



# BRING YOUR OWN DEVICE (BYOD) AGREEMENT

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## Introduction

Welcome to Bring Your Own Device (**BYOD**) at Blackheath & Thornburgh College.

Students from Year 7-12 will be required to bring a school-approved electronic device to support their learning. BTC recognises that learning is personalised, active and interactive and that the introduction of a BYOD program adds value to the learning, rather than simply expanding access to ICT with no learning improvement.

With classroom teacher approval, students may use their devices to access online resources and collaborate with other students. By allowing students to use their own technology at school (in accordance with BTC's policies and procedures, including the ICT Network Systems Acceptable Use Policy and Student Code of Conduct) we are hoping to increase the access all students have to the technology they need to succeed.

All BYOD devices (whether already purchased, or to be purchased), must adhere to BTC's specifications found in this information package and through our website.

This document seeks to inform and provide you with some further information about the type of device appropriate for your students to bring to school. All information provided within this document needs to be read in conjunction with the ICT Network Systems Acceptable Use Policy that will be issued to students of Blackheath & Thornburgh College (**BTC**).

## Information contained within this document includes:

**Section 1** - Frequently Asked Questions (FAQ) about BYOD

**Section 2** - BYOD Guidelines

**Section 3** - Device Specifications when selecting a device

**Section 4** - Permission Form to be returned to BTC

Once you have read the material contained in this document and you still require further information, please do not hesitate to contact the Office on (07) 4787 5100 or [reception@btc.qld.edu.au](mailto:reception@btc.qld.edu.au).



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## Section 1 - Frequently Asked Questions (FAQ) about BYOD

### **What are the benefits of a BYOD Program:**

The key benefits we seek in the use of technology via the BYOD Program are:

- student ownership of their own learning;
- enhance the relationships that exist between BTC, families, alumni and the boarder College community;
- enhance communications between BTC, its students and their families;
- aligning school students to secondary schools within Queensland;
- providing students with the appropriate skills to be effective learners and ultimately, prepares students for the real (and online) world;
- smooth transition between home and school;
- real-time student access to information;
- easier student access to online learning materials; and
- supplements school resources and equipment.

### **How will my child be using their device during the school day?**

Students will use their registered devices to complete in-class activities, check school learning systems and school related messaging/daily notices, complete homework, collaborate in real time, research for projects, access websites with curriculum related content, keep track of classroom assignments and record journal entries and other approved learning activities.

Students may only use their device for the BYOD Program, and via BTC's WiFi internet connection. Devices that are data sim compatible may only be used in the absence of a data sim. This requirement is to ensure that devices used for the BYOD Program are subject to BTC's content and security mechanisms, which are designed to promote student safety.

This is a technology-rich world and students are immersed in digital technology in their out-of school lives. The use of devices in the classroom will evolve over time as students and teachers become more familiar and therefore will be able to optimise the advantage of their use to support teaching and learning in the classroom, wherever that classroom may be.

Staff and students will collaborate and use the device as a tool that develops the student as an information seeker, analyser and evaluator, problem-solver and decision maker. They will use programs to create ways in which to communicate their findings and become publishers of their own work.



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Students will not use the device 100% of the school day. It will be used as a supplementary learning tool to enhance the students' knowledge. It will not be used to replace traditional learning.

## **Will learning outcomes be evaluated differently?**

Students will continue to be evaluated against the Queensland and/or the National Curriculum. The devices complement the existing school curriculum by providing digital learning tools that link in with planned classroom activities. Wireless access points at school will foster collaboration and teamwork, allowing students to search for information together and share the learning experience.

## **What about handwriting?**

Handwriting will continue to have a place in the classroom as well as the development of keyboard skills.

## **Will children be safe carrying BYOD devices?**

Overseas and Australian research has shown that insurance companies have reported very few incidents while students travel to and from school. Students should be specifically warned not to take devices out in public, and to carry them in a protective cover, which should be placed in their school bags. It is also recommended to take out a warranty, or replacement insurance within your House and Contents Insurance.

## **Will the contents of the student's device be private?**

BTC staff may search a student's device (including their browser history, caches and any files on the device or the College's web-based drives) where there is a reasonable suspicion that the student:

- has breached or may breach this policy (or otherwise, the College's other codes of conduct, policies, procedures, agreements, rules and values); or
- poses or may pose a risk to themselves, another student or a staff member's health and wellbeing.

In addition, the College may, from time to time, conduct sweeps of its web-based drives the content accessed on its WiFi network, to ensure the effectiveness of its internet content filtering systems and the safety of the College's students.

