GLADSTONE STATE HIGH SCHOOL
BRING YOUR OWN DEVICE (BYOx)

User Agreement and Charter

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BYOx at Gladstone SHS

Overview

It is important to provide opportunities for students to develop the knowledge, skills and attitudes to prepare for a future in the 21st century. With students having 24/7 access to a digital device, learning will extend from the classroom to wide-reaching resources providing learning anywhere, anytime. The Gladstone SHS BYOx program has been established with a goal to have every student connected to classroom content both at school and at home. We must provide students with the opportunity to be effective digital learners who become confident, creative and productive in a digital world.

What is BYOx

"Bring your own device (BYOx) refers to technology models where students bring a personally owned device to school for the purpose of learning. A personally owned device is any technology device brought into the school and owned by a student (or the student's family), staff or guests". Put simply, BYOx is a solution where students quite literally bring their own device to school in order to access the Internet and/or school network through a managed Wi-Fi connection. Gladstone SHS is permitting laptop devices meeting a certain specification (see page 4 for details) to connect to the School's wireless network to enable students to access classroom content.

BYOx at Gladstone SHS

Students participating in BYOx are permitted to bring their own laptop into the School and have it connected to the school network in the same way as laptops from the school laptop program providing it meets the minimum specifications (P4). Students with BYOx devices will have access to a filtered Internet connection, access to classroom content, and a connection to printers within the School.

Laptop computers (referred to throughout this document as the 'device') facilitate effective student learning – both at school and at home. Currently, laptops are the only type of device permitted to be used within this program as tablets and other smaller devices are not timely or efficient when used as part of our school network. Students and parents/caregivers are asked to lend their support to this very valuable and innovative program. Strong support from parents and caregivers is paramount to ensure the program is successful and that students gain maximum benefit for their learning.

Minimum Device Specifications

In order to provide a consistent experience for students, it is important the device meets the minimum standards outlined below, this will ensure the device is able to connect to the School network, printing systems, and ensure that digital content used in the classroom is compatible with the chosen device. Please do not purchase a device unless you are sure the device meets the following specifications.

It is required that all BYOx devices have some form of protective casing to minimise damage whilst at school.

Laptops must have the minimum standards in order to operate efficiently within the school network. As such, ensure your device has:
- 4GB RAM
- 11.6inch screen (measured diagonally)
- 320GB Hard Drive (HDD) / 128Gb Solid State Drive (SSD)
- 64bit processor with speed of 1Ghz or higher (Intel® Pentium® 4, AMD Athlon™ 64 processor or higher)
- 6+ hour battery
- Wireless Modem - 802.11g or higher
- USB port
- Headphone port
- Built in microphone/speakers
- Webcam
- keyboard
- Windows 7 or later (apple, Mac, iOS, iPad, Android, Windows RT, Chromebook are NOT supported)
- Office 365 (provided through school)
- 3 year warranty

Software Requirements

Software installation, with the exception of software packages distributed by Gladstone SHS is the responsibility of the student / parents / caregivers. Valid licenses are required for all software present on your device.

Required Core Software

At least one of each from the following options needs to be installed prior to use within the School	
Office software packages:	Windows:
	* A license for Student Microsoft Office 365 is available for students to download at home, please see information below on page 5
Media Player	VLC Player
PDF Reader	Adobe Reader
Internet Explorer	☐ Internet Explorer ☐ Mozilla Firefox
Virus Protection	☐ Norton or similar ☐ Must be current

Gladstone State High School Optional Software:

- CAD
- Clickview
- E-texts (2017-18)

School Provided and Installed Software

- Due to a financial arrangement Gladstone SHS has taken up with Adobe, the Adobe Web Premium collection is free to BYOx devices. If students need the Adobe Master Collection then this carries a deployment charge of $20 per device per student per annum. Students needing Premier Pro (FTV students) will need to purchase the Master Collection for their BYOx device.

- Device management software will need to be installed on your device in order to facilitate a connection to the network and local resources. Removing or tampering with this software will render the device inoperable on the school network.

The software loaded on the device is licensed to DET or the school. The parent or caregiver must ensure that the software is not copied, deleted or transferred, without prior written consent from the school. Unauthorised use may breach copyright laws and the parent or caregiver may be held liable for any damages incurred.

