

MABEL PARK STATE HIGH SCHOOL



CYOD Handbook

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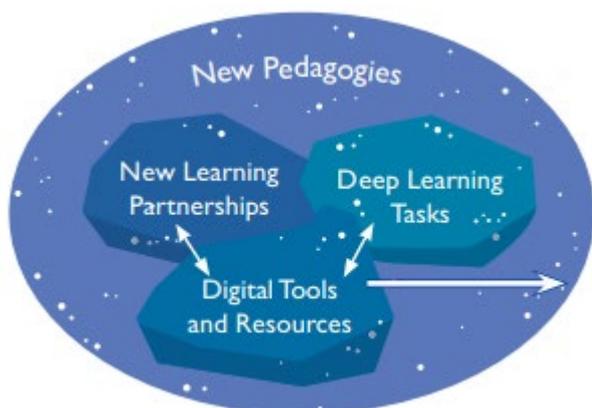
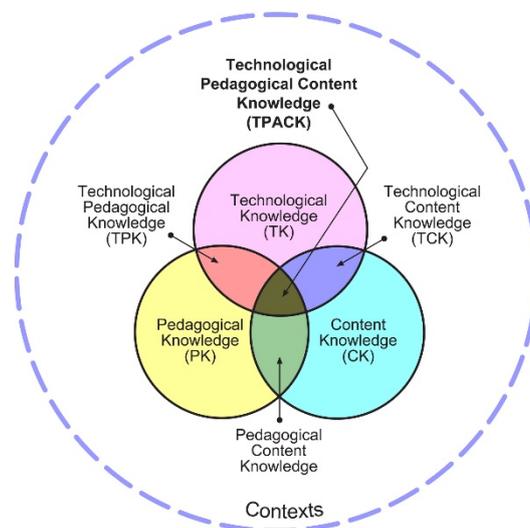
Foreword

This handbook has been developed as a guide for parents and students regarding the laptops purchased under a 1-to-1 Technology Program, CYOD (Choose your Own Device) scheme for the iMPact Project.

At Mabel Park State High School, technology is a tool that enhances pedagogy and allows differentiation in learning. Teachers as life-long learners, will continue to focus on developing their technical, pedagogical and content expertise; utilising ICT in an educationally purposeful way.

The use of technology in the iMPact Project allows students to construct knowledge, to investigate and solve real problems, to give each other feedback and assess one another's work, to collaborate beyond the boundaries of the classroom and the school day, and to communicate with peers, experts and others throughout the world.

These uses of technology are not merely additions layered on top of curricular goals. Instead, technology is used in the name of deep learning goals with well-defined success criteria. The 'how' of its use is dynamic and co-determined by students and teachers. 1:1 access to appropriate technology allows students to be challenged by tasks that were once inconceivable: truly transforming learning. This allows the boundaries of school walls to not only become permeable, in a learning sense they disappear and prepares our students to be the innovators, entrepreneurs and digital leaders of tomorrow.



Technology in The iMPact Project

The goal when formulating a future direction for technology access at Mabel Park State High School was to deliver a curriculum where students are provided rich experiences to engage with technology, learning valuable 21st Century Skills whilst also providing an affordable option for parents.

From 2019, we have implemented a model for students of the iMPact Project to access technology in the classroom and at home through a school-managed Choose Your Own Device (CYOD) program. The program improves and provides access to technology for students over the course of the three year program from years 7 to 9. The time period (3 years) also aligns with device warranties and expected usable life of a technology device.

What is a CYOD scheme?

The 'Choose Your Own Device' (CYOD) scheme provides parents with a device selected by thorough investigation of the school that is appropriate for the software programs installed and also of high quality to withstand regular transportation to and from school and use in the classroom environment. As a scholarship recipient of the iMPact Project, the school will fund the education perfect software which serves as an online learning platform for students in the program and then parents contribute payments for the device to the school via a Participation Agreement. The school then purchases the device for their students' sole use. The School will retain ownership of the device which allows the school to:

- Install and maintain school owned software including Operating System,
- Provide full student access to the school network and internet,
- Provide full technical support through our school ICT Service Desk,
- Provide access to Hot-Swap laptops when the student's device is in for repair,
- Have DDS anti-theft software installed as standard on all devices,
- Full manage onsite, all Warranty and Accidental Damage Protection (ADP) claim issues.

