



# Bring Your Own Device (BYOD) Information Handbook





*Adopt the Positive Strive for Excellence*  
*Seek Improvement Be A Success*

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## Foreword

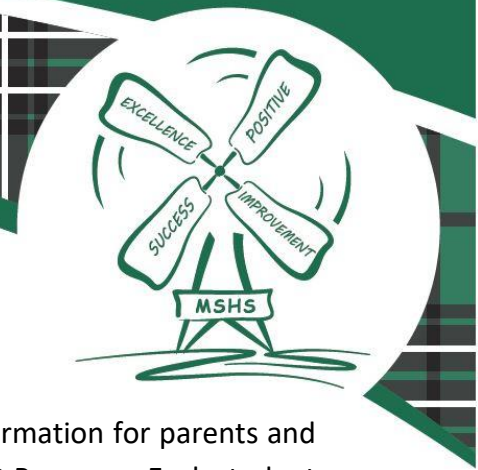
This handbook has been compiled to provide a ready source of information for parents and students about matters influencing the efficient running of the BYOD Program. Each student should be thoroughly conversant with its contents and follow all guidelines. This handbook is subject to change.

## Introduction

Information Communication Technologies (ICTs) have a critical role in enhancing the learning process at all levels and across a broad range of activities in each of the Australian Curriculum subject areas. Through the use of ICTs in the curriculum, we are helping students become knowledgeable about the nature of information, comfortable with the technology and able to exploit its potential. The overall philosophy is to use ICT whenever its speed, power, graphics or interactive potential can enhance and extend the quality of work being undertaken by students. It is used to develop logical thinking, problem solving and control techniques and also to give confidence and the capability to use ICTs in later life.

Our main goal is equipping and empowering students, rather than merely transferring knowledge – guiding students in learning to learn. We believe students are eager to learn and with guidance they will seek out and discover knowledge on their own.

In the BYOD Program we aim to establish an environment and a relationship with children where they can feel safe, comfortable and are able to be encouraged to push themselves to the best of their abilities in all learning areas.





## BYOD PROGRAM DEVICES

### Device Minimum Specifications

- A Windows laptop or tablet running Windows 10 or higher
- A subscription to Microsoft Office 365 (Free download available to all students)
- Active and up-to-date Anti-Virus software
- Battery life of 6 hours or more
- Wi-Fi 5Ghz
- A case and mouse is recommended
- Connection to the school network will not affect the capabilities and speed of the machine. This is dependent on the quality of the computer.

### Supported Operating Systems

- Microsoft Windows 10, 11
- Apple MAC OS X 12.2 or higher

### Operating Systems that will **NOT** work with BYOD Wireless Systems

- Linux Operating System
- Google Chrome Operating System
- Windows Mobile

## BYOD PROGRAM CLASSROOM PROCEDURES

### When should a device be brought to class?

Unless specifically advised otherwise by their teacher, students should bring their device every day. Some lessons will require the formal use of devices, while others will provide informal opportunities to use technology to complete tasks efficiently. It is imperative that the devices be available for use at the teachers' discretion.

### Name labels on devices, cases and bags

Students are encouraged to place their name on devices, cases and bags to ensure easy identification of their equipment and accessories.



### **Screens Down**

When devices are in use and the teacher wishes to address the class, students will be asked to put their screens down so that the machines are not a distraction. The instruction “Screens Down” will become familiar to students and it will be expected they comply promptly.

### **Use of Headphones in Class**

Students may not use headphones or play music or audio clips on their devices in class without the prior permission of the class teacher.

### **Use of Mouse**

Students may bring a Mouse from home when required.

### **Removal of external devices**

Before packing away the laptop, all external devices, including USBs, must be removed from the laptop to ensure they do not break off in the USB port.

### **Devices Charged**

Students should arrive at school with their devices fully charged. This should be a normal part of students’ nightly routine to be prepared for the next day of school. Charging devices will not be allowed in class.

### **Computer Games**

Students may have computer games and game apps on their devices however they are NOT permitted to use these during class or lunch breaks.

### **Keyboarding Skills**

Students will be encouraged to develop the correct use of keyboarding skills.



### **Transport of devices within school**

Laptop devices should only be carried within classrooms with their screens closed. All devices must be carried in cases at all other times. Having the device floating in a school bag is not advised.

### **Lunchtime Usage**

It is recommended that students do NOT use their devices in outside lunch areas during both first and second break. If students wish to conduct school work on their devices during this time, they should use the tables in the School Library. Using laptops outside during the busy period of lunch breaks increases the chance of accidental damage and lost property.

