



# Redland Bay State School



## Bring Your Own Device (BYOD) Information and User Agreement

2025

1. Bring Your Own Device at RBSS

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 Device (BYOD) supports the delivery of 21st century learning. It enhances the learning process and prepares students for future studies and careers.

*Purpose statement*

- Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.
- Schools are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program.

This booklet contains information related to device specifications, operating system requirements, required apps and behaviour expectations.

**2. Bring Your Own Device (BYOD) Specifications \***

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



At school, students will access filtered WiFi through the department’s web filtering system. They must not use a 4G or 5G cellular connection. WiFi only models are preferred.

Option 1 - iPad	Option 2 - Other
<p><b>DEVICE</b></p> <ul style="list-style-type: none"> <li>• We recommend the iPad 10th generation for families purchasing a new device</li> <li>• We can connect iPad 9th generation, iPad 8th generation, iPad 7th generation</li> <li>• iPad Pro (all models)</li> <li>• iPad Air 3rd generation, iPad Air 4th generation, iPad Air 5th generation</li> <li>• iPad mini 6th generation, iPad mini 5th generation</li> </ul> <p><b>OPERATING SYSTEM</b></p> <ul style="list-style-type: none"> <li>• We recommend iPadOS18</li> <li>• We can connect to devices running iPadOS17, iPadOS16 and iPadOS15</li> <li>* For further information about identifying your model see <a href="https://support.apple.com/en-au/HT201471#ipad">https://support.apple.com/en-au/HT201471#ipad</a></li> </ul> <p><b>OTHER SPECIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• We recommend 64GB of storage for families purchasing a new device</li> <li>• Families may need to set up an Apple ID to download required apps</li> </ul>	<p><b>DEVICE</b></p> <ul style="list-style-type: none"> <li>• The tablet must have a minimum of 8GB Ram and 64GB of storage</li> <li>• Minimum 10” screen</li> <li>• Wi-Fi 802.11/n/ac (must be 5Ghz band capable)</li> </ul> <p><b>OPERATING SYSTEM</b></p> <ul style="list-style-type: none"> <li>• All devices in 2025 must be Windows 11 Home, Windows 11 Pro &amp; Windows 11 Education edition capable.</li> </ul> <p><b>OTHER SPECIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Families may need to set up a Microsoft account to download required apps. For further information see <a href="https://support.microsoft.com/en-au/help/4026324/microsoft-account-how-to-create">https://support.microsoft.com/en-au/help/4026324/microsoft-account-how-to-create</a></li> </ul> <p><b>Please note: We are unable to connect Samsung / android devices to our school network.</b></p>

**3. Specifics of Use**

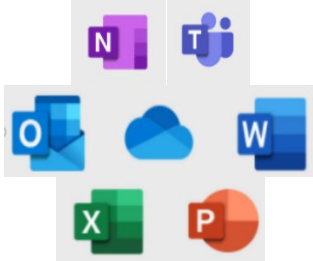







Students must agree to follow the **Redland Bay State School BYOD User Agreement** to be permitted to use their device at school. The user agreement will be sent home at the beginning of the school year. It will need to be read, signed and returned before a device can be connected to the school network.

Internet access is provided by Education Queensland's Managed Internet Service (MIS). This service provides students with content-filtered internet access and virus-filtered email when connected through the school network. Students have an Education Queensland email account, which they can access from home and at school for the purpose of learning.

#### 4. Recommended Software and Apps

The following software and apps are required.

*Note: Some apps may need to be updated throughout the year. Prices are correct at time of printing. Free versions of apps are often supported by advertising. Paid versions do not contain advertising. Redland Bay State School has no control over the advertising that appears in free or paid apps when accessed at school.*

SOFTWARE & APPS		
Software or App	Icon	Purpose
Microsoft Office 365 <ul style="list-style-type: none"> <li>• Word</li> <li>• Excel</li> <li>• PowerPoint</li> <li>• OneNote</li> <li>• OneDrive</li> <li>• Teams</li> </ul>		Students will use these programs to create documents, spreadsheets, digital notebooks, and presentations.  They will also use them to access source materials and collaborate.
Intune Company Portal <b>(This app is essential)</b>		Company Portal is used to establish connection to the school network and install some learning applications.
Targeting Maths Year 5 Blake Publishing <b>(Year 5 iPad only)</b>		\$9.99 *Students on individual curriculum plans for Maths, please consult inclusion staff before purchasing.
Targeting Maths Year 6 Blake Publishing <b>(Year 6 iPad only)</b>		\$9.99 *Students on individual curriculum plans for Maths, please consult inclusion staff before purchasing.
Book Creator Paid version NOT free Version		\$5.99
Dictionary.com		Free
Pic Collage: Photo Layout Edits		Free
SORA– eBooks and audiobooks		Free Students access the school's paid subscription to this digital library. Students can access this library at home as well as at school.

