



MAROOCHYDORE
STATE HIGH SCHOOL
.....
STRIVE AND SERVE

BYOD LAPTOP CHARTER



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Foreword

This document has been prepared to offer guidance for those school community members wishing to know more about the implementation of the Bring Your Own Device (BYOD) program at Maroochydore State High School. The content of this handbook is subject to change and notifications will be communicated via the school's website. Questions related to material contained within can be directed to relevant personnel at the school, by contacting the school directly.

Introduction

Personal Information and Communication Technologies (ICT) devices are used at Maroochydore State High School to enhance the teaching and learning within the classroom but also to extend student learning beyond the classroom. Being part of the 1:1 program has many benefits including but not limited to:

- Students who access their own computers take greater pride and ownership over the knowledge they create and are more independent learners
- A flow-on to more flexible forms of schooling, 1-to-1 programs extend formal learning communities to include parents, siblings and other people important in students' lives.

What is a 'Bring Your Own Device' (BYOD) scheme?

Students are able to provide their own device for ICT usage at school. The school will provide access to the internet for these devices and students will use the devices in class to support teaching and learning. One of the rationales for the scheme is that students will be comfortable using a device that they 'own' and manage themselves. They should be familiar with how their device works and the software installed on the device.

Maroochydore State High School is committed to moving students forward in a contemporary learning environment and the utilisation of a BYOD program assists with this. Teaching staff will work with students to ensure that they have access to relevant learning materials on their device.

Participation in the BYOD scheme

Parents and families participating in the BYOD scheme need to:

- Read and understand the policies and procedures outlined in this document.
- Sign and return the BYOD Connectivity form
- Ensure the ICT Support and Connectivity Fee has been paid
- Read and understand the Acceptable Use Policy (AUP)

Equity: Device Inclusion Program (DIP)

The school recognises that not every family will be able to provide ICT devices for their student. The Device Inclusion Program is designed to provide a laptop to a student in a family that is not financially capable of purchasing one. If you would like to be part of this program and think yourself eligible, please request a copy of the DIP charter from the school office.

Required device specifications

While no specific laptop model is required, Windows 10 laptops are the preferred device.

Apple laptops are supported however some applications and functionality may not be available. An iPad may be used but only as a supplementary device i.e. for e-books or internet access. iPads cannot print or connect to our file servers.

Android devices and Chromebooks are not supported and phones are not acceptable.

Devices larger than 15" are not recommended due to their bulkiness.

Devices which do not meet the minimum specifications below will experience difficulties operating within the school and may not be connectable.

	Minimum (Basic use only)	Recommended
PC / Windows (Preferred device)	Windows 10 / 11	
Apple / Mac	MacOS 12 (Monterey)	
Screen Size	11"	up to 15"
RAM (Memory)	4 GB	8GB+
Hard Drive (Storage)	128 GB	250GB+ SSD
Battery Life	6 Hours	..

Choosing a device

Making device selections is the responsibility of the parents and caregivers. Taking a copy of the minimum specifications to retail outlets would be an appropriate way to begin the process.

Can we provide advice?

The school cannot provide suggestions to parents and caregivers regarding various makes or models; nor will the school suggest one retail outlet is preferred over another. However, if required, the school can advise that a particular device will be suitable.

Caring for the device

It is the responsibility of families to keep their chosen ICT device in good working order to ensure minimal disruption to learning. Each device and carry case/bag 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) will mitigate this risk.

Cases

A strong carry case is one of the most effective ways to provide some protection for the device from accidental damage like drops. Use a bag or case with adequate padding designed to hold a laptop.

Warranty

New devices come with varied manufacturer's warranty, usually between one and four years. Families may wish to consider an extended warranty if they are concerned and should ensure they are familiar with the conditions of their warranty.

