

Chapel Hill State School

YEAR 5 & 6 BYOD INFORMATION AND PROCEDURES

**Including Acceptable Use
Agreement & FAQs**

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1.0 INTRODUCTION

1.1 Purpose

This information booklet provides the students and families with an understanding of their roles and responsibilities in relation to Bring Your Own Device (BYOD) pilot at Chapel Hill State School (CHSS).

1.2 Background

Chapel Hill State School's commitment to digital learning has not changed from that of previous years. Our school values the importance of being connected with our community and developing students that can interact with respect as informed citizens on a global scale. (*Chapel Hill State School purpose*)

We identified the need for digital devices as the means to address the deficit in digital learning – this came from last year's school review which identified the need to “build skills in the use of ICT as a tool for learning and as a classroom pedagogy to enhance student learning.” It is foundational that we needed to improve access to digital devices if we are to increase digital skills. The state school funding does not allow us to fund a 1:1 ratio – so there are two ways that we can instigate the best practice of a 1:1 – we can buy the devices and lease them back (this is a high-school model and requires a budget bigger than we can cover – it also means that families that already have a device are forced to buy an additional laptop). This therefore resulted in us being left with only one option – of a budget friendly – 1:1 scenario that is BYOD. (*Chapel Hill State School review*).

As a state school in Australia, we are responsible for the implementation of the Australian Curriculum. The general capabilities play a significant role in the Australian Curriculum in equipping students to live and work successfully in the twenty-first century. In the Australian Curriculum, students develop Information and Communication Technology (ICT) capability as they learn to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school and in their lives beyond school. ICT capability involves students learning to make the most of digital technologies, adapting to new ways of doing things as technologies evolve and limiting the risks to themselves and others in a digital environment.

To participate in a knowledge-based economy and to be empowered within a technologically sophisticated society now and into the future, students need the knowledge, skills and confidence to make ICT work for them at school, at home, at work and in their communities. Information and communication technologies are fast and automated, interactive and multimodal, and they support the rapid communication and representation of knowledge to many audiences and its adaptation in different contexts. They transform the ways that students think and learn and give them greater control over how, where and when they learn. (*Australian Curriculum*).

Respected educators Pasi Sahlberg and Amy Graham, Gonski Institute, UNSW, Sydney share the findings of their research entitled 'Growing Up Digital Australia'. They explain that screen-based technology has become an omnipresent force in the lives of Australian children, and it penetrates every aspect of a child's life; however, they argue that the issues are not with the students using digital devices and digital content that they carry but with how to supporting children to grow up in digital world. They suggest that:

66 *The key response to these observed problems in children's behaviours with media and technologies should be to help children to learn responsible, safe and healthy ways of living in the digital world around them. This is not achieved by blaming the devices or banning them. Instead, a more sustainable way would be purposeful education about how to use and live with digital technologies responsibly.*

References

- Australian Curriculum, Assessment and Reporting Authority. (2010). F-10 Curriculum, accessed Nov 2023 <https://www.australiancurriculum.edu.au/f-10-curriculum/>
- Gonski Institute for Education (2020). Growing Up Digital Australia: Phase 1 technical report. Gonski Institute for Education. UNSW, Sydney.
- Queensland Government: Department of Education, School Improvement Unit. (2023).
- Chapel Hill State School Executive Summary, accessed on 28 Nov 2023 <https://chapelhillss.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/strategic-school-review-2023.pdf#search=executive%20summary>

1.3 What is BYOD?

Bring Your Own Device (BYOD) is being offered at Chapel Hill State School as a new pathway supporting the delivery of 21st century learning. It is a term used to describe a personally owned laptop or tablet that meets Chapel Hill State School's minimum specifications and can be connected to the Department of Education and Training (DET) information and communication (ICT) network for teaching and learning. BYOD is an initiative that will allow students who have personal technology devices to bring them to school to use them for educational purposes to meet their learning needs, in a safe and secure manner as set out in school policies while under the direction of their classroom teacher.

If a parent should choose to opt out of the BYOD program and not provide a personal device there will still be some access to a range of shared school owned devices for use in the classroom. The school expects that all classes involved in the BYOD Program may have a majority of students with their own devices with a few students who will have to share access to school owned devices as well as computer lab time.

1.4 Benefits of BYOD

There is research that shows that technology devices can support or distract the learning. We know that with the right support and correctly established implementations, we will see positive outcomes from our BYOD initiative. Our students are living in a world where they have immediate access to information anytime and anywhere. Many students' have personally-owned devices that can be used to allow them to learn in their own style and at their own pace. With quality digital learning initiatives, every student can access high quality and rigorous instruction, thereby maximising their opportunity for success in school and beyond.

