KULUIN STATE SCHOOL BYOD HANDBOOK

THE KULUIN SCHOOL

Bring Your Own Device Information and Procedures

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Bring Your Own 'x' (BYOx) is Education Queensland's pathway supporting the delivery of 21st century learning. It is a term used to describe a digital device ownership model where students use their personally-owned mobile devices to access the department's information and communication (ICT) network.

NB - a note about terminology: Because the term "BYOD" (Bring Your Own Device) is more commonly known in the wider community, that will be the term used throughout this document and indeed will be the term referred to at Kuluin State School.

Vision for Leaning

In empowering our community of learners, Kuluin State School believes firmly in the importance of embedding technology into learning. We believe that technology when leveraged purposefully and creatively has the potential to amplify good teaching. That in the hands of a good teacher, it enables the world to be brought to our students.

We have chosen to support the implementation of a BYOD model because:

> ➢ BYOD recognises the demand for seamless movement between school, work, home and play.

> ➢ BYOD helps to develop the knowledge and skills necessary for the 21st century workforce; including developing digital literacies, innovation, critical thinking, collaboration and creativity.

> ➢ BYOD assists students to become responsible digital citizens by enhancing the teaching learning process, achievement of student outcomes, as well as the skills and experiences that will prepare them for their future studies and careers.

> ➢ BYOD allows teachers to provide a more personalised and differentiated learning pathway for each student.

> ➢ BYOD provides engaging, interactive and hands on learning environment that is relevant to today's society.

Our teachers are guided by the Australian Curriculum and the ICT (Information and Communication Technology) Capability which shapes our approach to digital literacy. Students will learn to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school and in their lives beyond school.

Digital technologies change the way students learn, the way teachers teach, and where and when learning takes place. Mobile devices equip students to take charge of their own learning in a context where learning occurs anywhere, anytime, and with access to a wealth of content and interactive tools. Digital technologies can excite and engage educators, students and communities in learning.

We look forward to welcoming all year 4 students to BYOD and cannot wait to show them the endless possibilities of learning digitally.

DEVICE USAGE

Balance is another key element of our vision for learning that is enabled by technology and at Kuluin State School we believe that technology is most powerful when it is part of intentionally designed learning that combines a deep curriculum knowledge with appropriate pedagogical intent.

A laptop will be used in class when a teacher gives instructions for its use. It will not be used prior to the beginning of class unless directed by the teacher. Using technology will not be done for the sake of it, it will be accessed when it is thought to be the best tool for the situation. There will be some lessons/blocks of the day or even whole days when technology is not required, or not thought to have any benefit for the learning that is going on. Alternatively, there will be some days, where using technology may happen in every lesson. It is a tool that students shall have with them in the classroom to use when it is appropriate. We still see a need for students to use pencil and paper and to practise handwriting.

The staff at Kuluin State School will be influenced by the SAMR model to develop teaching and learning experiences for students that are authentic, meaningful and match the skills needed to live in the 21st century.
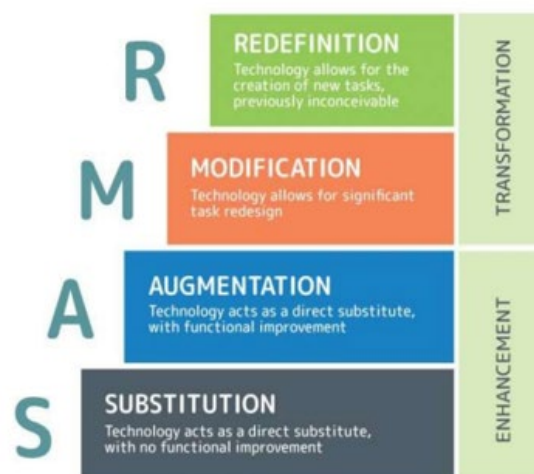
Laptop Minimum Requirements

Device selection - Before purchasing a device to use at school, the parent/caregiver and student need to be aware of the school's minimum specifications of appropriate device type, operating system requirements and software.

