# LAPTOP CHARTER

BYOx Program &

School-owned Laptop Program

Yr 7-9, 2023-2025

Dear parent / guardian,

Every year 10 student at Sandgate District SHS is expected to take part in a laptop program. There are two options:

- The school-owned laptop program - the school buys the laptop and manages software and repairs

- BYO - your laptop, you are responsible for software and repairs

There is a charter document that explains both of these options. It can be accessed through Sandgate District SHS's website which is located at sandgatedistrictshs.eq.edu.au. Both charters have been combined into a single document, and can be found on the right hand side of the page under Support and Resources > Parent Resources. If you require a paper copy of the charters, please pick one up from the office.

These charters outline the details of both School-owned and BYO Laptop Programs, and it is important that you read each section carefully to decide which option is best for you and your situation. There are positives and negatives to both programs, so please consider your individual circumstances before making a decision. The school supports both options, and students will have equal access to the school curriculum regardless of which option is chosen.

Please contact me at asmit520@eq.edu.au or 3869 9888 if you have any questions.

Alastair Smith

HOD IT

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# BYOx Charter

## BYOx overview

Bring Your Own 'x' (BYOx) is a new pathway supporting the delivery of 21st century learning. It is a term used to describe a digital device ownership model where students or staff use their personally-owned devices to access the department's information and communication (ICT) network.

At Sandgate District SHS, it is expected that this device will be a laptop. Any other devices must be approved by the principal before use. Access to the department's ICT network is provided only if the device meets the department's security requirements which, at a minimum, require that anti-virus software is installed, running and kept up to date.

Students are responsible for the security, integrity, insurance and maintenance of their personal devices and their private network accounts.

The BYOx acronym used by the department refers to the teaching and learning environment in Queensland state schools where personally-owned mobile devices are used. The 'x' in BYOx represents more than a personally-owned mobile device; it also includes software, applications, connectivity or carriage service.

The department has carried out extensive BYOx research within Queensland state schools. The research built on and acknowledged the distance travelled in implementing 1-to-1 computer to student ratio classes across the state, and other major technology rollouts.

We have chosen to support the implementation of a BYOx model because:

- BYOx recognises the demand for seamless movement between school, work, home and play

- our BYOx program assists students to improve their learning outcomes in a contemporary educational setting

- it helps students to become responsible digital citizens, enhancing the teaching and learning process and improving student achievement as well as giving them the skills and experiences that they will need in their future studies and careers

## Device selection

When participating in BYOx, the purchaser is responsible for making sure the laptop meets minimum requirements. In order to run the software that the school currently uses, the minimum requirements are:

- Windows 10 (or Big Sur for Mac users)
- 8GB RAM
- 256GB SSD minimum
- i5 2GHz processor
- Wifi – 5GHz compatible
- Webcam and speakers

Please note that devices that rely on cloud storage, such as Chromebooks, will not meet minimum requirements. These devices will not work effectively in an Education Queensland network, and will not be accepted.

## Fee for BYOx network access

To participate in the BYOx Program, parents and/or guardians are required to make a contribution of $100 per year. This fee goes towards network infrastructure which allows students to use their own device and:
- Access normal network and home drives
- Connect to normal school Internet with filtering
- Access printers
- Keep school network safe from viruses
- Stop file sharing between BYOx devices

## Software

Software is purchased and installed by the owner of the device. The majority of software used at Sandgate District SHS is free. Other software packages such as Microsoft Office and Adobe CC are freely available to BYOx devices through an agreement between those companies and Education Queensland. Further details will be provided for families who sign up to BYOx. Software packages that cost a significant amount of money are installed on school-provided laptop trolleys and PC labs.

## Device care

The student is responsible for taking care of and securing the device and accessories in accordance with school policy and guidelines. Responsibility for loss or damage of a device at home, in transit or at school belongs to the student. Advice should be sought regarding inclusion in home and contents insurance policy.

It is advised that accidental damage and warranty policies are discussed at point of purchase to minimise financial impact and disruption to learning should a device not be operational.

## Repairs

It is strongly recommended that all BYOx laptops include 3 year Accidental Damage Protection, as well as a standard 3 or 4 year warranty. Warranty repairs are usually conducted free of charge, but the excess involved in Accidental Damage repairs varies according to the type of warranty purchased.