If a student is asked to hand over their device, or to allow staff to search their device and declines or refuses, the College will take the refusal into consideration when determining whether a breach of this policy (or the College's other policies and procedures) has occurred and the consequences which should follow.



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Whilst the College reserves the right to conduct general and specific searches of students' devices, parents remain responsible for monitoring their child's usage of such devices outside school (and educating their child about appropriate ICT usage and being a good online citizen).

## **What about security/theft/damage?**

It is impossible for BTC to implement and administer systems or processes which will adequately protect a student's personal property against all loss, damage or theft. All personal property brought by a student to BTC or to school-related activities is at the sole risk of the student and their parents.

BTC accepts no liability for loss or damage to personal property of the student, however that may occur, and BTC has no responsibility to implement and administer systems or processes which may minimise or avoid such loss or damage. In this regard, teachers and other staff will not store or hold onto student owned electronic devices. BTC staff will not support, repair or troubleshoot student property (including electronic devices).

BTC does not insure the personal property of a student or their parents which is brought to school or to school-related activities. It is the responsibility of the student's parents to arrange such insurance as they consider appropriate. It is strongly recommended that families investigate insurance options such as personal home and contents insurance policies for this purpose.

From time to time, BTC may provide bag areas, lockers, desks and work areas for students to use and store their personal property. These areas remain the property of BTC, and are provided with the understanding BTC has the right to access such property at any time it deems necessary.

## **What is the policy on charging personally owned devices while at school?**

It is expected that personally owned devices come to school with a full charge. The College is not responsible for the provision of necessary power to charge devices during the school day. Uncharged devices or poor battery performance will lead to a student's inability to participate in some class activities. Students will receive consequences for not being prepared for class if this occurs.

## **What applications/software will be used in the classroom?**

Wherever possible, classroom lessons will be tailored for the technology that all students have access to.

As part of the Google suite, students will have access to a range of cloud based tools for word processing, presentations and design.



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Parents are responsible for ensuring that their child has all the required applications, software and programs required for their learning experience. Where costs are associated with applications, software and programs, parents will be advised of this in writing.

Parents facing hardship are able to request assistance from the College. In this regard, the College has devices available for subjects that require specific software (eg IT subjects, ITD, Creative Industries subjects). These will be made available via an application form, and distributed on an as-needs basis.

## **What happens if the device breaks while in school?**

The student will put the device away and take it home at the end of the school day. The student will continue their education without the device for the remainder of the day, and the student and their parents can work to troubleshoot the device at home. The College has limited laptops that can be temporarily loaned to students in the event that their device requires repairs that cannot occur immediately.

## **Will the device be protected with Internet Content Filtering?**

To facilitate and practice internet safety, BTC's internet connection is protected by an internet content filter. Filtering limits students' ability to access harmful internet sites from any device connected to the College's network, but only when the device is connected to the College's WiFi network. The College's internet content filter does not apply to student devices that are connected through cellular networks (or for that matter, any network other than the College's WiFi network).

For this reason, students must use the College's WiFi Internet connection with their BYOD device at all times while on the school campus, or at school-related activities or events.

## **Section 2 - BYOD Guidelines**

BTC has drawn from other schools which have successfully implemented a BYOD Program, to develop guidelines that are designed to maximise the use of personally owned computing devices as instructional tools.

### **Approved Devices and Registrations**

- For Years 7-12, it is a requirement that students bring a laptop style device. Specifications are outlined in this document.
- Devices must be labelled with the student's name.
- BTC is not responsible for any device loss or theft and will not disrupt the school day looking for lost devices.



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- Do not engrave your device as it may invalidate the manufacturer's warranty.
- All devices must be registered with BTC's wireless system.

## Printing

- Print centres will be set up around the College to cater for any printing requirements. Students will still receive a printing balance at the beginning of the year. When this is exhausted students will need to top up' their account at the office and receive a receipt for verification.
- Students have access to a small copying allowance for black and white printing.

## Supporting Learning

- All use of personal devices should support student learning and it will be at the discretion of the teacher as to when and how devices will be used. Students require their teachers' permission before using their personal devices.
- Students can be asked to leave a device at home or have it receipted at the office if it is causing difficulties in the learning and teaching environment. If staff makes a professional judgement then the student will be told to take the device to Administration and they will receive a receipt. The student will then be able to collect the device at the end of the day. Staff will make contact with home if this occurs.
- The use of earphones may be allowed to be used with sound based resources, at the discretion of staff.
- Students will be managed to ensure that they take sufficient breaks away from technology during the day.

## Charging

- Devices should be brought to school fully charged.
- Students are not to bring peripheral devices such as chargers, portable chargers, docking cradles or cables to school.

