

Miami State High School

Bring your own laptop program

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BYOD (Bring your own Device)

eLearning Vision

Miami State High School prides itself in delivering a personal approach to learning. An important aspect of this approach is to make best use of technology to deliver curriculum through 21st Century learning. Student access to technology is vital and our belief is that learners should have 24/7 access to their learning and parents the opportunity to support and monitor their children's progress. To achieve this, Miami High will provide all students the opportunity to bring their own device as part of the BYOD program.

Introduction

The use of personal mobile devices that are appropriate to the student's educational and developmental needs and allows them to transition seamlessly as they learn at school, home and in between. They take advantage of:

- the evolving use of ICT for collaboration and creating of knowledge
- the extensive ability to share information locally and globally
- the growth of online educational environments.

This handbook has been developed as a guide for parents and students about matters concerning the implementation of a Bring Your Own Device (BYOD) program at Miami State High School.

Each parent/caregiver should thoroughly read and understand the content and follow all procedures. This Information and Procedures Handbook is subject to change with appropriate notification being provided by the school.

Participation in BYOD

This program is available to all year levels.

Parents wishing to apply to participate in the BYOD program should

- read and understand this document
- sign the BYOD Student Participation

All of the above documents can be found in your enrolment package and at the end of this document.

If parents are considering the purchase of a new device it is highly recommended that they read and understand the minimum specifications table provided in this document.

Software and Applications

Some subjects require the use of subject specific software with each having different licensing agreements. In the case that the school has licences that allow the installation of this software- this will be done by the technical staff.

Charging of devices

Students will be expected to bring a fully charged device to school each day. Saves on loss of charger at school and carrying it in their bags. Attempts to charge devices in classrooms may create a safety hazard.

Wi-Fi

- Students will be provided with the opportunity to connect to the school's Wi-Fi network when the following conditions have been met: Payment of School Resource Levy and School Fees.
- To facilitate connection to the school Wi-Fi the ICT staff will require your child to be an Administrator account with password for the device.
- Approved devices that meet the school's specifications should be able to recognise and connect to the school's Wi-Fi.
- Students will be able to connect to the school's internet if the configuration provided by the school's ICT staff is not altered. E.g. some installed third party software (Free Ware), toolbars and changes to the operating environment may interfere with connection to the internet.
- These issues are the responsibilities of the parent.
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- ***When purchasing a laptop, please confirm that the laptop can connect to a 5GHz network *****
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- Some advice on connectivity and software issues may be able to be provided by the school's technician
- Whilst the device is connected to the school's network the internet connection is filtered and requires user authentication. School level access and filtering restrictions will apply.

Filtering

What filtering will be provided when students connect their own device/s?

The standard filter which is currently provided on the school network will apply to student owned devices as long as they connect to the school network in line with the acceptable use agreement.

While at school the device should not be connected to private networks unless a filtering application is utilised. Access whilst the device is off the school network is determined by, and is the sole responsibility of, the parent.

Repairs and Maintenance

All maintenance for the BYOD device, operating system, software and/or apps purchased by the family are the responsibility of the family. Families should consider vendor maintenance turnaround timeframes when purchasing student devices.

Security, Theft, Damage and Insurance

Devices are the sole responsibility of the student. The school accepts no responsibility for the security or safety of the device. Students are responsible for the security of the device and it is recommended that a suitable protective bag be used with the device. Teachers and other staff will not store or hold on to devices.

Should damage to the device occur whilst at school by other student/s the school may not be in a position to provide any information regarding the incident.

We also advise parents to consider purchasing Accidental Damage Protection for the BYOD device. Some House Insurance Policies may cover devices when they are at alternate sites such as the student's school. There may be a requirement to individually list this device. Close examination of these damage protection and insurance documents and consultation with your Insurance provider is highly recommended.

Miami State High School does not accept responsibility for damage, loss or theft of BYOD devices.

Technical Support

ICT Staff will view BYOD devices and address issues regarding connection to the wireless network. If additional issues are apparent at this time some advice may be able to be given however it is the family's responsibility to decide on and implement a course of action. See Appendix 1.