Hardware	Minimum Specifications
Operating System	Windows 11/10 (64-bit)
Processor	Intel Pentium (Quad Core) – Core i3 \ AMD A6 – Ryzen 3 or equivalent or higher
CPU Max Speed	2.0Ghz or higher
Memory (RAM)	4GB or more (8GB preferable)
Storage Capacity (Hard Drive)	128GB SSD or higher
Screen Size	13" display or larger
Graphics	256MB minimum
Wireless Connectivity	802.11ac Wi-Fi (support of 5GHz wireless range is essential)
Battery Life	At least 6 hours
Speakers	Integrated Speakers
Ports	At least 2 USB ports, microphone and headphone ports.
Warranty & Insurance	3 Years – accidental damage protection (ADP) insurance coverage. See the Government's MoneySmart website for further information https://www.moneysmart.gov.au/insurance/mobile-phone-tablet-laptop-insurance
Virus Protection	- Anti-virus protection: **Windows Defender**, which comes preinstalled on Windows 11/10 machines, provides protection and works well in the Education Queensland environment. **Third party virus protection such as Trend Micro, McAfee and Kaspersky are not recommended for use in the Education Queensland protected environment.**
Accessories	Device protection plans (both warranty and accidental damage) are strongly recommended with all laptops and should be discussed at time of purchase. - Protective case/cover - Padded school bags (laptop friendly) - Mouse and/or stylus - Headphones with microphone
Please Note:	- Third party virus protection products are not recommended for use at school. **Family user management systems such as Norton's Family and Microsoft Family have been found to be problematic in the Education Queensland environment and are not recommended.** ***Do not purchase Microsoft Office*** -The Microsoft Office Package (including Word and Excel) can be downloaded for free by students in Education Queensland schools. It does not need to be purchased. See https://learningplace.education.qld.gov.au/microsoft-office-software for more details.

Considerations:

These minimum requirements align with our feeder State High School BYOD Program - [Maroochydore SHS](#).

Required programs:

Programs and apps need to be downloaded prior to bringing the device to school. Updates also need to be maintained at home.

- **Office 365 package** which includes Word, Excel and OneNote (sometimes referred to as the Microsoft Office Suite), is FREE for students enrolled in an Education Queensland school. (**Do not purchase it with your laptop**) It must be downloaded and installed at home and students will need to use their school email address to sign in. It is recommended that you sign out and uninstall the trial version prior to downloading the Office package from the Office Portal. The link, further information and step-by-step instructions can be found at https://learningplace.education.qld.gov.au/microsoft-office-software

Mobile Network (3G & 4G) Connectivity
Due to school-based policy, 3G and 4G compatible devices are not allowed into school. This includes mobile phones, mobile broadband devices and any other device with the capability of connecting to an external cellular network. This policy has been made to ensure that our school network is not compromised and that students are not able to access an unfiltered internet connection whilst at school.

Device Care

It's understood that the school cannot accept liability for any loss or damage suffered to personal mobile devices as a result of the student bringing their mobile device to school and that device insurance (if chosen), is the responsibility of the student's family.

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. Advice should be sought regarding inclusion in home and contents insurance policy.

Warranty
It is advised that accidental damage and warranty policies are discussed at point of purchase to minimize financial impact and disruption to learning should a device not be operational.
See the Government's Money Smart website for further information on 3 Year Warranty and Accidental Damage Protection Insurance. (ADP) https://www.moneysmart.gov.au/insurance/mobile-phone-tablet-laptop-insurance
Adding to your household insurance may also be an option.

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 in a 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.

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 product.

Data Security and Back-ups

Students use One Drive to store all school-based documentation. Students must ensure they have a process for backing up their personal data that is not saved on One Drive. Otherwise, should a hardware or software fault occur, documentation may be lost. The student is responsible for the backup of all data.

