

Junior Secondary Bring Your Own Device (BYOD)

Information and Procedures Handbook



Wellington Point
STATE HIGH SCHOOL

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Foreword

Due to the cessation of the National Secondary Schools Computer Fund (NSSCF), Wellington Point State High School is transitioning to a Bring Your Own Device (BYOD) model, for computers and other personal electronic devices.

In 2018, all students in Years 7 – 11 will access the school’s network and resources using the BYOD model.

This handbook has been developed as a guide for parents and Wellington Point State High School students about matters relating to the (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 past five 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 need to be installed to ensure updates. Some subjects may require the use of specific applications, all of which have licencing arrangements for private purchase. See **iPad App List** for core and subject application requirements.

Where student licences are available for applications and software, School Technicians will assist installation on personal devices. School owned software may 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 2013 suite 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 Wellington Point State High School 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 should 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 BYO device to the school network to access school printers using PaperCut Web Print.

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.)

Cost to Families

There will be a cost for BYOD included in 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)
- Specialty subject requirements software access and maintenance of licencing including
 - ClickView
 - Oliver
 - Adobe Creative Suite (Photoshop, Illustrator, InDesign, Dreamweaver, Flash Pro, Fireworks, Premier Pro, Media Encoder, and more)

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.

iPad Specifications

- iPad Mini 2 or newer
- 32 GB or more
- WiFi and Bluetooth connectivity only

Please note - Chromebook and Surface RT and some other tablet devices may NOT connect to WPSHS Wi-Fi.

Protection

It is strongly recommended that all iPads are covered in a 'tough' case and have the screen covered with a tempered glass film to prevent damage.

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• Communicate updates and provide support	<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:
Read, sign and comply with documented school policy - <i>ICT Responsible Use Policy</i>	Provide and maintain access to registered 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.
Not share passwords or private information with others	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

iPad App List






The following apps are required to participate in the program of learning and can be downloaded from the App Store. Access the App Store by clicking this icon on the iPad.








Icon	App	Curriculum Link	Cost	File Size (MB)
REFERENCE / ORGANISATION				
	BlackBoard	Virtual Classroom		Free
	iBooks	Digital workbook library		Free
	ePlatform	eBook Library		Free
FUNCTIONALITY				
	Find My iPhone	Allow device to be traced		Free
	Socrative Student	Classroom voting and clicker program		Free
	PDF Creator			Free

PRODUCTIVITY

^ Free if iPad purchased after September 2013

	Explain Everything	Explanation tool	\$14.99
	Book Creator	Create digital books and collate work	\$7.99
	iMovie	Media	Free [^]
	MS Word	Word processing	Free <i>(see page 3)</i>
	MS Excel	Spreadsheet	Free <i>(see page 3)</i>

SUBJECT SPECIFIC

	Spelling City	Literacy / English	Free
	Japanese (by Renzo Inc.)	Japanese	Free
	Mathletics	Maths	Free
	New Scientist	Science	Free
	Puppet Pals 2	Arts	Free

Preparing Your Child To Bring Their iPad To School

- Create an Apple ID and Password if you haven't already got one. We suggest you create a separate Apple ID for your student and that you NOT tell your child the Apple ID/Password.
- Discuss elements of the WPSHS ICT Responsible Use Policy and the expectations in the responsible use and behaviour by students, section of this policy
- Ensure that your child understands that they are NOT to share their iPad with other students.
- Ensure that your child understands that they are NOT to capture photos, video or audio unless advised to do so by their class teacher.
- Have purchased a protective case for your child's iPad, which protects the corners and considered a tampered glass screen protector and water resistant carry bag sleeve.
- It is advised that your child's iPad is in a different compartment to their drink bottle (in school bag).
- Loaded the required Apps on your child's iPad as per the required Apps list, found in this handbook.
- Other apps may request a user name and password to be created, there is no need to do so unless requested by your child's class teacher.
- Email setup to access school email, download the OWA app for iPad and enter your child's user name and password (if your child does not know their school username and password, they can be provided at the beginning of the school year).

Please see the IT Services Technicians, located in the library if you experience difficulties with any items on this checklist.

ICT Responsible Use Policy

This document defines the Responsible Use Policy for student use of the Wellington Point 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 use of ICT 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.

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 this 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 may have been compromised or tampered with, it should be reported immediately to Technical Support.
- 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 show that they are 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.
- 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 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.
- 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.
- Any inappropriate material will be removed from personally owned devices before bringing the devices to school and such material will not be shared with other students.
- It is recommended families are responsible for providing their own individual insurance on privately owned electronic devices, to ensure always having a working device.
- Founded 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.

Breaches of the ICT RUP may result in a student's immediate removal from the system for a specified period as per the school's Responsible Behaviour Plan and in relation to the severity of the offence.