Specific benefits of BYOD

- Allows for personalised learning
- Improved collaboration
- Give students greater choice and more independence
- It creates a model for lifelong learning
- Smooth transition between home and school
- Provides easier student access to online instructional materials
- Supplements school resources and equipment
- Normalisation of technology
- Prepares our students with the knowledge and skills to function as responsible digital natives in a digital world

2.0 DEVICE SELECTION

2.1 Minimum Specifications

Laptops will need to meet specific requirements in order to be connected to the school network. Please see specifications below:

Device

- Windows laptop with **Windows 11** installed
- 64bit capable CPU (minimum Pentium Silver, Intel i3 or AMD Ryzen 3)
- Dual Band Wireless (Capable of 5GHZ Wireless)
- 8 GB Ram
- 128GB+ SSD
- Minimum 10 inches screen size
- Minimum 4 hours useable battery

PROGRAMS AND APPLICATIONS

- Make sure Windows 11 is installed and set up - not in S mode - see [tips for setting up your new computer](#)
- **Microsoft Office 365** - you do not need to pay for this as Education Qld has a licencing agreement with Microsoft
- Using **Microsoft Edge** as a browser is recommended, however other browsers may also be installed if you wish

ACCESSORIES

- Protective carry case is required - consider a 'ruggedised' case
- Mouse (optional) - Wireless USB chargeable or corded
- Headphones

INSURANCE

- Accident Protection Insurance (At purchase or check your Home and Contents Insurance Policy) - Optional

IMPORTANT NOTE:

- We do not accept Apple or Chromebook devices.

3.0 DEVICE PROTECTION

3.1 CARE

The school will provide support to help ensure that the care and security of the device. Ultimately, each 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 with the student and their family. Advice should be sought regarding the device being included in home and contents insurance policies. 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.

General Precautions

- Food or drink should never be placed near the digital device.
- Plugs, cords and cables should be inserted and removed carefully.
- Devices should be carried within their protective case where appropriate.
- Carrying devices with the screen open should be avoided.
- Ensure the battery is fully charged each day.
- Turn the device off before placing it in its bag.

Protecting the Screen

- Avoid poking at the screen – even a touch screen only requires a light touch.
- Don't place pressure on the lid of the device when it is closed.
- Avoid placing anything on the keyboard before closing the lid.
- Avoid placing anything in the carry case that could press against the cover.
- Only clean the screen with a clean, soft, dry cloth or an anti-static cloth.
- Don't clean the screen with a household cleaning product.

3.2 DATA SECURITY AND BACKUPS

Students must ensure they have a process of backing up data securely. Otherwise, should a hardware or software fault occur, assignments and the products of other class activities may be lost. CHSS staff will be supporting the students with the implementation of appropriate and responsible digital protocol. Each student will learn to be responsible for the backup of all data. While at school, students may be able to save data to the school's network, which is safeguarded by a scheduled backup solution. Students are also able to save data locally to their device for use away from the school network. The backup of this data is the responsibility of the student and should be backed-up on an external device, such as an external hard drive or USB drive. Students should also be aware that, in the event that any repairs need to be carried out the service agents may not guarantee the security or retention of the data. For example, the contents of the device may be deleted and the storage media reformatted.

4.0 DIGITAL CITIZENSHIP

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student(s) access to the internet, based upon the policy contained within the Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems.

The acceptable use conditions apply to the use of the device and internet both on and off the school grounds. Communication through internet and online communication services must also comply with Chapel Hill State School Student Code of Conduct available on the school website.

While on the school network, students should not:

- Create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- Disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- Use unauthorised programs and intentionally download unauthorised software, graphics or music
- Intentionally damage or disable computers, computer systems, school or government networks
- Use the device for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

Note: Students' use of internet and online communication services may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services. The school reserves the right to restrict/remove access of personally owned mobile devices to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned mobile devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access to school supplied services.

4.1 CYBER SAFETY

If a student believes they have received a computer virus, spam (unsolicited email), or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent or caregiver as soon as is possible.

Students must also seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student. Students are encouraged to explore and use the 'Cybersafety Help button' to talk, report and learn about a range of cyber safety issues.



Students must never initiate or knowingly forward emails, or other online content, containing:

- a message sent to them in confidence
- a computer virus or attachment that is capable of damaging the recipients' computer
- chain letters or hoax emails
- spam (such as unsolicited advertising)

Students must never send, post or publish:

- inappropriate or unlawful content which is offensive, abusive or discriminatory
- threats, bullying or harassment of another person
- sexually explicit or sexually suggestive content or correspondence
- false or defamatory information about a person or organisation.

Parents, caregivers and students are encouraged to read the department's Cybersafety and Cyberbullying guide for parents and caregivers.

Office of the eSafety Commissioner and Cybersmart

As a school we also engage services of experts to deliver presentations for staff, students and parents. These are organised throughout the year and notifications of these events will occur through the school and class newsletters as well as the school website. Students will regularly engage in sessions run by the eSafety team to provide information on appropriate ethical practises when engaging with online content. Parents can access the eSafety Commissioner's guide to help parents protect kids online.

Additional resources

- The Office of the eSafety Commissioner
<https://www.esafety.gov.au/>
- iParent
<https://www.esafety.gov.au/education-resources/parent>
- Alannah & Madeline Foundation
<https://www.amf.org.au/>
- Think u Know Organisation
www.thinkuknow.org.au
- Common Sense Media
www.commonsensemedia.org/advice-for-parents

4.2 REPORTING OF INCIDENTS

The Acceptable Use Agreement and Student Code of Conduct will outline the sanctions for inappropriate use of devices and network. Students and their parents will be required to sign agreements that these policies will be adhered to and that consequences of policy breaches are understood before network access is provided. These documents will be accessible on the school website.

Your first point of contact will always be the classroom teacher. If the teacher then feels it is necessary, he/she will make contact with a member of the School Leadership Team (i.e. Principal/Deputy Principal).

