



Student BYOD Handbook

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Overview

BYOD has given students on-demand access to technology allowing them to seamlessly integrate digital solutions into their learning experience to best meet the requirements of the Australian Curriculum.

Students in Prep through to Year 4 are explicitly taught the knowledge, skills and cybersafe behaviours required for entry into a BYOD environment should students and families choose to enter the program.

Ironsides State School currently offers a BYOD environment for our Year 5 and Year 6 students with enrolment into the program being available at any point during the student's tenure of these years.

This handbook serves as a reference and also forms an agreement between parents, carers, and students and Ironsides State School.

Supporting Your Child

Parent checklist

Helping your child to have their device ready for day one will allow their learning experience to commence on time.

Prior to first day

- Read this handbook.
- Purchase a device that meets the [minimum specifications](#).
- Read and sign (parent and child must both sign) the agreement found at the end of this document.
- Enrol the device. Instructions found [here](#).
- Install Office. Instructions found [here](#).

If you require assistance with this process, you can contact our support staff via email and they will respond during work hours at:

byod@ironsidess.eq.edu.au

First day at school

- Ensure the device is fully charged.
- Ensure the device is protected within a bag.
- Bring the agreement with the device ready for use.
- Students to leave their device safely in their school bag until requested by the supervising teacher.
- Devices are only to be used during class times unless requested by the supervising teacher.



Device

Specifications

	Minimum	Recommended
Processor make/model	Intel Pentium Gold or AMD equivalent	Intel Core i3
Processor cores	2	2
Processor frequency	2.0Ghz	2.0Ghz
Processor release date	2020	2023
RAM	4	8
Display	1280 x 800	1280 x 800
Hard drive size	128GB	256GB
OS edition	Windows 10/11 Home	Windows 10/11 Home
OS build	21H2	22H2
Wireless	5GHz, 802.1x	5GHz, 802.1x
Antivirus	Windows Defender	Windows Defender
Warranty	1 year manufacturer	2 years ADP

Purchase Portal – JB HiFi

To alleviate the knowledge required to locate a suitable device for the BYOD program, JB HiFi have provided a portal with devices that fit the requirements.

This purchasing process is not mandatory and providing you have found a device that meets the minimum specifications you are welcome to purchase outside of this portal.

The link and codes required for the portal can be obtained from the BYOD information page of the [school's website](#).

School Technical Support

Our on-site technical support staff will be available to assist students with diagnosis and support for device problems while at school. Students are to notify their teacher with any problems and the teacher will log the request with the school support staff.

Our support staff **do not** log warranty claims with the manufacturer, this is the responsibility of the device owner.

Configuring Your Device

Device enrolment

Before bringing your device to school you will need to go through the simple enrolment process. This will configure your device to work with our Wi-Fi network, set up the school email, and add your device to our school BYOD list.

Please follow on with the video to complete this task.

<https://youtu.be/RC7MZaCZksU>



If you run into any problems the school technical support officers can assist the process when they are available.

Installing Office

Microsoft Office is an important part of the curriculum and needs to be installed ready for the device to be used at school.

Students can install Office for free under the schools Microsoft agreement.

Please follow on with the video below to complete this task.

https://youtu.be/0H_7A3FktDA

If you run into any problems the school technical support officers can assist the process when they are available.

NAPLAN Locked Down Browser

Year 5 students will complete the NAPLAN assessment during term 1. As part of the assessment, the application "Naplan Locked Down Browser" will need to be installed from the following website.

<https://www.assessform.edu.au/naplan-online/locked-down-browser#-downloads->

Virus Protection

Windows Defender is the preferred virus protection software, it is free and comes installed with Windows and does not cause connectivity problems with the schools' network.

Many third-party virus protection applications package Virtual Private Network (VPN) applications into their software and all VPN's are blocked by Education Queensland. It is for this reason that we prefer the use of Windows Defender for virus protection.

Many devices have trials for third party virus protection installed from the factory. Please remove any of these prior to bringing the device to school.

Classroom Management

As part of behaviour management and classroom integration we implement the classroom management software Tromino. This software allows the teacher to view the student's screen during school use. This software is entirely hosted at the school and only allows a connection while at school. All devices that are in the BYOD program are required to run the software, and the application will be installed by the support technicians while at school. The removal of this software will result in the device being sent home.



Responsibilities

At School

The device will be the student's responsibility.

It is important that all devices are regularly checked by the students for malicious software.

The use of malicious software will result in disciplinary action and the device being sent home.

The improper use of the school's network and internet service will result in disciplinary action and the device being sent home.

Excessive downloading will result in the student's internet access being revoked.

At Home

The device must be charged at home prior to its arrival at school. No charging facilities will be provided by the school.

Parents and students are required to maintain the same level of security on their devices while they are at home.

Updates to operating systems need to be maintained to ensure the level of security required by the school.

Transport of Device

Transportation of the device remains the owner's responsibility so please ensure that the device is protected within a back pack with adequate padding to ensure the devices safety during transport.

Parents are advised to review their insurance policies to cover the device in transit.



Student Agreement

I agree that I will:

- Only access the device for educational purposes specified by the supervising teacher.
- Only engage in collaboration platforms specified by the school.
- Use the device, peripherals, and accessories in a manner that does not harm others.
- Not use the device before class, after class, or at lunch times unless permission has been granted by the school's supervising teacher.
- Not use the device in an unlawful manner.
- Not use the device to bully, harass, or attack others.
- Not use the device to commit plagiarism.
- Not use the device to deliberately waste school resources.
- Not access 3/4/5g networks while at school.
- Not download or use programs that are capable of breaching the Departments network security.
- Not handle or use other student's devices without the supervising teacher's approval.
- Not record, film, or photograph any student or school personnel without the supervising teacher's approval.
- Submit my device for investigation if requested by the school.
- Close, turn off, or place the device in my bag at the request of the supervising teacher.

By signing this document, I agree that I understand the above conditions and the expectations of Ironsides State School.

Student Full Name

Student Signature

Parent Full Name

Parent Signature

Date