Appropriate Use of Social Media

- Wellington Point State High School embraces the amazing opportunities that technology and the internet provide to students for learning, being creative and socialising online. Use of online communication and social media sites and apps can provide positive social development experiences through an opportunity to develop friendships and shape identities.
- When used safely, social media sites and apps such as Facebook, Twitter and Instagram can provide positive opportunities for social learning and development. However, inappropriate, or misguided, use can lead to negative outcomes for the user and others.
- Wellington Point State High School is committed to promoting the responsible and positive use of social media sites and apps.
- No student of Wellington Point State High School will face disciplinary action for simply having an account on Facebook or other social media site.
- As is set out in Appendix 2 “Procedures for Preventing and Responding to Incidents of Bullying (including Cyberbullying), Harassment or Victimisation”, it is unacceptable for students to bully, harass or victimise another person whether within (School name’s) grounds or while online. Inappropriate online behaviours can have a negative impact on student learning and the good order and management of Wellington Point State High School– whether those behaviours occur during or outside school hours.
- This policy reflects the importance of students at Wellington Point State High School engaging in appropriate online behaviour.

Role of Social Media

- The majority of young people use social media sites and apps on a daily basis for school work, entertainment and to keep in contact with friends. Unfortunately, some young people misuse social media technologies and engage in cyberbullying.
- Social media by its nature will result in the disclosure and sharing of personal information. By signing up for a social media account, users are providing their personal information.
- Students need to remember that the internet is a free space and many social media sites and apps, like Twitter, have limited restrictions placed upon allowable content and regulated procedures for the removal of concerning posts.
- Social media sites and apps are designed to share online content widely and rapidly. Once students place information and/or pictures online, they have little to no control over how that content is used.

- The internet reaches a global audience. Even if students think that comments or photos have been deleted, there can be archived records of the material that will continue to be searchable into the future.
- Inappropriate online behaviour has the potential to embarrass and affect students, others and the school for years to come.
- Students of Wellington Point State High School are expected to engage in the appropriate use of social media. Specific examples of appropriate use of social media sites and apps 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 what they want to say or post, 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 post 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.
 - If inappropriate online behaviour impacts on the good order and management of Calamvale Community College, the school may impose disciplinary consequences for that behaviour regardless of whether the behaviour occurs during or outside of school hours.
 - Disciplinary consequences could include suspension and/or exclusion. In serious cases of inappropriate online behaviour, the school may also 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. Such an incident will be a matter for parents and/or police to resolve.

Laws and Consequences of Inappropriate Online Behaviour and Cyberbullying

- 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.

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 its students to engage in positive online behaviours.

Using Personal Technology Devices at School

This policy reflects the importance the school places on students displaying courtesy, consideration and respect for others whenever they are using personal technology devices. The school recognises the prevalence and convenience of mobile 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 may include the use of mobile devices.

Responsible use and appropriate etiquette by students may include:

- Ensuring devices are out of sight, switched off or on silent on assembly and in class unless instructed by a teacher.
- Appropriate use during class after permissions has been given by the teacher.
- Use at morning tea and lunch breaks and before/after school is permitted.

Irresponsible use and etiquette by students may include:

- Text messages containing obscene language and/or threats of violence that may amount to bullying and/or harassment or even stalking, and will subject the sender to discipline and possible referral to police. Students receiving such text messages at school should ensure they keep the message as evidence and bring the matter to the attention of the school office.
- Inappropriate/illegal use of social media and/or internet (including bullying and cyberbullying) that infers negative connotations or brings about disrepute of the school name, staff within the school or other students. This includes breaches which occur out of school hours and/or are off campus.
- Recording inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) to disseminate to others (including distribution by phone or internet posting).
- Recording people and/or events without their knowledge or consent. This type of behaviour is misaligned with the school's respectful values and is a breach of personal privacy/trust. Even where 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, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.
- Students must not record images/voice 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 or dissemination of images that are considered indecent (such as nudity or sexual acts involving children). This behaviour is against the law and if detected by the school will result in a referral to the police. 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.

Assumption of cheating

Personal technology devices may not be taken into or used by students at exams or during class assessment unless clearly permitted by staff. Staff will assume students in possession of such devices during exams or assessments are cheating. Disciplinary action will be taken against any student who is caught using a personal technology device to cheat during exams or assessments.

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.

Special Circumstances Arrangement

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

Inappropriate behaviour outside of school hours

Students may receive disciplinary consequences for bullying or cyberbullying or other inappropriate online behaviour that occurs out of school hours, and affects the good order and management of the school.

** Personal Technology Devices include, but are not limited to the following devices; portable gaming devices, the iPhone, iPod, iPod Touch or iPad, Tamagotchi® and similar games, laptop computers, PDAs, Blackberries®, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones and devices of a similar nature.*

Version 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.