### **Security of Devices**

Devices will remain with students during class times. During practical lessons, assemblies or lunch breaks students will have the option of packing their devices away in their school bags or leaving them in the school administration office.

### **Devices left in Unsupervised Areas**

Under no circumstances should devices be left in unsupervised areas. It is the responsibility of the student to ensure their device is secure at all times. School will not be responsible for the theft of a device.

### **Transport to and from School**

Devices must be transported in cases to ensure they are adequately protected.

### **Saving Work**

Always save your work in two places, e.g. USB and device hard-drive to ensure that work can be retrieved if a device fails.



## **Monitoring Student Machines for Software Infringements, Inappropriate and Offensive Material (Device AUDIT)**

Students may be selected on a random basis to provide their device and/or USB for inspection for compliance with school and legal requirements. It is the students' responsibility to ensure that their device complies with the School's ICT Responsible Use Policy.

### **Wi-Fi**

Students will be provided with the opportunity to connect to the school Wi-Fi network when the completed ICT Acceptable Usage Policy is returned to the School Administration Office. This will give students access to the internet at school and the School's learning management platform.

Whilst the device is at school the internet connection is filtered and requires user authentication and school level access and filtering restrictions apply.

### **Filtering**

What filtering will be provided when students connect their own device/s?

The standard filter which is currently provided on the school network will apply to student owned devices as long as they connect to the school network in line with the ICT Responsible Use Policy. Some sites will be blocked (social networks, Facebook or YouTube). Students should continue to use their own discretion and behave in line with the ICT Responsible Use Policy and the School's Responsible Behaviour Plan for Students.

When the device is off the school internet, there is no filtering and students have unrestricted access to the internet. Access whilst the device is off the school network is determined by and is the sole responsibility of the parent/guardian.



## **Printing**

Students will be able to print from their devices to the school printers. Further instructions on how to print from their BYOD Program devices will be provided to students. When printing students should check how many pages they are printing before printing. Double sided printing should be set as a default for school printers.

## **Security, Theft, Damage and Insurance**

Devices are the sole responsibility of the student. The school accepts no responsibility for the security or safety of the device. Students are responsible for the security of the device and it is recommended that a suitable protective bag be used with the device.

Should damage to the BYOD Program device occur whilst at school by another student/s the school will assist in school based punishment for students who have intentionally caused damage to another student's property as per school rules and policy.

We would also advise parents to consider purchasing Accidental Damage Protection for the BYOD Program device. Some House Insurance Policies may cover devices when they are at alternate sites such as the student's school. There may be a requirement to individually list this device. Close examination of these damage protection and insurance documents and consultation with your Insurance provider is highly recommended.

**Monto State High School does not accept responsibility for damage, loss or theft of BYOD Program devices.**

## **Technical Support**

School Staff will view BYOD Program devices and address issues regarding connection to the wireless network. If additional issues are apparent at this time some advice may be able to be given however it is the owner's responsibility to follow up and address any further issues.

## **ICT Acceptable Use Policy**

See the additional ICT Acceptable Use Policy document. This document required reading and completion by both participant student and their parent/legal guardian before connection to the school ICT network can occur.





### **Current Virus Protection Software**

It is mandatory that all devices have Virus Protection Software. The recommendation is that this is set to daily automatic updates with weekly scheduled scans. This must not be freeware as this can create a range of difficulties. The School Administration will check devices to ensure the Virus Protection is still current and functioning. Failure to comply will result with access to the Wi-Fi network removed.

### **Breaches of BYOD Program Procedures**

Any breaches of these policies may result in the student being referred to school administration and discipline administered in accordance with the School Responsible Behaviour Plan for Students. This may include denial of access to computers for some time, and other appropriate consequences.

### **Excursions**

Students will not take devices on excursions unless otherwise directed to do so.

### **Microsoft Office 365**

Students can now download a free copy of the Microsoft Office 365 Suite at home. This suite provides students with a subscription to the full versions of Work, Excel, PowerPoint and OneNote.

After downloading, students will have the latest Office suite at home, on their personal PC's, Mac's and other mobile devices (up to five in total).

Microsoft Office cannot be downloaded on the school network, it must be downloaded at home. Follow the following directions to download office, the admin staff will be available to help if you have any questions.

Go to [www.office.com](http://www.office.com) or click on the link below. Click on 'Get Started' with Office for Education, and follow the prompts using school email address.

<https://www.microsoft.com/en-au/education/products/office/default.aspx>