

ICT BYOD Policy

Park Ridge State High School

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This information is a guide for parents and students about our Bring Your Own Device (BYOD) program at Park Ridge SHS. Families should check the school website for the latest up-to-date information.

BYOD Vision

BYOD provides teachers with an opportunity to develop creativity, collaboration and problem-solving skills in engaging ways suited to the changing learning styles of our learners.

BYOD Aims

The BYOD program aims to:

- Ensure that all students have access to a device at the exact time that it is needed in their learning
- Create a more seamless transmission of student work between school and home
- Create learners who are proficient in interacting with the digital world and can use the skills developed to promote learning across all subject areas and into university and the workplace
- Create a student centred environment that will allow students to develop knowledge, understanding, creativity, problem-solving and collaboration and communication skills
- Allow 24/7 learning access through the use of digital classrooms and content as well as collaboration between students inside and outside of the classroom through the use of applications such as Stile, OneNote, Binnacle and a host of other internet sites (To see a more detailed list of sites used refer to the Online Services Consent Form)

Software and Applications

Installation and maintenance of personal software is the responsibility of the family. Genuine versions of software need to be installed to ensure updates. Some subjects require the use of subject specific software, all of which have different licensing arrangements for private purchase.

A full list of the latest software, including purchase, download or installation instructions are on our website.

Anti-Virus

Students with the latest version of Windows 10/11 have a built-in anti-virus and threat defender and do not need to purchase additional software.

Device Specifications

The latest specifications for our devices and a helpful buying guide are on our school website. Please go to <https://bit.ly/PRSHSpecs>.

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Charging of Devices

Students are expected to bring a fully charged device to school each day. Check Device Specifications for battery life reference or consult your technical support. Devices can be charged at school in permitted areas like the classroom or resource centre. If you have forgotten your charger or your device is running low, students can take their device to the IT Help Desk in the resource centre to have their device put on charge during breaks (I.T. do not have charges for all devices)

Wi-Fi

Approved devices that meet the outlined specifications will recognise the School Wi-Fi and students will be able to connect. Standard EQ internet security filters will screen usage and access.

4G / All Other Mobile Data

4G and all other mobile data must be disabled in all devices used at school as this function, when activated, allows students to bypass the EQ internet security filters. The School will take no responsibility for the content accessed by students using their personally owned devices outside of the wireless network. Use of VPNs are also prohibited as they can interfere with the wireless network.

Printing

Students will be able to connect their approved BYOD device to access printers using their MIS login details. Students in years 7-10 are provided \$5 credit while those in year 11 & 12 get \$15. Printing should only be used for school work, if a student runs out of credit they can make a payment at the payment window to have credit added.

Insurance, Accidental Damage Protection & Warranty

The student is responsible for care and security of 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 to the student.

When purchasing your device, we advise you to ask about Accidental Damage Protection (ADP) and extended warranty to cover accidental damage or faults to your device both on and off campus. This should be available from your vendor or insurance company. Fire and theft are not covered under these programs so it may benefit you to include it in your personal or home insurance.

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Device Care

Protective Case

We highly recommend that you purchase a protective case for your device in order to assist in protection against spills and scratches. These are available from most computer stores.

General Precautions

- Food or drink should never be placed near the device.
- Plugs, cords and cables should be inserted and removed carefully.
- Devices should be carried within their protective case whenever being moved.
- 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.
- Remove any wireless receivers before placing device in case and/or bag to prevent damage to USB ports.

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.

Data Security and Back-Ups

Students are able to save data to their OneDrive which backs up their data to be used on any internet connected device. This is the student's responsibility to prevent the loss of assignments and class work if a software or hardware fault were to occur. While at school, students may be able to save data to the school's network which is safeguarded by a scheduled backup solution. All files must be scanned using appropriate anti-virus software before being uploaded to the department's ICT network. Students must also ensure that they backup all work to an external device, such as an external hard drive, SD card or USB drive.

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School Technical Support

If you run into a problem, we advise students to see the School IT staff who will attempt to diagnose the fault. If this is not able to be resolved by School IT Staff, they can recommend a course of action for repair (e.g. warranty claim, insurance claim etc.). Hardware repairs will not be performed.