#### 5. Additional Recommendations

<p><b>Insurance</b></p> <p>We recommend that families seek their own warranty, insurance, and accidental damage protection.</p>	<p><b>Protection</b></p> <p>A sturdy protective case should be considered to protect against impacts and accidents, especially when being transported.</p>
<p><b>Family Sharing</b></p> <p>We recommend setting up Family Sharing on your child's iPad. Family Sharing initiates parental controls and purchasing permissions. It does involve your child having their own Apple ID (for Under 13).</p> <p>For further information on creating an Apple Id for a child, see <a href="https://support.apple.com/en-au/HT201084">https://support.apple.com/en-au/HT201084</a></p> <p>For further information about family sharing see <a href="https://support.apple.com/en-au/HT201088">https://support.apple.com/en-au/HT201088</a></p>	<p><b>Focus</b></p> <p>We recommend setting up the Focus feature on your child's iPad. Focus enables the user to minimise distractions during particular times of the day. The user can control which apps can be accessed during school hours, as well as notifications.</p> <p><a href="https://support.apple.com/en-au/HT212608">https://support.apple.com/en-au/HT212608</a></p>

## 6. Monitoring and Management of ICT resources, including student-owned devices

The Department of Education monitors access to and use of its network. For example, email and internet monitoring occurs to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The principal reserves the right to restrict student access to the school's ICT services, facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program.

Teachers and administrators monitor the use of resources to ensure compliance as described in the responsibilities listed as part of the user agreement. Unacceptable use will lead to the mobile device being confiscated by school employees, with its collection/return to occur at the end of the school day where the mobile device is not required for further investigation.

## 7. Waiver of liability

The Department of Education 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 school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

## 8. Redland Bay State School BYOD User Agreement

The following **Redland Bay BYOD User Agreement** will be sent home at the beginning of next year for parents/carers and students to sign and return to their class teacher.

Acknowledging through signing seeks to support an understanding of what is lawful, ethical and safe behaviour when using or accessing the department's network and facilities by students and their parents/carers.

## Redland Bay State School BYOD User Agreement



This agreement should be read by both the STUDENT and PARENT/CARER to ensure both parties have a clear understanding of the expectations when bringing a personal device to Redland Bay State School, and connecting to the school network.

### *Responsibilities for using the school's ICT facilities and devices*

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network

### *Responsibilities for using a personal mobile device on the department's network*

- Students are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.
- Students must follow any advice provided on best security requirements eg, password protection.

### **Acceptable/appropriate use/behaviour by a student**

It is **acceptable** for students while at school to:

- use an iPad/personal windows device for:
  - assigned class work and assignments set by teachers
  - developing appropriate literacy, communication and information skills
  - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
  - conducting general research for school activities and projects
  - accessing online references such as dictionaries, encyclopedias, etc.
  - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a mobile device
- switch off and place out of sight the mobile device during classes, when these devices are not being used in a teacher-directed activity to enhance learning
- only use applications that are school approved
- seek teacher's approval where they wish to use a mobile device under special circumstances.

### **Unacceptable/inappropriate use/behaviour by a student**

It is **unacceptable** for students while at school to:

- use a mobile device in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or stalking
- insult, harass or attack others or use obscene or abusive language
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- share my own or others' personal information and/or images which could result in risk to themselves or another person's safety
- share material including links, searches, attachments or apps without teacher direction
- knowingly download viruses or any other programs capable of breaching the department's network security
- use digital cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (eg, forwarding, texting, uploading, Bluetooth use etc) of such material
- access the internet through mobile hotspots, or other independent network connections
- download apps through the school network unless instructed by a teacher
- capture photo, video or audio unless advised to do so by the class teacher and with permission of the people being recorded
- record incidents involving students in the school or in school uniform
- place food or drink near the device
- reveal my password or allow anyone else to use my school account

### **Responsibility of Parent / Carer**

It is the responsibility of the parent/carer of a student using a Personally Owned Device to:

- accept responsibility for the student's use of the device outside of school hours
- monitor the student's appropriate use of social media and appropriate communication using the device
- responsibly choose and monitor the student'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 the student or by another student
- communicate with the class teacher the actions they have taken as a parent to deal with misuse and support the school actions as outlined in *(Table 1: Consequences of Misuse)*.

If the student fails to abide by the terms of this agreement, he/she will be excluded from accessing the device at school for a set period (see Table 1: Consequences of Misuse). Parents/carers will be notified to collect the device from school.

**Table 1: Potential Consequences of Misuse\***

Misuse of device	Consequence
<b>First warning for minor breach of conditions of use</b>	<ul style="list-style-type: none"> <li>▪ Teacher / student discussion</li> <li>▪ Parent contact by class teacher</li> <li>▪ No device for a period of 2 weeks</li> </ul>
<b>Second repeated minor or first major misuse in conditions of use</b>	<ul style="list-style-type: none"> <li>▪ Deputy Principal / class teacher discussion with student</li> <li>▪ Parent contact by Deputy Principal or class teacher</li> <li>▪ No device at the time of misuse to the end of term</li> </ul>
<b>Continuing minor/major misuse in conditions of use</b>	<ul style="list-style-type: none"> <li>▪ Principal discussion with student</li> <li>▪ Parent contacted by Principal</li> <li>▪ No device at the time of misuse to end the year</li> </ul>

*\*based on Individual circumstance*

The Department of Education through its [Information privacy and right to information](#) procedure is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Qld\)](#) in order to ensure:

- appropriate usage of the school network
- appropriate usage of personal mobile devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its [Information privacy and right to information](#) procedure. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.

# 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 have not 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 to share apps or set up Family Sharing <https://support.apple.com/en-au/HT201088>
- Discuss the Redland Bay State School BYOD 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** for your child's device and considered a tempered glass screen protector
- Load all the required apps** on your child's device. **The Intune Company Portal app is essential. Without this app, we cannot connect the device to the school's network.**

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](mailto:byod@redlandbayss.eq.edu.au)