Redland Bay State School

Bring Your Own Device (BYOD)

Information and User Agreement

2022

Version 1

✉ byod@redlandbayss.eq.edu.au

At Redland Bay State School, our year 5 and year 6 students are encouraged to bring their own device to school for learning. Bring Your Own (BYO) device supports the delivery of 21st century learning. It enhances the learning process and prepares students for future studies and careers.

This booklet contains information related to appropriate device specifications, operating system requirements, required apps and behaviour expectations. The user agreement will be sent home in the first week of 2022 for parents and students to sign and return to their teacher, before your child's device can be connected to the school network.

Redland Bay State School:

- strongly recommends that families seek and provide their <u>own warranty and insurance</u> (accidental damage) protection
- strongly recommends that a <u>protective case</u> is used at all times
- requires that all devices accessing our network be registered with the school and that the user agreement is signed and adhered to
- will take all reasonable steps to connect private devices however it cannot take any responsibility if it is unable to connect a particular device
- will provide technical assistance for connectivity issues only
- insists anti-virus protection be installed and functioning at all times.

Bring Your Own Device (BYOD) Specifications*

Option 1	Option 2
• iPad (9th generation), iPad (8th generation), iPad (7th generation), iPad (6th generation), iPad (5th generation) • iPad Pro (12.9-inch) (5th, 4th & 3rd Generation (11-inch 1st,2nd, 3rd &4th gen), iPad Pro (10.5-inch), iPad Pro (9.7-inch) • iPad Air 3rd & 4th Generation, iPad mini (6th & 5th Generation, iPad mini 4 • All iPad's must be capable of running iPadOS 15.0 or above. Visit https://support.apple.com/en-au/guide/ipad/ipad213a25b2/ipados for more information. Visit: https://support.apple.com/en-au/HT201471#ipad for more detailed information regarding how to identify your model. *Minimum specifications should include:* • Wi-Fi 802.11/n/ac (5Ghz band) • Minimum 32 GB storage • Battery to last whole school day • Apple apps will be required. The device must be able to connect to the Apple App Store (iTunes account required) Please see https://support.apple.com/en-au/HT201088 for advice on setting up Family sharing	• A Windows 10 Home or Professional tablet not running RT or S versions of Windows. *Minimum specifications should include:* • Wi-Fi 802.11/n/ac (Must be 5Ghz band capable) • Genuine copy of Microsoft Office 365 Student Advantage *(available at no cost to all Education Queensland students via a link on our school website)* • Minimum 10" screen • 8GB RAM • Minimum 32 GB storage (SSD preferred) • Battery to last whole school day • Windows apps will be required. The device must able to connect to the Windows App store (Microsoft account required) https://support.microsoft.com/en-au/help/4026324/microsoft-account-how-to-create

*Most up to date specifications listed at time of printing.

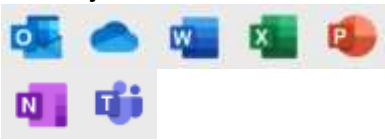# BYOD 2022 – Recommended Software and App List

The following software and apps are required.

Please note: As apps are continually changing and being added to the app stores, some apps may need to be updated throughout the year. As teachers evaluate what apps are best for learning, they may request additional subject apps.

ALL SUBJECTS – CORE SOFTWARE & APPS		
SOFTWARE		
Intune Company Portal		Company Portal is used to establish connection to the network. This app is essential.
Software	**Curriculum Link**	**Additional Information**
Microsoft Office • Word • Excel • PowerPoint • OneNote • OneDrive • Teams	All Subject Areas	Students will use these programs to create documents, spreadsheets, digital notebooks and presentations. They will also use them to access source materials and collaborate together
Anti-virus Software	Information security	All devices connecting to our network must have a purchased or in-built antivirus solution installed that is kept updated.
The software installed on all devices connecting to our network must be genuine software licenses licensed to the user of the device.		
REQUIRED APPS		
App Name	**Icon**	**Cost**
Targeting Maths Year 5 Blake Publishing **(iPad Only)**		$9.99 *Students on individual curriculum plans for Maths, please consult SEP staff before purchasing.
Targeting Maths Year 6 Blake Publishing **(iPad only)**		$9.99 *Students on individual curriculum plans for Maths, please consult SEP staff before purchasing.
Book Creator Paid version NOT free Version (Duel Devices)		$4.49
Hit the Button Maths **(iPad Only)**		$4.49
Dictionary. Com (Duel Devices)		Free

Pic Collage: Photo Layout Edits		Free
ChatterPix Kids **(iPad Only)**		Free
OverDrive – ebooks and audiobooks		Free (Students will need this app to access the school's paid subscription to this digital library)
Kids A-Z **(iPad Only)** Windows users can access Kids A-Z through their website		Free (Students will need this app to access the school's paid subscription)
The Calculator **(iPad Only)**		Free
Pastel Daily Kana Quiz (Hiragana & Katakana Test) **(iPad Only)**		Free
QR Scanner		Free

PLEASE NOTE:
The apps listed above can be downloaded from the App Store. Prices are correct at time of printing. Free versions of apps are often supported by advertising. Paid versions, which do not contain advertising, are generally available and parents may choose to opt for the paid version. **Redland Bay State School has no control over, and cannot take responsibility for the advertising that appears in free or paid apps when accessed at school or at home.**

Technical Support

Redland Bay State School technical support will only be available to rectify connectivity and other school based technical issues.

