



Kimberley Park State School

Bring Your Own Device – BYOD

HANDBOOK

FOREWORD

This handbook has been compiled as a ready source of information for parents and students about matters influencing the efficient running of the BYOD Programme. Each student should read and understand the contents and follow all guidelines. This handbook is subject to change. Parents/Guardians should contact our school Head of Curriculum or Deputy Principal should any clarification or information be required.

INTRODUCTION

Information Communication Technologies (ICTs) have a critical role in enhancing the learning process at all levels and across a broad range of activities in each of the Australian Curriculum subject areas. Through the use of ICTs in the curriculum, we are helping students become more knowledgeable about the nature of information, comfortable with the technology and able to exploit its potential. The overall philosophy is to use ICTs whenever its speed, power, graphics or interactive potential can enhance and extend the quality of work being undertaken by students. It is used to develop logical thinking, problem solving, control techniques and also to give confidence and the capability to use ICTs in later life.

Our main goal is equipping and empowering students, rather than merely transferring knowledge—guiding students in learning how to learn. We believe students are eager to learn and with guidance they will seek out and discover knowledge on their own.

In the BYOD programme we aim to establish an environment and a relationship with children where they can feel safe, comfortable and are encouraged to push themselves to the best of their abilities in all learning areas.

When should a BYOD be brought to school?

Unless specifically advised by their teacher, students who indicate their preference to be involved and have met all requirements, should bring their device every day. Some lessons will require the formal use of the devices, while others will provide informal opportunities to use technology to complete tasks efficiently. It is imperative that the devices be available (at school, charged, loaded with appropriate apps), as required by the class teacher. Devices will not be available at lunchtimes.



Leaving devices at home

Since some lessons are specifically designed for the use of devices, students who fail to bring their device to school for valid reason, face consequences regarding their lack of preparedness for class. If a student inadvertently leaves their device at home they are to report to their teacher. Teachers will make alternative arrangements where possible. Devices shared among family members will need to take into account when BYoD classes need devices as a priority.

Name labels on devices, sleeves, cases and bags

Students are expected to have name labels placed on the following locations:

It is not recommended that devices be defaced or have permanent markers used
iPad Devices.

- On the case of the device; A key tag for zippered sleeve accessories
- It is not recommended that devices be defaced or have permanent markers used
- Commercial name labels and engraving are preferred practice.

Screens Down

When devices are in use and the teacher wishes to address the class, it is best for students to put their screens down, or press power/home, so that apps/devices are not a distraction. The instruction "Screens Down" is one the students will become familiar with and should comply promptly.

Peer Instruction

Students will learn from other students readily. More experienced users of technology may be paired with less experienced users. The same will apply for students entering the programme through the year. Students will be encouraged to share their strategies where appropriate and demonstrate ideas, shortcuts etc. to the whole class. Students will be encouraged to ask other students before calling on the teacher when needing help with a device related task (if appropriate).

Use of headphones in class

Students should seek permission before accessing audio-visual clips on their devices. Students using earbud style headphones need to keep these with their personal belongings and are encouraged not to share for health and hygiene reasons. Personal accessories, such as headphones should be clearly labelled with the student's name.



Faults, Breakages and Repairs

When the student or teacher detects a fault in a BYOD, or if a device is damaged, they must notify the Systems Technician in IT Services. If the device is rendered inoperable, the teacher will make contact with family to ensure correct protocols regarding communication / reporting are followed. If the Systems Technician deems the fault as a network or software/Operating System error, appropriate action will be taken to rectify the fault.

It is important that BYODs are backed up and have an active restore capacity. It is the responsibility of the BYOD owners to ensure the back up and system restore is complete. The Systems Technician is only responsible for Education Queensland devices, machines, peripherals, software, hardware and operating environment.

The school, staff and Education Queensland are not responsible for damage or loss of property brought onto the campus under the Bring Your Own Device Programme.

It is considered best practice that students and teachers not intervene to fix or repair devices, as such intervention may void warranties and may impact on the cost of repairs.

Virus Protection

It is mandatory that all BYODs have anti-virus software loaded and active. The school's network is protected, but cannot be considered failsafe in this regard.

Breaches of the BYOD Procedures

- a) Any breaches of these policies may result in the student being referred to the Principal and consequences appropriately applied in accordance with the Kimberley Park State School Student Code of Conduct. This may include, but not be limited to: disqualification from the BYOD Programme; denial of access to ICTs and Network; suspension of username and password access to the network for a period of time, or other options.
- b) Any breaches of this policy may incur suspension of device use outside teacher supervision for a designated time.
- c) Any breaches of these policies may result in disciplinary action as determined by class behaviour management programmes.



