GLADSTONE
State High School

2025 Bring Your Own Device (BYOD) Charter

To meet the educational needs of our students, in 2025 students in Years 7 to 10 at Gladstone SHS are required to bring an iPad to school. For students in Years 11 and 12, we encourage the bringing of an iPad or laptop.

eLearning Vision

In the 21st century, digital literacy is an increasingly important skill. Information and Communication Technologies (ICTs) are therefore used at Gladstone State High School to enhance the teaching and learning within the classroom. Teachers design learning experiences which facilitate the creation and sharing of knowledge. Many subjects offered at Gladstone SHS require students to use their own device to best engage in a wide range of differentiated learning activities. These include, but are not limited to:

- accessing digital textbooks;
- undertaking research and completing assignments;
- creating multi-modal presentations;
- completing competencies in certificate courses;
- filming performances in practical classes to analyse and evaluate technique;
- using OneNote in most lessons to learn content, keep class notes, submit drafts and access feedback;
- using specialised software to create film clips, compose music and code; and
- for students with additional needs, access to a suite of tools that makes content and learning more accessible.

Device Specifications

The following is required for students in Years 7 to 10 and is encouraged for Year 11 and 12 students new to the BYOD program. For year 11 and 12 students who are already part of the BYOD program with a different device, this is acceptable for the rest of their time at the school. The move to an iPad is a transition process began with Year 7 students in 2022.

- iPad (see the following page for specifications)
- Protective case with a built-in keyboard
    - E.g., Logitech Slim Folio Keyboard Case with Bluetooth
- Stylus / Apple Pencil

Note: all devices must meet minimum requirements.

ENGAGED - RESPECTFUL - RESPONSIBLE - SAFE

Minimum Requirements

Device	Operating System	Hardware	Not Supported
iPad (with stylus*)	iPadOS 17.0 or later	iPad 7** (A2197, A2200, A2198) iPad 8 (A2270, A2428, A2429, A2430) iPad 9 (A2602) iPad 10 (A2696 iPad 11 (not yet released) iPad Air 5th Generation iPad Air 4th Generation iPad Pro 4th Generation iPad Pro 5th Generation iPad Pro 6th Generation	iPad Mini (all models) iPad 1 (A1219, A1337) iPad 2 (A1395, A1396, A1397) iPad 3 (A1416, A1430, A1403) iPad 4 (A1458, A1459, A1460) iPad 5 (A1822, A1823) iPad 6 (A1893, A1954) iPad Air 1st Generation iPad Air 2nd Generation iPad Air 3rd Generation

*The iPad with a stylus enables students to annotate on screen, take notes, sketch ideas, mark up documents and show working out, and thinking. This is a required accessory.
** iPad 7 may no longer be supported by Apple updates as of September 2025.

An iPad with a Wi-Fi only model will reduce the cost of the device and will **not** compromise the student's ability to complete school tasks as they will be connected to the school's Wi-Fi Network. By connecting to the school's Wi-Fi network, students access resources through a filtered connection that is monitored for student safety and security.

Although some students will have a 3G, 4G or 5G enabled device, any connection to private networks during school hours must comply with the school's Student Code of Conduct.

Students using iPad's will be required to connect to the teachers' device via Apple Classroom.

We strongly encourage parents to appropriately label their child's resources with their name and write down the serial numbers of the device and stylus.

Important Information

Broken or Damaged Device
While Gladstone SHS will continue to deal with inappropriate behaviour in line with existing policies, Gladstone SHS is not liable for any damage or replacement costs incurred while the device is at school.

There are therefore important details regarding insurance and warranty for parents to consider when purchasing an iPad. We strongly encourage parents to consider this at the time of purchase.

Some Home and Contents 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 representatives is highly recommended.

Gladstone SHS does not accept responsibility for damage, loss or theft of BYO devices. Furthermore, Gladstone SHS will not be involved in any way with warranty and insurance claims. This will be between the purchaser and the retailer.

Backing up
Technology failure is a fact of life and it is the responsibility of the student to ensure that their material is backed up regularly. Students should be saving all documents to their OneNote or OneDrive, a free cloud- based storage available for all students. No USBs are to be used.
Gladstone SHS will not be held responsible for loss of material or assessment on BYO devices.