4.3 WEB FILTERING

The internet has become a powerful tool for teaching and learning, however students need to be careful and vigilant regarding some web content. At all times students, while using ICT facilities and devices, will be required to act in line with the requirements of the Acceptable Use Agreement and CHSS Student Code of Conduct.

To help protect students (and staff) from malicious web activity and inappropriate websites, Chapel Hill State School operates a comprehensive web filtering system. Any device connected to the internet through the school network will have filtering applied.

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user. All material on the device is subject to audit by authorised school staff.

The filtering system provides a layer of protection to staff and students against:

- Inappropriate web pages
- Spyware and malware
- Peer-to-peer sessions
- Scams and identity theft.

4.4 PASSWORDS

Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).

The password should be changed regularly, as well as when prompted by the department or when known by another user. Personal accounts are not to be shared.

Students should not allow others to use their personal account for any reason. Students should log off at the end of each session to ensure no one else can use their account or device.

4.5 PRIVACY AND CONFIDENTIALITY

Students must not use another student or staff member's username or password to access the school network or another student's device, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.

Additionally, students should not divulge personal information via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission.

Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.

5.0 OCCUPATIONAL HEALTH AND SAFETY

Health and wellbeing of students was considered in detail in the preparation of our BYOD plan. Chapel Hill State School is committed to the health, safety and wellbeing of students, staff and others involved in all curriculum activities at schools or other locations. It is important that staff, parents and students are aware of the possible risks to health of sitting in uncomfortable positions and staring at the device for prolonged periods of time.

Students are advised to consider the following advice when using their device:

- Taking regular rest breaks (at least every 20 minutes).
- Not using the device for more than 1 hour in any session.
- Working in an environment free from glare.
- Using the device on a desk rather than on the lap whenever possible.
- Whenever possible, place the device on a desk at a height where the elbows are at 90 degrees and the wrists are kept straight.
- Changing the viewing angle to minimise the need to bend the neck.
- Using a chair that maintains good posture.
- Preventing tripping by not allowing charging at school.

5.1 SCREEN TIME

Being aware of ‘screen time limits’ is about making sure our students enjoy lots of healthy, fun activities – both with and without screens. Such limits mean looking at the time your child spends on screens and making sure it doesn’t get in the way of sleep and activities that are good for their development.

Teachers will generally not be using them in every lesson nor the entire day; however, if they have been using the device for learning over a period time (at home or school), we understand it is essential that students take regular breaks away from screens.

5.2 ERGONOMICS

Maintain good posture

While using a device at a desk, ensure:

- Feet are rested firmly on the floor or footpad; legs are supported firmly
- Lower back is supported by the chair backrest
- Elbows, hips and knees are bent at approximately 90-degrees
- Shoulders are relaxed and forearms are parallel to floor
- Wrists are straight, neck is relaxed and chin is not poking upwards.



Avoid bad posture

Ensure that the following does **not** occur while using a device:

- Lie on your back or side
- Sit on a bed or on the floor
- Kneel
- Sit cross-legged
- Lean against a wall
- Slouch while seated.

Screen position

When sitting at a desk, the monitor should be positioned directly in front of you and approximately an arms-length away. Your fingertips should be just touching the monitor and the top of it should be at eye-level or slightly below.



Ensure good lighting

When using a device to complete any work, ensure the lighting is adequate. The angle of the device and nearby lighting sources should be adjusted to prevent glare and reflection.

Take regular breaks

It is important you take regular breaks from your device – five minutes every 30 minutes. During this time, make sure you rest your hands, arms, and your eyes. The latter can be done by giving your eyes something different to look at and adjusting your focal length, such as looking out the window. You can use the 20-20-20 rule: Every 20 minutes, look 20 feet away for 20 seconds.



Remember to exercise

Take longer breaks every 30–60 minutes to get up, walk around, and do exercises or another task to move your body, stretch and increase blood circulation.

Limit Noise

Using headphones at high volume for long periods of time can potentially damage your hearing. When listening to music or other media, it is recommended that you limit exposure and keep the sound-level at no more than 60 per cent of the maximum.



More information for parents can be found in the [ergonomics guide](#) on the school website.

6.0 FINANCIAL

6.1 PURCHASING A DEVICE

You can choose to use a device that you already own, or purchase a new or used device. You may visit any store of your choice to make purchases. Second hand devices are allowed; however, they must meet the minimum specifications outlined by the school. Please visit the BYOD page on our website for information about online purchasing portals and a spreadsheet with links to suggested devices.

Please note: we endorse Windows operating systems because we can: prepare for feeder high schools and their technology requirements, monitor student work, teach and provide appropriate technical support. Because of this we can not support Mac, Google Chromebooks or iPads.

6.1 DEVICE LONGEVITY

Generally, devices have a life span of 3 years before needing to be replaced or upgraded. Although, when treated well, the device can continue to operate well past this timeframe. In many cases, students will be able to bring their laptop with them to high school. It is recommended that parents check with the relevant high school for their BYOD minimum specifications.

[Kenmore State High School BYOD information](#)

[Indooroopilly State High School BYOD information](#)

6.1 EQUITY AND ACCESS

BYOD at Chapel Hill State School involves a staged roll-out of technology usage across the school. This structured approach is to allow us to tailor the program to ensure the best possible teaching and learning outcomes for students. The school will offer shared school devices in the classroom. These devices will be pre-booked by teachers and accessed on a planned basis. School owned devices will not be permitted to go home with any student.

