



## Bring Your Own Device Policy

### What is BYOD?

BYOD stands for 'Bring your own device'. This model allows students to bring an IT device to Brisbane South State Secondary College that best supports their learning needs (within specifications).

### Why BYOD?

A successful BYOD program engages students in learning by collaborating, creating, and making meaning to the real world. Information Communication Technologies offers a wealth of opportunities for students to construct knowledge as they investigate, collaborate, communicate, innovate, and engage in real-world problem solving.

Students may not use their laptops in every lesson every day- we educate them to use the technology meaningfully and strive to reach their goals as they move forward into the future.

We give families the choice of a student device to bring to school as their primary device (with specifications). A stylus enabled device is a minimum requirement. This allows students multiple modes of input, such as digital ink, drawings of diagrams and annotation of images.

### Choosing your Device

We understand and appreciate the uncertainties that may be associated with choosing the best device for your student. The below information provides the minimum specifications that are required, as well as examples of recommended devices that meet these specifications.

Brisbane South State Secondary College is unable to recommend one particular device over another due to our adherence to the 'Public Sector Ethics Act 1994' where we have a duty 'to provide advice which is objective, independent, apolitical and impartial'.

Should you have any specific questions with regards to a particular device, please contact Deputy Principal, Tamara Sullivan.





# Brisbane South State Secondary College

## Minimum Device Specification

Device Type	2-in-1 Laptop or Tablet PC Screen must be able to detach or lie flat for stylus use
Screen Size	12" screen or larger (measuring diagonally)- consider portability and weight
Stylus	The device must be compatible with an active stylus - A passive stylus is not supported or encouraged.
Processor	Intel i5/AMD Ryzen 5 -recommended requirement
RAM	8 GB or higher
Hard Drive	256 GB SSD or higher
Operating System	Windows 10 and Windows 11. Not supported- Linux, iOS, Ipad OS, Android, Windows 7. 8. 8.1, RT, 10S, Chrome OS
Features	Keyboard, USB port, USB Type C, headphone port, in-built microphone, webcam
Battery Life	Minimum of 8 hours +. Please note that it is school policy that devices are fully charged at the beginning of the school day.

Selecting a device is a balance between cost, functionality, weight and performance. Decide on which considerations are most important to your student and then look for key features to best suit their needs, if you wish to discuss specifications regarding a specific device, please don't hesitate to email [it@brisbanesouthssc.eq.edu.au](mailto:it@brisbanesouthssc.eq.edu.au).





# Brisbane South State Secondary College

Considerations	Features to look for
<b>Performance</b> Students who are working technically (coding, AutoCAD, Inventor) or creatively (video editing, illustration) will want a device with high performance features.	<ul style="list-style-type: none"><li>• Power and speed: 8GB RAM or higher and i5 core processor or higher</li><li>• Older devices will have a shorter battery life.</li></ul>
<b>Functionality</b> Technology rich tasks will require students to use multiple inputs such as audio recordings, videoing and data logging.	<ul style="list-style-type: none"><li>• Inbuilt microphone</li><li>• Front facing in-built camera</li><li>• USB port and display port.</li></ul>
<b>Portability</b> Consider the portability of the device if your student: <ul style="list-style-type: none"><li>• Uses public transport</li><li>• Walks long distances</li></ul>	<ul style="list-style-type: none"><li>• Aim for a lower weight device (around 1.6kg).</li></ul>
<b>Durability</b> Accidents happen! Know if your student will likely require a more durable machine.	<ul style="list-style-type: none"><li>• Consider an extended warranty and follow up support</li><li>• Solid state drives</li><li>• Robust casing and spill-proof keyboards</li><li>• Tether for the stylus.</li></ul>

## Other BYOD related equipment

- Headphones with microphone
- USB stick to back up school work
- Laptop Case/Sleeve (see below for specifications)
- Any other devices related peripherals should be negotiated with the subject teacher.