Microsoft Office 365

All Queensland State School students have access to register for a free copy of Microsoft Office365 ProPlus. Once registered, students will be able to download the Office365 ProPlus suite onto 5 separate devices. In order for students to take advantage of this offer they will require an active MIS login and school email account. Windows devices get the Office365 ProPlus for PC (Word 2013, Excel 2013, PowerPoint 2013, OneNote 2013, Access 2013, Publisher 2013, Outlook 2013, Lync 2013 and InfoPath 2013).

How long can a student leverage Office 365 ProPlus?

Students can leverage this until they graduate or are no longer attending Gladstone SHS. At that point, you must disable your Office 365 ProPlus license.

School Technical Support

School technicians are only able to provide a specific level of support for BYOx devices, because of the range of devices able to be used within the School, technical support is limited to:

- Connection of the device to the school wireless network
- Connection of the device to the School printers if compatible
- Installation of optional school software

School technicians are not able to support students with (but not limited to):

- Hardware faults,
- Windows software issue,
- Physical damage to your device,
- Issues caused by viruses. (Where a device potentially threatens the school network, it may be temporarily or permanently suspended from connecting).

Charging of Devices

Students do not have the opportunity to charge their device during class and it is expected that devices used within the School have sufficient battery power to last an entire day. Your device is to be fully charged before the commencement of each school day. WH&S requirement limit the availability of access to charging stations within the School.

Mobile Network Tethering / 3g 4g Connections

Mobile network tethering, wireless Internet access points and inbuilt data connectivity can provide students with an UNFILTERED network connection within the school grounds. These types of Internet connections need to be disabled before arrival at school as the School cannot monitor or take responsibly for content accessed via these methods.

Printing

Students will be able to print via print drivers installed on their laptop (if compatible) or via a web page available within the School. The roll out of BYOx may install papercut as a method to manage the quantity of printing each student can perform at school. Once this system is introduced students begin each term with a nominal credit assigned to their account. Any further printing will require the account to be topped up at the School Cashier.

Device Care, Theft, Loss and Accidental Damage Insurance

Devices are the sole responsibility of the student. Gladstone SHS accepts no responsibility for the security or safety of the device. Students are responsible for the security of the device. Teachers and other staff will not store or hold onto devices. School technology support staff or teachers will not support, repair or troubleshoot student devices other than to connect the device to the school network and printing services.

It is important that student devices are insured against theft and accidental damage. This is often possible as an extension of your home and contents insurance, as a separate policy or as a part of a package at the time of purchase from the vendor. Malicious damage will be investigated by the school as part of our Responsible Behaviour Plan, however liability remains with the device owner.

As part of the BYOx agreement, you agree to keep your device with you at all times in order to ensure its safety. It is also a requirement that your device has some form of protective casing to help prevent damage during transportation.

Warranty, 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. It is worthwhile to know the warranty period and exactly what is covered as this will vary between vendors.

BYOX provision fee

To participate in the BYOx program parents and/or caregivers are required to make a contribution. This helps to offset the costs involved in the setup, support, and software licenses for the device.

The items below are included as part the BYOx package:

Item	Annual cost per student
Device setup for connection by tech support staff	Included
Software Licenses for Adobe Web Premium Collection, Microsoft Office 365	Included
Access to filtered Internet connection within the School	Included
Access to the School printing system	Included
In School Technical Support (for connection issues)	Included

$50** will be charged per device, annually.

** Students enrolling from Semester 2 will be charged a pro rata amount of $30. *When you have returned the BYOX charter to the school office, you will be issued with an invoice. Once your invoice has been paid your child can bring their laptop to the IT Department for the set up to be completed.*

Data security and back ups

Students must understand the importance of backing up data securely. Should a hardware or software fault develop, assignment work that has taken a considerable time to prepare may be lost. This will not be accepted as a reasonable excuse for not completing or submitting assessment tasks on time.

The student is responsible for the backup of all data. While at school, students are able to save data to the school's network, which is safeguarded by a scheduled backup solution. They are also able to save data locally to the device for use away from the school network. The backup of this data is the responsibility of the student and should be backed-up on an external device, such as external hard drive or USB stick.

