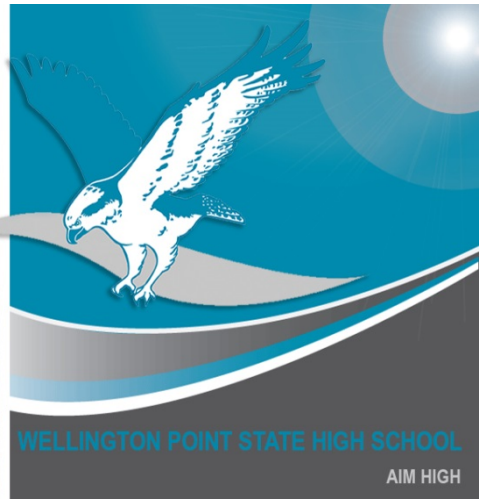


Bring Your Own Device (BYOD) - Laptop

Information and Procedures Handbook



Wellington Point
STATE HIGH SCHOOL

Contents

Foreword.....	1
Introduction	1
eLearning Vision.....	1
Software and Applications	2
Microsoft Office 365	2
Charging of devices.....	2
Wi-Fi and 3/4G.....	2
Printing.....	2
Repairs and Maintenance	3
Technical Support at School.....	3
ICT Responsible Use Policy.....	3
Cost to Families.....	3
Laptop Specifications	4
Protection	5
Security	5
Responsibilities	5
Junior School Procedures.....	6
Technology, Digital Device and Responsible Use Policy	7
Introduction	7
Expectations.....	7
Appropriate Use of the Internet	9
Assumption of cheating	10
Recording voice and Images	10
Text communication	11
Laws and Consequences	11
Inappropriate Online Behaviour and the <i>Criminal Code Acts</i>	12
Recording Private Conversations and the <i>Invasion of Privacy Act 1971</i>	12
Switch Off to Switch On – Personal Digital Device Policy	13
In summary	14
Consequences	14
Special Circumstances Arrangement	14
BYOD	15
Etiquette	15
Security	16
Safe Connectivity	16
Repairs and Maintenance	16

Technical Support at School.....	16
----------------------------------	----

Foreword

Wellington Point State High School operates a Bring Your Own Device (BYOD) model, for computers and other personal electronic devices.

This handbook has been developed as a guide for parents and Wellington Point State High School students about matters relating to the Bring Your Own Device (BYOD) program. Each family should thoroughly understand the content and follow all procedures.

Introduction

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

Devices should support:

- Evolving use of ICT for collaboration and creating of knowledge
- Extensive ability to share information locally and globally
- Online educational environments

eLearning Vision

At Wellington Point State High School technology is a tool that enhances pedagogy and allows differentiation in learning. Technology facilitates the creation and sharing of knowledge. Technology is more than a method of retrieving information.

Our teacher's emphasis is on the learning intent and teachers use ICT in the classroom in an educationally purposeful way to convey this content. Students access technology at Wellington Point State High School as responsible users.

Software and Applications

Installation and maintenance of personal software and applications are the responsibility of the family. Genuine versions of software must be installed to ensure updates.

Where student licences are available for applications and software, School Technicians will assist installation on personal devices. School owned software will only be installed on school owned devices.

Microsoft Office 365

All State School students from Prep to Year 12 can now download multiple free copies of the Microsoft Office 365 to their personal home and mobile computer equipment. The suite is also available via iPad apps. Details are available on The Learning Place and the school's website.

Charging of devices

Students will be expected to bring a fully charged device to school each day. Check device specification for battery life or consult your technical support.

Wi-Fi and 3/4G

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

3/4G ability must be disabled on all devices 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 3/4G facility on their personally owned devices.

Printing

Students will be able to connect their approved BYOD laptops to the school technical infrastructure, including printers, via the BYOX Connect Technical solution to allow them to print as normal.

Repairs and Maintenance

All maintenance for student devices, operating systems, software and/or applications purchased by the family are the responsibility of the family. Families should ensure quick maintenance turnaround for student devices. Families are strongly encouraged to have insurance and warranty on personal devices.