We have investigated the options associated with leasing or renting school-owned devices to parents, but are unable to offer this option. There are many options to support families:

- Payment plan through the provider/vendor
- Short term use of school owned devices allocated on a day to day basis while at school

Please approach the Principal if genuine financial hardship is restricting your ability to provide your child with a device.

7.0 TECHNICAL

7.1 LOADING APPS AND UPDATING DEVICES

Parents and students will be responsible for overall maintenance of the device at home, but technical support is available from school if the need arises. The school will provide information sessions and assistance as required to help parents with this aspect.

7.2 3/4/5G ENABLED DEVICES

The reason why we do not want external controlled internet access is that by students going through our school wireless, they are also going through Education Queensland's Internet web filters, helping protect our students from accessing inappropriate content. If your child's device has these services, please ensure they are disabled.

7.3 VIRUS PROTECTION

No computer is immune to viruses or spam so it will be mandatory that all students protect themselves through virus protection programs or apps. Virus protection will need to be regularly updated and scans carried out. If a device is found to have out-of-date or no anti-virus at all, it will be removed from the network until anti-virus protection has been updated.

Windows 11 (a requirement for BYOD devices) includes built-in virus protection. You can find out more about Windows 11 security features here:

https://www.microsoft.com/en-au/windows/comprehensive-security_

7.4 TECHNICAL ISSUES

The school employs an IT technician to support technology across the school, including students with BYOD.

Students will seek technical support through their classroom teacher who can then refer the device to the onsite technician. The school technician will perform standard checks and tests on BYOD equipment. This may depend on vendor warranty terms and conditions but the team will help in any way they can such as:

- providing assistance with connecting to the internet,
- offering advice where more extensive repairs or work is required
- basic troubleshooting, which the students can carry out themselves at school or with assistance from their family at home.

Teachers will continue to be trained on how to best utilise technology to enhance the learning experience and learning outcomes of their students, although they are not expected to be technical experts. It may become necessary for students to restore their device using recovery software supplied in the box or by following another reset procedure. In these cases students will need to take the device home and follow the recovery instructions provided by the vendor. Before restoring the computer make sure all of the data has been backed up to an external device.

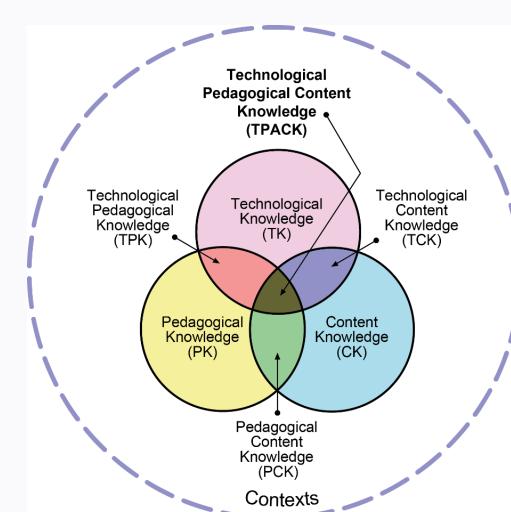
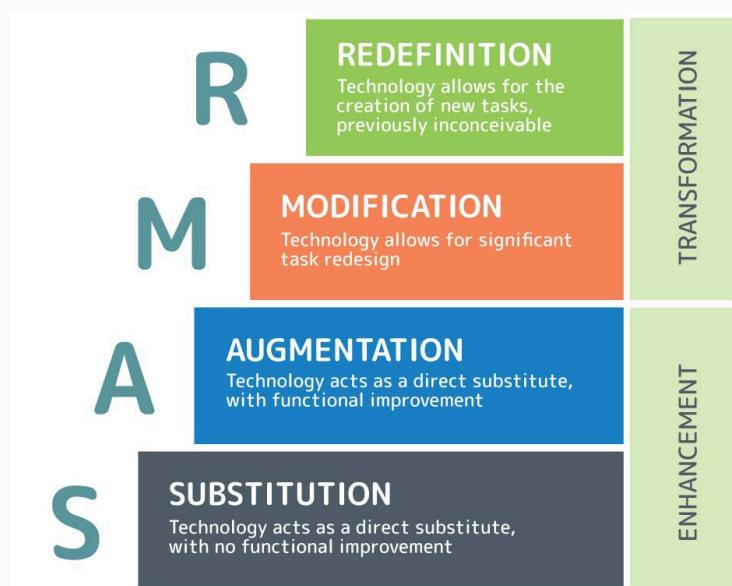
All warranty issues are to be addressed through individual suppliers. All legal liability of the device in terms of loss, damage or theft is also the responsibility of the owner and not the school.

8.0 PROGRAM STRUCTURE

Digital technologies provide unique potential to dynamically transform our students' learning experience. They enhance the opportunities for them to be engaged thinkers, active global citizens and central participants in the learning process. Today's digital technologies enable students to not only do things differently; they allow them to do things that would otherwise not be possible inside classrooms using traditional learning tools: truly transforming learning; and preparing students to be the innovators, entrepreneurs and digital leaders of tomorrow. Technology facilitates the creation and sharing of knowledge. It provides the extensive ability to share information locally and globally. 1:1 access to appropriate technology allows students to transition seamlessly, the learning from school to home and in between.

