Bring Your Own Device

Information Booklet

PREPARING OUR STUDENTS

Student's today face an ever-changing, technologically advanced, global working environment. Therefore, being equipped to use and engage with technology are essential skills to be successful both today and in the future. For this reason, all students at Mabel Park SHS are required to have their device with them every day. Our Bring Your Own Device (BYOD) program helps students connect, create and learn in new ways. By bringing a device each day, students gain valuable digital skills that prepare them for future study and work. We provide support and flexible options so every family can take part. Most families now choose the Bring Your Own Device (BYOD) option. Together we are building a positive, connected learning community where technology supports every student's success.

EVERY STUDENT – EVERY LESSON

DEVICE OPTIONS

Option 1: Bring Your Own Device (BYOD)

Students bring their personally owned device to connect safely to the Department's information and communication technology (ICT) network. Devices must meet the minimum hardware requirements and be used responsibly, following our Student Code of Conduct.

Option 2: Day Loan Laptop

The school offers a laptop day-loan option to support students who are not yet able to purchase their own BYOD device. To borrow a day-loan laptop, students visit the IT Department between 8:00 - 8:30 am with their student ID card to scan and collect a device. Laptops must be returned to the IT Department after Period 4, at 2:35 pm, at the end of the school day. This option ensures every student can access digital learning. Our goal is to make sure technology is accessible, reliable, and supports every learner's success.

Option 3: Equity Access Program

Families who are experiencing financial hardship and are unable to purchase or loan a BYOD device may apply for an equity laptop. This laptop is a long-term hire **per semester** and will be reviewed at the end of each semester. Application forms are available from the Student Engagement Hub (SEH) and/or our Admin office and can be collected by students, parents, or teachers on behalf of a student. Completed forms should be returned to the SEH Head of Department for review. If the application is supported, it will be forwarded to a Deputy Principal for final approval. Once approved, families will be contacted to complete the final steps before a device is issued. All applications are considered carefully and respectfully to ensure every student has fair access to learning.

Damage Fees for Equity Laptops:

- Accidental damage 1st occurrence: $62 repair excess fee.
- Accidental damage 2nd and following occurrences: full cost of repair up to $500.
- Missing laptop and malicious/deliberate damage: full cost of repair or replacement up to $600.
- Missing or damaged charger: $35.

BYOD DEVICE GUIDE

To ensure a consistent and reliable learning experience, each student's device should meet the minimum specifications outlined below. Meeting these requirements allows the device to connect smoothly to the school network, access printing services, and support class activities. If possible, families are encouraged to consider the recommended specifications, which provide faster performance and greater functionality for learning. Choosing a compatible device helps students make the most of digital learning at school.

Minimum Hardware Requirements for Device Selection

	Minimum Specifications (Good)	Recommended Specifications (Better)
Platform	**Microsoft windows laptops, Apple iOS or Mac Devices**	
Screen size	11 - 13 inch	12 - 15 inch
Processor	Intel Celeron N100	Intel Core i5 or equivalent
Ram	4GB RAM	8GB RAM
Hard Drive	128GB SSD	256GB SSD or larger
Operating System	**Windows 11 or later, MacOS 10.15 or later**	
Battery	10+ hours	
Windows 11 Supported Device	**NO CHROMEBOOKS - NOT supported on the school network**	

NOTE: The above specifications are for base schoolwork and not applied to the subjects that may require more processing power. Students that require greater processing power for subjects such as graphics and IT, will greatly benefit from a computer meeting or exceeding the recommended specifications provided above.

RECOMMENDED DEVICES

Lenovo
Lenovo IdeaPad S1i 14" HD Laptop (Intel Celeron)[128GB]

Lenovo
Lenovo IdeaPad Slim 3i 14" HD Laptop (Intel Core Celeron) [128GB]

HP Laptop 14s-dq6002TU 14" HD laptop (Intel N-Series) [128GB]

ASUS Vivobook Go 15 E510KA 15.6" FHD Laptop (128GB) [Intel Celeron]

Alternatives

At Substation33, they re-cycle and re-use electronic waste - including computers - that would otherwise end up in landfill. See student deals for refurbished laptops. Be aware that because these devices are refurbished, they may not perform like a new one.

https://www.substation33.com.au/digital-divide

Recommended Extras

Parents are strongly advised to purchase a protective case, extended warranty and Accidental Damage Protection (ADP) and additional extras below:

- USB
- Hard drive
- Protective hard case
- Protective bag
- Headphones

Onboarding Student Device

Our friendly IT Support Team will help students connect to the school network and access the internet and printing services. While the team can assist with software issues, they are unable to repair physical or hardware problems. Students are asked to take care of their devices, and if damage occurs, a temporary loan may be available for up to 30 days while repairs are arranged. We recommend families consider Accidental Damage Protection (ADP) to help cover the cost of any unexpected repairs.