Students should also be aware that, in the event that any repairs need to be carried out the contents of the device may be deleted and the storage media reformatted.

Acceptable Computer and Internet Use

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student(s) access to the Internet, based upon the policy contained within ICT-PR-004 Using the Department's Corporate ICT Network.

This policy also forms part of this Student BYOx Agreement and Charter; and the school's Acceptable Use of IT and Internet Policy. The acceptable-use conditions apply to the use of the device and Internet on the school grounds.

Communication through Internet and online communication services must comply with the Responsible Behaviour Plan which is available on the school website or in the student planner.

There are a few conditions that students should adhere to. Students should not:

- create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place

- disable settings for virus protection, spam and/or Internet filtering that have been applied as part of the school standard

- use unauthorised programs and intentionally download unauthorised software, graphics or music

- intentionally damage or disable computers, computer systems or Queensland DET networks

- use the device for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

Note: Students' use of Internet and online communication services can be audited and traced to the account of the user. This includes social media sites such as Facebook. Any legal issues will be referred to the Police.

Passwords

Passwords must not be obvious or easily guessed; they must be kept confidential, and changed when prompted or when known by another user.

Personal accounts cannot be shared. Students should not allow others to use their personal account for any reason.

Students should log off at the end of each session to ensure no one else can use their account or laptop.

Cybersafety

At any time, if a student believes they have received a computer virus or spam (unsolicited email), or they have received a message that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent and/or caregiver as soon as is possible.

Students are encouraged to explore and use the Internet Safety Help website (www.esafety.gov.au) Queensland Government website to talk, report and learn about a range of cybersafety issues.

Students must seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

Students must never initiate or knowingly forward emails, or other messages, containing:

- A message sent to them in confidence
- A computer virus or attachment that is capable of damaging the recipients' computer
- Chain letters or hoax emails
- Spam (such as unsolicited advertising

Students must never send or publish:

- Unacceptable or unlawful material or remarks, including offensive or discriminatory comments
- Threats, bullying or harassment of another person
- Sexually explicit or sexually suggestive material or correspondence
- False or defamatory information about a person or organisation.

Web filtering

An Internet filtering solution provides DET with the ability to restrict access to inappropriate material on DET's ICT network. Content filtering is active 100% of the time on the BYOx devices whilst using the school network and internet, however it does not restrict access on home networks or internets connections so parent supervision is recommended.

To help keep students safe when using the DET network (including any 3G connections), DET imposes a 'high' level of Internet access filtering. A 'high' level provides a greater level of protection and therefore a high level of restriction. Sites that are blocked under a high level of Internet access include:

- Social networking sites such as Facebook
- Open/Mixed Content such as YouTube
- Language translation sites
- Internet telephony sites such as Skype
- Alternative sexuality/lifestyles
- Intimate apparel/swimsuit.

It is important to remember filtering systems are not foolproof and do not replace the need for parental supervision when students are online. Parents, caregivers and students are encouraged to visit the Internet Safety website at www.esafety.gov.au.

Privacy and Confidentiality

It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission.

The student should not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others.
It should also be ensured that privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interest.

Intellectual property and copyright

Students should never plagiarise information and shall observe appropriate copyright clearance, including acknowledging the original author or source of any information used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged.

Material being published on the Internet or intranet must have the approval of the Principal or their delegate and have appropriate copyright clearance.

Misuse and breaches of acceptable usage

Students should be aware that they are held responsible for their actions while using the Internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access Internet and online communication services.

The **misuse** of Internet and online communication services **may result in disciplinary action** which includes, but is not limited to, the withdrawal of access to services and/or device. Refer to the Acceptable Use Policy located on our website or in the student planner.

Monitoring and reporting

Students should be aware that all use of Internet and online communication services can be audited and traced to the account of the user.

All material on the device is subject to audit by authorised school staff. If at any stage there is a police request, DET may be required to provide the authorities with access to the device and personal holdings associated with its use.

Students' reporting requirements

Students are required to report any Internet site accessed that is considered inappropriate.

Any suspected security breach involving students, users from other schools, or from outside the Queensland DET must also be reported to the school.

Period of Participation

The School agrees to provide access to the student/caregiver from the date soon after this agreement is signed by all parties and arranged payment schedules are met. This agreement will be binding for the entire length of time the student participates in the scheme.