Insurance

Insurance for personal devices is the responsibility of the family. Some vendors offer Accidental Damage Protection (ADP) insurance when purchasing a device. Fire, theft and "acts of God" are usually not covered in these policies and the device should be included in the family home or contents policy if required. All insurance claims must be settled between families and the respective insurance companies.

Security of devices

The security of the device remains the responsibility of the student. While the school provides lockers for all students to assist with storage of devices during the day, maintaining a vigilant disposition towards the device is still important. Keeping the device with the student at all times is vital when not in a locker and leaving the device overnight in a locker or classroom is not permitted.

Charging devices

Students will be expected to bring a fully charged device to school each day. There will be no provision for charging personal devices at school and families should consult with suppliers regarding battery life to ensure that the device they choose has sufficient charge to last the school day.

Protecting the school

Any personal device brought on site is required to have an up to date operating system on it. Devices may be inspected periodically to ensure compliance with this requirement.

Repairs and maintenance

All maintenance on personal devices is the responsibility of the family. This includes issues related to software, including the operating system. Families should speak to their vendors regarding turnaround times and warranty claims.

School support

The school will provide a limited amount of technical support via the IT Support desk, located in the Library. In most cases, they will suggest a suitable course of action for families to take, such as warranty claim, insurance claim, etc.

Network and internet connectivity

Connection to the school Wi-Fi allows access to the Internet, filtered and monitored by the department. Mobile hotspot access is not filtered by the department so should be disconnected and not used at school. The school takes no responsibility for content accessed by students using this facility on any device.

Backing up

Technology failure is a fact of life and it is the responsibility of the student to ensure that their work is backed up regularly. The school will not be held responsible for loss of material or assessment on personal devices. Technology failure will not be accepted as an excuse for non-submission of assessment tasks. Students are advised to always save their work in at least two locations. These include:

- Local device (eg. Documents folder)
- School Server (H: Drive, on site only)
- USB memory stick / Portable drive
- Email attachment

Printing

Devices actively enrolled in the BYOD program will be able to print to the school's printers.

Software and applications

School owned software may only be installed on school owned devices. In the case that a subject requires subject specific software to be installed, the responsibility for installing the required software on a personal devices falls to the student. Some software is available free of charge. See below:

Microsoft Office 365 Suite

All state school students from Prep to Year 12 can now download multiple free copies of the Microsoft Office 365 Suite to their personal home and mobile computer equipment.

Please note that the initial login page requires a MIS email address and password with the following authentication page only requiring MIS ID and password.

Sign in to Office 365 to download a free copy of the Microsoft Office 365 Suite at <http://portal.office.com>

Adobe Creative Cloud Suite

Maroochydore State High School Students are able to obtain a license to install current versions of the various applications within the Adobe CC Suite on their BYO laptop. These include Photoshop, InDesign, Illustrator and Premiere Pro.

Apps can be obtained from the BYO folder on the school server, or by visiting <https://account.adobe.com/>

Student BYOD Connectivity Form

This form is to be completed by parent/guardian of the student participating in Maroochydore State High School's BYOD program as outlined in the Bring Your Own Device (BYOD) Laptop Charter and in accordance with the school Acceptable Use Policy (AUP). The BYOD program strives to ensure Maroochydore State High School students are afforded the very best educational opportunities that will keep them alongside their counterparts in Australia and overseas. Consequently, the school supports students to become responsible digital citizens, by enhancing not only their learning in the classroom, but also the development of skills to prepare them for their future studies and career.

I permit..... (Student PRINT) to participate in the Maroochydore State High School BYOD program as outlined in the *Bring Your Own Device (BYOD) Charter* 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: (Please Print) _____

MIS ID (School Logon e.g. jxdoe23): _____

Student's Signature: _____ Date: ____/____/____

Parent/Guardian's Name: (Please Print) _____

Parent/Guardian's Signature: _____ Date: ____/____/____

If a student's device is replaced at any stage, the new device will need to be enrolled online to be able to connect to the BYO system. There is no charge for connecting a replacement device and no additional paperwork is required.