Technical Support at School

If students experience issues, they should see the School's Technical staff who will attempt to diagnose the fault. If this is not able to be resolved by school Technical Staff, they can recommend a course of action for repair (eg. warranty claim, insurance claim etc.)

ICT Responsible Use Policy

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

Cost to Families

There will be a cost for BYOD included with the Student Resource Scheme. This is payable at Student Services on commencement of the school year. This contribution includes:

- Upgrade and maintenance of network and switches
- Upgrade and service of printer network systems and print credit
- School technical support officer (connecting to the Wi-Fi service, installation of school licensed software, troubleshooting support, backup help and support)

- General software and specialty subject requirements software access and maintenance of licencing including
 - Microsoft
 - Adobe Creative Suite (Photoshop, Illustrator, InDesign, Dreamweaver, Flash Pro, Fireworks, Premier Pro, Media Encoder, and more)
 - Oliver (information resources)

If you are unable to provide a device or you are having difficulty in meeting school fees please contact Student Services on (07) 3820 4222.

Laptop Specifications

	Minimum specifications
CPU	Intel: Core i3 AMD: equivalent
RAM	4 GB minimum
Network	Built in Dual Band Wi-Fi Dongle not recommended
Screen Size	12" minimum display size
Battery Life	5 hour minimum battery life
Operating System	Windows 7 and newer Or OSX El Capitan

Please note - Chromebook and Surface RT will not function on the school network due to no cloud access via the network.

Protection

Every device must have active anti-virus software installed. Windows Defender or a third-party software product such as MacAfee or AVG is recommended. Devices without anti-virus protection will not be allowed to access the school network.

Please Note – Trend Micro Anti-Virus currently causes connectivity issues on department networks. Please consider an alternate to this if choosing to use an additional Anti-Virus to Windows Defender.

Security

Devices are the responsibility of the student and should be kept with them at all times. Secure storage arrangements will be available for times when this is not suitable e.g. sport.

Responsibilities

Of the School	Of the Parent/s	Of the Student
<ul style="list-style-type: none">• Provide suitable school Wi-Fi connection and filtering system• Provide a blended educational environment• Model safe device and internet practices• Provide access to printer services	<ul style="list-style-type: none">• Provide a suitable device• Maintenance of device• Purchase, install and update applications• Appropriate insurance and warranty	<ul style="list-style-type: none">• Bring device fully charged each day to school• Show respect for other devices, work and privacy• Access technology as a responsible user

Junior School Procedures

While at school students will:	Wellington Point SHS will:
Submit signed documents <ul style="list-style-type: none"> • <i>ICT Responsible Use Policy</i> • <i>Third Party Website Consent Form for Schools</i> 	Provide and maintain access to BYOD devices
Arrive at school with their device fully charged	Offer some support for a limited number of devices to be charged
Have material and all equipment labelled with their name and a contact	Provide and effect procedures to promote safe and responsible care of devices.
Have appropriate, required software /apps installed and ready to use	Provide a list of required software applications and links
Ensure the device brought to school has memory available to perform learning tasks	Encourage and model procedures to students to back up work
Report technical problems or faults that prevent them from accessing technology in class	Diagnose the problem and offer advice on how to restore access
Take care of all IT resources, whether owned by the school or students, and be accountable for deliberate damage.	Act to discipline breaches of deliberate damage. Enforce breaches of <i>Responsible Use Policy (RUP)</i> and <i>Behaviour Management Plan.</i>
Take care to place the device on a stable surface and carry devices in a protective case.	Provide suitable work areas
Store the device responsibly when not in class and during sport	Provide secure storage options for devices at break times and during sport.
Keep passwords and personal information private	Teach and model Cybersmart practices to students, staff and parents.
Utilise and access appropriate software and resources	Support students in good choices of appropriate material
Choose to use appropriate sites for learning	Provide education on appropriate choices of applications and programs that are educationally and developmentally appropriate

Technology, Digital Device and Responsible Use Policy

Introduction

This document defines the Responsible Use Policy for student use of digital technologies at Wellington Point State High School. Its main purpose is to encourage the mature and responsible use of the facilities available to the students through the provision of clear usage guidelines. Students authorised to use the school's computer system also have Internet and Electronic Mail access.