## Care of Device

- Students are responsible for any device they choose to bring to school. Staff will not store or hold onto devices.
- Under no circumstances are students to leave a device unattended and the following Guidelines have been developed to protect students. When devices are not in use the students can leave them in a storage space, such as the allocated classroom, which will be locked by staff. This includes occasions when undertaking co-curricular activities. Students must always take home their devices overnight. They are to never leave them in their desks or in a classroom space at the end of the school day.



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- Students must ensure that their device is password protected. BTC recommends that the password is at least 8 characters long and contains a special character and a capital letter.
- BTC is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair. Staff will not disrupt the school day looking for lost devices.
- Students are to take care of their device(s) by carrying it in a protective case especially between classes.
- Students are to keep their device in their possession and are not to lend it to others.
- Students are not to touch other students' bags or devices.

## Technical and Application Support

- BTC may provide limited technical assistance for hardware or software problems that may occur with personal devices. BTC does not provide specific or high level technical assistance for personal devices, as this remains the personal responsibility of the student and their parents. Parents are encouraged to contact the store that the device was purchased from for specific or high-level technical assistance.
- If a student's personal device malfunctions during a lesson, the student is required to continue with their learning promptly in a conventional manner (and without their electronic device).

If a student's device requires repair, it is expected that the repair will be carried out immediately (or otherwise, as soon as practicable). A small number of loan (older) laptops will be available for short term student loan during school time. If parents wish to request a loan device they must contact the College Administration Staff to obtain a loan agreement form. College Administration will pass this onto the IT Department to process and make the loan laptop available (subject to availability). This may take up to 48 hours.

- BTC staff are not able to troubleshoot student's personal devices. Students who require such assistance will be encouraged to ask their parents for help, or otherwise seek external technical assistance as required.
- BTC staff will assist students in understanding and operating applications, software and programs which are required for their learning purposes.
- BTC staff will provide assistance with password resets for access to the College's WiFi and online resources.



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## Expectations of Students

### DO

#### Students are expected to:

- Use their personal devices only for the purpose of engaging in the College's BYOD Program.
- Use their personal devices strictly in accordance with the College's policies and procedures, including this policy.
- Keep their personal devices secure, and out of sight unless such use is approved by a member of staff. This is particularly important during break times. It is important that students balance the use of mobile technology with the need to socialise with their peers without technological interference.
- Use the College's wireless connection exclusively for educational purposes.
- Report any misuse of a student's personal device to BTC staff at their soonest convenience.

### DO NOT

#### Students must not act contrary to the 'Do' expectations outlined above. Examples include, but are not limited to:

- Activities such as downloading inappropriate files via programs or playing networked computer games via the internet or the wireless network is not permitted.
- Using a device for non-learning and teaching use (i.e. Facebook, instant messaging).
- Using the device to 'workaround' the College's internet content filter, regardless of whether such conduct is deliberate or intentional.
- Creating, participating in, or circulating content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.
- Engaging in cyberbullying. Cyberbullying is an intentional, repeated behaviour by an individual or group to cause distress or undue pressure to others using technology. Cyberbullying includes communications that seek to threaten, humiliate, intimidate, control or put another person or persons down. Cyberbullying is part of BTC's anti-bullying approach and must be reported immediately.
- Using the recording, camera or video function on a device in a manner or location that is considered appropriate, including a change room or toilet.
- Using the device to record, video or photograph another person without their express permission.



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Any breach of this policy will be addressed in accordance with the College's student behaviour management procedures.

In this regard, when students fall short of the College's standards, the College considers a range of appropriate consequences including education, compassion and discipline. The decision-making process encompasses the gravity of the findings which have been made, the surrounding circumstances (including the student's age, additional needs and maturity, and also the actions of other students), and the related risks for other staff and students.

## **Expectations of BTC Staff**

BTC staff are expected to:

- Be vigilant in monitoring students when using their devices at school.
- Ensure devices are not taken into exams or assessments unless such use is approved by the College in advance.
- Deal with all reported and observed incidents of inappropriate device use in accordance with this policy; and the College's student behaviour management procedures.

## **Section 3 - Specifications of the Device**

Blackheath & Thornburgh College will be using the following as a guideline which permits the use of personal electronic devices in our school.

### **Device Selection**

There is a huge selection when shopping for computers. Consideration should be given to the following list. We encourage you to read below for further information on each. Suitable devices which adhere to the school's specifications are acceptable, however other options are available for devices.

**Screen size:** As this is a tool used in the classroom, it is impractical to have a screen that is too small. Be aware that touchscreen devices all offer an on screen keyboard but this can potentially stifle the learning process by not offering enough screen space to 'think'. Minimum screen size of 11 inches is required.

