



# BYOD

## Bring Your Own Device

### at Mabel Park State High School

### Parent handbook



72-116 Paradise Road, Slacks Creek Qld 4127  
Ph: 07 3489 2333 Fax: 07 3489 2300  
E: info@mabelparkshs.eq.edu.au

[www.mabelparkshs.eq.edu.au](http://www.mabelparkshs.eq.edu.au)



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## ***PREPARING OUR STUDENTS***

Students 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, we require **all Year 7, 8, 10, 11 and 12 Mabel Park SHS students to transition to a Bring Your Own Device (BYOD) program in 2025 (all grades except year 9)**. The program will then continue to transition to all year levels in following years.

Schools who embrace a BYOD model enjoy many benefits to student learning and success, such as:

- increased student motivation, confidence and engagement with learning because students are familiar with their devices
- bridging the gap between school and home learning by making learning a part of students' lives and by making it readily accessible
- greater autonomy in the classroom
- greater collaboration between students and teachers
- the acquisition of critical IT technical skills and competencies which are paramount for future study and employment.

We understand that this program incurs a cost to families and have supports in place to ensure your child can participate and succeed in the program.

## ***BYOD – BRING YOUR OWN DEVICE OR HIRE FROM THE SCHOOL***

<b>Bring Your Own Device</b>	<b>Hire a device from the school</b>
<ul style="list-style-type: none"> <li>• Students keep the device for the duration of their schooling years and beyond</li> <li>• MPSHS IT support will connect the device to the school network so students have access to internet and printing. MPSHS IT support will assist with software issues however can not fix hardware issues.</li> <li>• It is the responsibility of students to take care of their devices.</li> <li>• In the case that a student's own device is damaged, IT support can offer a temporary loan up to 30 days until the student's own device is fixed.</li> <li>• Recommended to purchase Accidental Damage Protection (ADP) for the device</li> <li>• Device guide on following page</li> </ul>	<p>The school is able to offer a laptop hire option to our guardians and students as a secondary option to those unable/unwilling to commit to purchasing a BYOD device outright. These are a limited number at the school. A survey will be sent at the beginning of each school year via email for parents to complete and opt in to the hiring program.</p> <p>Hiring fees;</p> <ul style="list-style-type: none"> <li>• \$100 security deposit and \$200 <b>yearly</b> hire fee paid in full (\$300 total) before pick up of the device</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• \$100 security deposit paid in full prior to pick up of the device and \$200 hire fee paid via payment plan over the school calendar year.</li> </ul> <p>Depending on device availability, our hire laptops may be pre-used devices that have been returned and cleaned with an appropriate sanitizer product.</p>



## ***BYOD DEVICE GUIDE***

In order to provide a consistent experience for students, it is important the device meet the minimum specifications outlined below. This will ensure the device is able to connect to the Mabel Park State High School network, printing systems, and is suitable for class activities.

If financial circumstances allow, the recommended 'better' specifications will allow for increased speed and capabilities.

The Education Queensland network can not support some devices and for this reason we enforce **NO CHROMEBOOKS and NO ANDROID DEVICES**. These can not be supported on the school network.

	Minimum Specifications (Good)	Recommended Specifications (Better)
Platform	Microsoft windows laptops, Apple iOS or Mac Devices	
Screen size	11"-15" Display Note: (Devices can be touch screen but will increase cost)	12" -15" Note: (Devices can be touch screen but will increase cost)
Processor	Intel or AMD	Intel i3 or above AMD Ryzen3 or above
Ram	8GB RAM	8GB or above
Hard Drive	128GB SSD (Solid State Drive)	256GB SSD (Solid State Drive) or above
Operating System	Windows 10 or 11 operating system	
Battery	10+ hours	
Please Note: Education Queensland does not support Chromebook's, Android or Linux Devices		

The above specifications are for base school work 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.

Mabel Park has partnered with retailers that offer suitable devices for school. The ordering portals can be found at <https://mabelparkshs.eq.edu.au/curriculum/bring-your-own-device/device-guide-and-online-ordering>

We have provided some recommended devices on the following page.






**RECOMMENDED DEVICES**

Good	Better	Best
 <p>Acer 14" Aspire 1 Celeron 4GB RAM/128GB eMMC Laptop Silver</p> <p>Price: \$367 Officeworks Dated: 20/03/2024</p>	 <p>Acer Aspire 3, Windows 11 Home, AMD Athlon Gold 7220U, 8GB RAM, 512GB SSD</p> <p>Price: \$599 Sale \$799 Normal Dated: 20/03/2024</p>	 <p>Dell Inspiron 16 Laptop Windows 11</p> <p>Price: \$998 Dell website Dated: 20/03/2024</p>
 <p>HP 14" Celeron 4GB 128GB Laptop</p> <p>Price: \$419 the Good Guys Dated: 20/03/2024</p>	 <p>Dell Inspiron 15 Laptop Windows 11</p> <p>Price: \$798 Dell website Dated: 20/03/2024</p>	 <p>HP 15.6-inch i3-1215U/8GB/512GB SSD Laptop – Black Windows 11</p> <p>Price: \$698 sale Harvey Norman Dated: 20/03/2024</p>

**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 starting from \$150. Be aware that because these devices are refurbished, they may not perform like a new one.

### General Specifications by Price Pange



- \$100 = i3, i5: 2nd gen, 8gb RAM and a 500GB Hard drive
- \$150 = i3, i5: 3rd - 4th gen, 8gb RAM and a 500 GB Hard Drive or 128GB SSD
- \$200 - \$250 = i5, i7 : 4th - 6th gen, 8-16GB RAM and a 500GB - 1TB Hard Drive or 128GB - 256GB SSD
- \$250 - \$350 = i5, i7 : 7th - 10th gen, 8GB-16GB RAM and a 500GB - 1TB Hard Drive or 256GB - 512GB SSD

<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). Additional recommended extras include;

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

### *Setting up your device*

Mabel Park SHS IT support staff can set your student's device up on the network to have access to internet and printing. Parents/caregivers must complete the annual BYOD/hiring survey that is sent out at the beginning of the year before IT support is able to set up the device.



## *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 facilities

### 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 Caregivers

- 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 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.

## 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 particular 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.