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.

Some of the vendors on the school BYOD portals provide an on-site repair service to assist in this. In these cases, students can bring their device to school and a technician will complete the repairs at school

Responsibilities...

...of the School	...of the Parent/s	...of the Student
• Provide suitable school Wi-Fi connection and filtering system • Provide a blended educational environment • Model safe device and internet practices • Printer services	• Purchase and maintain the device • Purchase, install and update applications • Appropriate insurance and warranty • Sign the appropriate documents	• Bring device fully charged each day • Show respect for other devices, work and privacy • Access technology as a Responsible User • Sign the appropriate documents

ICT Responsible Use Policy (ICT RUP)

See attached ICT RUP document. This document requires reading and completion by both participant student and their parent/legal guardian upon enrolment.

ICT Responsible Use Policy

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ICT Responsible Use Policy

This document defines the Responsible Use Policy for student use of the Park Ridge State High School 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 Queensland Department of Education and Training 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;
- Researching and learning through the Department's e-learning environment.

The Queensland Department of Education and Training deems the following to be irresponsible use and behaviour by a student:

- Using the IT resources in an unlawful manner
- Downloading, distributing or publishing offensive messages or pictures;
- Insulting, harassing or attacking others or using obscene or abusive language;
- Deliberately wasting printing and Internet resources;
- Damaging any electronic devices, printers or the network equipment;
- Committing plagiarism or violating copyright laws;
- Using unsupervised internet chat or sending chain letters or Spam e-mail (junk mail)
- Accessing 3G/4G networks during lesson time which uses personal data instead of school network

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In addition to this Park Ridge State High School states that:

- Users are responsible for the security, maintenance and integrity of their individually owned devices and their network accounts.
- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised drives or files or to access other people's devices without permission.
- 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.
- Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.
- Copying of software, information, graphics, or other data files may violate copyright laws and students may be subject to prosecution from agencies to enforce such copyrights.
- Devices must not be used to display or disseminate material that could cause offense to others.
- Students must not share their username and password with other students or use their information to provide other students access to the network

Misuse and breaches of the ICT Responsible Use Policy

Students should be aware that they are held responsible for their actions while using the internet and online communication services as well as breaches caused by other persons knowingly using their account. The school reserves the right to restrict/remove access of personally or school owned 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 devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access to school supplied services, and in some cases have their user account disabled.



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ICT Responsible Use Policy

ICT Responsible Use Policy Agreement

If the ICT Responsible Use Policy is breached, consequences align with the PRSHS Responsible Behaviour Policy.

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

- We agree to abide by the rules set down in the ICT Responsible Use Policy.
- We have read and understood the ICT Responsible Use Policy and the Student Code of Conduct.
- We are aware that any breaches of the Responsible Behaviour Policy 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 Name: _____
(First Name) (Last Name)

Student's Signature: _____ Date: _____

Parent/Caregiver Name: _____
(First Name) (Last Name)

Parent/Caregiver's Signature: _____ Date: _____



Park Ridge State High School BYOD Agreement

BYOD Agreement

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

We have read the BYOD program details on the school website.

We understand and agree to the following terms:

- Care and security is the responsibility of the student and the school accepts no responsibility for damage or theft
- Devices must meet the minimum specifications in order to perform required tasks and achieve connectivity
- Accidental Damage Insurance is **highly recommended**
- Protective covers for the device are **highly recommended**
- Devices are to be brought to school fully charged
- All student work must be backed-up to a secondary storage device e.g. USB, external hard-drive or on Microsoft OneDrive
- Installation and updating of required software is the responsibility of the family. Some support is available at school for EQ licensed software e.g. Microsoft Office
- Devices must have virus protection installed all run the latest Windows 10 OS
- 3G/4G data is not to be used on devices whilst at school

Student Name:

(First Name)

(Last Name)

Student's Signature:

Date:

Parent/Caregiver Name:

(First Name)

(Last Name)

Parent/Caregiver's Signature:

Date:
