Kelvin Grove State College

The Pursuit of Excellence With All Our Might

Middle and Senior School Bring Your Own Device (BYOx) Program Information Handbook

Windows 10

For 2025 implementation with All Year 6 to 12 students

Version 21 August 2025

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Overview of the Middle Senior Schools BYOx Program at KGSC

This handbook is for parents\caregivers, students and staff to provide further information about the **2025** BYOx program in the Middle and Senior Schools at Kelvin Grove State College.

In the pursuit of excellence with all our might, the Kelvin Grove State College BYOx Program aims to enhance the curriculum program to improve student learning outcomes through increased access to digital tools, learning resources and pedagogy. Individualised student learning and differentiation, and opportunities for students to further develop into responsible digital citizens with high level digital skills are also greatly enhanced.

***NOTE**: Participation in the BYOx Program is a condition of participation in Academic Achievers and Music Excellence Programs. Students in these programs are not eligible for the College BYOx Equity Program.*

This booklet is subject to change. Changes will be communicated via email, the College newsletter and the newest version of this document will be available on the College website.

Bring Your Own 'x' (BYOx) is a new pathway supporting the delivery of 21st century learning. BYOx is a term used to describe a digital device ownership model where students use their privately-owned devices to access the network and information systems in an educational setting.
Qld Government Services Catalogue Online 2020

The Department of Education, Training and Employment (DETE) recognises that 1:1 programs (i.e. one student to one device) are a critical component in an international move towards individualised learning, and that participation in these programs is associated with increased student and staff technology use, student engagement and interest levels (Bebell and O'Dwyer, 2010).

BYOx has been increasing in all industry sectors and the introduction of the 1:1 initiative has increased the normalisation and increased use of digital technologies in education. BYOx allows schools to progress to a more flexible and mature 1:1 program, address discontinued 1:1 federal funding and responds to expectations of contemporary learners and the wider community (Source: Metropolitan BYOx Workshop presentation May 2014).

According to national and international research, schools that migrate to a BYOx model enjoy many benefits, including:
- *increased student motivation, confidence and engagement with learning because students are familiar with their devices*
- *greater autonomy in the classroom*
- *the maturing of students as digital citizens who embrace digital opportunities and responsibilities*
- *the normalising of technology use between the school and home*
- *greater opportunity for inter-school collaboration*

(https://byox.eq.edu.au/why-byox/Pages/default.aspx - Alberta Government, 2012; Lee, Levins, Hubbard, & Freedman, 2013; Ministerial Council on Education, Employment, Training and Youth Affairs, 2008; Nielsen, 2013; Wainwright, 2013; Sweeney, & Intelligent Business Research Services Ltd., 2012)

Information and communication technologies (ICT) are an important part of contemporary schooling. The Australian Curriculum includes ICTs as a general capability across all learning areas, as well as Digital Technologies as a specific learning area.

Many schools implement one-to-one ICT device programs, where students use a dedicated electronic device to enhance their learning experiences.

https://education.qld.gov.au/parents-and-carers/school-information/student-ict-device-programs

In consultation with their community, schools decide whether students will access information and communication technologies (ICT) on a one-to-one basis. Schools consider a number of key drivers, which include:
- *learning – improving teaching and learning outcomes for our students*
- *community – meeting the needs and expectations of the school community*
- *technology – ensuring a safe, reliable and effective digital experience*

https://education.qld.gov.au/parents-and-carers/school-information/student-ict-device-programs/why-one-to-one

What does my student need to bring to school each day?

- A Windows **or** Apple (MacOS, **not** iOS or iPadOS) operating system **laptop** that meets the minimum specifications as listed below in the Minimum specifications for Windows OR Apple (MacOS) Laptops section
  - *NOTE: Devices with ChromeOS (Chromebooks), AndroidOS and Linux operating systems are not able to be connected to the Department of Education BYOxLink (EQNet) wireless networks, and should not be brought to school*
- Other required items listed below

NOTE: laptop and all accessories must be named to allow the owner to be easily identified

NOTE: Participation in the BYOx Program is a condition of participation in Academic Achievers and Music Excellence Programs. Students in these programs are not eligible for the College BYOx Equity Program.

Why only Windows or Apple (MacOS) laptops?

- Provides a standardised teaching and learning environment for staff and students
- Ensures compatibility with College owned computers to minimise connectivity and user issues
- Students can create and use a wide range of complex digital content across all curriculum areas
- Laptops are the most suitable and cost-effective device to meet all curriculum requirements at this point in time; the minimum specifications generally provide a three-year laptop lifespan subject to individual use and care

Required MINIMUM specifications for Windows OR Apple (MacOS) Laptops:

Required Items	Windows Laptop	Apple (MacOS) Laptop *NOTE: required for students choosing to enrol in the Music Excellence program*
Laptop size	- *Minimum 11-inch screen size *maximum 14" recommended* to avoid breakage and minimise weight	
Operating System	- *Windows 11 – 64bit (recommended) *NOTES: - Microsoft ends Windows 10 support 14 October 2025 - S mode is not compatible – must switch out of S mode – see https://support.microsoft.com/en-us/windows/switching-out-of-s-mode-in-windows-4f56d9be-99ec-6983-119f-031bfb28a307	- *MacOS Ventura v13.0 *can update to the current MacOS (Sonoma) or MacOS Sequoia* NOTE: Apple laptops are not compatible with Revit and Inventor Pro Software (Autodesk) used in Technology and Design (TAD) subjects
	NOTE: Laptops with ChromeOS (Chromebooks), AndroidOS and Linux operating systems are not able to be connected to the Department of Education BYOxLink (EQNet) wireless network	

CPU – Processor	- 12th Gen CPU (minimum)
	- Intel CPU i5 Processor (minimum)
	- AMD Ryzen 5 (minimum)
	NOTE: New laptops with "System on a Chip" (SoC), including Snapdragon X Plus, Snapdragon X Elite or other ARM 64 base CPUs are not currently compatible with and cannot be connected to the Department of Education's BYOxLink (EQNet) wireless network at this point in time
		- Apple Silicon M2 Chip (minimum) or newer/higher
		  ○ 8 core CPU (minimum) or higher
		  ○ 8 core GPU (minimum) or higher

RAM – Memory	- 8GB (minimum) or 16GB (recommended)	
SSD - Storage	- *256GB SSD (minimum) or *512GB SSD (recommended) *Students needing to store large (e.g. audio/video/animation etc.) files should consider purchasing a minimum 512GB SSD external hard drive and move these files off the laptop onto the external storage	
GPU – Graphics	- Integrated UHD/ Iris Xe Graphics (Minimum) or higher - AMD Radeon Integrated Graphics	- *8 core GPU (minimum) or higher *laptop may not come with VGA or HDMI ports – adaptor required if students need to connect to data projectors or digital televisions e.g. presentations
Network – Wireless Connectivity	- 5GHz Dual Band AC/AX compatible Wireless - Wi-Fi 5 (802.11 ac) or higher NOTE: laptops with only 2.4 GHz wireless connectivity will not connect to the Department of Education BYOxLink (EQNet) wireless network)	
Battery Life*	- *6-8 hours of continual use *The laptop should be shut down or set to hibernate when not in use, and only used for learning and assessment tasks at school to lower battery drain and heat generation.	
Screen/ LCD Display	- Minimum HD (High Definition)	
Ports	- USB Port (USB 3.0 + USB Type-C)	- *USB Port (USB Type-C) *May require USB C Adapter to support USB Type A Port for connectivity to some external devices – consider purchasing an external USB hub
Integrated speakers, microphone and webcam	- Standard in laptops	
Headphone with microphone to suit laptop model	- Used for online meetings, viewing and narrating videos, recording audio, NAPLAN and other assessment etc	
Hard protective case	- Hard protective water-resistant laptop case to suit laptop model. NOTE: Rubber sleeves do not protect laptops. Warranty and/or accidental damage insurance may be voided if suitable case not used, or	

Required Items	Windows Laptop	Apple (MacOS) Laptop *NOTE: required for students choosing to enrol in the Music Excellence program*
	laptops placed directly into student bags without a case. Case must be strong enough to protect the laptop inside the student's school bag	

What if my student wants or needs to run specialist software that requires higher specifications?

Some subjects (e.g. Technology and Design; Film and Television; Visual Arts; Music; Digital Technologies) use specialized software (e.g. for computer aided design or CAD; image and video editing software; animation; immersive technology e.g. virtual and virtual reality; music composition) which requires upgraded hardware components to run efficiently on the laptop. More information about specific software used in subjects can be obtained through each subject Head of Department by emailing BYOx@kelvingrovesc.eq.edu.au.

If your student wants or needs to install and use higher end software programs on their BYOx laptop, it is recommended that the following hardware components be upgraded **at the time of purchase**:

Windows Laptop	Apple (MacOS) Laptop
• CPU - i7 or higher • Memory - 16GB or higher • Storage - 512GB or higher or an acquire an external SSD for additional storage or backup • Dedicated or discrete GPU	• Apple Silicon M3 Chip or higher • 8core CPU or higher • 10core GPU or higher • Storage - 512GB or higher or an acquire an external SSD for additional storage or backup *NOTE: Apple laptops are not compatible with Revit and Inventor Pro Software (Autodesk) used in Technology and Design (TAD) subjects*

Required Software:

See https://kelvingrovesc.eq.edu.au/facilities/computers-and-technology/software-for-students

Required Software	Additional Information
BYOx Link (Microsoft InTune)	Used to connect BYOx laptops to the Department's EQNet wireless network – information about and instructions for onboarding BYOx laptops to BYOx Link is emailed to parents/carers and students just prior to the start of the new school year. *NOTE: Students require their EQ Microsoft 365 username and password so will not be able to "onboard" BYOx laptops until this is received 1-2 days after commencing at the College.*
Security software suite with anti-virus and anti-malware e.g. Microsoft Defender (standard in Windows 10/11); Nortons 360, McAfee+, Avira	*NOTE:* • *Cybersecurity experts do not recommend free security software, including anti-virus and malware software be used as purchased security suites provide greater protection* • *Security software may impact on the ability to connect student BYOx laptops to the state-wide Department of Education EQNet wireless network. Students need to be able to turn off security software if required (local administrator permissions), else parents\carers (with security software username and passwords) will need to come with the student to the Student Tech Hub in the Middle Senior Library to connect the laptop (8 am recommended).* • *Microsoft Family and Qustodio (MacOS) do not allow students to connect their BYOx laptops and should not be installed. If choosing to install, parents/carers will need to come with students to the Student Tech Hub (with software username and password) in the Library to connect the laptop*
Microsoft 365, including Office suite	Free for state school students - see https://education.qld.gov.au/parents/school-information/Documents/office-365-windows-instructions.pdf *NOTE: Students require their EQ Microsoft 365 username and password so will not be able to download and install Microsoft software until this is received 1-2 days after commencing at the College. Information and instructions will also be emailed at the start of the new school year*
Internet browser	• Default Windows 10/11 browser is Microsoft Edge • Default Apple (MacOS) browser is Safa • Google Chrome and Mozilla Firefox should also be installed as alternative browsers. Different websites work better with different browsers
Adobe Creative Cloud software	• Year 6-9 students receive an allocated "named user licence" funded by the College, subject to annual budget approval processes • Adobe Creative Cloud software is required by students in Visual Arts and some Digital Technologies subjects • Further information will be emailed to students and parents/carers at the start of the new school year *NOTE: Students require their EQ Microsoft 365 username and password so will not be able to download and install Adobe Creative Cloud software until this is received 1-2 days after commencing at the College. These licences are allocated in approx. Week each year.*

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Other recommended items to be considered for purchasing:

Recommended Item	Additional Information
Mouse	USB or wireless
Minimum 3 year warranty with next day on-site support **NOTE**: *must be arranged to be done at home – can't be repaired at school*	Parents/carers should investigate Australian Consumer Law prior to purchasing additional warranty and seek clarification from vendors what repairs and/or replacements would be covered under this law https://www.accc.gov.au/consumers/consumer-rights-guarantees/warranties
Minimum 3 year Accidental Damage insurance	May be available through home contents insurer or vendor at additional cost
Adaptors and USB hubs	This will depend on the make and model of the laptop purchased, and individual student requirements. See also notes in Minimum Specifications above.
Backup up storage device	For example, USB or external hard drive - size depends on amount and size of files the individual student will need to store. See also notes in Minimum Specifications section.
Additional laptop charge cable with power pack, or power pack suitable for laptop make and model	This may be useful if living across two households or as a spare. Laptop batteries can also degrade over time, so having a power pack suitable for the laptop make and model can assist with the laptop having charge during the whole school day.

Other recommended software:

See https://kelvingrovesc.eq.edu.au/facilities/computers-and-technology/software-for-students

Software used in each subject and year level is generally given to students by teachers at the start of each school year, semester and/or unit of work. If this information is required prior to purchasing a new laptop, contact the relevant faculty Head of Department by emailing BYOx@kelvingrovesc.eq.edu.au.

Note that upgraded specifications may be required for some individual programs - see "**What if my student wants to run specialist software that requires higher specifications**?" above for more information.

Other software to consider (but not required) – Apple (MacOS) laptops only:

If Apple (MacOS) laptop model supports this (new M1 or M2 chip laptops may not), consideration could be given to purchasing a Windows 11 licence to enable the Apple laptop to also run Windows software. New M1 chip Apple (MacOS) laptops may allow Parallel software or similar to be used for dual booting. Apple vendors should be able to provide this service for a reasonable charge if dual booting capabilities are needed (most students will not require this). Contact licensing@data3.com.au to enquire about student licencing arrangements for Windows 11 operating system or purchase through a Windows reseller.

Purchasing Considerations:

A wide range of computer vendors and laptop makes and models should be investigated, and "total cost of ownership" considered. **The cheapest laptop may not be the most economical over the life of the laptop** - usually minimum 3-4 years depending on individual usage and care, and the laptop build quality and hardware. Consider included components, technical support, warranty and accidental damage arrangements. Upgraded laptop specifications generally provide better performance over a longer period of time, depending on individual usage.

The following documents at https://kelvingrovesc.eq.edu.au/facilities/computers-and-technology/bring-your-own-device-byox-program assist with the decision-making process when comparing laptop makes and models: Laptop Purchase Decision Making Matrix; Laptop Pros, Cons and Questions.

The College takes no responsibility for private laptop purchases and/or finance arrangements. All issues with laptop purchases or technical issues need to be taken up with the vendor. Repairs are not able to arranged to be done by vendor technicians in the College. Deliveries must not be made to the College.

See https://kelvingrovesc.eq.edu.au/facilities/computers-and-technology/bring-your-own-device-byox-program for more detailed information, and links to vendor information and portals\online stores. The College takes no responsibility for any information or offerings provided on vendor portals.

Vendor Information, Portals and Online Stores

A number of vendor website portals\online stores links are provided as a service to parents/carers. The College takes no responsibility for any of the information provided on the vendor portals. Vendors are provided information about the College BYOx program, including minimum specifications and required items, and vendors have sole responsibility for the offerings they include on their portals. Parents/carers need to ensure that minimum specifications and requirements for the BYOx program are met when considering purchasing items through any vendor.

Education vendors have experience in supplying laptops that have been evaluated for use with school students, and may be able to provide a cost effective suitable BYOx laptop, warranty and technical support arrangements.

Information about local retailers who have contacted the College about the BYOx program are also included in the list of vendors on the website.

Many vendors have finance plans (including interest free options), hiring and\or leasing options available which allows costs to be spread over a period of time. Purchase, finance and lease agreements are private arrangements between the parent\caregiver and the vendor.

The College takes no responsibility for any BYOx laptop purchasing and\or financial arrangements.

All issues with laptop purchases or technical issues need to be taken up with the vendor, not the College. Deliveries must not be made to the College.

See https://kelvingrovesc.eq.edu.au/facilities/computers-and-technology/vendor-information-and-portals-online-stores for more detailed information, and links to vendor information and portals\online stores.

BYOx Program Costs

All BYOx charges (including Equity Program and daily borrowings) are included in the annual ICT charge in the College Student Resource Scheme, and there are no additional charges payable to the College. The annual ICT charge contributes towards additional connectivity infrastructure, technical support and licencing costs to support the BYOx program.

Financial Hardship Arrangements – College BYOx Equity Program

For families experiencing financial hardship, a limited number of College owned laptops are available for borrowing from Student Services each day on a first in basis.

Applications for participation in the College Equity Program are through the relevant sub-school Principal at the start of each year. Information and application forms are distributed at the start of Term 1 each year, and then made available on the College website.

NOTE: *Bringing a BYOx laptop each day is a **condition of participation in the Academic Achievers and Music Excellence Programs**. Students choosing to enrol in these programs are not eligible for the College Equity Program.*

Daily Borrowing Program

If students have an issue with their BYOx laptop on a particular day, a limited number of College owned laptops are available for daily borrowing each day on a first in basis from Student Services.

*Year 6-12 students needing to borrow a "daily borrowing" laptop can do so from Student Services at the following times:
- 8 am to 9 am
- the first 10 minutes of each lesson (with teacher note only)
- during morning tea and lunch breaks

These laptops must not be taken home, and must be returned after the end of the student's final lesson each day. Information about daily borrowings is communicated to students through daily notices at the start of Term 1. The daily borrowings program usually commences in Week 2 of Term 1.

Laptop Connectivity

- Student laptops connect to the EQNet wireless network through the Department of Education approved technical solution BYOx Link (Microsoft InTune) to ensure security requirements are met
- Information about how to onboard student BYOx laptops using this state-wide BYOx Link solution is sent at the start of the year, with information also available on the College website – see (https://qedu.sharepoint.com/sites/2409/Student/MS/BYOxSupport/ (student username and password required – usually available 2-3 days after commencing at the College)
- Once connected, students can access Department of Education online services for file access and management (Microsoft 365 OneDrive), filtered internet, and printing services on their BYOx laptop

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IMPORTANT:
- The Queensland Department of Education does not allow students to use VPN (e.g. Psiphon) on a BYOx laptop. This results in student accounts being disabled due to suspected overseas log-ins.
- Students must not "hotspot" their BYOx laptop to their mobile phone or other mobile internet devices or services, and must connect their BYOx laptop to EQNET each day.
- Students should also not install browser extensions (e.g. Tetry, VPN Surf, Free VPN in Google Chrome) as this may cause issues with connecting to EQNET and EQGUEST.

Refer also to the College ICT Network Access and Usage and Mobile Phone policies on the College website. Personal (e.g. smart phone hotspot) and free Wi-Fi services may be a security risk and/or give access to inappropriate websites.

The following information (subject to change) provides an overview of procedures for on-boarding BYOx laptops:

- Information re timelines and procedures for connecting new BYOx laptops is emailed to current parents/carers prior to Term 1 each year. Information is also communicated to students by email and through class teachers and daily notices
- Students require their username and password in order to on-board their BYOx laptop to EQNet:
  - Existing students – passwords may be reset prior to the commencement of Term 1, with information communicated to parents/carers prior to the commencement of the term
  - New students (after the password reset if done) – obtain username and password from classroom teacher or Middle Senior Library staff. Note it can take minimum 1-2 days from official start date for a new network account to be automatically generated, and longer during peak times
  - See also https://kelvingrovesc.eq.edu.au/facilities/computers-and-technology/email-and-other-useful-links-for-students for password and other information
    - see the Student SharePoint site - https://qedu.sharepoint.com/sites/2409/Student/MS/BYOxSupport/ for links to "how to" guides and videos (student username and password required)
- Students must have a local administrator account with full admin rights on their BYOx Windows or Apple (MacOS) laptop, and know the user and password for this account, to on-board their BYOx laptop to EQNet
  - Parents/carers can come to the Student Tech Hub in the Library, bring the laptop and required username and passwords for the laptop and security or monitoring software – 8 am or 3.15 pm is recommended
- **Once students know their username and password**, and have received BYOx Link (Microsoft InTune) emails, they can follow the instructions to on-board at home. Students can also access the instructions in the Student SharePoint https://qedu.sharepoint.com/sites/2409/Student/MS/BYOxSupport/ .
  - **Note**: *any Microsoft updates will need to be done before the laptop can be on-boarded successfully – the recommendation is that this be done at home as it can take a long period of time to be done*
- On returning to school, successfully on-boarded laptops should automatically connect to EQNet. Students need to check that they are connected to EQNet at the start of each school day.
- **During Week 1 in Term 1**, students will be able to access technical assistance at allocated times for each year level to balance out the load on the network and the Tech Hub team, with the following process in place:
  1. students attempt to on-board their laptop (recommended at home, including any required Microsoft updates that must be done before successful on-boarding) following instructions (Apple and Windows versions; PDF and video guides) provided by email (accessed at home) and class teachers, or paper copies in the Library
  2. students with issues on-boarding individually seek assistance from any available Student ICT Experts in class (with teacher permission) or in the Library (with teacher note during advertised available class times)
  3. students obtain assistance from Student ICT Experts at the Student Tech Hub in the Middle Senior Library (with teacher note during advertised available class times)
  4. students still having issues will be referred to Tech Hub team for assistance (with teacher note if during advertised available class times)
- **From Week 2**, students still having issues can go to the Student Tech Hub in the Middle Senior Library to get assistance with on-boarding, software and printing issues at the following times, or other times communicated through daily notices:
  - 8-8.45 am before school

- o during morning tea and lunch breaks
- o after school until 3.30 pm
- o limited in-class support may also be available at the Student Tech Hub in the Library
- **From Week 3**, students (or parents/carers) who have not had their issues resolved by the Student Tech Hub can escalate ongoing issues to the HOD eLearning in person at the Middle Senior Library or by emailing BYOx@kelvingrovesc.eq.edu.au

Known issues:
- Security software installed on the BYOx laptop may not allow the laptop to be connected to the College wireless network, so students need to be able to turn off security software if required (local administrator permissions needed). Alternatively, parents\carers (with security software username and passwords) will need to come with the student to the Student Tech Hub in the Middle Senior Library to connect the laptop (8 am recommended) from Week 3
- Microsoft Family and Qustodio (MacOS) do not allow students to connect their BYOx laptops to the wireless network and should not be installed.

Once connected to the College wireless network through BYOx Link (Microsoft InTune) to EQNet, students are able to use their BYOx laptop to access:
- Department of Education (filtered) Managed Internet Services, including Qlearn (Learning Management System), online Microsoft 365 applications (including Outlook, OneDrive, Class Notebooks (OneNote), Teams etc.) and other websites such as Daymap
- the College network for
  - o file management and storage, including student network H: drive and student common drive
  - o printing services using BYOx tap and release system

Parents\caregivers should be aware that BYOx laptops (as with personal mobile phones and tablets) enable access to home and other out of school networks and internet services that may not be secure or include filtering. The College takes no responsibility for security issues or content accessed by students using private networks or other internet services on private devices, including BYOx laptops, at any time.

Refer also to the College ICT Network Access and Usage and Mobile Phone policies on the College website. https://kelvingrovesc.eq.edu.au/support-and-resources/forms-and-documents/documents

Laptop Charging

It is an individual student responsibility to ensure BYOx laptops are brought to school fully charged and ready for use each day.

There is very limited capacity to charge BYOx laptops at school, including a small dedicated station in the Middle Senior Library. This is primarily due to workplace health and safety issues, including:
- power cables are a trip hazard
- power cables must be "tested and tagged" to be deemed safe under Department of Education requirements

In addition to this, having a large number of BYOx laptops being charged by students each day would significantly increase College electricity expenditure each year and negatively impact the annual College budget including teaching and learning and other programs and available resources.

Students must not plug in BYOx laptops to charge without staff permission, and must ensure that any charging laptops are placed in a safe location and cables do not create a trip hazard.

Technical Support

College ICT technicians provide technical support for connectivity of BYOx laptops to the College wireless network at the Student Tech Hub which is located in the Middle Senior Library.

Every attempt will be made to connect BYOx laptops that meet the minimum specifications, assuming there are no technical or other issues outside of tech control.

All other technical issues will be the responsibility of the parent\caregiver and student, and the relevant vendor the laptop was purchased through. Vendor and technical support turnaround times should be considered when purchasing and seeking repairs for BYOx laptops.

	Connection:	Hardware:	Software:
Parents and Caregivers	✓ (home-provided internet connection)	✓	✓
Students	✓	✓	✓
School	✓ school provided internet connection	x	✓ (some school-based software arrangements)
BYOx laptop vendor		✓ (see specifics of warranty on purchase)	

Teaching and Learning

Teaching and learning continues to transform with increased individual access to digital devices by students, and how this occurs is different in each year level and subject. Through use of digital content, concepts can generally be taught faster and with a higher level of individualization, and students can be more productive in learning time.

Each student has access to eLearning spaces and tools to support and enhance their learning and assessment, including the following tools:
- Daymap (including electronic homework diary) https://kelvingrovesc.eq.daymap.net/daymap/ (now single sign on – students use their Microsoft 365 log in details to access Daymap
- QLearn https://qlearn.eq.edu.au/ is being used across the College from the start of 2024 – students use their Microsoft 365 log in details to access QLearn
  o Students may also access Class Notebooks or Microsoft Teams (including Notebook) including through class QLearn courses

Other resources are also accessed through other web-based systems. The Department of Education Online Services Risk Review Register provides information about third party websites, web-based systems, apps and tools that students use as part of their learning program that require student personal details (i.e. students can be identified). There is a College process for seeking consent from parents/carers (currently being trialled). Information can be found at https://kelvingrovesc.eq.edu.au/facilities/computers-and-technology/online-risk-review

Further information and queries about teaching and learning using BYOx laptops in different year levels and subjects can be obtained by contacting the relevant Heads of Departments via BYOx@kelvingrovesc.eq.edu.au .

Acceptable BYOx laptop use

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student(s) access to the internet, based upon the policy contained within the Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems. A current version of the KGSC Student ICT Network Access and Usage Policy and Agreement is included on the College website, and must be completed and signed on enrolment, and again during the school year if required. This policy also forms part of this BYOx Program Information Handbook. The acceptable-use conditions apply to the use of the BYOx laptop and internet both on and off the school grounds.

Communication through internet and online communication services must also comply with the department's Code of School Behaviour and the Responsible Behaviour Plan available on the school website. Policy documents can be found on the College website at https://kelvingrovesc.eq.edu.au/Ourschool/Rulesandpolicies/Pages/Rulesandpolicies.aspx

Students must only use their BYOx laptop and the College wireless network for educational purposes while at school, and to complete tasks as directed by the classroom or supervising teacher or staff member.

While on the school network, students should not:
- create, participate in or circulate content or activities that attempt 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 and departmental standard
- use unauthorised programs and intentionally download unauthorised or illegal (including copyright) software, graphics or music
- intentionally damage or disable computers, computer systems, school or government networks

- use the BYOx laptop for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose

NOTE: Students' use of internet and online communication services may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

Passwords

Access to the College and state-wide Department of Education network and online services is secured with a username and password for each user. See also https://kelvingrovesc.eq.edu.au/facilities/computers-and-technology/email-and-other-useful-links-for-students
The password must be complex enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).

In addition to this:
- The password should be changed regularly, as well as when prompted by the department or when known by another user.
- Personal accounts are not to be shared. Students should not allow others to use their personal account for any reason.
- Students should log off at the end of each session to ensure no one else can use their account or BYOx laptop.
- Students should also set a password for access to their BYOx laptop and keep it private.
- Parents/caregivers may also choose to maintain a password on a BYOx laptop in the event their student forgets their password or if access is required for technical support*
- Some BYOx laptops may support the use of parental controls with such use being the responsibility of the parent/caregiver*. Note that the use of these may impact on the student's ability to connect their laptop to the College network, and parents\caregivers may be required to come in to the College to enable connectivity if these are used. (See Laptop Connectivity section above).

Digital Citizenship

Students should be conscious of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves, and the way they treat others online.

Students should be mindful that the content and behaviours they have online are easily searchable and accessible. This content may form a permanent online record into the future. Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community.

Parents/caregivers must ensure that their child understands this responsibility and expectation. The school's Responsible Behaviour Plan also supports students by providing school related expectations, guidelines and consequences.

Resources relating to Digital Citizenship include:
- http://digitalcitizenship.net/
- http://www.digitalcitizenship.net/nine-elements.html

Cybersafety

If a student believes they have received a computer virus, spam (unsolicited email), or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent or caregiver immediately. Students must also report if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student online.

Parents or caregivers and students should develop knowledge and awareness of cybersafety issues. The following resources are provided by government departments:
- http://www.qld.gov.au/education/schools/health/cybersafety/
- https://www.esafety.gov.au/
- https://www.infrastructure.gov.au/media-communications-arts/internet/online-safety

Students and parents\carers can also report cyberbullying and other related issues through https://esafety.gov.au/

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

Students must never send, post or publish:
- inappropriate or unlawful content which is offensive, abusive or discriminatory
- threats, bullying or harassment of another person
- sexually explicit or sexually suggestive content or correspondence
- false or defamatory information about a person or organisation.

Other cybersafety and cyberbullying resources:
- The ACMA YouTube Channel has short videos that cover a range of cybersafety and reputation management issues and are tailored to use with students aged 14 and over http://www.youtube.com/user/acmacybersmart (blocked at school)
- ThinkUKnow is an internet safety program delivering interactive training to parents, caregivers and teachers through schools and organisations across Australia using a network of accredited trainers http://www.thinkuknow.org.au/
- Bullying. No Way! has been designed to provide parents and caregivers access to information about bullying, harassment, discrimination and violence in schools. It covers all types of bullying including cyberbullying http://bullyingnoway.gov.au/

Web Filtering
The internet has become a powerful tool for teaching and learning, however students need to be careful and vigilant regarding some web content. At all times students, while using ICT facilities and BYOx laptops including to access the internet, will be required to act in line with the requirements of the Code of School Behaviour, the KGSC Student ICT Network Access and Usage Policy and any other relevant rules of the school https://kelvingrovesc.eq.edu.au/Ourschool/Rulesandpolicies/Pages/Rulesandpolicies.aspx

To help protect students (and staff) from malicious web activity and inappropriate websites, the Department of Education provides and operates a comprehensive web filtering system, which also has a degree of local management. Any BYOx laptop connected to the internet through the school network will have filtering applied. The filtering system provides a layer of protection against:
- inappropriate web pages
- spyware and malware
- peer-to-peer sessions
- scams and identity theft.

This purpose-built web filtering solution takes a precautionary approach to blocking websites including those that do not disclose information about their purpose and content. The Department's filtering approach represents global best-practice in internet protection measures. However, despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed. Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

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 network must also be reported to the school.

BYOx laptops provide access to personal (e.g. smart phone hotspot), home and other out of school internet services which generally do not include internet filtering. Parents and caregivers are encouraged to install a local filtering application on the student's BYOx laptop for when they are connected in locations other than school. Parents/caregivers are responsible for appropriate internet use by students outside the school.

Privacy and Confidentiality
Students must not use another student or staff member's username or password to access the College network or another student's BYOx laptop, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.

Additionally, students should not divulge personal information via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. 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. Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.

Intellectual Property and Copyright

Students should never plagiarise information and should observe appropriate copyright clearance, including acknowledging the original author or source of any information, images, audio etc. 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. Copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

Information is available at:
*   https://qedu.sharepoint.com/sites/2409/Student/MS/Library/SitePages/Plagiarism-and-copyright.aspx (student SharePoint - no public access – students required Microsoft 365 username and password to access)
*   http://www.smartcopying.edu.au/information-sheets/schools/students-and-copyright

Software

Schools may recommend software applications in order to meet the curriculum needs of particular subjects. Parents/caregivers may be required to install and support the appropriate use of the software in accordance with guidelines provided by the school.

Software provided by the Department of Education or the College will need to be uninstalled from the BYOx laptop upon the cancellation of student enrolment, transfer or graduation.

Refer to page 4 and 5 for details of software requirements. See also https://kelvingrovesc.eq.edu.au/facilities/computers-and-technology/software-for-students

Monitoring and Reporting

Students should 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 BYOx laptop is subject to audit by authorised school staff. If at any stage there is a police or Department of Education request, the school may be required to provide the authorities with access to the BYOx laptop and personal holdings associated with its use.

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 school reserves the right to restrict/remove access of personally owned BYOx laptops to the intranet, internet, email or other network services to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access to school supplied services.

Responsible use of BYOx laptops

Our aim is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines.

Student Responsibilities:
*   BYOx Program information is read each year
*   participation in any BYOx program information sessions each year

- acknowledgement that core purpose of BYOx laptop at school is for educational purposes, and it must not be used for non-educational purposes (including use of internet) at school
- care of BYOx laptop including placing in hard protective case (failure to do so may void warranties)
- appropriate digital citizenship and online safety
- security and password protection — password must be complex enough so as not to be guessed by other users, is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students)
- technical support outside of that provided by the College Student Tech Hub – see Technical Support
- maintaining a current back-up of data
- charging of BYOx laptop at home
- abiding by intellectual property and copyright laws, including software/media piracy
- internet filtering (when not connected to the school's network)
- ensuring personal login account is not shared with another student
- BYOx laptop will not be shared with another student for any reason
- understand and sign the College Student ICT Network Access and Usage Agreement (which incorporates the BYOx Program) on enrolment and when required during a school year

Parents and Caregivers Responsibilities:
- BYOx Program information is read and discussed with student each year
- participation in any BYOx program information sessions each year
- provide a BYOx laptop that meets minimum specifications, including a protective hard case, and other required items
- provide required software, including current security suite with anti-virus and anti-malware software
- arrange adequate warranty and insurance of the BYOx laptop
- acknowledgement that core purpose of BYOx laptop at school is for educational purposes, and it must not be used for non-educational purposes (including use of internet) at school
- internet filtering (when not connected to the school's network)
- encourage and support student in appropriate digital citizenship and cybersafety
- technical support for connectivity – see Technical Support information page 7
- support the student to ensure the laptop is fully charged and ready for use at the start of each day
- understand and sign the annual College Student ICT Network Access and Usage Agreement which incorporates the BYOx Program

Other:
Information sent from our College network contributes to community perception of the school. All students using our ICT facilities and services must conduct themselves as positive ambassadors for our school.
- 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 student BYOx laptops without parent or staff permission and without the student and staff member present.
- 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, staff member and/or parent\caregiver
- Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.
- Students need to understand copying of software, information, graphics, or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
- Parents and caregivers need to be aware that damage to BYOx laptops owned by other students or staff may result in significant consequences in relation to breaches of expectations and guidelines in the school's Responsible Behaviour Plan
- The school will educate students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to incorporate these safe practices in their daily behaviour at school.

 The school's BYOx program supports BYOx laptop use including access to:

- printing
- filtered internet
- file access (including some software) and storage, including the student network H: drive and the student common drive
- support to connect BYOx laptops to the College wireless network

However, the school's BYOx program does not support BYOx laptops in regard to:

- technical support other than that outlined above
- charging of BYOx laptops or other personal devices at school
- security, integrity, insurance and maintenance
- private network accounts

Health and Safety

Students should be aware of best practices to follow when using their laptops. This includes:

- adjust the desk and laptop to adopt a "neutral" posture – ankles, knees, hips and elbows at about 900 angles and hands in alignment with wrists
- sit about arm's length from the screen (depending on individual eye conditions etc.)
- keying and holding the mouse should be light and hands and arms rested when not keying
- take regular breaks to rest both your eyes and your muscles – stand and walk to the printer, change posture to perform another task such as reading
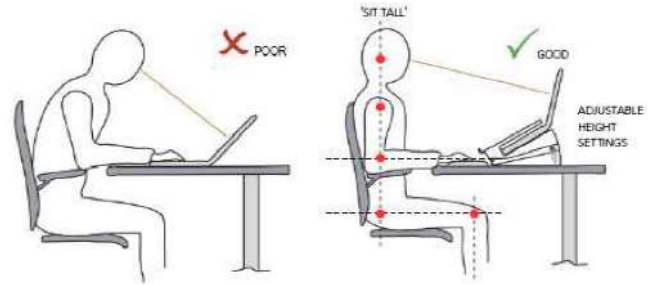
When transporting the laptop, use some simple principles to reduce back, shoulder and neck strain:

- Reduce the weight of the bag by removing any unnecessary items
- Try to pick up and put down the bag with smooth movements, rather than jerky and sudden actions
- If possible, use a backpack with padded shoulder straps, compartments and hip straps which assist in distributing the load evenly throughout the bag and on the student's body. Carry the backpack over both shoulders.

Source:

- https://education.qld.gov.au/initiativesstrategies/Documents/laptop-use.pdf
- https://education.qld.gov.au/initiativesstrategies/Documents/heavy-school-bags.pdf

Other health and safety resources:

- https://edu.gcfglobal.org/en/computerbasics/creating-a-safe-workspace/1/

BYOx Laptop Care

Students and their parents/caregivers are responsible for the security, integrity, insurance and maintenance of their personal BYOx laptops and their private network accounts. This includes taking care of and securing the BYOx laptop and accessories in accordance with school policy and guidelines. A number of lockers are available for student hire through the SUB Shop.

Responsibility for loss or damage of a BYOx laptop at home, in transit or at school belongs to the student. Advice should be sought from insurance providers in relation to private BYOx laptop inclusion in home and contents insurance policy. Accidental damage and warranty policies should be discussed at point of purchase to minimise financial impact and disruption to learning should a BYOx laptop not be operational.

General Precautions

- Food or drink should never be placed near the BYOx laptop
- Plugs, cords and cables should be inserted and removed carefully
- BYOx laptops should always be carried within their protective case
- Carrying BYOx laptops with the screen open should be avoided
- Ensure the battery is fully charged each day
- Turn the BYOx laptop off before placing it in its case, especially if the laptop is being carried a distance

Protecting the Screen

- Avoid poking at the screen - even a touch screen only requires a light touch
- Don't place pressure or weighted objects on the lid of the BYOx laptop when it is closed
- Do not place anything on the keyboard, especially before closing the lid
- Do not place anything in the carry case that could press against the laptop cover or cause damage to ports or slots
- Only clean the screen with a clean, soft, dry cloth or an anti-static cloth

- Do not clean the screen with a household cleaning product

For information on cleaning laptops and other devices see
https://edu.gcfglobal.org/en/computerbasics/keeping-your-computer-clean/1/

Data Security and Back-ups
Students must ensure they have a process of backing up their BYOx laptop and data files securely to one or more external hard drive or large USB. This is particularly critical for assessment files, as if a hardware or software fault occurs, this is not grounds for extensions or late submissions.

Students should upload school files, especially for critical files such as for assessment, to their OneDrive (provided by the Department of Education – access through www.office.com, which is safeguarded by a scheduled backup solution.

All files must be scanned using appropriate anti-virus software before being downloaded to the department's ICT network.

See the following resources for assistance with data security and back-ups:
- https://edu.gcfglobal.org/en/computerbasics/protecting-your-computer/1/
- https://edu.gcfglobal.org/en/techsavvy/backing-up-your-files/1/

Learn more about digital devices

Year 6 and 7 students complete a Laptop Licence program each year.

The following resources may assist parents/carers and students with learning more about digital devices, including laptops:
- https://edu.gcfglobal.org/en/subjects/tech/
- https://en.wikiversity.org/wiki/Introduction_to_Computers

Further questions or feedback?

Contact the Head of Department, eLearning on 3552 7333 or email BYOx@kelvingrovesc.eq.edu.au