BUNDABERG STATE HIGH SCHOOL

BRING YOUR OWN DEVICE (BYOx)

User Agreement and Charter

Version 6, 2021

Contents

BYOx at Bundaberg 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 Bundaberg 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.

BYOx at Bundaberg SHS

Students are permitted to bring their own laptop into the School and have it connect to the school network. Students with BYOx devices will have access to a filtered Internet connection, access to classroom content, and a connection to printers within the School.

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. A lesson loan system run from our school library with school purchased devices has also been established to support families with genuine financial hardship, however these must be booked in advance as there are very limited numbers.

Minimum Device Specifications

In order to connect to the school Wi-Fi network and to provide a consistent experience for students, it is important their computing device meets certain performance and specification levels (such as Wi-Fi, battery life, etc).

Please refer to the document "**BYOx Minimum Device Specifications**" on the school website for details.

Students should have Administration-level privileges on their device to allow install of any required school software. It is recommended that all BYOx devices have some form of protective casing to minimise damage whilst at school.

Software Requirements

Software installation is the responsibility of the student / parents / caregivers. Valid licenses are required for all software present on your device.

Bundaberg SHS, in conjunction with Department of Education, State Schools Division are able to provide licensed copies of the following software for use on your device for free or at reduced cost:

- Microsoft Office 365 – up to 5 devices per student account for free, using the student MIS login and school email to download at home.
- Adobe Creative Cloud - $10 per device
- CAD – free, information on how to download is available for students enrolled in particular classes from their teacher

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.

Students can leverage this until they graduate or are no longer attending Bundaberg SHS. At that point, you must disable your license/s.

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 by providing download information for home installation of InTune
- Connection of the device to the School printers if compatible
- Troubleshooting the above

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. HSW requirement limit the availability of access to charging stations within the School.

Mobile Network Tethering / 3g 4g 5g Connections / Hotspotting

Mobile network tethering, hot spotting, 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.

Device Care, Theft, Loss and Accidental Damage Insurance

Devices are the sole responsibility of the student. Bundaberg 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 such as Flexirent options. The School will take necessary and reasonable precautions to ensure you device is safe but we cannot be held responsible for accidental damage, loss or theft.

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.

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.

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 also have access to storage in the cloud as part of their school account. This enables students to access the same files anywhere on any device.

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 both on and off the school grounds.

Communication through Internet and online communication services must comply with the Responsible Behaviour Plan/ Student Code of Conduct which is available on the school website.

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 'Cybersafety Help' 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 (i.e. unsolicited advertising) or phishing emails (links to malicious websites or attachments)

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.

Some malicious emails sent to students may appear at first glance to be genuine but are actually attempting to "phish" (i.e. trying to steal your username, password and other information). Be suspicious of any unrequested or unexpected emails (even from someone you know) which contain a link to a website or require you to open an email attachment (e.g. phony invoice or receipt) – always assume it may be a phishing email.

Do not click or open the attachment until you confirm with the person who sent it that it is genuine. Never provide your username or password or other personal information to unknown websites, including survey websites.

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. The school may utilise the School based Police Officer to help investigate such circumstances.

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 until your student departs the school.

The agreement may be ended earlier, at the School's absolute discretion, if:

- The student is no longer enrolled at the School

- The student is excluded from the School

- In the opinion of the School, the student is not meeting the school's behaviour 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, Mobile Device 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;

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 device. You are reminded of your obligations under that agreement and policy.

3. You must not tell anyone else your account name and/or password, or attempt to access anyone else's account.

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 provided by the school 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 device, and in turn affecting the school network. This means it is necessary to monitor any data that is downloaded or uploaded onto the device from the Internet or any device and virus checking any USB drives.

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, unkind or harrassing);
    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.

Contact Information

For all enquiries regarding BYOx Programs, please contact:

Jonathan Glass or Connor Spinks : Computer Assistants

Email : techdept@bundabergshs.eq.edu.au

Shane Symonds
Technology Coach & Librarian

Email: ssymo5@eq.edu.au

Narelle Hayne
Deputy Principal

Email: nmadd16@eq.edu.au

Bundaberg SHS - BYOx Program Agreement

This Student BYOx Program Agreement form must be signed and returned to the school before personal, or school owned International student devices will be approved and connected to the school network.

The student and parent / caregiver must carefully read the BYOx Charter before signing this form. Any questions should be addressed to the school and clarification obtained before this agreement is signed.

__BYOx PROGRAM AGREEMENT__: (all applicants must complete & sign this section.)

In signing below, I acknowledge that I,

- accept all policies & guidelines as per Student Code of Conduct/Responsible Behaviour Plan for Students
- understand my responsibilities regarding the use of the device and the Internet
- understand that the school Technicians cannot fix or repair my personal device, they can only give advice
- agree to download all set up requirements (Microsoft Intune) and programs (e.g. Office 365) from home
- 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, Third Party and Internet Policies
- accept responsibility for any loss, theft or damage that may occur to my personal device within the School and have insured the device.

Year level commencing	**Start Date**

Student's name	**Signature of student**	**Date**
Parent / caregiver's name	**Signature of parent / caregiver**	**Date**