

# Malanda State High School



## Bring Your Own Device (BYOD) Policy Handbook

Malanda State High School

The Department of Education trading as Education Queensland International CRICOS  
0120

Great state. Great opportunity.



## **Contents**

Foreword

eLearning vision

What is a Bring Your Own Device (BYOd) scheme?

Participation in the BYOd scheme

Minimum device specification

Choosing a device

Can we provide advice?

Software and applications

Backing up

Local backup

Cloud backup

Caring for the device

Security of devices

Charging devices

Cases

Insurance

Warranty

Protecting the school

Repairs and maintenance

School support

Using the devices at school

Printing

Student access to ICTs at Malanda State High School

Equity pool

Appendices

## Foreword

This document has been prepared to offer guidance for those school community members wishing to know more about the implementation of a Bring Your Own Device (BYOd) program at Malanda State High School. Each section should be thoroughly read and understood before following the guidelines and procedures. 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.

## eLearning Vision

Information and Communication Technologies (ICTs) are used at Malanda State High School to enhance the learning within the classroom. The use of ICTs supports the school purpose such that students develop the necessary knowledge and skills to build workforce capacity for life after school. Students are committed to using ICTs responsibly.

## What is a Bring Your Own Device (BYOd) scheme?

Identified students are able to provide their own device for ICT usage at school. The school provides access to the internet for these devices and allows students to 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 it works and the software installed on the device. Malanda State High School is committed to moving students forward in a contemporary learning environment and the BYOd model will assist with this. Teaching staff work with students to ensure that they have access to relevant learning materials on the device of their choice.

## Participation in the BYOd scheme

Parents and families who participate in the BYOd scheme should read and understand the policies and procedures outlined in this document, as well as the relevant departmental guidelines. They should read, understand, sign and return the Acceptable Use Policy (AUP) before the device is brought to school.

## Minimum device specification

The BYOd program operates on a minimum-specifications model, which means that no single make of device is preferred over another. Provided the device has at least the minimum specifications outlined below, it should connect to the internet via the school and be able to access the resources located there, as well as support the learning experiences. Devices which do not meet the minimum specifications, usually older devices, may experience difficulties operating within the school.

## Minimum specifications

**CPU** - Intel Core i3 or better

**RAM** - 4 GB minimum (8 GB recommended)

**Graphics** - Integrated graphics acceptable

**Storage** – at least 128 GB

**Optical drive** - optional

**SD card slot** - optional

**Network** - Wireless: 802.11n compatible

**Screen size** – 11.5-15”

**Battery life** – adequate to be used in classes throughout school day

**Operating system** - Windows 7 or newer; not Windows 10S.

Information related to the specifications:

1. Laptops are the preferred type of device.
2. Screen sizes are suggested. Smaller sizes might be difficult for students to work with, while larger than 15” screens will make devices unnecessarily bulky.
3. Mobile phones are not an option at Malanda SHS.

## 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. Discussions about curriculum suitability can be held with appropriate staff at school.

### Software and applications

School-owned software may only be installed on school-owned devices. The responsibility for installing required software on personal devices, therefore, falls on the families providing the devices. Some subjects require subject-specific software, all of which have different licencing arrangements for private purchase. As well, Microsoft is offering a free download of Office 365 for all Education Queensland students. Download instructions are available from the school. ( <http://portal.office.com/OLS/MySoftware.aspx> )

### Anti-Virus Software

Up to date antivirus software must be installed on the BYOd before it can be configured to be used in a school environment (such as Symantec Norton Antivirus - accessed through your child's EQ LearningPlace account.)

Any personal device brought on-site is required to have up-to-date anti-virus software installed on it. Devices may be inspected periodically to ensure compliance with this requirement.

### Backing up

Technology failure is a fact of life and it is the responsibility of the student to ensure that their material is backed up regularly. The school will not be held responsible for loss of material or assessment on BYO devices.

### Local backup

Backups of student documents should be made at least each week, and even more regularly during peak periods of assessment (i.e. when a lot of assessment is due or being worked on). Procedures for this will vary from device to device but there should be the provision to copy files to an SD card, external hard drive or USB disk. There are a number of

applications which make this easy and advice related to these can be obtained from the school's IT Support Team. Periodically, a separate backup should be made and stored off-site.