Laptop Riser/ Cradle

Students are encouraged to bring laptop or iPad risers/cradles to improve posture and positioning when using devices. This is not mandatory.

Removal of external devices

It is good practice to remove all external connectives from devices before packing away. Students are responsible for the safe handling of all external devices such as USBs, wireless dongles and cables. This practice ensures devices do not snap off and therefore damage USB ports.

Other BYOD related equipment

Students are encouraged to negotiate the import of extras/peripherals with their teacher. Supply and storage of headphones, USB stick/ thumb drives and wireless mouse/keyboards rests with the student.

Devices Charged

Students should arrive at school with their devices fully charged. This should be part of normal/ regular homework routine.

Computer Games

Students are not permitted to access their personal 'leisure' games stored on their devices during learning episodes. This includes social media programs such as FaceBook etc., Other access to 'gaming' programmes should be negotiated with the teacher. It is the parents/ family's responsibility to ensure games are not inappropriate. Teachers will confiscate devices from students who are seen to be access the school WiFi for gaming or social media.

Keyboarding Skills

Students will be encouraged to develop the correct use of keyboarding skills.

Transport of devices within the school

Students are encouraged to transport their devices to and from school in the appropriate sleeve or carry case. When changing classes, groupings or when taking their device into the play areas, students are encouraged to shut down, close screens and securely re-house their device in a sleeve or carry case/tote.



Before and After school usage

Students are encouraged to maximise their usage of the BYOD. They are solely responsible for the device and are encouraged not to share the carriage or transportation of their BYOD or school bag. Student are able to access the various 'hubs' within the playground to gain access to the network and must abide by the ICT and Internet usage agreements. This is to be done so, within learning episodes or breakout groups.

Lunchtime Usage

Students are not encouraged to access their BYOD at lunchtimes. They may access classrooms, the iCentre and lunchtime clubs, including STEM Lab, with permission and supervision. Regular school behaviours of not entering classrooms without teacher permission or supervision also apply. Students are encouraged to see the device as a tool for learning and of learning; and not a toy or game.

Security of Devices

It is important that students maintain security over their BYOD and associated peripheral equipment. Students are encouraged not to leave their bags/ devices unattended. Students need to ensure that their device be properly secured in the classroom should they not be requiring it outside of learning episodes. Students are encouraged to transport their device to and from school everyday—to ensure charging, updates, downloads and overnight security can be maintained.

Outside school hours care

The school cannot determine the security and use of the BYOD at Outside School Hours Care. It is assumed that students and their families have negotiated the use, storage and supervision of the use of such device while in their care.

Abandoned Devices

Any device (in tote, sleeve, case or exposed) left unsupervised will be assumed to be abandoned. Devices will be stored in the Admin Strongroom awaiting parent identification and collection. A breach of this nature could result in the student being withdrawn from the BYOD programme.



Transport to and from school

Students must ensure their BYOD is transported in the case, tote or sleeve. It would be best practice for these containers to be carried inside the student's regular school bag, therefore ensuring security and preventing shock or loss due to accidental drop.

Access to school Internet

All student BYODs will have access to the Education Queensland Internet—Managed Operating Environment (MOE).

Students with iPads will be given a student 'shell' through our IT services, that will give them access to the Internet and school air printers while on campus.

These actions will not compromise the BYODs from accessing home and 3G/4G/5G networks whilst not at school.

Saving Work and Back-ups

It is considered best practice to save work in two locations. Students are encouraged to use portable hard drives, USB/ Thumb drives and home networks or iCloud accounts. While at school, students can transfer files and school-related work to the Network Server. The best pathway for this method is USB/ Thumb drive or email. All students have an active email account with ample storage supplied by Education Queensland.

Students are encouraged to make regular 'back-ups' of their devices at home, to ensure a point of restore, should the device or programme crash.

Monitoring student usage behaviour

Students are reminded that whilst using the school network and Education Queensland's Internet/ Email environment, they are required to be mindful of the ICTs—Inappropriate Use and Access Agreement signed upon enrolment. Should a breach of this agreement be suspected/ identified, families and students will be notified and appropriate consequences will be enacted, at the Principal's discretion.