The use of digital technology devices and systems has been designed to help students keep up with the demands of the 21st century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for their future studies and career. Wellington Point State High School strives to create positive environments for all students at all times of the day, including while online. To help in achieving this goal, Wellington Point State High School expects students to engage in positive online behaviours.

Wellington Point State High School preferences learning first by:

- Supporting inclusive education.
- Promoting a strong positive image through student achievement, conduct and uniform.
- Engaging in respectful use of technology for learning.
- Modelling respectful relationships.

Expectations

The Queensland Department of Education and Training (DET) deems the following to be responsible use and behaviour by a student:

- developing appropriate literacy, communication, and information skills
- authoring text, artwork, audio, and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school
- conducting general research for school activities and projects

- communicating or collaborating with other students, teachers, parents or experts in relation to school work
- accessing online references such as dictionaries, encyclopaedias, etc
- researching and learning through the Department's e-learning environment

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

- use the IT resources in an unlawful manner
- download, distribute or publish offensive messages or pictures
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and Internet resources
- damage any electronic devices, printers or the network equipment
- commit plagiarism or violate copyright laws
- use unsupervised internet chat
- send chain letters or Spam e-mail (junk mail)
- access non departmental 3G/4G networks at school
- knowingly download viruses or any other programs capable of breaching the department's networks security

In addition to DET requirements, Wellington Point State High School states that:

- Users are responsible for the security, maintenance and integrity of their individually owned devices and their network accounts.
- Passwords should be difficult enough so as not to be guessed by other users and under no circumstances should passwords be divulged to any other user on the system.
- If users have any reason to suspect that their account security has been compromised or tampered with, it should be reported immediately to Technical Support.
- 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 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.

- Students need to understand copying of software, information, graphics, or other data files may violate copyright laws without warning and be subject to prosecution from agencies who enforce such copyrights.
- The school will educate students regarding cyber bullying, safe Internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to behave in line with these safe practices.
- Information dispatched from the school network is a reflection on how the global community perceives the school. All students using the systems are encouraged to be positive ambassadors for Wellington Point State High School.
- No obscene, inflammatory, racist, discriminatory or derogatory language should be used in electronic mail or any other form of network communication.
- Vandalism of equipment is unacceptable and will result in immediate referral to the Principal. At the Principal's discretion, this may result in a legal referral.
- It is unacceptable for students to bully, harass or victimise another person in the school grounds or while online. Inappropriate online behaviours can have a negative impact on student learning and the good order and management of the school regardless of when these behaviours occur.
- Students do not have permission to upload images or recordings of students in uniform or whilst at school on to social media platforms.

Breaches of this policy may result in a student's immediate removal from the system for a specified period as per the school's Responsible Behaviour Plan and depending on the severity of the offence additional consequences may be imposed.

Appropriate Use of the Internet

Wellington Point State High School embraces the amazing opportunities that technology and the internet provide to students for learning and being creative. Use of online communication and apps can provide positive experiences for students.

Students of Wellington Point State High School are expected to engage in the appropriate use of technology. Specific examples of appropriate use of online tools include:

- Ensuring that personal information, such as full name, address, phone number, school name and location or anyone else's personal information, is not shared.
- Thinking about the message they would like to convey, and how it could be interpreted by others, before putting it online. Remember, once content is posted

online you lose control over it. Students should not post content online that they would be uncomfortable saying or showing to their parents' face or shouting in a crowded room.

- Remembering that it can be difficult to work out whether messages typed on social media sites and apps are meant to be funny or sarcastic. Tone of voice and context is often lost which can lead to unintended consequences. If students think a message may be misinterpreted, they should be cautious and make the decision not to send it.
- Never provoking, or engaging with, another user who is displaying inappropriate or abusive behaviour. There is no need to respond to a cyberbully. Students should report cyberbullying concerns to a teacher and allow the teacher to record and deal with the online concern.
- Wellington Point State High School is committed to promoting the responsible and positive use of technology.
- No student of Wellington Point State High School will face disciplinary action for simply having an account on Facebook or other social media site, but students are not permitted to use social media whilst at school. When using social media students must not reference the school or upload photos of other students - particularly in uniform.