The agreement may be ended earlier, at the School's absolute discretion, if:
- The student is no longer enrolled at the School or the student is excluded from the School
- In the opinion of the School, the student is not meeting the school's behavior and educational requirements, including unexplained absenteeism falling below 90%
- The parent and/or caregiver fails to comply with this Agreement or the School's Acceptable Computer Use and Internet Access Agreement;
- The student fails to comply with the attached *BYOx Rules for Students* or the School's Acceptable Computer Use and Internet Access Agreement;
- Notification must be given in writing if you wish to withdraw from this program.

BYOx Rules for Students

1. You agree to keep your device with you at all times in order to ensure its safety and will not hold the School responsible in the event of loss, theft, fire or damage (accidental or deliberate).

2. The *School's Student Network / Internet Access Agreement* and *Internet Usage Policy* also apply to your use of the network / Internet when you are accessing the Internet using your Laptop. You are reminded of your obligations under that agreement and policy.

3. You must not tell anyone else your account name and/or password.

4. You are responsible for backing-up all important data. The School is not responsible for any data loss. Please ensure your school work and important documents are backed up onto an external flash drive, USB or other device.

5. The software we load on the Laptop is licensed to the Department of Education and Training or the School. You must ensure that the software is not copied, deleted or transferred, for any reason at all. Unauthorised use may breach copyright laws.

6. You must take all reasonably necessary steps to prevent a virus from infecting the Laptop, and in turn affecting the school network. This means it is necessary to monitor any data that is downloaded or uploaded onto the Laptop from the Internet or any device and virus checking any USB drives in the Laptop.

7. Images or sound captured by personal technology devices on the school premises or elsewhere must not be disseminated to others, for the purpose of causing embarrassment to individuals or the School for the purpose of bullying or harassment, or where without such intent a reasonable person would conclude that such outcomes may occur. The School has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.

8. You must not intentionally use the device or Internet services to which it may be connected:
    a. for any illegal, pornographic, fraudulent or defamatory purposes;
    b. for bulk transmission of unsolicited electronic mail;
    c. to send or cause to be sent any computer worms, viruses or other similar programs;
    d. to menace or harass another person (or use in a way that would be regarded by a reasonable person to be offensive);
    e. to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
    f. to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or in a way that violates any laws, such as privacy laws.

9. In particular you must not use your device (or any Internet services to which it may be connected) to bully, harass or be unkind to other persons.

Contact Information

For all enquiries regarding this program, please contact:

Email: byox@gladstonshs.eq.edu.au

Computer Specific Information
Danie Player
HOD Business and IT
Phone: 4976 6123
Email: dplay1@eq.edu.au

Financial Information:
Courtney Rowe
Business Services Manager
Phone: 4976 6111
Email: crowe50@eq.edu.au

Technical Support:
Oscar Head or Philip Stein
Phone: 4976 6134
Email: owhea0@eq.edu.au or pstei17@eq.edu.au

Gladstone SHS - BYOx Agreement

This Student BYOX Agreement form must be signed and returned to the school before the device will be authorised and connected to the school network.

The student and parent or caregiver must carefully read this charter before signing it. Any questions should be addressed to the school and clarification obtained before the charter is signed.

When you have returned the BYOX charter to the school office, you will be issued with an invoice. Once your invoice has been paid your child can bring their laptop to the IT Department for the set up to be completed.

In signing below, I acknowledge that I,

- accept all policies and guidelines as per the Responsible Behaviour Plan for Students

- understand my responsibilities regarding the use of the device and the Internet

- acknowledge that I understand and agree with all of the conditions detailed in the BYOx Charter and the schools Acceptable Use of IT, mobile device and Internet Policy

- accept responsibly for any loss, theft or damage that may occur to the device within the School and have insured the device.

- agree to contribute **$50 annually** for my child to access the BYOx Program plus the cost of any optional software and additional printing. *Note: Students enrolling from Semester 2 will be charged a pro rata amount of $30.*

Year level in 2019

Student's name	**Signature of student**	**Date**
Parent / caregiver's name	**Signature of parent / caregiver**	**Date**
IT Representative Name	**Signature of IT Rep**	**Date**