## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreword</td>
<td>2</td>
</tr>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>eLearning Vision</td>
<td>2</td>
</tr>
<tr>
<td>Participation in BYOD</td>
<td>2</td>
</tr>
<tr>
<td>Software and Applications</td>
<td>2</td>
</tr>
<tr>
<td>Charging of devices</td>
<td>2</td>
</tr>
<tr>
<td>Wi-Fi</td>
<td>2</td>
</tr>
<tr>
<td>Filtering</td>
<td>2</td>
</tr>
<tr>
<td>Printing</td>
<td>2</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>2</td>
</tr>
<tr>
<td>Security, Theft, Damage and Insurance</td>
<td>3</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>3</td>
</tr>
<tr>
<td>Technical Support</td>
<td>3</td>
</tr>
<tr>
<td>ICT Responsible Use Policy (RUP)</td>
<td>3</td>
</tr>
<tr>
<td>Costs</td>
<td>4</td>
</tr>
<tr>
<td>BYO Device Specifications</td>
<td>4</td>
</tr>
<tr>
<td>How to enrol in the BYOD program</td>
<td>4</td>
</tr>
<tr>
<td>Appendix 1: Beenleigh SHS ICT Responsible Use Policy</td>
<td>5</td>
</tr>
</tbody>
</table>
Foreword
This handbook has been developed as a guide for parents and students about matters concerning the implementation of a BYOD program at Beenleigh State High School. Each family should thoroughly understand the content and follow all procedures. This Information and Procedures Handbook is subject to change.

Introduction
Computers have been in classrooms for many years and over the past ten years the use of computers and Information Communication Technologies (ICT) has grown in their application within and outside the classroom. Teachers as life-long learners will continue to focus on their curriculum and balance their pedagogical skills to best utilise ICT in an educationally purposeful way. ICT in a contemporary world is being reflected in classrooms.

Devices that are appropriate to the student educationally and developmentally and are able to transition seamlessly, learning from school to home and in between and take advantage of:
- evolving use of ICT for collaboration and creating of knowledge.
- extensive ability to share information locally and globally.
- online educational environments.

eLearning Vision
Digitally connecting students, school and community to learn and achieve though a culture of high expectations.

Participation in BYOD
This program is available to all students. Parents wishing to apply to participate in the BYOD program should read and understand this document and the ICT Responsible Use Policy before signing the Beenleigh SHS Technology form found in Appendix 1.

If parents are considering the purchase of a new device it is highly recommended that they check it meets the minimum specifications for this program.

Software and Applications
School owned software may only be installed on school owned devices.

Charging of devices
Student will be expected to bring their device to school fully charged. Attempts to charge devices in classrooms can create a Safety Hazard. The school is not responsible to provide power to charge their device during the school day. When deciding if a device will be suitable for the BYOD program check Device Specifications for battery life reference or consult your technical support.

Wi-Fi
Students will be provided with the opportunity to connect to the school Wi-Fi network when the following conditions have been met.
1. Payment of School Resource Levy (Payment Plan available)
2. Completion of ICT Responsible Usage Policy (RUP)
3. To facilitate connection to the school WIFI, ICT staff will provide ‘How to instructions’ for the major platforms and if needed can work with the students to connect their devices.

Approved devices that meet the school's specifications will recognise the school's Wi-Fi.
Filtering
What filtering will be provided when students connect their own device/s?

The standard web filter which is currently provided on the school network will apply to student owned devices while they are connected to the school’s WIFI. Some sites will be blocked (social networks Facebook or YouTube). Students should continue to use their own discretion and behave in line with RUP and Behaviour Policies.

When student devices are used with a personal internet connection (tethered phone, mobile wi-fi device, etc) or used with a home network, no school web filtering will apply. Access to the internet using these means is the responsibility of parents.

Printing
Students will be able to make use of the school’s printing systems via email. Documents emailed will be available to be printed via the E-learning centre.

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.

Security, Theft, Damage and Insurance.
Devices are the sole responsibility of the student. The school accepts no responsibility for the security or safety of the device. Students are responsible for the security of the device and it is recommended that a suitable protective bag be used with the device. Teachers and other staff will not store or hold on to devices.

We would also advise parents to consider purchasing Accidental Damage Protection for the BYOD 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.

Beenleigh State High School does not accept responsibility for damage, loss or theft of BYOD devices.