Responsible use of BYOD

Responsibilities of stakeholders involved in the BYOD program:

School

- BYOD program induction — including information on connection, care of device at school, workplace health and safety, network connection at school
- Some school-supplied software e.g. Adobe (if required in subject installed by School IT Technician), Microsoft Office 365 (to be installed at home)
- Access to shared network and printing

Student

- Participation in BYOD program induction
- Acknowledgement that core purpose of device at school is for educational purposes
- Care of device
- Appropriate digital citizenship and online safety
- Security of device and password protection
- Maintaining a current back-up of data
- Charging of device fully overnight for use each day
- Abiding by intellectual property and copyright laws
- Internet filtering (when not connected to the school's network)
- Understanding and signing the BYOD

Agreement Parents and Carers

- Provision of a device that meets school minimum specifications
- Acknowledgement that core purpose of device at school is for educational purposes
- Internet filtering (when not connected to the school's network)
- Encourage and support appropriate digital citizenship and cyber safety
- Arranging for repair of damage or malfunctioning hardware or non-school software, including a reload or reimage of the operating system
- Required software, including sufficient anti-virus software
- Protective backpack or case for the device
- Adequate warranty and insurance of the device
- Understanding and signing the BYOD Agreement

Device Care and Damage/Loss

The student is responsible for taking care of, and securing, the device. Responsibility for loss or damage of a device at home, in transit and at school belongs to the student. Independent advice should be sought regarding inclusion in a home and contents insurance policy, or separate insurance for the device. It is advised that accidental damage and warranty policies are discussed at point of purchase to minimise financial impact and disruption to learning should a device not be operational.

Data Security and Back-ups

Students must ensure they have a process of backing up data securely. Otherwise, should a hardware or software fault occur, assignments and the products of other class activities may be lost. The student is responsible for the backup of all data. While at school, students may be able to save data to the school's network, which is safeguarded by a scheduled backup solution. All students are required to backup work to OneDrive. Students are also able to save data locally to their 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 an external hard drive or USB drive. All files must be scanned using appropriate anti-virus software before being downloaded to the department's ICT network.

Acceptable Personal Device Use

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student access to the internet and third-party websites. Communication through internet and online communication services must also comply with the Student Code of Conduct available on the school website, and the Student BYOD Charter Agreement.

Passwords

Use of the school's ICT network is secured with a username and password. The password must be difficult enough so as not to 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). The password should be changed regularly, as well as when prompted by the department or when known by another user.

Web Filtering

The internet has become a powerful tool for teaching and learning; however, students need to be careful and vigilant regarding some web content. To help protect students (and staff) from malicious web activity and inappropriate websites, DoE operates a comprehensive web filtering system. Any device connected to the internet through the school network will have filtering applied. The filtering system provides a layer of protection to staff and students against:

- inappropriate web pages
- spyware and malware
- peer-to-peer sessions; and
- scams and identity theft

This purpose-built web filtering solution takes a precautionary approach to blocking websites including those that do not disclose information about their purpose and content. The filtering approach applied by DoE represents global best practice in internet protection measures. However, despite internal departmental controls to filter content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed on the screen. Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student. Students must comply with the provisions of Mabel Park State High School's Information Communication Technology Acceptable Use Policy and Agreement.

Privacy and Confidentiality

Students must not use another student's or staff member's username or password to access the school network or another student's device, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems. Additionally, students should not divulge personal information via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. 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. Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.

Intellectual Property and Copyright

Students should never plagiarise information and should observe appropriate copyright clearance, including acknowledging the original author or source of any information, images, audio etc. 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. Copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

Software

Mabel Park State High School may recommend software applications to meet the curriculum needs of specific subjects. Parents/Caregivers may be required to install and support the appropriate use of the software in accordance with guidelines provided by the school. This includes the understanding that software may need to be removed from the device upon the cancellation of student enrolment, transfer or completion of their studies at school. Students must 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 review by authorised school staff.

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.

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 another person knowingly using their account to access internet and online communication services. The school reserves the right to restrict/remove access of personally owned mobile devices to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned mobile devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access and or device to the school supplied services.