All BYOx repairs, warranty and extra cover are the responsibility of the purchaser. All repairs to Privately Purchased laptops are organised by parents and completed off-site.

## Technical Support

As BYOx devices are privately owned, school IT technicians are able to provide basic advice only.

# School-owned Laptop Charter

All laptops used in this program are the property of the Queensland Department of Education and Training (DET). This program only supports school-procured and owned ICT assets, being provided to students for educational use at school and at home.

## Loan equipment

The equipment, referred to in this charter, consists of a laptop computer and power pack; crush-proof carry case; and the department's standard suite of software including Microsoft Office.

For the purpose of this document, all of these items are referred to collectively as the 'laptop'.
Each laptop will be:

- protected by anti-virus tools and automated updates
- covered by a three-year warranty including the battery
- covered by accidental damage protection (excess applies)
- able to be connected to the school network and have filtered internet and email
- able to be used at home and at school for student learning
- installed with the department's standard suite of productivity software
- protected by Computrace theft protection and Blue Coat internet filtering.

## Equipment ownership

The laptop remains the property of Sandgate District SHS unless otherwise negotiated with the HOD IT or principal.

If the student leaves the school, transfers to another school, moves interstate or overseas, the laptop must be returned to the school. If the laptop is not returned, reimbursement will be sought.

It is also a requirement of using the laptop that students provide authorised school staff with access to the laptop and personal holdings associated with the use of the laptop if requested.

## Fee for provision of laptop

To participate in the laptop home-use program parents and/or guardians may be required to make a contribution of $300 per year. This will help cover the purchase of the device and additional costs incurred by the school in providing and supporting the laptop.

The items below are included in the package:

| Laptop item | Annual cost per student |
|---|---|
| Laptop | Included |
| Crush-proof protective case | Included |
| Accident damage protection | Included |
| Computrace theft protection | Included |
| Blue Coat internet filtering | Included |
| Windows 10 operating system | Included |
| Microsoft Office software suite | Included |
| Antivirus software | Included |
| Adobe CC software | Included |

## Bluecoat web filtering

An internet filtering protection solution, Bluecoat provides the department with the ability to manage the inappropriate material of the department's ICT network users.

This covers school web browsing from the department's central servers. Third party internet access such as home internet or a council wireless hotspot from the notebook will be protected by the remote proxy client.

*By default we have set the bluecoat filtering to **HIGH** for the home network. To change this level of filtering to **Medium** and thus allow access to social networking sites etc, please complete and return the filtering form along with the laptop charter agreement form.*

## Software

The software loaded on the laptop is licensed to the Department of Education and Training or the school. The parent or guardian must ensure that the software is not copied, deleted or transferred, without prior written consent from the school. Unauthorised use may breach copyright laws and the parent or guardian may be held liable for any damages incurred.

Students may have the ability to install additional software onto the laptop. However, only licensed software can be installed. The student must hold a valid licence for any software installed and the licence must be appropriate for installation on the laptop. Laptops will be periodically audited by the department and the student should present the valid software licence, if requested.

## Damage or loss of equipment

All laptops and batteries are covered by a manufacturer's warranty which covers manufacturing defects through normal usage. In addition, laptops are covered by an insurance policy which protects against accidental damage. There is no cover for negligence, abuse or malicious damage. Students will be required to replace lost or damaged chargers.  Costs incurred by the school for the repair or replacement of devices may be charged by the school as an excess to parents. In the event of non-compliance of agreed responsibilities, schools may review the student's continued participation in the take-home program. Any software or hardware issues, vandalism, damage, loss or theft of the laptop must be reported immediately to the school.

**Theft and loss**

In the case of loss or suspected theft, a parent or guardian should lodge a report with the nearest police station. It is important that the following is provided to the school:

- the crime report number
- the name of the police officer who took the report.

In both cases, a witnessed statutory declaration should be provided to the school.
On receipt of the necessary documentation, the school program will initiate recovery procedures via Computrace theft protection software. Should a device be unrecoverable, the cost of replacement is as follows:

- First case: $200
- Subsequent cases: full replacement cost.