At the end of the Participation Agreement the school will dispose of the device according to the Department of Education and Training (DET) policy. Parents will have the opportunity to acquire the device at this time under the *Private Treaty* arrangement. As the device will be at the end of its expected life, the school will dispose of the asset to parents if all school invoices have been paid for in full for a nominal fee (\$10). At this time, the laptop will get restored back to its factory state.

All devices will come with a 3-year warranty (including battery). Devices will be purchase with ADP warranty, which will minimise the cost of the damage that devices used in a school-context often receive.

Why does the school retain ownership?

The school retains ownership of the device until the end of the agreement so that we are legally allowed to install our school software (including Operating System), as well as being able to manage the warranty and ADP claims. At the end of the three years, or if the student leaves the school or changes out of the iMPact Project, the opportunity to acquire the device will be provided. The remaining amount required to purchase at that time will be charged to parents to purchase the device, otherwise it must be returned to the school. At this point, if the device is acquired by parents, ownership will be transferred and any remaining ADP coverage *may* be able to be transferred (depending on vendor terms) for a small fee.

CYOD costs explained

The following example outlines how the costs are charged:

Cost of Device - \$1100			
Payment Schedule	Description	Amount	Total
1 st	Payment deposit due before pick up of Device	\$400	\$400
2 nd	Payment due by end of 2021 ¹	\$700	\$1100
			\$1100

Scholarship provided by the school is to the value of \$300 which covers Education Perfect subscription

Additional CYOD costs

Accidental Damage Protection Insurance		Charge
1 st claim	\$ 0 excess a maximum of one (1) claim per 12-month period commencing from the start date of the term of the Service Contract (effectively one claim per calendar year)	No charge
2 nd and subsequent claims	Additional ADP claims within the same 12-month period will be repaired at the vendor's full parts and labour costs. These repair costs will be passed on to the students/parents. ²	As charged by Dell
Theft & Loss Insurance		
1 st claim	Insurance excess	\$ 500
2 nd and subsequent claims	Replacement cost	\$ 1100

¹ Payment can be made in full in one payment or payment plan over 2021 as agreed by the finance department. Alternate plans can be made by contacting the finance office.

² Full terms and conditions available on Mabel Park SHS website

Laptop Program Inclusions

	CYOD
Device	
Dell laptop	✓
Adobe Creative Suite	✓
School Software	✓
Lemon Clause	✓
Absolute Data & Device Security (<i>DDS previously known as computrace</i>) anti-theft protection	✓
Network access at school	✓
Internet access at school	✓
Education perfect subscription	✓
Internet Filtering	
At school	✓
At home	✓
Onsite – Technical Support	
On Site Warranty	✓ (3 years)
Battery Warranty	✓ (3 years)
On Site ADP ³	✓ (3 years)
Operating System Rebuilds	✓
On Site fault diagnosis	✓
General troubleshooting	✓
Access to Hot-Swap devices ⁴	✓

³ ADP A maximum of one (1) claim per 12-month period. All additional claims within the same 12-month period will be repaired at the vendor's full parts and labour costs. These repairs will be passed on to the students/parents.

⁴ Hot-Swap device is only available during repair period and must be returned once repairs are complete. Student device will be returned to student once payment for repairs is made.

The Device for 2021 – Dell Latitude 3190

The perfect Windows 10 classic laptop for education designed kid-proof. The Dell Latitude 3190 comes with a sealed, spill-resistant keyboard to withstand 12 oz. spills, plus rubberised base for improved durability, making it able to endure a 30-inch drop. It's built to handle bumps and drops from lockers, lunchrooms, backpacks and buses.



Good Past the Last Bell

With at Least 10 hours of battery life, this trust PC gets kids through even the longest school days. Plus, they'll power through any assignment with the help of Intel-Celeron quad-core processors and Pentium quad-core plus DDR4 memory.

Constructed for Collaboration

A 180-degree hinge makes it easier to collaborate and share content on the screen.

This option is a suitable device for all students in the iMPact Project.