Monitoring and Management of ICT resources, including Student-Owned Devices

All departmental ICT resources are the property of the Department, which reserves the right to monitor the use of these ICT resources. This right extends to student-owned devices connected to the Department's school network. The monitoring may include reading the content of files and emails, including personal files and emails, stored on departmental or student owned ICT resources. This also includes any material that has either been run or deleted from any personal computer, laptop, Netbook or mobile device and may involve the confiscation of the ICT resource for this purpose.

The Department has the lawful right to monitor your use of its ICT resources and may do so at any time without notice. The school may exercise its right to monitor the use of the school's ICT resources to:
- ensure that the systems and networks are functioning properly;
- protect against unauthorised access; and to
- ensure compliance with the Rules for Responsible ICT Use.

The Department may exercise its right to monitor the use of resources to:
- ensure that the systems and networks are functioning properly;
- protect against unauthorised use and/or access; and
- ensure compliance with the principles and procedures of departmental ICT use, as described in this Acceptable Use Agreement.

The Department's ICT resources will be monitored randomly and/or by exception (e.g. in response to complaints or investigations). The Director of Information and Technology Services can authorise monitoring. The Manager of IT Infrastructure can undertake the monitoring of departmental ICT resources.

Waiver of Liability

The department restricts access to some material available via the Internet, but does not accept responsibility for any illegal, offensive, indecent or otherwise harmful material accessed on the Internet, nor for any loss arising from use of, or reliance on information obtained through its internet service or in relation to the reliability or quality of that service.

The Department does not accept responsibility for any damage or loss to student owned devices or accessories brought to school or connected to the Department's ICT resources.

Personally-Owned User Agreement

Students should read through this agreement **WITH THEIR PARENTS OR CARERS** to ensure both parties have a clear understanding of the expectations and requirements when bringing a personal device to Redland Bay State School and connecting to the school network.

As a student, I agree to:

- use my device for learning purposes only as directed by my teacher
- respect others when I talk to, and work with them online, and never write or participate in inappropriate online communication at home or at school
- never use my device to communicate with other students or people outside the school during school hours, unless teacher directed
- only use applications that are school approved
- never access the internet through 3/4G, hotspots, or other independent network connections
- never download apps through the school network unless instructed by a teacher
- never share links, searches, attachments or apps without teacher direction
- never photograph or record any student or staff member at school without your teacher's permission and the permission of the people in the image
- never record incidents involving students in the school or in school uniform
- never use NON-DEPARTMENTAL cloud-based storage services (e.g. iCloud or Dropbox) to store, send, access or share information
- ensure the battery is fully charged each day
- remember my school username and password for connectivity purposes.
- not place food or drink near the device
- protect the screen by using a protective cover and avoiding any pressure on the screen or lid

I understand that if I fail to abide by the terms of this agreement I will be excluded from accessing my device at school for a set period (see Table 1: Consequences of Misuse), and that my parents/carers will be notified to collect my device from School.

As a parent/ carer of a student using a Personally Owned Device, I agree to:

- accept responsibility for my child's use of their device outside school hours,

- monitor my child's appropriate use of social media and appropriate communication using the device

- responsibly choose and monitor my child's use of any apps or programs not approved by the school as per this document

- ensure that explicit content and internet search links are not brought in on devices from home or shared with other students

- communicate with the class teacher any concerns or misuse of the device by my child

- communicate with the class teacher any incidents of misuse of a device by another student

- communicate with the class teacher the actions I have taken as a parent to deal with misuse and support the school actions as outlined in *(Table 1: Consequences of Misuse).*

Table 1: Consequences of Misuse

Misuse of device	Consequence
1st warning for minor breach of conditions of use	▪ Teacher / student discussion ▪ Parent contact by class teacher ▪ No Device Period 2 weeks
2nd repeated minor or first major misuse in conditions of use	▪ DP and CT discussion with student ▪ Parent contact by School Leaders ▪ No Device Period to end of Term
Continuing minor/major misuse in conditions of use	▪ Principal / student discussion ▪ Parent contacted by Principal ▪ No Device Period to end of Year

Redland Bay State School BYOD Parent Checklist

Preparing for your child to bring their device to Redland Bay State School

☐ Create an **Apple ID and Password** or **Microsoft Account**, if you haven't already got one (we advise you **NOT to tell your child** these details) to access and download apps from the App Store/Windows Store. You can choose to use an existing Apple id / Microsoft Account in order to share apps or set up Family Sharing
https://support.apple.com/en-au/HT201088

☐ Discuss elements of the Redland Bay SS User Agreement with your child and ensure your child understands their expectations and your commitment

☐ Ensure that your child understands that they are **not to capture photo, video or audio unless advised to do so by their class teacher.**

☐ Ensure your child knows they **cannot misuse the device or engage in inappropriate communication both at home and at school using the device.**

☐ Have purchased a **protective cover and keyboard** for your child's device and considered a tempered glass screen protector.

☐ **Loaded all the required apps** on your child's device as per the required apps

☐ Your child is aware of the login details, username and password, for the school network (ie, same as email xxxxxxx@eq.edu.au)

☐ Regularly update your child's device, (apps and operating systems) to ensure the latest versions are installed.

Please contact your child's class teacher if you experience difficulties with any items on this checklist.

Please forward any queries to byod@redlandbayss.eq.edu.au