



# Redland Bay State School

## BYOx

### User Agreement



**Version 7 2021**

# Bring Your Own Device (BYOD) Specifications\*



Our teaching program will be tailored to the devices listed in the table below.

Redland Bay State School:

- strongly recommends that families seek and provide their own warranty and insurance (accidental damage) protection for all BYO devices;
- strongly recommends that a **protective case** is used at all times with all BYO devices;
- requires that all devices accessing our network be registered with the school and that the User Agreement is signed and adhered to;
- RBSS 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 on approved devices, within the school network.
- insists anti-virus protection must be installed and functioning at all times on all BYO devices.

Option 1	Option 2
<ul style="list-style-type: none"> <li>• iPad (8<sup>th</sup> generation), iPad (7th generation), iPad (6th generation), iPad (5th generation)</li> <li>• iPad Air (4rd generation), iPad Air (3rd generation), iPad Air 2, iPad mini (5th generation), iPad mini 4</li> <li>• iPad Pro (12.9-inch) (3rd gen), iPad Pro (11-inch 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> &amp; 4<sup>th</sup> gen), iPad Pro (12.9-inch) (1st and 2nd gen), iPad Pro (10.5-inch), iPad Pro (9.7-inch)</li> <li>• All iPad's must be capable of running iPadOS 14.0 or above. Visit <a href="https://support.apple.com/en-au/guide/ipad/ipad213a25b2/ipados">https://support.apple.com/en-au/guide/ipad/ipad213a25b2/ipados</a> for more information. Visit: <a href="https://support.apple.com/en-au/HT201471#ipad">https://support.apple.com/en-au/HT201471#ipad</a> for more detailed information regarding how to identify your model.</li> </ul> <p><i>Minimum specifications should include:</i></p> <ul style="list-style-type: none"> <li>• Wi-Fi 802.11/n/ac (5Ghz band)</li> <li>• Minimum 32 GB storage</li> <li>• Battery to last whole school day</li> <li>• Apple apps will be required. The device must be able to connect to the Apple App Store (iTunes account required) Please see <a href="https://support.apple.com/en-au/HT201088">https://support.apple.com/en-au/HT201088</a> for advice on setting up Family sharing</li> </ul>	<ul style="list-style-type: none"> <li>• A Windows 10 Home or Professional tablet not running RT or S versions of Windows.</li> </ul> <p><i>Minimum specifications should include:</i></p> <ul style="list-style-type: none"> <li>• Wi-Fi 802.11/n/ac (Must be 5Ghz band capable)</li> <li>• Genuine copy of Microsoft Office 365 Student Advantage (<i>available at no cost to all Education Queensland students via a link on our school website</i>)</li> <li>• Minimum 10" screen</li> <li>• 8GB RAM</li> <li>• Minimum 32 GB storage (SSD preferred)</li> <li>• Battery to last whole school day</li> <li>• Windows apps will be required. The device must be able to connect to the Windows App store (Microsoft account required) <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>

The BYOD Specifications are based on general subject requirements. \*Most up to date specifications listed at time of printing.

## How to install iTunes U and use it to download school apps

If you are setting up a new device please make sure that you have created an Apple ID at [www.applied.apple.com](http://www.applied.apple.com).

You can also setup family sharing at <https://support.apple.com/en-au/HT201084>.

When you have created an Apple ID please follow the steps below:

1. Go to the App store on the device and search for iTunes U
2. Tap **Get**
3. Enter **Apple ID** Password or Touch ID to start download
4. Open iTunes U app
5. Type in search box "Redland Bay State School" without quotation marks.
6. Tap on the "Bring Your Own Device Information" Course
7. Tap Subscribe
8. Tap Get Course
9. Tap on course

To download the apps follow the steps below,

1. Tap on **Posts**
2. Tap on **All Posts**
3. Select BYOD Apps List Post (LOTE)
4. Tap on each of the assignments (Each one explains if the apps are Paid or Free and what type of apps) Free Apps List 1, 2 Paid Apps, and Targeting Maths.
5. Tap on either Get if Free or the button that displays a price
6. Enter Apple ID **password** or use **Touch ID** to purchase.

If you have any issues or questions relating to iTunes U or any other BYOD related question please remember to email [byod@redlandbayss.eq.edu.au](mailto:byod@redlandbayss.eq.edu.au)

This information is provided as a guide only and was correct at the time of printing.