- Intel Celeron QC & Pentium QC Processors
- Microsoft Windows 10
- 8GB Dual Channel 2400MHz DDR4
- 256GB SSD
- Intel HD Graphics
- 11.6" HD (1366 x 768) WVA Touch Screen 16:9 with Gorilla Glass and MS MPP Pen Support
- High Quality Speakers
- Headset/mic combo jack
- Integrated world facing camera webcam with microphone
- Wireless LAN: Intel Dual-Band Wireless-AC 8265 Wif-Fi + BT 4.2 Wireless (2x2)
- 303.3mm x 20.75mm - 1.27kg

Device Care

The student is responsible for taking care of and securing the device and accessories in accordance with school policy and guidelines. Responsibility for loss or damage of a device at home, in transit or at school belongs to the student. CYOD participants are covered by Accidental Damage Protection (ADP)⁵ warranties and the **School's self-insurance against theft and loss**⁶.

General precautions

- Food or drink should never be placed near the device
- Plugs, cords and cables should be inserted and removed carefully
- Devices should be carried within their protective case where appropriate
- Carrying devices with the screen open should be avoided
- Ensure the battery is fully charged each day
- Turn the device off before placing it in its bag
- Do not run charging cables across walkways

Protecting the screen

- Avoid poking at the screen – even a touch screen only requires a light touch
- Don't place pressure on the lid of the device when it is closed
- Avoid placing anything on the keyboard before closing the lid
- Avoid placing anything in the carry case that could press against the cover
- Only clean the screen with a clean, soft, dry cloth or an anti-static cloth
- Don't clean the screen with a household cleaning produce.

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 a safeguard by a scheduled backup solution. All files must be scanned using appropriate anti-virus software before being uploaded to the department's ICT network.

Students are also able to save 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, SD card or USB drive.

Students should also be aware that, in the event any repairs need to be carried out, the service agents may not guarantee the security or retention of the data. For example, the contents of the device may be deleted and the storage media reformatted.

⁵ 1st claim \$0 in 12-month period, 2nd and subsequent claims charged at parts and labour and billed to parents. All accounts must be paid within 1 week of invoice.

⁶ 1st claim \$500, 2nd and subsequent claims \$1100

Acceptable device 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 the [Acceptable Use of the Department's Information, Communication and Technology \(ICT\) Systems](#).

This policy also forms part of this Student Charter. The acceptable-use conditions apply to the use of the device and internet both on and off the school grounds.

Communication through internet and online communication services must also comply with the department's [Code of School Behaviour](#), [ICT Responsible Use Policy](#) and the [Responsible Behaviour Plan](#) available on the school website.

While on the school network, 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, school or government 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 may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

Connection to the internet

At school, the carriage service and connectivity to the internet is governed by the *School's Student Network / Internet Access Agreement and the School's Internet Usage Policy*. The department provides a web filtering system to protect schools from malicious web activity and inappropriate websites. Students' Internet browsing on departmental owned laptops installed with the MOE CFS build **is filtered at school and at home**. No web filtering system can be 100% effective and students and/or parents should notify the school as soon as possible if an unsuitable website is accessible when using the laptop so the school can take appropriate action.

If internet access at home occurs through private internet providers and is unfiltered, is it the Parent/Guardian's responsibility to monitor student internet usage. The school accepts no responsibility for consequences of internet access outside the school and will seek to enforce any breach of policy found on a departmental-owned laptop regardless of whether the breach was done at home or not (e.g. cache files for internet browsers containing pornography).

The use of personal 3G/4G Internet (including tethering to device) is not permitted at school. Non-filtered internet access is forbidden under Education Queensland policy as it poses a child protection issue. Only internet provided by the school is allowed to be used while the device is at school.

Improper use

The parent/guardian must ensure that the Laptop is not tampered with in order to connect to internet services inside and outside the school and that the laptop is not used:

- For any illegal, pornographic, fraudulent or defamatory purposes; including use of any operating system other than that supplied;
- For bulk transmission of unsolicited electronic mail; for anything other than educational use of the school network infrastructure;
- To send or cause to be sent any computer worms, viruses or other similar programs;
- To menace or harass another person (or used in a way that would be regarded by a reasonable person to be offensive);
- To transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
- 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.