Charging devices

There will not be any charging facilities at school to charge devices. All charging should be done at home.
Portable power banks will be allowed during class time, but only for the purpose of charging iPads.

Use of 3G / 4G / 5G

Gladstone SHS provides a filtered internet connection that students can use while on school grounds. Access to private 3G, 4G and 5G (mobile networks) services will need to occur in strict accordance with the school's Student Code of Conduct. This is to ensure the online safety of all members of our school community.

Joining the BYOD Program

To join the program, students need to complete a *BYOD Participation Agreement* and have their device checked by one of our School Technical Officers. Once checks have been completed, students will be supported and guided through the process to connect to the school network.

Required APPS for iPad

The following apps must be installed on students' iPads before signing up to the BYOD program.

App		Cost	Purpose
	Intune Company Portal	Free	Required to set up device and connect to school network
	Microsoft Word	Free	A range of uses in many classes
	Microsoft PowerPoint	Free	A range of uses in many classes
	Microsoft Excel	Free	A range of uses in many classes
	Microsoft OneNote	Free	Access to all lesson content and resources
	Microsoft Teams	Free	Access to all lesson content and resources
	Microsoft Outlook	Free	Emails
	Microsoft OneDrive	Free	Save all documents to the cloud
	iMovie	Free	Create and edit movie projects
	Kahoot!	Free	Game based learning for all classes
	Quizlet	Free	Study tool for all classes
	Desmos Graphing Calculator	Free	Mathematics
	Imiwa?	Free	Japanese dictionary
	ClickView	Free	Digital educational videos for all classes
	Owlfiles – File Explorer	Free	Access to school drives
	Plickers	Free	Polling tool
	Kodex	Free	Programming tool for Digital Technologies

Digital Learning Expectations

All students use technology to support their learning at Gladstone State High School and are required to comply with the following expectations regarding device use. The iPad is a learning tool that students are expected to bring to every lesson.

Students not meeting these expectations will be managed according to the Student Code of Conduct.

iPad as a Learning Tool

We expect all students to arrive at school ready and prepared to learn. This includes:

- Ensuring the BYO device is functional and in good working order.
- Ensuring the BYO device is fully charged before school and has enough battery life for all class periods to complete required work.
- Devices should be stored in school bags when moving between classes or around the school.
- While at school, devices should be used for an educational purpose. This includes the use of camera/video and audio recording functions. **For privacy reasons, students must not take photos of, film or audio record any other student or staff member without the explicit consent of, and under the supervision of, a staff member.**
- To avoid damage, food and drinks should be kept away from ICT equipment.
- Student devices are for their use only. They are not to be shared with others.
- Regularly check that all ICT equipment and home devices are tested for viruses and other threats.
- Ensure at least 1GB of storage capacity is available at all times for use in learning activities.
- Devices and apps should be updated regularly. Running the latest version of iOS and apps ensures students can make the most of their device.
- Only run approved and officially released versions of iOS for Apple devices.

During Lessons

An iPad is a valuable teaching and learning tool. To make the most of learning time, the following routines for the use of the device have been developed:

- Students connect to their teacher's device via the Apple Classroom app at the start of each lesson.
- Students will wait for teacher instruction to use the device or open apps.
- Use of the device to communicate with other students during learning time is not permitted unless with the explicit consent of the teacher.
- Students will not project their screen to any other device without explicit teacher consent.
- Students cannot use their device during exams unless otherwise instructed.
- Students are not permitted to take a photo of any exam.
- At times, teachers may permit parts of a lesson to be recorded. Such recording must only occur when explicitly permitted by the class teacher and only for the part of the lesson the teacher approves. Other students should not be in the frame of the recording.

Communicating with Others

There are some further routines and procedures required to ensure the most appropriate use of the device in an educational setting:

- Remember respectful communication conventions should be used at all times.
- Students will be supplied with an EQ email address. This must be the only email used between students, teachers and other students when communicating or transferring documents.
- Email or other forms of communication, including through Bluetooth (e.g. Airdrop), may only be used during class time when directly instructed by a teacher. Airdrop should be turned off when not in use.

Responsible use of the school network and ICT resources

In addition to the rules and procedures outlined earlier in this document, students and parents need to understand and comply with the following requirements when using school ICT resources and/or their BYO device on the school network.