Summary of ICTs—Inappropriate Use and Access Agreement

- a) Using the network for illegal activity, including violation of copyright and other contracts
- b) Uses relating to chain letters or broadcasting lists to individuals in such a manner that might cause congestion of the network



- c) Damaging or disrupting equipment, software or system performance.
- d) Vandalising or interfering with data of other users on the network. Vandalism, defined as any malicious attempt to harm, modify or destroy other users data, the school network or other networks that are connected to the Intranet backbone includes, but is not limited to, the uploading or creating of viruses.
- e) Gaining unauthorised access to resources.
- f) Posting anonymous messages
- g) Downloading, storing, creating, or printing files that are deemed profane, obscene, or that use language that offends or denigrates others.
- h) Giving personal information or agreeing to meet any person met through the internet.
- i) Transmission of personal information about any member of the school community.
- j) Accessing offensive (including pornography), dangerous or potentially destructive information
- k) Downloading any files (including, but not limited to MP3, MPEG) unless specially authorised to do so by a supervising adult.
- l) Not reporting unsolicited email messages particularly unknown persons.
- m) It is considered best practice that a student report any controversial material to their teacher directly.
- n) Removing EQ WiFi profile from the device if it is no longer participating in KPSS BYOD. (including devices that are still in the possession of the family).

Internet Etiquette

All users are expected to abide by the generally accepted rules of network etiquette, chat and email etiquette. These include, but are not limited to, the following:

- a) Be polite. Do not swear, use vulgarities or any other inappropriate language. Do not engage in any activities that are prohibited by the law.
- b) Do not use the network in such a way that you interfere with the network by other users.
- c) Always assume that any information or communications accessible from the network is private property
- d) The subject line of emails should indicate the contents of the message
- e) When replying to a message, include some of the original message to assist the reader in following the conversation.



- f) Always end with your name and email address.
- g) Always acknowledge that you have received a document or file someone has sent you.
- h) Editing, proofing and deleting read emails are considered best practice.

Printing

Students should only print with teacher permission. Students are encouraged to consider the environment and carefully monitor the number of pages required before printing. Lost, misplaced and misdirected printing should be accounted for before re-printing. Colour printing is very costly and can only be done by a teacher in the Admin Printery.

Harassment and Privacy

All users are expected to use the Internet in a positive way. Any acts of harassment or invasion of privacy will not be tolerated. The following points are not acceptable: Harassment, defined as the persistent annoyance of another user, or interference with another user's work includes, but is not limited to, the sending of unwanted email.

Cybersafety and Cyberbullying

All students in the BYOD Programme will undergo training in Cybersafety and Cyberbullying.

Improper use of Telecommunications Services

It is imperative that students adhere to this law and act of legislation...

A person shall not knowingly or recklessly:

- a) Use a telecommunication service supplied by a carrier to menace or harass another person
- b) Use a telecommunication service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive.
- c) Transmit any material in violation of any government regulation. This includes, but is not limited to, material under copyright, threatening or obscene material, or material protected by trade secret.
- d) Carry out any commercial activity. Use for production of advertisement or political lobbying is also prohibited
- e) Language which could be deemed offensive is prohibited
- f) Carry out any unlawful copying of software
- g) Attempt to spread computer viruses



- h) Attempt to damage any networks or any equipment or system forming part of network
- i) Send personal information such as your home address or telephone number through the internet
- j) It is considered best practice use a signature block that identifies the school, address and telephone number.

Faults, Breakages and Repairs

When the student or teacher detects a fault in a BYOD, or if a device is damaged, they must notify the Systems Technician in IT Services. If the device is rendered inoperable, the teacher will make contact with family to ensure correct protocols regarding communication/reporting are followed. If the Systems Technician deems the fault as a network or software/Operating System error, appropriate action will be taken to rectify the fault.

It is important that BYODs are backed-up and have an active restore capacity. It is the responsibility of the BYOD owners to ensure the back up and system restore is complete. The Systems Technician is only responsible for Education Queensland devices, machines, peripherals, software, hardware and operating environment.

The school, staff and Education Queensland are not responsible for damage or loss of property brought onto the campus under the Bring Your Own Device Programme.

It is considered best practice that students and teachers not intervene to fix or repair devices, as such intervention may void warranties and may impact on the cost of repairs.

Virus Protection

It is mandatory that all BYODs have anti-virus software loaded and active. The school's network is protected, but cannot be considered failsafe in this regard.