**iTunes U App  
Free**



**Redland Bay State School  
iTunes U course**

Use your iPad camera to scan the above QR Codes, Please download the iTunes U app first. Then Use the camera to scan the Redland Bay State School course QR code.

## BYOD 2021 – RECOMMENDED SOFTWARE AND APP LIST

As apps are continually changing and being added to the app stores, this list will be updated throughout the year. As teachers evaluate what apps are best for learning, they will add these additional subject apps upon request.



ALL SUBJECTS – CORE SOFTWARE & APPS		
Software	Curriculum Link	Additional Information
<b>SOFTWARE</b>		
<b>Microsoft Office</b> <ul style="list-style-type: none"> <li>• Word</li> <li>• Excel</li> <li>• PowerPoint</li> <li>• OneNote</li> <li>• OneDrive</li> <li>• SharePoint</li> <li>• Teams</li> </ul>		Creating documents, spreadsheets, and presentations. Digital notebooks/ workbooks
Anti-virus Software	Information security	All devices connecting to our network must have a purchased or in-built antivirus solution installed and that this 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
Microsoft Company Portal		Free (All students must have this application to connect to school network.)
Targeting Maths Year 5 Blake Publishing <b>(iPad Only)</b>		\$9.99 *Students on individual curriculum plans for maths, please consult SEP staff pre purchase.
Targeting Maths Year 6 Blake Publishing <b>(iPad only)</b>		\$9.99 *Students on individual curriculum plans for maths, please consult SEP staff pre purchase.
Book Creator Paid version NOT free Version (Duel Devices)		\$7.99
Hit the Button Maths <b>(iPad Only)</b>		\$4.49
Dictionary. Com (Duel Devices)		Free
Pic Collage (Picture Collage) (Various Apps available for both devices)		Free
ChatterPix Kids <b>(iPad Only)</b>		Free

OverDrive - Access to Education Queensland's Digital Library		Free
Spelling City ( <b>iPad Only</b> ) Windows users can access Spelling City through their website		Free
Calculator ( <b>iPad Only</b> )		Free
Pastel Daily Kana Quiz (Hiragana & Katakana Test) ( <b>iPad Only</b> )		Free
QR Reader – Various Options		Free

**PLEASE NOTE:**

These apps listed above can be downloaded from the App Store or the Redland Bay SS iTunes U course and prices were correct at time of printing (Term 4, 2020). 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.

### **Further Information about Student Owned Devices**

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 Devices at Redland Bay State School**

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 Redland Bay State 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**
- always have my device charged and ready for each school day;
- **remember my school username and password for connectivity purposes. (This is essential as failure to enter correct details PREVENTS connectivity to our school network),**

**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
<ul style="list-style-type: none"> <li>▪ <b>1<sup>st</sup> warning for minor breach of conditions of use</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Teacher / student discussion</li> <li>▪ Parent contact by class teacher</li> <li>▪ No Device Period 2 weeks</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>2<sup>nd</sup> Repeated minor or first major misuse in conditions of use</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ DP and CT discussion with student</li> <li>▪ Parent contact by School Leaders</li> <li>▪ No Device Period to end of Term</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Continuing minor/ major misuse in conditions of use</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Principal / student discussion</li> <li>▪ Parent contacted by Principal</li> <li>▪ No Device Period to end of Year</li> </ul>

# 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 when you both sign the user agreement.
  
- 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.
  
- You and your child are aware of the login details, username and password, for the following:
  - **School Network** (same as email eg. xxxxxxx@eq.edu.au)
  
- Additionally requested apps may request a username and password to be created, your child's class teacher will pass on information relating to the requirements.
  
- Regularly update your child's device, (apps and operating systems) to ensure the latest versions are installed.

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



# Parent Copy/Record

As a responsible student and ICT user at Redland Bay State School, I agree to abide by the rules and expectations listed in this User Agreement when using my device, at school and in the home.

If I break any of these rules, I understand that I will be unable to use my device at school and may be subject to further action. In addition, I will need to re-negotiate how I use ICTs at school after my penalty has been served.

Student Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

As parent/carer of my child I acknowledge that I have read this agreement and will monitor and support safe and responsible use of the device outside school hours.

Parent/Carer Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Both parents and students must sign the user agreement p1 and p2 as well as this acknowledgment.

Class Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Questions?

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

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# Redland Bay State School Copy/Record

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Both parents and students must sign the user agreement p1 and p2 as well as this acknowledgment.

Class Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_