8.1 DEVICE USAGE

A laptop will be used in class when a teacher gives instructions for its use. It will not be used prior to the beginning of class unless directed by the teacher. Using technology will not be done for the sake of it, it will be accessed when it is thought to be the best tool for the situation. There will be some lessons/blocks of the day or even whole days when technology is not required, or not thought to have any benefit for the learning that is going on. Alternatively, there will be some days, where using technology may happen in every lesson. There will not be a fixed amount of time for using technology, it is a tool that students shall have with them in the classroom to use when it is appropriate. We still see a need for students to use pencil and paper and to practise handwriting. The staff at Chapel Hill State School will be influenced by the [SAMR model](#) and [TPACK model](#) (see below) to develop teaching and learning experiences for students that are authentic, meaningful and match the skills needed to live in the 21st century.



8.2 DIGITAL LITERACY SKILLS

Students will develop knowledge, skills and dispositions around ICT and its use, and the ability to transfer these across environments and applications. They will learn to use ICT with confidence, care and consideration, understanding its possibilities, limitations and impact on individuals, groups and communities.

Students will develop knowledge, skills and dispositions around ICT and its use, and the ability to transfer these across environments and applications. They will learn to use ICT with confidence, care and consideration, understanding its possibilities, limitations and impact on individuals, groups and communities.

Digital literacy is one of the 7 General capabilities in the [Australian Curriculum](#). In the Australian Curriculum, general capabilities equip young Australians with the knowledge, skills, behaviours and dispositions to live and work successfully. General capabilities are developed through the content of the learning areas.

“Digital literacy encompasses the knowledge and skills students need to create, manage, communicate and investigate data, information and ideas, and solve problems. It assists students to work collaboratively at school and in their lives beyond school.”

Digital literacy involves students critically identifying and appropriately selecting and using digital devices or systems, and learning to make the most of the technologies available to them. Students adapt to new ways of doing things as technologies evolve, and protect the safety of themselves and others in digital environments.

Australian Curriculum, Assessment and Reporting Authority. (2024). F-10 Curriculum, accessed July 2024
<https://v9.australiancurriculum.edu.au/f-10-curriculum/>



Four elements of The Digital Literacy learning continuum

(Australian Curriculum, Assessment and Reporting Authority. (2024). F-10 Curriculum, accessed July 2024
<https://v9.australiancurriculum.edu.au/f-10-curriculum/>

8.3 DIGITAL CARE AND SECURITY

Students will also be learning about the responsible care and use of their device, including:

- Caring for the device and ensuring it is charged and ready to use each day
- Accessing the internet and apps in a responsible and timely manner
- Understanding the Acceptable Use Agreement

8.3 DIGITAL PEDAGOGICAL PD

Staff at Chapel Hill State School have been using and integrating a range of technologies for many years to improve their knowledge and skills, pedagogy, differentiation and deep content connections. The staff will continue to be supported through professional development from outside providers, an ICT mentor/STEM teacher and sharing of best practice and latest research.

8.3 EVALUATION OF BYOD AND DATA COLLECTION

We collect data, mainly qualitative in nature, which provides an insight into several areas including levels of engagement and motivation, levels of engagement within curriculum areas, ability to work independently, and the facilitation of creative approaches to demonstrating and communicating understanding. We also seek feedback from teachers, parents and students via surveys and focus group sessions.

9.0 RESPONSIBILITIES

Chapel Hill State School is committed to providing supportive learning environments for all our students and the BYOD dynamic is changing the way we manage our classrooms. Appropriate use, security and day-to-day management of student devices have been considered. Our goal is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines that outline the responsibilities of all stakeholders.

9.1 STUDENT

Students are expected to fulfil the following obligations:

- Have their device fully charged and ready to use every day.
- Take responsibility for care of the device, e.g. keeping it in its case throughout the day to avoid physical damage, not leaving the device unattended. The school does not accept responsibility for damage, theft or loss of the device.
- Respond to teacher direction regarding use of their device.
- Manage their time, use and battery life of their laptop so that at school it can be used productively for educational purposes.
- Leave their laptop in their locked classroom when not in use (this includes lunchtimes).
- Use the device responsibly, appropriately and respectfully in accordance with the Acceptable Use Agreement.
- Keep passwords private; protect the device by ensuring it requires a login when not in use.
- Use of school Wi-Fi only, not 3G or 4G.
- Obtain permission before photographing, videoing, recording or sharing any content concerning any other person.
- Abiding by intellectual property and copyright laws (including software/media piracy)
- At all times being mindful of both their own digital reputation and that of the school.
- Ensure that software is regularly updated to ensure the device is an effective tool for learning.
- Back up important work and files regularly (this can include the use of Cloud storage).
- Consequences of misuse or failure to fulfil these obligations will be applied and dealt with as a behavioural issue. This may include withdrawal or restriction of BYOD privileges.

9.2 PARENTS AND CAREGIVERS

- Acknowledgement that the core purpose of a device at school is for educational purposes
- Applying monitoring of student internet usage outside of school when not connected to the school's network
- Encourage and support appropriate digital citizenship and cyber safety with students (see [eSafety website](#))
- Ensure installation of required software
- Provide a protective backpack or case for the device
- Consider and acquire adequate warranty and insurance of their child's device
- Understanding and signing the 1:1 student Acceptable Use Agreement

9.3 SCHOOL

- Implement BYOD program induction – including information on connection, care of device at school, workplace health and safety, appropriate digital citizenship and cyber safety
- Provide quality network connection at school in order to cater for effective classroom access
- Provide adequate internet filtering while the device is at school
- Provide technical support and additional devices to allow 'hot-swapping' of devices in order to ensure uninterrupted learning
- Some school-supplied software e.g. Microsoft office 365
- Printing facilities
- Preparation and co-signing individual Acceptable Use Agreements
- Provision of support – student, parents, and teachers.