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 revealed to other individuals. The password should be changed regularly, as well as when prompted by the Department of Education's network. Students should also set a password for access to their device and keep it private

Cyber Safety

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 report this to their teacher, parent or caregiver as soon as possible. Students must also seek advice if another user seeks personal information, offers gifts by email or asks to meet a student. Students are encouraged to explore and use the 'Cyber safety Help button' to talk about, report and learn about a range of cyber safety 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.

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. At all times students, while using ICT facilities and devices, will be required to act in line with the requirements of our school's Student Code of Conduct. To help protect students from malicious web activity and inappropriate websites, the Department of Education 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 students against:
> • Inappropriate web pages
> • Spyware and malware
> • Peer-to-peer sessions
> • 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 school's filtering approach represents global best-practice in internet protection measures. However, despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed. Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student. Students are required to report any internet site accessed that is considered inappropriate.

Privacy and Confidentiality
Students must not use another student 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. It is important that students do not publish or disclose the email address of a staff member or student without that person's 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.

Monitoring and Reporting
Students should be aware that all use of internet and online communication services can be audited on their device by a staff member when required.

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

Web Based Services Consent
Permission to Use Cloud, Web Based and App Services
Kuluin State School has audited its use of Cloud, Web Based and App Services across the school and these are listed in our Third-Party Web Based Permission List. All parents have been requested to read and either provide consent or not provide consent for their child to access these websites. Examples of these services include: Reading Eggs and Mathletics. All web-based services in use have undergone a risk assessment by the Queensland Government. Teachers in charge of these activities will monitor use and immediately cancel the activity should any concern be raised. Students and parents are asked to report any concerns with any web-based activity to their classroom teacher immediately. The Third-Party Web Based Permissions are sent via a digital survey each year.

Behaviour Expectations

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 create and demonstrate online are easily searchable and accessible. This content may form a permanent online record into the future. Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in class or the broader community. Parents are requested to ensure that their child understands this responsibility and expectation. The school's Student Code of Conduct also supports students by providing school related expectations, guidelines and consequences.

Acceptable 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) Network and Systems (Appendix 2). This policy also forms part of this Student Laptop BYOD Program. 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 school's Student Code of Conduct available on the school website.

Intellectual Property & Copyright
Students should never plagiarize 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 students obtain all appropriate permissions before electronically publishing other people's work. Material being published on the internet or intranet must have the approval of the classroom teacher 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 their laptop, 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 inappropriately.
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 to a student's laptop at school and school supplied network services.

Student User Guide
BYOD – Conditions of Use
When using a privately-owned laptop at Kuluin State School, we agree that:

- The device must at all times be connected to the school's network when on the school's premises. When connected to the school's network, all activities will be logged. Kuluin State School's ICT guidelines are to be followed in accordance with the completed and signed ICT Agreement
- The device will only be used for educational purposes
- Kuluin State School will only provide technical support to enable connectivity to the school's network that provides access to student files required for class, internet and printing services.
- It is the responsibility of the student to ensure that their laptop is secured when not in use. Kuluin State School takes no responsibility for the costs in the event of theft, loss, vandalism, damage or unauthorised access to private laptops.
- All private laptops must be brought to school fully charged.
- It is the responsibility of the student to back up data on their laptop e.g. to an external hard drive or USB.
- Any privately-owned software installed on the laptop must be age appropriate, follow copyright legislation and not cause offence.
- Kuluin State school and the Department of Education reserves the right to restrict access and use of any private laptop used on school grounds, whether it is connected to the school's network or not. Access to the school network and permission to use the private laptop on school grounds will be withdrawn as a consequence of any inappropriate use and/or security breach.
- One Drive is the Department of Education's approved cloud service. Cloud Based Services such as iCloud or Dropbox must not be used at school to store, send or access information at school.

BYOD Responsible Use Agreement

Our goal is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines.