**Accidental damage**

Describes an incident where the cause of the fault would not qualify as a manufacturing defect but is a result of a non-deliberate accident. Common examples of accidental damage are:

- Accidentally dropping it
- Accidentally spilling liquid over the keyboard

When a liquid spill occurs and is rectified quickly, it is possible to limit damages to the notebook. Otherwise, factors such as rust damage and corrosion caused by the liquid can cause further issues. So it is important for you to immediately report any liquid spill accident, even if the notebook appears to be still working.

When an accident happens, it is important to record all details of the event including when and how it happened. This information must be supplied before repairs can be arranged. The excess for Accidental Damage is:

- First incident: $50
- Second incident: $100
- Subsequent: $150

### Non-Warranty damage

This category is used for cases where the incident was caused by neither manufacturing defect nor a non-deliberate accident, but as a result of intentional actions and/or carelessness. Examples of such non-accidental events would include:

- Any keys being removed from the notebook's keyboard due to excessive force applied.
- Leaving objects (such as pens) on the keyboard when closing the notebook lid, and as a result the LCD display damaged.
- Leaving the notebook unattended and as a result it was damaged by someone or something else other than the user or assigned owner.
- No explanation whatsoever can be provided for how the resulting damage occurred.
- Repeating cases for the same Notebook which may have previously been termed as accidents.

Repair costs vary depending on the components which need to be replaced.

### Wilful and malicious damage
Where a school determines that damage has been intentionally caused to a device or a student has disrespected school property, the full cost of repair or replacement will be charged.

## Elevated user privileges

Computers for Students laptops may have elevated permissions to assist in the management of laptop configurations and allocation, such as the automation of connecting the device to the school network. These would also be utilised by students to install home items such as home printers, cameras and/or licensed software. These privileges may allow further permissions than are available on other MOE built workstations and laptops. Students should not misuse these privileges. **The misuse of these privileges may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.**

# General Laptop Information

## Laptop care

The student is responsible for taking care of and securing the laptop and accessories in accordance with school policy and guidelines. Lockers are freely available outside CG15 and the Performing Arts staffroom.

## Data security and back-ups

Students must understand the importance of backing up data securely. Should a hardware or software fault develop, assignment work that has taken a considerable time to prepare may be lost. The student is responsible for the backup of all data. While at school, students are able to save data to the school's network which is safeguarded by scheduled backups. They are also able to save data locally to the laptop for use away from the school network. The backup of this data is the responsibility of the student and should be backed-up on an external device, such as external hard drive or USB.

Students should also be aware that, in the event that any repairs need to be carried out the contents of the laptop may be deleted and the storage media reformatted.

## Acceptable computer and internet use

Upon enrolment in a Queensland Government school, parental or guardian permission is sought to give the student(s) access to the internet by completing the Internet Acceptable Use Policy Agreement Form.

This policy also forms part of this Student Laptop Charter. The acceptable-use conditions apply to the use of the laptop and internet both on and off the school grounds. Communication through internet and online communication services must comply with the Responsible Behaviour Plan available on the school website.

There are a few conditions that students should adhere to; students should not:
- create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place.
- disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard.
- use unauthorised programs and intentionally download unauthorised software, graphics or music.
- intentionally damage or disable computers, computer systems or Queensland Department of Education and Training networks.
- use the laptop for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

Note: Students' use of internet and online communication services can be audited and traced to the account of the user.

## Passwords

Passwords must not be obvious or easily guessed; they must be kept confidential, and changed when prompted or when known by another user.

Personal accounts cannot be shared. Students should not allow others to use their personal account for any reason.

## Cybersafety

If the student believes they have received a computer virus or spam (unsolicited email), or if they have received a message that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent and/or guardian as soon as is possible.

Students are encouraged to explore and use the 'Cybersafety Help' button to talk, report and learn about a range of cybersafety issues.
Students must seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

Students must never initiate or knowingly forward emails, or other messages, containing:
- A message sent to them in confidence.
- A computer virus or attachment that is capable of damaging the recipients' computer.
- Chain letters or hoax emails.
- Spam (such as unsolicited advertising).

Students must never send or publish:
- Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
- Threats, bullying or harassment of another person.
- Sexually explicit or sexually suggestive material or correspondence.
- False or defamatory information about a person or organisation.