The school has purchased classroom management software to help keep students engaged and learning, in a safe digital environment. This software will enable teachers to:

- Send messages to students or utilise two-way chat facility, perfect for students to ask the teacher questions without alerting their classmates.
- Broadcast teacher's device to the class or select a student device to broadcast.
- Give and receive feedback in real time.
- Monitor devices by:
 - Viewing their full screen or thumbnail
 - Viewing who is logged on to each computer, applications they are running, last visited website.
 - Taking a snapshot image of the student screen to the teacher's computer if off task, including the student login name and date/time stamp.

Permission to install this software should be indicated on the Acceptable Use Agreement.

The school offers students and families two options for BYOD devices:

1. The device is used in class and then transported to and from school every day.
2. The device is placed on charge and locked overnight in a secure location at school. Families wishing to utilise this option would need to have student access to a device at home that the student can use and access their work from OneDrive (cloud based storage).

10.0 FREQUENTLY ASKED QUESTIONS



Will my child be disadvantaged if I only get a device with minimum specs?



No. A device that meets the school's best advice for minimum specifications will allow students to perform the learning activities and tasks set at Chapel Hill State School. If the device is less than minimum specifications, then the student may experience difficulty engaging in some of the assigned schoolwork. Refer to Section 2.1



Will my child be advantaged if I get a device with better than the minimum specs?



No. A device that meets the school's best advice for minimum specifications will allow students to perform the learning activities and tasks. While there is no school-based advantage to exceeding the stated minimum specifications for the device, the student may be able to utilise the higher performance for home-based interests and activities. These specifications meet the current (at time of printing) local high school IT device specifications.



What are the approximate costs of devices that meet minimum specifications?



This information will be available from local and national vendors. We expect that vendors will provide a range of device quality and price options for families to consider. It is important to include protection case and insurance costs when considering the overall price. These add-ons will be available from many of the vendors at time of purchase. Families may be able to re-assign a device from home or consider a second-hand option (providing they meet minimum specifications).



Will the school be able to guide parents on the best device/s to purchase?



The school's advice is identified in the minimum specification list. Families should consider the student's lifestyle, interests, future high school, capabilities and levels of responsibility as they make their device choice.



I have an old laptop at home. Can I give this to my child to use?



Yes, providing it meets the minimum specifications. This ensures that it is functional and reliable. Devices already over three years old may not be suitable.



What if my child has a laptop already?



Students may use their current device as long as it meets the school's recommended minimum specifications as above.



Why Windows laptops? Why not iPads?



We believe in a consistent approach to ensure best productivity with regards to maximising student learning outcomes. Windows devices are already implemented at Chapel Hill State School and are the chosen device for our local feeder high schools.



Can the device be touch screen?



Yes; however, this is not a minimum specification nor expectation. Your child is not advantaged by having a touch screen and keep in mind that this feature may increase the overall cost of the device.



Should I buy insurance?



The security of the device rests with the individual owner; as such the school takes no responsibility for stolen, lost, or damaged devices. While school employees will help students to identify how to keep their devices secure, students will have the final responsibility for securing their devices. You may wish to check your homeowner's insurance policy regarding coverage of personal electronic devices, as many of these policies can cover loss or damage. See Section 3.0 and Section 9.4.



Who is responsible for the device if damaged at school?



The student is always responsible for the safe-keeping and responsible use of their own device. School policies and security provisions will help reduce the risk of damage. The school's best advice for device safety is for students to keep their device with them during class time and then have them safely stored away when not in use. Device safety also includes a protective bag or case and always using it to transport the device.



What do we do if the device needs warranty or damage repairs?



Parents/guardians are responsible for the repair of student devices. Students will have access to a classroom 'hot swap' device at school while if their own device is out for repair.



What happens if another student damages my device?



The owner or custodian of a device will always have a responsibility to take reasonable steps to ensure its safe storage and proper management. Students will be disciplined for their behavioural actions where evidence supports a finding of negligent or wilful action which results in damage to a device within the school. Such discipline will be under the provisions of the school Student Code of Conduct and cannot include a financial penalty issued by the school. Claims for any financial compensation would have to be dealt with through legal proceedings or insurance held by the owner of the device.



Where does my child go for ICT support?



If students are having issues with connection, internet or printing, they should refer to the classroom teacher who can resolve the matter or refer the matter onto the onsite technician. If there are faults with the laptop, it will need to be addressed with the supplier. Students will be provided with 'hot swap' devices to ensure continuity of learning. See Section 7.4.



Will the school technicians help with identifying problems on BYO devices?



Chapel Hill State School may only provide advice on, or service to, school owned devices. The responsibility to repair a device is the responsibility of the parents. Technicians will perform standard checks and tests on BYOD equipment. This may include providing assistance with connecting to the internet, offering advice where more extensive repairs or work is required, or basic troubleshooting, which the students can carry out themselves at school or with assistance from their family at home.