## Additional Information

### Laptop Carry Bag

The College's laptop protective case is a mandated requirement for all students at the College. This bag must be used to carry the device at all times, including to and from class.





# Brisbane South State Secondary College

## Insurance

Purchasing insurance is a personal choice; however, it is highly recommended that you do so in order to maximise the life of your device. When purchasing a device, please learn about your option to purchase accidental damage protection. This covers the device for accidental damage on and off the school campus. All insurance claims must be settled between you and the insurance company.

## Warranty

We recommend that all devices are covered by an extended warranty. Statistically a computer will require, on average, 2.5 repairs during its 3-year life cycle.

## Repairs and Maintenance

All maintenance for the device, operating systems, software and/or apps purchased by the family are the responsibility of the family. Students may borrow loan laptops from the IT Hub once conditions are met, for short-term use while repairs are occurring. Families should ensure a quick maintenance turnaround for student devices.

## School Support

Our onsite technical support team aim to ensure that students have a working IT device at all times. A component of this support includes a loan laptop program, where students who have device failures are loaned a device for a short period (two weeks) whilst their device is being repaired. Students requiring an extension beyond two weeks, must apply through the IT Hub. Please be aware that there is no guarantee of a loan device or extension due to the limited availability of spare devices.

Upon receipt of the loan device students and therefore parents/carers, are responsible for the care of the device. Any negligence or loss will be invoiced to families for payment.

## Software

Students have access to a variety of software as a part of their Student Resource Scheme. All students have access to Microsoft 365 including Office and OneDrive.

## Microsoft Office 365

Students have access to their own Microsoft Office 365 accounts. This enables students to access their applications and files wherever they go, whether they are working offline, online or any device.





# Brisbane South State Secondary College

Microsoft 365 contains the following applications, but not limited to::

- Outlook (email)
- Word
- PowerPoint
- Publisher
- OneDrive (file storage)
- OneNote
- Teams

All Queensland State School students can now get multiple free copies of the Microsoft Office 2016 Suite for download on to their personal devices.

Education Queensland students can already access their copies using their active MIS login and school email account. Sign in to Office 365 to download your free copy from <https://portal.office.com/OLS/MySoftware.aspx>.

Assistance on how to download this software will be given to all students on their commencement at Brisbane South State Secondary College.

## Virus Protection

It is mandatory for all BYOD devices to have antivirus software configured. By default, Windows 10 includes "Windows Defender" which is a very capable piece of software. Certain 3rd party Antivirus suites do interfere with the WiFi onboarding process, and it is advised to check with the iT Hub if you wish to install a 3rd party Antivirus or parental monitoring software.

## Care of Device

It is the responsibility of the families to keep their device in good working order to ensure minimal disruption to learning.

It is expected that students bring the device to school each day, fully charged.

Devices should be clearly labelled with the student's name, and if possible, engraved.





# Brisbane South State Secondary College

I understand that the use of ICT resources at Brisbane South State Secondary College is a privilege, which involves the acceptance of certain responsibilities.

I understand and agree to the following:

- In using ICT resources appropriate for all learning tasks: I am not permitted to:
  - access, copy or distribute any material that is controversial, inappropriate, obscene or offensive;
  - download, install or transfer any software or material that violates copyright, intellectual property or licensing laws;
  - send, transfer or create computer viruses;
  - access the control panel, system configuration, or make any changes to settings, passwords other than my own on school owned devices;
  - directly or indirectly access drives other than those allocated to me;
  - seek access to files or messages intended for, or belonging to, others;
  - directly, or indirectly, move, delete or modify any files (other than those in my personal drive);
  - be involved with electronic or physical vandalism, harassment or bullying;
  - capture, manipulate or transmit photos of members of staff or students without their prior approval;
  - use any login other than my own.

The College, parents and officials have the right to access and inspect the contents of student files and emails at any time. Random audits of student files will be carried out regularly by ICT Network Administrators. Students found to be violating this policy or any law will receive the appropriate consequences and may include referral to appropriate authorities.