Passwords

Use of the school's ICT network is secured with a user name 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.

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

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

Digital citizenship

Students should be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves, and the way they treat others online.

Students should be mindful that the content and behaviours they have online are easily searchable and accessible. This content may form a permanent online record into the future.

Interactions with digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community.

Parents are requested to ensure that their child understands this responsibility and expectation. The school's Responsible Behaviour Plan also supports students by providing school related expectations, guidelines and consequences.

Cybersafety

If a student believes they have received a computer virus, spam (unsolicited email), or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent or caregiver as soon as possible.

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

Students are encouraged to explore and use the '[Cybersafety Help button](#)' to talk, report and learn about a range of cybersafety issues.



Students must never initiate or knowingly forward emails, or other online content 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, post or publish:

- inappropriate or unlawful content which is offensive, abusive or discriminatory
- threats, bullying or harassment of another person
- sexually explicit or sexually suggestive content or correspondence
- false or defamatory information about a person or organisation.

Parents, caregivers and students are encouraged to read the department's [Cybersafety and Cyberbullying guide for parents and caregivers](#).

Version 2.1 Updated 14th October 2020

THIS IS A WORKING DOCUMENT AND MAY BE UPDATED THROUGHOUT THE YEAR.

Latest version will be available from the School Website.

Parent participation and payment agreement

Please detach this page and return to Mabel Park SHS main office or email to accounts@mabelparkshs.eq.edu.au by **3pm Friday 5th February 2021** at the latest.

Student name	EQ Student ID (if known)	2021 Year Level	
Parent/Caregiver details (please print)			
Family Name			
Given Names			
Address			
Email Address			
Contact Numbers	Home	Mobile	
Signature of Parent		Date	
<input type="checkbox"/> I have read and agree to abide by all terms and conditions set out in this policy. <input type="checkbox"/> I wish my child to take part in the CYOD program. I have read and understand the arrangements regarding device ownership. I agree to pay all charges in relation to the program.			
Payment options			
<input type="checkbox"/> I wish to pay now in full \$ 1100 <input type="checkbox"/> I agree to pay as per the payment schedule \$400 before Device is picked up \$700 by end of 2021 on payment plan <input type="checkbox"/> I would like to organise an alternative payment plan			
* Please note: Failure to adhere to payment arrangements will require the return of your student's device until payment is received in full.*			
Method of payment			
<input type="checkbox"/> BPoint / BPay	Please pay upon receipt of invoice which will be emailed to you. Please notify us of your payment with a copy of the receipt of transaction to accounts@mabelparkshs.eq.edu.au		
<input type="checkbox"/> EFT	Please notify accounts of payment by email to accounts@mabelparkshs.eq.edu.au		
<input type="checkbox"/> Cash	To be submitted with form at the finance window		
<input type="checkbox"/> Direct Deposit	School's Bank Account: Mabel Park State High School General Account BSB Number: 064 168 Account number: 00090546 Reference Details: Students name and invoice number		

Student Charter Agreement

The Initial payment must be made and Student Charter agreement form signed and returned to the school before the device is issued.

The student and parent/carer must carefully read the charter before signing this. Any questions should be addressed to the school and clarification obtained before the agreement is signed. This charter will remain in effect for the duration of enrolment at Mabel Park SHS.

In signing below, I acknowledge that I;

- have read and agree to the ICT Responsible Use Agreement
- 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 CYOD handbook
- agree to pay the applicable fees for my child to access the Schools iMPact class

After reviewing and understanding the responsibilities outlined in the **Responsible computer and internet use** section and the **Web Filtering** section of the *CYOD handbook* and all other relevant documents, I;

1. **agree** to the provision of elevated access associated with the assignment of the student device.
 do not agree to the provision of elevated access associated with the assignment of the student device.
2. Agree to the provision of a (tick one)
 medium (access to social media sites)
 high (blocked social media sites, including YouTube)
Internet filtering with the assignment of the device.

Student's name

Signature of student

Date

Parent Carer's name

Signature of parent/carer

Date

Designated school representative's name

Signature of school representative

Date