Will the school provide WiFi 24/7?



The school will provide wireless internet connection to students while on the premises during operating hours.



What security will we need in place on the device to access the school network?



Network and device security is paramount to all stakeholders at Chapel Hill State School. Devices connecting to the school network function as school machines with the same level of internet filtering, network protection and security. Microsoft Defender Antivirus is built into Windows11. It provides comprehensive, built-in protection—at no extra cost. See Section 7.3.



Will there be web-filtering?



When students are on school premises and connected to the internet through the school's Wi-Fi network, web-filtering will be engaged. Whilst no web-filtering solution is perfect, the school (and the Department of Education Cyber Safe Team) will do its best to prevent access to inappropriate websites detected to contain age-restricted material, potentially harmful material or illegal content. In addition, Facebook, TikTok, YouTube and other social media sites not deemed to be of educational value will be blocked whilst on site. See Section 4.3.

When your child is connected to the internet at home, employing web filtering will be a decision for parents to make. You can learn more about using parental controls to maximise internet safety in your home via the eSafety website here: <https://www.esafety.gov.au/parents/issues-and-advice/parental-controls>



Will my child be able to use 3G/4G/5G connections instead of the school WiFi network?



Students should only use the school's WiFi service to connect to the internet whilst on school premises and not use 3G/4G/5G for their device. 3G/4G/5G connections are not subject to web-filtering. It is recommended that 3G/4G/5G capable devices are not purchased. If your child has a device that allows 3G/4G/5G connectivity, it will need to be disabled whilst on school premises. See Section 7.2.



Will my child be able to download songs, movies and other media on their device?



While connected at school, students should be browsing the Internet and downloading resources for educational purposes. All access to Internet resources, email, copyright, etc. on BYOD devices is governed by the school Acceptable Use Agreement. Generally, the downloading of songs, games etc. would be in conflict of the above guidelines, and the school Acceptable Use Agreement. At home, parents will need to govern this type of activity as they see fit.



How often should I back up my data on the device?



Students are expected to back up their files regularly at home. This may be through a USB, external drive, or internet-based backup to regularly ensure important work is not lost. Students should also back up work on the school OneDrive. See Section 3.2



Will the student files on the devices be private?



Although students should keep their devices private and not let other students use their device, it may be necessary for school personnel to access their device. Students may have their device inspected and monitored for appropriate usage. School personnel may request access to the browser history and/or caches as well as any and all files belonging to the student on the device or stored on the school servers. Students and parents should be aware that files stored locally on the devices or on the school servers are not private. This is similar to conditions in the workplace. It is the student's responsibility to ensure that only appropriate content is stored on the device. Care should be taken with storing and managing personal data, information and images on the device. Inappropriate content found on the device could incur consequences.



Do I need to install Office 365?



Yes, you will need to install Office 365, this is free to students and an information sheet on install and activation will be available to parents/caregivers/students on the school website.



How will connectivity between school and home operate?



Devices cannot connect to the school network when away from the school site. The class will have communication and sharing apps so that students will have 24/7 online access to learning resources. Students can access their work utilising a cloud-based storage option such as OneDrive.



What if we do not have access to internet at home?



Students can save their work on their desktop or hard drive, so they do not need to access internet or cloud storage at home. This will create the opportunity for them to continue working on assignments at home if need be. There are several public locations where students can access free internet, including Brisbane City Council Libraries:

<https://www.brisbane.qld.gov.au/things-to-see-and-do/council-venues-and-precincts/libraries>



How will homework be affected by the use of devices?



Students may wish to work on homework tasks using their device, using their discretion for its suitability and appropriateness for the task specified. Traditional, paper-based homework will also be offered to all students.



Does my child have to bring the device to and from school every day?



The school offers students and families two options for BYOD devices:

1. The device used at school and then is transported to and from school every day.
2. The device is placed on charge and locked overnight in a secure location at school. Families wishing to utilise this option would need to have access to a device home that the student can use and access their work from OneDrive.



Can I charge my device at school?



All devices must be fully charged prior to the school day.



How often will the devices be used in class?



The device is a tool for learning which will work alongside and complement more traditional tools, for example, pen and paper. Teachers will utilise these technologies in their classroom when the need arises. See Section 8.1



Will my child no longer be required to use pen and paper (e.g. stop handwriting)?



No. Students will be taught all requirements of the Australian Curriculum, including handwriting. Handwriting will continue to be a fundamental skill we focus on teaching, developing and maintaining at Chapel Hill State School. It is envisaged that the laptops will complement the learning process across the curriculum.



Will my child be taught appropriate computer behaviour skills?



Yes. As per the Australian Curriculum: Digital Literacy, students will be taught how to use ICTs effectively, know which ICTs to select for specific tasks as well as the safe use and practice of ICTs. See Section 8.2.



Will my child be taught to type?



Yes. Students will be explicitly taught typing skills such as correct hand placement and posture; however, nothing is mastered overnight, and in order to improve their typing accuracy and speed, they will need to practice. Every student has access to Typing Tournament, an online website designed to help improve typing. Students will improve naturally as they become more familiar with the keyboard.



Will my child be taught how to find reliable sources of information?



Yes. As per the Australian Curriculum: Digital literacy, students learn how to curate information from digital resources. They learn to effectively use research strategies to locate information and other resources, and articulate their information and content needs, and effectively navigate information and content they encounter.