Assumption of cheating

Digital devices may not be taken into or used by students at exams or during class assessment unless permitted by staff where clear guidelines for use are articulated. Staff will assume students in possession of such devices during exams or assessments are cheating. Disciplinary action will be taken with any student who is observed using a personal technology device without permission during exams or assessments.

Recording voice and Images

Students are not to use personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) for personal record or for the purpose of dissemination by any means (including distribution by phone or internet posting).

Students must not record images anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy). Recording of events in class is not permitted at any time.

A student at school who uses a personal technology device to record private conversations, ordinary school activities (apart from social functions like graduation ceremonies) or violent, illegal and/or embarrassing matter capable of bringing the school into public disrepute is considered to be in breach of this policy.

Even when consent is obtained for such recording, the school will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have, or will occur.

Students should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children), is against the law and if detected by the school, will result in a referral to QPS. In such cases police may take possession of such devices for their investigation and students and parents will be advised to contact Queensland Police Service (QPS) directly.

Text communication

Social media and text messaging whilst at school is not permitted. The sending of text messages that contain obscene language and/or threats of violence may amount to bullying, harassment or even stalking, and if detected will result in disciplinary action by the school and possible referral to QPS. Students receiving such text messages at school or at home, should ensure they keep the message as evidence and bring the matter to the attention of the school office.

Laws and Consequences

In serious cases of inappropriate online behaviour, the school may make a report to the police for further investigation.

Wellington Point State High School will not become involved in concerns of cyberbullying or inappropriate online behaviour where the incident in question does not impact upon the good order and management of the school. For example, where cyberbullying occurs between a student of this school and a student of another school (outside school hours) it is deemed to be matter for parents and/or police to resolve.

Inappropriate Online Behaviour and the *Criminal Code Acts*

Inappropriate online behaviour may, in certain circumstances constitute a criminal offence. Both the Criminal Code Act 1995 (Cth) and the Criminal Code Act 1899 (Qld) contain relevant provisions applicable to cyberbullying. The Commonwealth Criminal Code outlines a number of criminal offences concerning telecommunications services. The most relevant offence for cyberbullying is “using a carriage service to menace, harass or cause offence to another person”. The Queensland Criminal Code contains several applicable sections for cyberbullying. Potential relevant criminal offences are:

- Unlawful stalking
- Computer hacking and misuse
- Possession of child exploitation material
- Involving a child in making child exploitation material
- Making child exploitation material
- Distribution of child exploitation material
- Criminal Defamation

There are significant penalties for these offences.

Recording Private Conversations and the *Invasion of Privacy Act 1971*

It is important that all members of the school community understand that under the Invasion of Privacy Act 1971, ‘a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation’. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party, to publish or communicate the substance or meaning of the conversation to others.

Students need to understand that some conversations are private and therefore to overhear, record, monitor or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained.

Switch Off to Switch On – Personal Digital Device Policy

Wellington Point State High School has aligned with all Redlands State Schools in a joint approach for personal digital devices (eg mobile phones, tablets and smart watches) to combat the problems associated with inappropriate behaviour on digital platforms (stalking, bullying, sexual harassment, the sending of inappropriate text messages, emails, calls and photo distribution). This decision has been made as:

- The school's duty of care to all students is compromised by unregulated use of personal digital devices.
- The use of personal digital device cameras/video invade students' and staff members' right to privacy
- Inappropriate internet sites cannot be blocked by the school on personal digital devices using cellular networks.
- Students and staff have a right not to have their image recorded or viewed by other people.

Personal Digital Devices are to be **turned off and out of sight** while on school premises.

If a parent needs to contact their child during school hours, this must be done through the school office. Should a student need to go home because of illness or any other reason during school hours the school will contact parents to coordinate arrangements.

For the purpose of this policy, personal digital devices include, but are not limited to:

- Mobile phones
- Tablets
- iPods/MP3 players/ media players
- Smart Watches / Fitness trackers
- Earphones
- Gaming devices
- Cameras and/or voice recording devices
- iPads (refer to BYO Device section)
- Laptops (refer to BYO Device section)

iPads and laptops are the exception and are to be used during school time with the permission and under the supervision of the Classroom Teacher for educational purposes only.