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, appropriate digital citizenship and cybersafety
- Providing learning experiences for students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices
- Network connection at school
- Applying Student Code of Conduct breaches in cases of intentional damage/Theft and misuse.
- Internet filtering (when connected via the school's computer network)
- Some technical support (internet connection, installing school supported software)
- Some school-supplied software e.g. Microsoft Office 365
- 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 and password protection — password must be difficult enough so as not to be guessed by other students and is to be kept private by the student.
- Maintaining a current back-up of data not on One Drive (recommendation each week)
- Charging of device at home
- Abiding by intellectual property and copyright laws (including software/media piracy)
- Ensuring personal login account and device will not be shared with other students.
- Understanding and completing the online acknowledgement of the BYOD Agreement.

Parents and caregivers
- Read through the information and procedures handbook with your child
- 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 cybersafety with students
- Some technical support (technical issues involving hardware and non-school software)
- Required software, including sufficient anti-virus software
- Protective backpack or case for the device
- Adequate warranty and insurance of the device
- Understanding and completing the online acknowledgement of the BYOD Agreement.

Parents and caregivers need to be aware that intentional damage to laptops owned by other students or staff may result in consequences in relation to breaches of expectations and guidelines in the school's Student Code of Conduct.

The school's BYOD program supports personally - owned laptops in terms of access to:
- printing
- internet
- file access and storage
- support to connect devices to the school network.

However, the school's BYOD program does not support personally-owned mobile devices in regard to:
- complex technical support
- charging of devices at school
- security, integrity, insurance and maintenance
- private network accounts.

Students must comply with the Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems Communication through internet and online communication services must also comply with the Kuluin State Primary School Code of Conduct for Students available on our school website.

Examples of acceptable use includes:
- Engagement in class work, assignments and homework set by teachers
- Developing appropriate 21st Century knowledge, skills and behaviours
- Authoring text, artwork, audio and visual multimodal material for publication on the Intranet or Internet for educational purposes as supervised and approved by school staff
- Creating, designing and participating in STEM based inquiry lessons and projects; including coding, robotics and engineering challenges
- Conducting general research for school activities and projects or accessing online references
- Communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned school work

Examples of unacceptable use includes:
- 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 or breach the department's network security
- Use unauthorised programs and download unauthorised software, graphics or music
- Intentionally damaging any devices, accessories, peripherals, printers or network equipment
- Committing plagiarism or violate copyright laws
- Using unsupervised internet chat or sending junk mail (chain letters or spam mail)
- Accessing private 3G/4G networks during the school day
- Invading someone's privacy by taking unauthorised personal photographs or recording personal conversations; including the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- Divulging personal information about themselves or others (e.g. name, parent's name, address, passwords), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Accessing other student usernames or passwords- Username and passwords are to be kept by the student and not divulged to any other individual. Students cannot use another student or staff member's username or password to access the school's network, including not trespassing in another person's files, home drive or email.

Please hand this page into the administration office

Responsible use Agreement

As a student of Kuluin State School:

• I have read and understood the BYOD Agreement and the school's [Student Code of Conduct](#).
• I agree to abide by the guidelines outlined in both documents.
• I am aware that non-compliance and/or inappropriate behaviour, as per the intent of the BYOD Agreement and the Student Code of Conduct, will result in consequences relative to the behaviour.

Student's name: .... Class   (Please print)

Student's signature: ......…….....…………….. Date: /   /

Parent's/caregiver's name   (Please print)

Parent's/caregiver's signature: ....…………………............... Date: /

Appendix 1
Frequently Asked Questions:

Why has the school decided to embark on this new technology requirement?
Devices themselves don't change education, but if used as part of the learning process, research has shown that they can help to create a school environment that more fully engages students, fosters creativity and self-led learning, and enhances collaboration.

