



@Marsden.i

BRING YOUR OWN DEVICE (BYOD) INFORMATION AND PROCEDURES HANDBOOK

This handbook has been compiled to provide a ready source of information for parents and students about matters influencing the efficient running of the BYOD program at Marsden State High School. Each family should thoroughly understand the content and follow all procedures. This Information and Procedures Handbook is subject to change.

Participation in BYOX

This program is available to all year levels in 2017

Parents wishing to apply to participate in the BYOX program should read and understand this document and the ICT Responsible Use Policy before signing the "Marsden State High School Student Participation and Connectivity Request to BYOX and Device Check list" form found in Appendix 1.

If parents are considering the purchase of a new device it is highly recommended that you review our list of possible devices prior to purchase to ensure that their device meets the minimum specifications for this program @ Marsden.

BYO Device Specifications.

A full technical spec list is below for you to consider. It is not expected that all families go out and purchase a new device for their child. You may already have a device at home that covers the specifications below. However, we believe the devices may include:

Year 7 – 9	Year 10 – 12
Students require a device that is capable of producing assignments, typing up notes, accessing eLearn (Blackboard our Learning Management System).	Students require a device that is capable of producing higher quality and more extensive assignments, typing up notes, accessing eLearn (Blackboard our Learning Management System).
iPad mini 4, iPad pro, Tablet device, HP 11ee	Microsoft Surface Pro 3, Mac book, Lenovo yoga

BYO Device Specifications.

Specifications	Device MIMIMUM Specifications
Options	Purchasing a device with minimum specifications
CPU	Intel Celeron (combined with ssd) Intel Core i3
RAM	4GB Minimum
Graphics	Intel Built in Graphics acceptable 128 ssd (faster processing)
Storage	500GB hard drive Optical drive optional
Network	Wireless: 802.11n compatible built in, attached dongle not recommended Wired: 100mbit minimum
Screen size	11 to 13 inch recommended, 1280 X 720 minimum resolution 11" minimum, 15" + sizes not recommended
Battery Life	8 hour minimum battery life
Operating system	Windows 8.1 and newer or OSX Mountain Lion and newer

Examples of devices that do NOT meet minimum specifications are:

- Chromebook and Surface RT and some other tablet devices may NOT connect to MSHS Wi-Fi at the time of the production of this booklet. We will update this information if the situation changes

Responsibilities...

... of the School	... of the Parent/s	... of the Student
<ul style="list-style-type: none"> • provide suitable school Wi-Fi connection and filtering system • provide a blended educational environment • model safe device and internet practices • printer services 	<ul style="list-style-type: none"> • purchase and maintenance of device • purchase, install and update applications – • appropriate insurance and warranty • Sign the appropriate documents 	<ul style="list-style-type: none"> • bring device fully charged each day • show respect for other devices, work and privacy • access technology as a Responsible User • Sign the appropriate documents

Appendix 1:

Marsden State High School Student Participation and Connectivity Request to BYOX and Device Check list.

This form is to be completed by parent/guardian of the student participating in Marsden State High School BYOX program as outlined in the Bring Your Own Device (BYOX) Information and Procedures Handbook and in accordance with the school Responsible Use Policy (RUP) and Behaviour Policies.

The BYOX program strives to ensure Marsden State High School students are afforded the very best educational opportunities that will keep them alongside their counterparts in Australia and overseas. Consequently supporting students to become responsible digital citizens, who will enhance not only their learning in the classroom, but also the development of skills that will prepare them for their future studies and career.

I authorise participation in the Marsden State High School BYOX program as outlined in the Bring Your Own Device (BYOX) Information and Procedures Handbook and in accordance with the school Responsible Use Policy (RUP).

I understand and acknowledge my responsibilities and those of the student and the school as outlined in the BYOX Hand book and the Responsible Use Policy by signing this.

Student's Name: 201_ Year: MIS ID: eg flast5.....

Student's Signature: Date: / /

Parent/Guardian Name:

Parent's/Guardian's Signature: Date: / /

Step 1: Visit Payment Office and pay Resource Levy in full or Payment Plan

Step 2. Visit ICT Department.

Bring

- Resource Levy and BYOX receipts.
- Marsden State High School Student Participation and Connectivity Request to BYOX and to the ICT Department at Marsden State High School.
- Responsible Use Policy (Appendix 2) signed by Parent and Student.
- The BYOX Device.

BYOX device is examined by an ICT Technician for current Antivirus Software and scheduled scans. If the device meets Marsden State High School requirements and if it is possible the device will be connected the Wireless Network.

Should the device not be able to be connected to the school Wireless Network such advice as is possible to be provided will be notated on the form.

Appendix 2:

Marsden State High School: ICT Responsible Use Agreement.

Student Name: _____ Year Level _____

Responsible use of the Marsden State High School resources include

- 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;
- communicating or collaborating with other students, teachers, parents or experts in relation to school work;
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the Department's e-learning environment.

Irresponsible use of the Marsden State High School ICT resources include

- Use of any of ICT to act or access, 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, 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 your laptop for which you are unable to provide a license.
- Use of passwords of others or allowing others to use your password.
- Disrespect of other's privacy and intellectual property as well as the trespass into other's folders, work or files.
- Using any means to avoid scrutiny of teachers of work, data, software and / or equipment.
- Visits to non-curriculum sites and / or the download of non-curriculum data and / or playing games on the school network.
- Unauthorised access of equipment, physical and / or virtual spaces.
- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- commit plagiarism or violate copyright laws; (e.g. use of illegally downloaded games and music, and illegal sharing of games and music)
- use unsupervised internet chat;
- send chain letters or Spam e-mail (junk mail)
- access 3G/4G networks on school premises (disable this feature prior to coming to school)

Additional Information

Some education websites are only accessible if an email address is provided. Unless the educational website is within Education Queensland, e.g. Learning Place or GICT approved e.g. Library Overdrive, you must not access without your parent's permission. It is advised that your parents provide their email address so that they can monitor the site's interactions with you. Alternately some educational websites request personal information such as name and address. Once again, discuss with your parents and gain their permission to use these sites. Do not use real information but a nick name or gamer tag. If an address is required you could use the address of Marsden SHS.

Network administrators may review files and communications to maintain the integrity and ensure that users are using the network responsibly.

Disciplinary action may include the removal of the student from the 1 to 1 laptop program, detentions, suspensions or exclusion.

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

BYOx Devices

- All BYO Devices are to be delivered directly to the ICT Department to see review and joining to the network.
- 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.
- It is recommended families are responsible for providing their own individual insurance on privately owned electronic devices, to assure to always have a working device.
- Marsden State High School reserves the right to confiscate, access and review data on devices that appear on Marsden State High School site.

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

Student Name: _____

Student Signature: _____ Date: _____

Parent / Guardian Name: _____

Parent / Guardian Signature: _____ Date: _____

Note:

Marsden State High School reserves the right to make amendments to this policy as a result of technological changes