(ACARA (2024) <https://v9.australiancurriculum.edu.au/teacher-resources/understand-this-general-capability/digital-literacy>)



Is there any agreement I need to sign before my child/children can use their device at school?



Yes. As part of the BYOD program, devices will not be connected to the school network until the 'Acceptable Use Agreement' has been signed and returned. They must be signed by a parent/guardian and by the student. This agreement is available as **Appendix 1** at the end of this document. It is also available on our school website.



I have more questions, who do I ask?



If you have further questions, we are keen to hear from you. We cannot guarantee that we have answers to all your questions, but we will do our best to answer or put you in touch with someone who can. If you would like to contact the school regarding BYOD, please send an email to tech@chapelhillss.eq.edu.au.

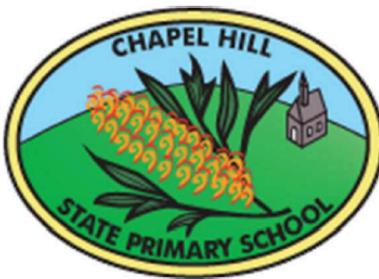
CHAPEL HILL

P.O. Box 533

Kenmore QLD 4069

www.chapelhillss.eq.edu.au

www.facebook.com/ChapelHillSS



STATE SCHOOL

20 Ironbark Road

Chapel Hill QLD 4069

Telephone: (07) 3871 4888

the.principal@chapelhillss.eq.edu.au

Chapel Hill State School BYOD Acceptable Use Agreement

This document defines the Acceptable Use Agreement for students involved in the Chapel Hill State School BYOD Program. Its main purpose is to encourage the acceptable 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 systems also have Internet and Electronic Mail access.

The BYOD program is 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.

Chapel Hill State School deems the following to be **responsible** use and behaviour by a student.

- Use technology devices for:
 - engagement in class work and assignments set by teachers
 - developing appropriate 21st Century knowledge, skills and behaviours
 - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by school staff
 - conducting general research for school activities and projects
 - communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned schoolwork
 - accessing online references such as dictionaries, encyclopaedias, etc.
 - researching and learning through the school's eLearning environments
 - ensuring the device is fully charged before school to enable continuity of learning.
- Be courteous, considerate and respectful of others when using a technology device.
- Switch off and place out of sight the technology device during classes, where devices are not being used in a teacher directed activity to enhance learning.
- Seek teacher's approval where they wish to use a technology device under special circumstances.

Chapel Hill State School deems the following to be **unacceptable use** and behaviour by a student. It is **unacceptable** for students to:

- Use the IT resources in an unlawful manner
- Download, distribute or publish offensive messages or pictures
- Cyberbully, 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; (e.g. Use of illegally downloaded games and music, and illegal sharing of games and music)
- Use unsupervised internet chat or messaging
- Send chain letters or spam e-mail (junk mail)
- Access external or 3/4/5G networks on school premises (disable this feature prior to coming to school)
- Knowingly download viruses or any other programs capable of breaching the Department's networks security.
- Handle and use another student's device without teacher authorisation

In addition to this Chapel Hill State School states that:

- Information sent from our school network contributes to the community perception of the school. All students using our ICT facilities are encouraged to conduct themselves as positive ambassadors for our school.
- Students and their parents/guardians are responsible for the security, maintenance and integrity of their individual devices and their network accounts.
- Accidental damage to a device is the owner of the device's responsibility. Students and their parents/guardians will be held responsible for the wilful and deliberate misuse or inappropriate behaviour resulting in damage to another student's device. In the event of a dispute regarding the cause of damage to a device, the principal will be the arbitrator.
- 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 supervising teacher. Identifying images, audio content and personal information must not leave the school (this information may be saved on the school server only).
- Students must get teacher permission before copying files from another user.
- Students will not copy software, information, graphics, or other data files that 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, privacy considerations, 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.
- All devices require a protective case when not in use and must be clearly identified with the student's name.
- The device meets the minimum specifications as set out in the Chapel Hill State School BYOD information and procedures booklet.
- Devices must have 3G/4G/5G (or similar) disabled in the school environment if the device has that capability. This will ensure that the school can effectively monitor student internet access.
- Teachers (and parents) in student presence will perform checks to monitor that there is no illegal/unsuitable software applications and content. These checks will also include tracking the websites which are visited. Inappropriate use will be managed as per the Chapel Hill State School Student Code of Conduct.
- Students are to provide access to devices for the purpose of monitoring and mirroring of student work in class to ensure appropriate use.

The following is to be read and completed by both the STUDENT and PARENT/CAREGIVER and returned to the school.

- I have read, understood and accept the Acceptable Use Agreement and the Chapel Hill State School BYOD Information Booklet (available on the school website).**
- I agree to abide by the above rules.**
- I understand that the school will not repair my device hardware or operating system software, and that technical support is limited to network connection and provision of school-based software.**
- I am aware that any non-compliance or breaches of the Acceptable Use Agreement will result in consequences relative to the behaviour that may include my/my child's immediate removal from the system for a specified period as per the school's Student Code of Conduct and in relation to the severity of the offence.**
- I give permission for the classroom management software to be installed on my/my child's device**

Student's name

Signature of student

Date

Parent/Caregiver's name

Signature of parent/caregiver

Date

School Representative's name

Signature of school representative

Date