Bring Your Own Device (BYOD)

Student Participation Agreement



General Use

1. I understand that it is recommended that I bring my device to school each day.
2. I understand that I am responsible for the safety of my device each day.
3. I will ensure my device is charged at the beginning of each school day.
4. I will leave my device charger at home, unless directed to bring it to school under special circumstances.
5. I will hold my device with two hands when carrying it and I will walk with it at all times.
6. I will keep food and drinks away from my device at school.
7. I will immediately report any accidents or breakages to my parent and my teachers.

Content

8. I will use my device only to support my school learning programme.
9. I give permission for Education Queensland to install the WiFi Access on my BYOD.
10. I will remove the EQ WiFi Profile from the device if it no longer participates in the program.
11. I permit my teachers and parents to perform checks to monitor that I have not installed illegal or unsuitable software applications and content to check the websites that I visit. I understand there will be consequences for inappropriate use.
12. I am responsible to ensure my device is backed up. (to be done at home)

Safety and Security

13. Whilst at school, I will only connect my device to Education Queensland's Managed Internet , I am not permitted to use 3G/4G/5G whilst my device is being used in this programme.
14. I will only visit websites at school that support my learning activities when using the Internet.
15. I will be cybersafe and cybersmart at all times.
16. I will demonstrate etiquette when using my device and other equipment with regard to other people



17. I will use my device lawfully and in accordance with the Appropriate Use/ Behaviour of School Network Guidelines regarding ethical use of equipment, technology, use of legal software, use of the Internet and protection of personal data.

18. For security reasons, I am not to share account names and passwords with anyone unless requested by school staff.

19. I am responsible for security and use of my device while at Kimberley Park State School. Students can access secure storage in classrooms (with staff permission), to store their device when not in use. Devices are not to be left in the school overnight nor during vacation periods.

20. I understand that if the above conditions are not followed, I will not be granted permission to use my device nor other ICT devices at Kimberley Park State School for a time period to be determined by the school.

21. I understand that if I continue to breach this agreement, the authorisation to use my device and other ICTs at school would be removed for a greater period of time.

Name of Student: _____ Signature: _____ Date: __/__/__

Name of Parent: _____ Signature: _____ Date: __/__/__

Email contact : _____



Bring Your Own Device (BYOD)

Staff Participation Agreement



General Use

1. I understand that I am responsible for the safety of my device each day.
3. I will ensure my device's peripherals are kept safe.
4. I will charge my device at home, whenever possible.
5. I am responsible for the transportation and handling of my device at all times.
6. I will keep food and drinks away from my device at school.
7. I will immediately report any accidents or breakages to my supervisor, although I am aware the school is not liable for any damages, loss or data corruption.

Content

8. I will use my device only to support my school learning/ teaching programme.
9. I acknowledge that I am bound by the Code of Conduct in acceptable and appropriate use of DETE's Network and MIS/MOE, and I understand that there are consequences for inappropriate use.
10. I give permission for Education Queensland to install WiFi Profile onto my BYOD.
11. I will remove the EQ WiFi Profile from the device should I no longer use it or own it.
12. I am responsible to ensure my device is backed up, upgraded and Apps are installed via my home network and ISP.

Safety and Security

13. I acknowledge that whilst at school, I will be able to connect my device to Education Queensland's Managed Internet.
14. I will only visit websites at school that support my learning activities when using the Internet.
15. I will be cybersafe and cybersmart at all times.
16. I will demonstrate etiquette when using my device and other equipment with regard to other people.



17. I will use my device lawfully and in accordance with the Appropriate Use/ Code of Conduct Guidelines regarding ethical use of equipment, technology, use of legal software, use of the Internet and protection of personal data.

18. For security reasons, I am not to share account names and passwords with anyone unless requested by school staff.

19. I am responsible for security and use of my device while at Kimberley Park State School. Students should not be given access to my device, unless supervised directly by myself.

20. I understand that my device/s are not to be left in the school overnight nor during vacation periods.

21. I understand that under the Code of Conduct and Ethical Decision Making Protocols, that any breach of the conditions in this agreement could result in disciplinary action.

Name of Staff Member: _____ EQ Employee #: _____

Signature: _____ Date: ___/___/___

Email contact : _____



Bring Your Own Device Programme (BYOD)

Acceptable Use Policy

This document defines the Acceptable Use Policy for students involved in the Kimberley Park State School BYOD Programme. Its main purpose is to encourage the acceptable and responsible use of the facilities available to the students through the provision of clear usage guidelines. Students authorised to use the school's computer systems also have Internet and Electronic Mail access.

The BYOD programme is designed to help students keep up with the demands of the 21st Century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for their future studies and career.