## Privacy and confidentiality

It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission. The student should not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. It should also be ensured that privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interest.

## Intellectual property and copyright

Students should never plagiarise information and shall observe appropriate copyright clearance, including acknowledging the original author or source of any information used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged.

Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

## Misuse and breaches of acceptable usage

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services.

The misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

## Monitoring and reporting

Students must be aware that all use of internet and online communication services can be audited and traced to the account of the user.

All material on the laptop is subject to review by authorised school staff. If at any stage there is a police request, Department and Education and Training will provide the authorities with access to the laptop and personal holdings associated with the use of the machine.

**Students' reporting requirements**
Students are required to report any internet site accessed that is considered inappropriate. Any suspected security breach involving students, users from other schools, or from outside the Queensland Department of Education and Training must also be reported to the school.

# Student Bluecoat filtering agreement

**The student Bluecoat filtering agreement form must be signed and returned to the school before the filtering can be changed. These settings only apply to school-owned laptops.**

Bluecoat is software that provides the department with the ability to manage the access of inappropriate material by network users, and is installed on all school-owned laptops. The table below shows the level of filtering applied to the student when using their laptop at home using your own internet.

| Filtering at home on school-provided devices (including categories in allowed for students at school table) | | |
|---|---|---|
| Category | Home **(High — increased restrictions)** | Home **(Medium — reduced restrictions)** |
| Abortion | No | Yes |
| Adult/Mature Content | No | Yes |
| Alternative Spirituality/Belief | No | Yes |
| Chat | Yes | Yes |
| Computer/Information Security | No | Yes |
| File Storage/Sharing | Yes | Yes |
| Internet Connected Devices | No | Yes |
| Internet Telephony | Yes | Yes |
| Intimate Apparel/Swimsuit | Yes | Yes |
| Media Sharing | Yes | Yes |
| Mix Content/Potentially Adult | No | Yes |
| Nudity | No | Yes |
| Office/Business Applications | Yes | Yes |
| Personals/Dating | No | Yes |
| Personal Sites | Yes | Yes |
| Placeholders | No | Yes |
| Real Estate | Yes | Yes |
| Sexual Expression | No | Yes |
| Social Networking | No | Yes |
| Software Downloads | Yes | Yes |
| Translation | No | Yes |
| Uncategorised | Yes | Yes |
| Web Ads/Analytics | No | Yes |
| Web Hosting | Yes | Yes |

By default we have set the bluecoat filtering to HIGH for the home network. To change this level of filtering to MEDIUM and thus allow access to the content shown, please complete and return this form.

In signing below, I acknowledge that I,
- agree to the provision of a **medium** Bluecoat internet filtering management profile with the assignment of the laptop.

| | | |
|---|---|---|
| **Student's name** | **Signature of student** | **Date** |
| **Parent / guardian's name** | **Signature of parent / guardian** | **Date** |

# Student Laptop Charter agreement
# Year 7 - 9, 2023 - 2025

The Student Laptop Charter agreement form must be signed and returned to the school by **Friday 9 September 2022.**

The student and parent or guardian must carefully read this charter before signing it. Any questions should be addressed to the school and clarification obtained before the charter is signed.

In signing below, I acknowledge that I,

- accept all policies and guidelines as per the Responsible Behaviour Plan for Students.
- understand my responsibilities regarding the use of the laptop and the internet.
- acknowledge that I understand and agree with all of the conditions detailed in the Student Laptop Charter.
- understand that failure to comply with the Student Laptop Charter could result in loss of laptop access.
- agree to contribute the relevant cost per year for my child to be included in a Laptop Program. This cost is:
  - o $100 for BYOx Program
  - o $300 for School-owned Laptop Program

After reviewing and understanding the responsibilities outlined in this document, I agree to abide by these conditions and wish to become involved in:

☐ **BYOx Program, or**

☐ **School-owned Laptop Program**

| | | |
|---|---|---|
| | | |
| **Student's name** | **Signature of student** | **Date** |
| | | |
| **Parent / guardian's name** | **Signature of parent / guardian** | **Date** |
| Alastair Smith | | 09/08/22 |
| **Designated school representative's name** | **Signature of school representative** | **Date** |