Current Virus Protection Software

It is mandatory that all devices have Virus Protection Software. Parents are responsible for ensuring it is up to date. The recommendation is that this is set to daily automatic updates with weekly scheduled scans. Windows Defender is preloaded on Windows 8 and 10 devices. The school's ICT Department will check devices to ensure that virus protection is still current and functioning. Failure to comply will result with access to the Wi-Fi network being removed.

BYOD Specifications

PLATFORM	Windows PC or Apple Macintosh Keep in mind teachers use Windows PC.	
	MINIMUM REQUIREMENTS	PREFERRED REQUIREMENTS
PROCESSOR	Intel i5 although AMD will connect Do not purchase Chromebook	Intel i5 or higher
RAM	4 GB	8 GB or higher
STORAGE	128 GB	128 GB or higher
OPERATING SYSTEM	Windows 8/10	Windows 8 /10
WIRELESS CAPABILITIES	5GHz capability	802.11N or higher
EXTRA FEATURES	1 USB Port Long-life Battery Protective Case Warranty 3 years	2 or more USB ports Long-life Battery Protective Case Warranty 3 or more years
SOFTWARE	Microsoft Office Suite - free download Adobe Suite Provided through schools BYOD scheme – loaded as needed by curriculum.	

Miami State High School: ICT Responsible Use Agreement.

Student Name: _____ Year Level _____

Acceptable use of the Miami State High School resources includes:

- Researching activities that relate to learning activities as part of the Miami State High School Curriculum.
- The use of school provided email for exchanging appropriate information and engaging in collaborative projects related to curriculum requirements.
- The design and development of digital products related to curriculum learning activities.

Non- Acceptable use of the Miami State High School ICT resources include:

- Use of any ICT to act in a manner that is not respectful and/or is disruptive. This may include text, images, audio that are used in a negative manner, is inappropriate, offensive or antisocial.
- Theft of, or physical or virtual damage to, equipment, network, software or files.
- Introduction of any software to the network or possession of software that could be considered compromising, or an impediment to, the network and data.
- Violating copyright laws by installing software onto a device for which you are unable to provide a license.
- Use of another person's password or allowing others to use your password.
- Disrespect of other's privacy and intellectual property and the trespass into other's folders, work or files.
- Visits to sites for purposes not related to the curriculum and/or the download of non-curriculum data and/or playing unauthorised games on the school network.
- Unauthorised access to equipment and physical and/or virtual spaces.
- Recording, photographing or videoing any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.

Additional Information

Some websites are only accessible if an email address is provided. Parents should discuss with your child the danger of providing personal information on websites. Suggest to your child that he/ she does not use real information but a nick name or gamer tag. If an address is required you could use the address of Miami SHS.

Disciplinary action may include the removal of the student from the BYOD program, detentions, suspensions or exclusion as per the Responsible Behaviour Policy, restricting or removing access to the school network.

I understand that the school is not responsible for the quality of the services of third party programs including library platforms and their privacy policies. I will use my own judgement to determine their suitability.

BYO Devices

- All BYO Devices are to be delivered directly to the ICT Department for review and joining to the network.
- All BYO Devices must gain approval before they are brought on to any place on the Miami State High School site other than the ICT Department. Some devices may not meet school requirements so may not gain approval for school use. Any inappropriate material will be removed from personally owned devices before bringing the devices to school and such material will not be shared with other students.
- Families are responsible for providing their own individual insurance on privately owned electronic devices. Insurance is recommended by the school to optimise student access to a working device in order to provide continuity of learning.
- Miami State High School reserves the right to confiscate, access and review data on devices that appear on Miami State High School site.

I have read the above agreement and associated booklet and understand my responsibilities. I agree to use ICT in an acceptable manner as outlined in this agreement.

Student Name: _____

Student Signature: _____ Date: _____

Parent / Guardian Name: _____

Parent / Guardian Signature: _____ Date: _____

Note:

Miami State High School reserves the right to make amendments to this policy as a result of educational and technological change. Students and parents/care givers will be notified of changes the changes may require the signing of a new agreement

Please refer to miamshs.eq.edu.au for further information.