### Cloud backup

There are a number of online services which allow users to back up their files to "the cloud". These usually require the end-user to register with the site, providing a username and password, and sometimes installing an application to copy the files from the device to the service. Some providers include Dropbox, Evernote, Google and Microsoft. Some of these services may not be accessible from within the school intranet. The school does not recommend any particular service and End User Licence Agreements and Privacy Agreements should be read carefully before creating an account.

### 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 must 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.

### Security of devices

The security of the device remains the responsibility of the student. Lockers are available to hire (with a security deposit) to provide storage facilities for devices during the day.

### 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.

## 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.

## Insurance

Insurance for personal devices is the responsibility of the family. There are a number of aspects which should be considered, including accidental damage protection. This should cover the device both on and off site. 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. All insurance claims must be settled between families and the respective insurance companies.

## Warranty

Most devices will only come with a minimal manufacturer’s warranty and families should consider an extended warranty and ensure they are familiar with the conditions of this warranty. Warranties are the responsibility of the student and families.

## 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. Day loan devices may be available from the library for use while repairs are occurring, though this will need to be balanced by the demand on the equity pool.

## School support

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

## Using the devices at school

Connection to the school wi-fi allows access to the internet, filtered and monitored by the department. Standard department filters will screen usage and access. 3G/4G should be disconnected while at school. The school takes no responsibility for content accessed by students using this facility on their personal devices.

## Printing

Printing should be done at home wherever possible. However, BYOd devices are in most cases able to be connected to our printer server at school. Students are then able to access their printing credit to print from a number of classroom based printers.

## Student access to ICTs at Malanda State High School

### A. School based devices

- Access to Library computers and laptops
- Classroom labs and laptops based on availability
- Equity pool of day loan devices for years 10-12

### B. BYOd

- Student owned and managed devices

### In Summary:

Years 7-9 – Access to school based devices e.g. Library, Classrooms, Laptop trolleys in classrooms.

Years 10-12 – students strongly encouraged to BYOD; plus access to equity pool where circumstances require (day loan devices).

## Equity pool

The school recognises that not every family of students in years 10-12 will be able to provide ICT devices for their student. The equity pool is a means of ensuring that all students have access to devices at some stage of their education to supplement their learning in the classroom. For some, this will mean borrowing day loan devices.

If borrowing a laptop, students must collect the laptop from the library before school and return it to the library before they leave school for the day.



## BYOd Charter

Before the device can be connected to the school's network, a BYOd charter needs to be read and signed. This charter outlines the responsibilities of all stakeholders involved – school, student and parent. Once a signed copy has been received, an application will be added to the student's computer by the school ICT technician to enable the student access to the school network. The school network will support the student's device in access to files/storage of information on the network, internet and printing to the Resource Centre.

## Appendices

### Appendix 1 - Software

Generic software: It is expected that all devices will have access to some form of productivity software. The functions of this software include:

- Word processing
- Presentation
- Spread sheeting
- Email
- Internet browser
- Media player
- Photo viewer/manipulator

#### Productivity suites

- OpenOffice (available from <https://www.openoffice.org/download/>) - OpenOffice is a suite of programs largely-compatible with Microsoft files
- Kingsoft Office (<http://www.kingsoftstore.com/index>)
- Microsoft Office

#### Internet Browsers

- Internet Explorer
- Google Chrome (<http://www.google.com/chrome>)
- Mozilla Firefox (<http://www.getfirefox.com>)

#### Plugins (These may be pre-installed or downloaded as required)

- Adobe Flash, Reader, Air, Shockwave Player (<http://www.adobe.com>)
- Java (<http://www.java.com/en/download/index.jsp>)

#### Image editing

- Paint.net (<http://www.getpaint.net/>)
- The Gimp (<http://www.gimp.org/>)
- Irfanview (<http://www.irfanview.com/>)
- Inkscape (<http://www.inkscape.org>)

#### Video Players

- VLC Player (<http://www.videolan.org/vlc/>)

### **Audio Recorder**

- Audacity (<http://audacity.sourceforge.net/download/>)

### **Virus / Malware Protection**

- Malwarebytes (<http://www.malwarebytes.org>)
- Symantec Norton Antivirus (Accessed through your child's EQ LearningPlace account.)

## Appendix 2 - Summary

1. BYOd – Check the minimum specifications needed in a device.
2. Software – Install software.
3. Antivirus software – must be up-to-date before the device can be used at school.
4. BYOd Charter – must be signed before a device can be used at school.
5. IT technician - Book an appointment with the IT technician to enable the device to be used at school.