maintenance of licencing for BYO devices:</td>
</tr>
<tr>
<td>o Adobe Design &amp; Web K12 suite (Photoshop, Illustrator, InDesign, Acrobat XI Pro, Photoshop Elements, Dreamweaver, Flash Professional, Fireworks, Edge Animate, Muse, Media Encoder)</td>
</tr>
<tr>
<td>o Clickview Online - educational video resource library</td>
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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

<table>
<thead>
<tr>
<th>… of the School</th>
<th>… of the Parent/s</th>
<th>… of the Student</th>
</tr>
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<tbody>
<tr>
<td>• provide suitable school Wi-Fi connection and filtering system</td>
<td>• maintenance of device</td>
<td>• bring device fully charged each day</td>
</tr>
<tr>
<td>• provide a blended educational environment</td>
<td>• purchase, install and update</td>
<td>• show respect for other devices, work and privacy</td>
</tr>
<tr>
<td>• model safe device and internet practices</td>
<td>applications</td>
<td>• access technology as a Responsible User</td>
</tr>
<tr>
<td>• provide access to printer services</td>
<td>• appropriate insurance and</td>
<td></td>
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<tr>
<td></td>
<td>warranty</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:

- **AMD processors** – as it is more difficult to connect these;
- **Mac/Apple devices** – at least in the early stages. The program is aimed at Windows devices primarily and connection and software issues may occur. This decision will be revisited when the project has had time to settle;
- **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** and **Surface RT** devices – will not connect to the school Wi-Fi
- **Devices without a keyboard. Devices with keyboards are required for NAPLAN testing from 2016.**
### Minimum Specification 2015

<table>
<thead>
<tr>
<th>Level</th>
<th>Brief Specifications</th>
<th>Notes</th>
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<tr>
<td><strong>Level 1</strong></td>
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</table>
| Recommended for Year 7 and 8 students | • Core i3 processor  
• 11.6” screen  
• RAM – 4GB – 8 GB | • Check warranty period and any Accidental Damage options.  
• Mouse recommended |
| **Level 2** |                       |                                                                       |
| Year 9, 10 and onwards. Can also be purchased by students in Year 7 and 8 if desired. | • Core i5 processor  
• 13.3” screen  
• RAM 8GB | • Check warranty period and any Accidental Damage options.  
• Mouse recommended |
| **Level 3** |                       |                                                                       |
| Year 10 onwards, but only if needed for Graphics or Art subjects. *Check with teachers first.* | • Core i7 processor  
• 14” screen  
• RAM 8GB +  
• Solid State should be considered. | • Check warranty period and any Accidental Damage options.  
• Mouse recommended |

In all cases the following are **strongly advised**:  
• Protective sleeve or carry case  
• Accidental Damage Protection (purchased)  
• Household insurance specifically including portable devices

### What is the process?

1. Families provide a separate device for each student in Years 7 – 10 (students in Year 11 and 12 in 2015 can continue with the school-owned devices).  
2. Device meets minimum standards for the year levels  
3. Device carries appropriate, purchased 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 scheme of $100 has been paid and receipted.  
6. Connection to the school network can now take place.
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. Such devices will be confiscated by school staff and may be collected at the end of the day from the school office. Breaches of this prohibition WILL result in discipline AT Level 3 of the School’s Behaviour Management Plan.

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 unless required to be kept for purposes of disciplinary investigation, or in the case of a second offence when it will only be returned in the presence of a parent.

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 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.

1 Education Queensland does not tolerate bullying behaviour at schools. This includes bullying conducted by electronic means.
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 for a special project) should negotiate a special circumstances arrangement with the Deputy Principal or Principal.
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, Training and Employment 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, Training and Employment 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/guardian 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/Guardian) 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 by signing this.

Student’s Name: ......................................................................... Year level: ...........
(PLEASE PRINT)
Student’s Signature: ......................................................................... Date: / /

Parent’s/Guardian’s Name: ........................................................................
(PLEASE PRINT)
Parent’s/Guardian’s Signature: ......................................................................... Date: / /

<table>
<thead>
<tr>
<th>Student first and surname</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS ID – eg flast5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year level: (circle)</td>
<td>7 8 9 10 11 12</td>
<td></td>
</tr>
</tbody>
</table>

MAKE eg: Dell,

MODEL eg: Latitude e6230 12.5” (Intel)

SERIAL NUMBER: usually located on the base/back of the device

OPERATING SYSTEM eg: Windows 7 Professional


Security software installed (min. anti-virus) Not freeware Provide details

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.

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OFFICE USE ONLY

DATE PAID: ____/____/20______ AMOUNT: $______________

RECEIPT NUMBER: _________________________________________

SIGNED: _________________________________________

Label applied to device by Technician □
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/LEGAL GUARDIAN:

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.

Student’s Name: __________________________________________________________
(PLEASE PRINT)

Year Level in 2015: _______ ID No. ____________________
(if known)

Student’s Signature: _______________________________ Date: ___/___/201__

Parent’s/Guardian’s Name: ________________________________________________
(PLEASE PRINT)

Parent’s/Guardian’s Signature: _______________________________ Date: ___/___/201__