**Keyboard:** Some students prefer the improved posture and typing experience that an attached or external keyboard can offer. With the more recent trend of touchscreen devices, manufacturers are offering the user more choice than just onscreen keyboards. Keyboards can now connect via Bluetooth or can even optionally attach or detach from the device. For this reason a keyboard is recommended.



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**Portability:** The physical dimensions of the device are an important consideration as your son/daughter will need to carry the device from home to school and then from class to class during the day.

**Battery Life/CPU:** Quite a few factors influence battery life. The type of processor (CPU) that the device runs tends to be a good indicator. The race is on at present between computer chip manufacturers to deliver chips that deliver great results with very low power output. Optimise battery life through not using it outside of class and minimising the screen brightness.

**Connectivity:** Students will connect to the College's network via WiFi. All student devices must be WiFi compatible. Students are not permitted to have a data sim installed in any device that they use at school for the purposes of this BYOD Program.

**Storage:** In the past, laptop/pc storage relied on hard drives that used a lot of energy utilising spinning disk. The newer technology solid state drives (SSD) allow for extremely fast boot up times but at present, the size of these drives are limited and expensive. Therefore it is recommended students purchase a 16GB USB for additional storage.

## Other Considerations

**Padded Carry Case:** The College recommends a separate case to the standard school bag.

**Backup Solution:** This could be as simple as an external hard drive for some devices.

**Virus Protection:** A fact of life unfortunately. Even Apple Macs are not immune to getting viruses. You will be responsible for virus protection.

**Price:** Price is not just how much something costs, but also how long it will last. A student who takes good care of their belongings may get many more years usage out of an expensive device than a student who is careless with their belongings.

**Extended Warranty:** Many manufacturers offer an extended warranty for up to three years after the date of purchase to protect against hardware failures/defects.

**Laptop Insurance:** Used to protect against theft, accidental damage (dropped, liquid spills, falling off the roof of moving vehicles, etc.) The school highly recommends that you review your Home and Contents Insurance policy and refer to the BYOD Information Pack with regards to other insurance options with Vendor.



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## General Minimum Requirements for All Devices:

- Screen size: 11 inch
- Screen resolution: 1024 x 768
- Minimum 4GB Ram and 128GB Hard Drive/SSD
- Wireless Connectivity: 802.11 G or N
- Operating System: Windows 10 or 11
- Audio/Video: Headphone and Microphone Ports
- No 3G/4G embedded support (data sim compatible devices are only permitted under the College's BYOD Program in the absence of a data)
- Full QWERTY Keyboard suitable for touch-typing
- At least 2 USB ports (if not full size student must have an adaptor)
- Minimum expected battery life of 6-8 hours
- Robust carry case
- Up to date antivirus
- Student must have Administrator Rights
- Mouse attachment at student's discretion
- 3 year warranty recommended
- Headphone jack or Bluetooth connectivity





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## Section 4 –

### Personally Owned Computing/Network Device Permission Form

#### Parent Acceptance

I/We, *(Name of parents/guardians)* \_\_\_\_\_

parents/guardians of \_\_\_\_\_ *(Name of Student):*

- 1 Agree that I have read, understood and agree to the terms of the College's BYOD Program (as set out in this policy).
- 2 Agree to encourage and support my/our child to act fully in accordance with the terms of the College's BYOD Program.
- 3 Have verified that my/our child is aware of all aspects of the College's policies that apply to the safe use and care of their personal device while on College property or while involved in any school sponsored event/activity.
- 4 Understand that this program enables students to use their own device to participate in learning and teaching activities in support of the school curriculum. Uses of these devices for unrelated activities beyond or outside the school educational program (for example in the grounds at morning tea or lunch) will result in consequences.
- 5 Understand that I remain responsible for monitoring my child's usage of personal devices outside school (and educating my child about appropriate ICT usage and being a good online citizen).

\_\_\_\_\_  
Parent 1 or Guardian's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent 2 or Guardian's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date



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## Student Acceptance:

I agree to adhere to College's expectations around the use of technology, including those set out in this policy. My responsibilities include:

- 1 Using my device at school only for the purposes of engaging in the BYOD Program and enhancing my learning experience.
- 2 Connecting my device to the College's WiFi network at all times whilst at school or engaging in school-related activities or events.
- 3 Follow any directions issued by BTC staff regarding use of my device, including cyber safety rules and instructions for the benefit of my learning experience.
- 4 Avoiding any involvement in material or or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community.
- 5 Taking care of my device to the best of my ability, including by using a strong password and storing my device safely and securely.
- 6 Asking a member of BTC staff if I am not sure about anything to do with this agreement.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