Kimberley Park State School deems the following to responsible use and behaviour by a student:

It is expected that students will use school computers and network infrastructure for:

- 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 DETE's e-learning environment

Kimberley Park State School deems the following to responsible use and behaviour by a student:

It is expected that students will use school computers and network infrastructure, ensuring they do not:

- Use the ICT resources in an unlawful manner;
- Download, distribute or publish offensive messages or pictures;



- Cyberbully, insult, harass, or attack others or use obscene or abusive language;
- Deliberately waste printing or internet resources;
- Damage any electronic devices, printers or network equipment;
- Commit plagiarism or violate copyright laws; (e.g. use of, and sharing of illegally downloaded games, music, and movies)
- Use unsupervised Internet chat;
- Send chain letters or spam email (junk email)
- Access 3G/4G/5G networks on school premises during lessons (disable this feature prior to school)
- Knowingly downloading viruses or any other programs capable of breaching the DETE network.
- Handle and use another student's device without teacher authorisation.

Kimberley Park State School deems the following to responsible use and behaviour by students and their parents/guardians:

It is expected that students will use school computers and network infrastructure, accepting that:

- Students and their parents/guardians are responsible for the security, maintenance and integrity of their individual devices and their network accounts. Students and their parents/guardians are required to register their device/s with Kimberley Park State School prior to connecting to the school network and use their MIS details to protect their account. Under no circumstances should passwords be divulged to any other user on the system. If users have any reason to suspect that their account security may have been compromised or tampered with, it should be reported immediately to their teacher.
- Accidental damage to a device is the owner of the device's responsibility. Students and their parents/guardians will be held responsible for the wilful and deliberate misuse or inappropriate behaviour resulting in damage to another student's device. In the event of a dispute regarding the cause of damage to a device, the Principal will be the arbitrator. (Most damage issues will be the responsibility of the owner of the device in these cases. The school assumes no financial responsibility or duty of care in this instance).
- Information dispatched from the school network is a reflection on how the global community perceives the school. All students using the systems are encouraged to show that they are positive ambassadors for Kimberley Park State School. No obscene, inflammatory, racist,



discriminatory or derogatory language should be used in electronic mail or any other form of network communication that exists now or in the future.

- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without their presence.
- Students must not record, photograph or film any students or school personnel without the express permission of the supervising teacher (and parent/guardian if req.). Identifying images, audio content and personal information must not leave the school. (This information should be stored on the school server only).
- Students must get teacher permission before copying files from another user. Copying files belonging to another user without express permission may constitute plagiarism and/or theft.
- Students will not copy software, information, graphics, or other data files that may violate copyright laws without warning, and be subject to prosecution from agencies to enforce such copyrights.
- The school will educate students regarding cyberbullying, privacy considerations, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to behave in line with these safe practices.
- All BYODs need to be contained in a protective case (purpose designed for limited protection) e.g. iPad with cover for screen, sleeve or anti-shock cover. All devices should be housed in this cover or sleeve when not in use. All devices must be clearly identified. E.g. engraved for security with the student's name.
- Devices with 3G, 4G, or 5G (or future communication carrier network access) capability should be disabled before use in the school environment each day.
- Students, staff and their families must delete the EQ WiFi Profile from any device no longer active at Kimberley Park State School, this includes devices still owned by the family. Any access to EQ Network via such a device will constitute breach of use, and therefore theft.



We have read, understood and accept the BOYD Acceptable Use Policy, BYOD Handbook and the Student Code of Conduct.

- ✓ We agree to abide by the rules listed in these documents.
- ✓ We are aware that any breaches of the Student Responsible Behaviour Plan may result in my/ my child's immediate forfeit of inclusion in the BYOD Programme for a period of time as per the school's Student Code of Conduct and in relation to the severity of the offence.
- ✓ We are aware of and accept responsibility for the security and risk of damage of any device brought to school, (unless malicious damage is determined upon investigation by the Principal.)
- ✓ We understand and give permission for EQ Tech staff to install EQ MOE compatible WiFi drivers onto the BYoD.

Parent/Guardian Name: _____

(PLEASE PRINT)

Parent/ Guardian Signature: _____ Date: ____/____/____.

Student Name: _____ Class Group: _____

(PLEASE PRINT)

Student Signature: _____ Date: ____/____/____

Staff Member Name: _____

(PLEASE PRINT)

Staff member EQ#: _____ Signature: _____ Date: ____/____/____