In summary

Everyday Everywhere	No use of social media or messaging No use of hotspots or VPNs No headphones
In the playground	No personal digital devices visible at any time until 2:40pm
In classrooms	<ul style="list-style-type: none"> • No personal digital devices visible (except BYO devices) • BYO devices used at the discretion of the teacher – educational purposes only • All device usage will be monitored
In the Library – during break time	<ul style="list-style-type: none"> • No personal devices visible (except BYO devices) • BYO devices used for educational / recreational purposes only when supervised by staff

Consequences

The use of personal technology devices contrary to this policy, on school premises is managed as follows:

	Offence	Consequence
First Offence	Device is visible on campus - except BYO devices (first	<ul style="list-style-type: none"> • Device confiscated – collection to be arranged
Second and Subsequent offences	Device is visible on campus except BYO devices(second or subsequent offence)	<ul style="list-style-type: none"> • Device confiscated – collection to be arranged with care giver
Refusal to relinquish a personal digital device will result in additional disciplinary action.		

Devices potentially containing evidence of criminal offences may be reported to the police. In such cases police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Service (QPS) directly.

Special Circumstances Arrangement

Students who require the use of a personal technology device in circumstances that would contravene this policy (for example to assist with a medical condition, other disability or for a special project) are required to negotiate a special circumstances arrangement with the principal.

No liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the school's negligence.

BYOD

Wellington Point State High School has a Bring Your Own Device (BYOD) model, for computers and other personal electronic devices. These include the use of iPads for Years Seven and Eight, and laptops for Years Nine to Twelve.

The school recognises the prevalence and convenience of digital technology and the necessity to allow students restricted use in the school environment to prepare them to be responsible digital citizens. Teachers, in accordance with the school's Teaching and Learning framework are encouraged to facilitate a curriculum focussed, blended learning environment for their students. This includes the use of digital devices such as laptops and iPads for educational use and under the direct supervision of a teacher. Class materials, resources and assessment are also provided through an online platform to ensure 24/7 access, on and off school grounds.

It is an expectation that students engage with digital technology at school and bring their device every day. This device must be charged and pre-configured with the appropriate software and/or applications.

Etiquette

Students understand that using a personally owned device on school grounds is subject to conditions and appropriate etiquette including:

- the standards of behaviour outlined in the Technology, Digital Device and Responsible Use Policy and Responsible Behaviour Plan
- that all devices are switched off and on silent and used only as instructed by a teacher
- school appropriate material only to be stored on BYO devices
- teachers may monitor use of apps and functionality.
- Incidents of students using a BYOD device for internet messaging, video calling or otherwise as a phone will be managed as per the Switch Off to Switch On policy.

Security

Devices are the responsibility of the student and should be kept with them at all times. Secure storage arrangements will be available for times when this is not suitable e.g. sport.

Safe Connectivity

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

3/4G network access should be disabled on all devices and as this function allows students to bypass the EQ internet security filters. Students are also not permitted to tether or hotspot their BYO Device to a cellular 3/4G network while on campus. The school will take no responsibility for the content accessed by students using 3/4G facility on their personally owned devices.

Students are not permitted to use or install VPN software, browsers or apps. These are designed to circumvent the school's safety measures and filters and allows students to access content that is normally unavailable while on campus. Devices found to with a VPN will be removed and blocked from the school network by the department. A complete factory reset will be required and must be sighted by IT Services before the device can be reinstated to the network.

Repairs and Maintenance

All maintenance for student devices, operating systems, software and/or applications purchased by the family are the responsibility of the family. Families should ensure quick maintenance turnaround for student devices. Families are strongly encouraged to have insurance and warranty on personal devices. It is strongly recommended that all devices are covered in a 'tough' case and have that iPads have the screen covered with a tempered glass film to prevent damage.

Technical Support at School

If students experience issues, they should see the school's technical staff who will attempt to diagnose the fault. If school technical staff cannot resolve it, they can recommend a course of action for repair (eg. warranty claim, insurance claim etc.)

Version 1.1

THIS IS A WORKING DOCUMENT AND MAY BE UPDATED THROUGHOUT THE YEAR.

The newest version will be available from the school website. A message will be communicated via the newsletter when amendments are made.