Responsibilities…

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<th>...of Beenleigh SHS</th>
<th>...of the Parent/s</th>
<th>...of the student</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Provide suitable school Wi-Fi connection and filtering system</td>
<td>- Maintenance of BYOD device if this option is selected</td>
<td>- Bring device fully charged each day</td>
</tr>
<tr>
<td>- Provide a blended educational environment</td>
<td>- Purchase, install and update applications</td>
<td>- Show respect for other devices, work and privacy</td>
</tr>
<tr>
<td>- Model safe practices and internet practices</td>
<td>- Appropriate insurance and warranty</td>
<td>- Access technology as a Responsible user</td>
</tr>
<tr>
<td>- Provide access to printer services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Technical Support
ICT Staff will view BYOD devices and address issues regarding connection to the wireless network. If additional issues found, basic support can be given (up to 15 minutes per device), but if the issues cannot be fixed the repair of the device is the owner’s responsibility. If cannot be fixed on the spot, devices will not be taken in for further investigation.

ICT Responsible Use Policy (RUP)
See attached RUP document. This document requires reading and completion by both participant student and their parent/legal guardian. (Appendix 1)
BYOD Specifications.

Minimum specifications
- Screen size: Minimum size of 4 inches (measured across the diagonal of screen)
- Minimum resolution 1024x768 or 1920x1080
- Must have wireless capabilities eg. Wi-Fi, WLAN, 802.11

Recommended specifications
- 10 inches or more recommended
- Virus protection for your device
- If the device is Android, version 4.0 or later is advised.
- Tablet/phone devices: Bluetooth keyboard

HOW TO ENROL IN THE BYOD PROGRAM

Step 1. Visit ICT Department.
Bring
- Resource Levy and BYOD receipts.
- Beenleigh SHS ICT Responsible Use Policy (Appendix 1) signed by Parent and Student.
- The BYOD Device.

BYOD device is examined by an ICT Technician for current Antivirus Software and scheduled scans. If the device meets Beenleigh State High School requirements and if it is possible the device will be connected to the Wireless Network.

Should the device not be able to be connected to the school Wireless Network such advice as is possible will be provided on the form.

Step 2: Action required if device fails to connect on the first attempt.
If the device does not meet Beenleigh State High School requirements written advice will be given. Parents are able to address these issues and provide the ICT Department with written advice as to the steps taken. When this advice is received the ICT Department and the device meets the requirements of the ICT Department a second attempt will be made to connect the device to the network.

Step 3: Action required if devices fails to connect on the second attempt.
Should the device fail a second time further written advice will be provided. The parent is required to respond in writing the steps taken to address the issues raised. Should the device meet the requirements of the ICT Department a third and final attempt will be made to connect the device to the network.

Should the device fail a third time this will be indicated in writing.
No further attempts will be made to connect the device to the Beenleigh Wi-Fi network.
This document defines the Responsible Use Policy for student use of the Beenleigh SHS Computer Systems. Its main purpose is to encourage the mature and responsible use of the facilities available to the students through the provision of clear usage guidelines. Students authorised to use the school’s computer system also have Internet and Electronic Mail access.

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 responsible 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 deem the following to be irresponsible 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 lesson time
- knowingly download viruses or any other programs capable of breaching the Department’s networks security.

In addition to this Beenleigh State High School states that:

1. Users are responsible for the security, maintenance and integrity of their individually owned devices and their network accounts.

2. Users are required 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.

3. 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.

4. 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 Beenleigh SHS. No obscene, inflammatory, racist, discriminatory or derogatory language should be used in electronic mail or any other form of network communication.

5. 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.

6. 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.
7. Students must get permission before copying files from another user. Copying files belonging to another user without their express permission may constitute plagiarism and/or theft.

8. 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.

9. 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.

10. Any inappropriate material should be removed from personally owned devices before bringing the devices to school and such material will not be shared with other students.

11. 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. Other consequences may be deemed necessary following the school behaviour plan.

CONSEQUENCES IF ICT RUP RESPONSIBLE USE POLICY IS BREACHED ARE LISTED BELOW:

First Occurrence – The student will receive a consequence following universal guidelines as stated in the Beenleigh State High Behaviour Management Policy.

Second Occurrence – The student will receive a consequence following the minor behaviour incident as stated in the Beenleigh State High Behaviour Management Policy.

Third Occurrence – The student will receive a consequence following the major behaviour guidelines as stated in the Beenleigh State High Behaviour Management Policy.

The following is to be READ and COMPLETED by both the STUDENT and PARENT/LEGAL GUARDIAN:

We have read and understood the ICT Responsible Use Policy. We agree to abide by the above rules. We are aware that any breaches of the ICT RUP document may result in my/my child’s immediate removal from the system for a specified period as per the school’s Behaviour Management Policy and in relation to the severity of the offence.

Student’s Name: ........................................ Year: ............... ID No. .................

Student’s Signature: .......................................................... Date: ___/___/____

Parent’s/Guardian’s Name: ..................................................................................................

(PLEASE PRINT)

Parent’s/Guardian’s Signature: ........................................ Date: ___/___/____