These requirements are varied only slightly (to provide for a school specific context) from the advice and guidelines in the Department of Education's document titled *Advice for state schools on acceptable use of ICT services, facilities and devices.*

Authorisation and controls

The principal reserves the right to restrict student access to the school's ICT services, facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program.

The Department of Education monitors access to and use of its network. For example, email and internet monitoring occurs to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's network by any BYO device if there is any suspicion that the integrity of the network might be at risk.

Responsibilities for using the school's ICT facilities and devices

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the Student Code of Conduct.
- Students are to be aware of occupational health and safety issues when using computers and other learning devices.
- Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to adopt these safe practices.
- Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so that it cannot 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).
- Students cannot use another student's or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home or local drive, email or accessing unauthorised network drives or systems. Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Students need to understand that copying software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from enforcement agencies.

Responsibilities for using a BYO device on the department's network

- Prior to using any BYO device, students and parents need to ensure it meets the required specifications.
- Students are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.
- Where possible, appropriate anti-virus software has been installed and is being managed.
- Students must follow any advice provided on best security requirements e.g. password protection.
- Students and parents are to employ caution with the use of BYO devices, particularly as these devices can store significant numbers of files, some of which may be unacceptable at school.
- Any inappropriate material or unlicensed software must be removed from BYO devices before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will be managed in accordance with the school's Student Code of Conduct.

Acceptable/appropriate use/behaviour by a student

It is acceptable for students while at school to:

- use BYO devices for:
  - assigned class work and assignments set by teachers;
  - 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, their parents or experts in relation to school work;
  - accessing online references such as dictionaries, encyclopedias, etc;
  - researching and learning through the department's eLearning environment.
- be courteous, considerate and respectful of others when using a mobile device.
- use their personal mobile device for private use before or after school, or during recess and lunch breaks, in accordance with the Student Code of Conduct.

Unacceptable/inappropriate use/behaviour by a student

It is unacceptable for students while at school to:

- use a BYO device in an unlawful manner;
- download, distribute or publish offensive messages or pictures;
- use obscene, inflammatory, racist, discriminatory or derogatory language;
- use language and/or threats of violence that may amount to bullying and/or harassment, or stalking;
- insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and internet resources;
- damage computers, printers or network equipment;
- commit plagiarism or violate copyright laws;
- ignore teacher directions or school policy regarding the use of social media, online email and internet chat;
- send chain letters or spam email (junk mail);
- share their own or others' personal information and/or images which could result in risk to themselves or another person's safety;
- knowingly download viruses or any other programs capable of breaching the department's network security;
- use in-device cameras inappropriately, such as in change rooms or toilets;
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material;
- use the BYO device to cheat during exams or assessments;
- take into or use BYO devices at exams or during class assessment unless expressly permitted by school staff.

Student Name		Year Level	
MAKE AND MODEL			
SERIAL NUMBER			
IOS Version			

STUDENT AGREEMENT

I (being the student) understand and agree to abide by the expectations outlined in this BYOD Charter, including the section titled Responsible use of the school network and ICT resources. I understand that breaches of these expectations will be managed according to the Student Code of Conduct.

I understand that the using my BYO device in conjunction with the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. While I am using my BYO device at school and/or accessing the school's ICT services, facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account. Specifically, in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home. If I receive any inappropriate emails at school, I will tell my teacher. If I receive any at home, I will tell my parents/guardians.

When using email or the internet I will not:
• reveal names, home addresses or phone numbers – mine or that of any other person
• use the school's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

Student Signature:	
Date:	

PARENT/GUARDIAN AGREEMENT

I understand that the school provides my child with access to their BYO device and to the school's ICT services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information from around the world; that the school cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive. I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT services, facilities and devices. Furthermore, I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.

I understand that the school is not responsible for safeguarding information stored by my child on their BYO device or a departmentally-owned device. I understand that the school does not accept liability for any loss or damage suffered to a student's BYO device as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any BYO device.

I believe my child understands this responsibility, and I hereby give my permission for him/her to participate in the school's BYOD program and access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviors' negatively affect the good order and management of the school, the school may commence disciplinary actions in line with the Student Code of Conduct.

Parent/Guardian Name	
Parent/Guardian Signature	
Date	