How can 1-to-1 devices improve learning?
It can be difficult to prove causality in a complex system such as education (think of all the factors that affect student performance). Here's what we do know. Because of BYOD and other eLearning initiatives:
- Students have greater access to real-time information, digital learning resources, educational software and collaborative work spaces, students experience higher levels of motivation and engagement in their learning.
- Students have access to their course materials and instruction anywhere and anytime
- Staff members are gaining efficiencies which allows them to provide more (and valuable) feedback to their students
- Students are gaining valuable real-world experiences that will help them perform well in the 21st century.
Taken as a whole, we believe BYOD has a positive effect on student performance.

Will the school teach digital safety?
The school's role also extends to that of educating students to become safe, ethical and responsible digital citizens. This requires ongoing programs for the staff, students and the parent community. Parents and caregivers should feel empowered to become involved in their child's online world, instilling their values of how to behave and how to share and connect in a safe and responsible manner. Such regular school-to-parent communications, alongside increased parental access to their child's learning, can encourage parents to become more engaged and potentially lead to benefits in terms of student achievement.

What if we are unable to participate in the program due to financial reasons?
The school will have an equity pool of laptops available in classes for students to use while they are at school. These laptops would be shared between students.

Will I need to bring the device to school every day?
Yes. Laptops are essential tools in each classroom.

We already have a device at home; can it be used at school?
Yes, if the device meets the minimum hardware and software minimum specifications and the battery will last at least 6 hours.

Will the school assist me with network connection settings at school?
Yes. Students will be provided with support from our IT Team and to connect to the school's network. Please be aware that some security such as Norton family will interfere with our school network. **Nortons Family** account should be disabled while at school. Education Queensland provides filtering through the school network.

Can my child access inappropriate content at school on their device?
Education Queensland provides filtering through the school network which ensures all inappropriate content is blocked.

Do I need to purchase Microsoft Office for use on my child's device?
No, **Office 365 package**, which includes Word, Excel and OneNote (sometimes referred to as the Microsoft Office Suite), is FREE for students enrolled in an Education Queensland school.

What about insurance?
Laptops in the hands of children are a concern for many parents. It is vital therefore to ensure a fast turnaround for repairs when the need arises. We highly recommend adding ADP (accidental damage protection) insurance and NBD (next business day) on-site warranty if possible. You may also have the option of adding the device to your home and contents insurance policy. At the very least, we recommend a return-to-store, 3 year warranty on any new technology purchase. This will cover the device for primary school.

What are the national guidelines for screen time?
The Australian Family Institute of Family Studies Guidelines for screen time can be found in the Australian 24-hour movement guidelines for the early years (birth through to five years) and children and young people (5–17 years) (introduced in 2018). These guidelines were developed from systematic reviews of the evidence about the effects of physical activity, sleep and sedentary time (including screen time) on children's development, health and wellbeing. For screen time, the guidelines recommended:
- no more than two hours of sedentary recreational screen time per day for children and young people aged 5–17 years **(not including schoolwork)**.

How much time will my child spend using their device each day?
The 1-to-1 device will complement the existing school curriculum by providing appropriate digital learning tools in balance with more traditional learning tools. The goals of the curriculum are supported, not changed by the use of 1-to-1 devices. Students will use 1-to-1 devices where they serve a purpose, for instance, in research, data analysis and generating presentations. Literacy and Numeracy form the foundation of all Kuluin classroom instruction and teachers will continue to balance more traditional methods such as reading from books, writing in workbooks and the teaching of handwriting with the use of devices.

Devices become a tool amongst many at the disposal of the teacher and students throughout the day. With any learning experience, the teacher is best placed to decide which tool will be most effective in meeting the intended learning outcome. Computers are not intended to be a replacement for any of the more conventional tools teachers have at their disposal. **It is the school's belief that any well-rounded approach to education involves balanced access to a variety of tools.** Devices simply increase the number of tools at the teacher's disposal and are only used when they are the best tool for the job.