Kelvin Grove State College

The Pursuit of Excellence With All Our Might

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

For 2018 implementation with

All Year 7 to 12 students

Version 23 November 2017

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Overview of the BYOx Pilot Program at KGSC

This information has been developed as a guide for parents\caregivers and students in the BYOx pilot program operating in the Middle and Senior Schools at Kelvin Grove State College in 2018. This booklet is subject to change. Changes will be communicated via the College Chronicle and the newest version will be available on the College website.

Bring Your Own 'x' (BYOx) means exactly that: students bring their own digital devices to school, for the purposes of learning. So instead of using school-owned ICT, students use their own. The BYOx concept recognises that students and their parents and caregivers would like to use the same digital devices at school and at home. DETE BYOx Project Team (https://byox.eq.edu.au/Pages/default.aspx)

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)

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

In the 2015 KGSC started the first phase of the BYOx pilot program with all Year 7 and Years 8-9 Academic Achievers and Years 8-9 Music Excellence Program students. In 2016, the pilot program was extended to include all Year 7, 8 and 10 students and Year 9 Music Excellence and Academic Achievers Program students. All Year 7 to 11 students were part of the BYOx pilot program in 2017.

In 2018, the BYOx pilot program has been extended to include all students in Years 7 to 12.

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

BYOx Program Costs

From 2017, all BYOx charges (including Equity Program and daily borrowings) are incorporated into the ICT charge in the Student Resource Scheme. This contributes towards additional connectivity infrastructure, technical support and licencing.

What device and other items does my student need?

Students need to bring a Windows or Apple laptop which meets the minimum specifications below. Software and other required and recommend items are also listed.

Why laptops?

Computers are currently the main digital tool used in teaching and learning across the College, so having laptops as the chosen device provides a standardised teaching and learning environment and compatibility with College owned computers which will minimise connectivity issues. Laptops allow students to create and use a wide range of digital content across all curriculum areas, and are the most suitable and cost effective device to meet all curriculum requirements at this point in time. The laptop minimum specifications should extend the useful life of the laptop to a minimum of three years.

Laptop Minimum Specifications

Student subject choices and interests should be considered when deciding what laptop (or any upgraded hardware components) to buy. Some subject specific software may require upgraded specifications or a particular operating system eg AutoCAD or Adobe Creative Cloud. If your student wishes to run this software on their laptop, consider upgrading hardware components marked with an asterisk* below. Increasing the specifications of the laptop will generally provide better performance over a longer period of time, depending on individual usage. Further information about subject specific software and recommended hardware upgrades can be obtained from relevant Heads of Departments by emailing BYOx@kelvingrovesc.eq.edu.au

- 11 inch size (maximum 13" to avoid breakage)
- Ultra Low Voltage (ULV) Windows OR MacBook Air laptop **NOTE: MacBook Air required for Music Excellence**
- Windows 10 OR Mac OS X El Capitan (10.11)
- 6 hour battery life
- Intel Core i5 Processor*
- 4GB RAM* (recommend 8GB)
- 2 USB ports (additional recommended)
- 500GB Hard drive OR minimum 256GB flash storage* (i.e. SSD – solid state drive) but if using a large number of audio/video files then consider purchase of a minimum 500GB external hard drive
- Dual band wireless (WLAN) connectivity
- Integrated speakers and microphone with headphone ports and webcam (standard in laptops)

Other required items:

- Hard protective water resistant laptop case to suit laptop model. Rubber sleeves do not provide adequate protection for laptops. Warranty and\or accidental damage insurance may be voided if a suitable case is not used, or laptops are placed directly into student bags without a case
- Headphones with microphone to suit laptop model (booklist item)

Recommended items:

- 3 year warranty with next day on-site support. 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
- 3-year Accidental Damage insurance
- Backup storage device eg USB: minimum 8 Gb for file backup and transfer OR USB powered external hard drive minimum 500 Gb for laptop hard drive backup and video/audio files
- Extra power pack and/or battery

Other items to consider:

- External DVD\CD optical drive for laptop if required. Optical drives (DVD\CD) are not standard in most laptops
- Adaptor to enable data projector, TV or monitor connectivity if required
- 3G/4G internet or wireless connectivity with filtering (not to be used on College campus) if no home internet; note that free wifi access is now available in many areas

Software for private laptops:

School owned software may only be installed on school owned devices. Some subjects require the use of subject specific software, all of which have different licencing arrangements for private purchase and\or BYOx device. Where student licences are available for software or digital textbooks, licencing arrangements are managed by the relevant Head of Department. If licencing does not allow installation of student private laptops, students will be able to access school owned computers if specialist software is required for particular subjects.

See the Computers and Technology page on the College website for information about, and links to free and discounted software arrangements negotiated by DET
https://kelvingrovesc.eq.edu.au/Facilities/Computersandtechnology/Pages/Computersandtechnology.aspx

Students are also able to download some free and discounted software through the BYOx Connect solution which is used to connect the laptop to the College wireless network for internet access and other services e.g. printing, accessing network drives.

Required software:
- Security software suite which includes anti-virus and anti-malware. Students may need to turn their security software off in order to connect to the College network. Microsoft Family does not allow students to connect to the College network so is not recommended for school use.
- Internet browser eg Internet Explorer OR Safari browser (included in operating system) are DETE supported browsers
- Microsoft Office 2016
- Graphmatica

Recommended software:
- Adobe Creative Cloud software products are currently used in a range of subject areas
- Subject specialist software – contact the relevant faculty Head of Department via BYOx@kelvingrovesc.eq.edu.au

Other software to consider:
- Apple laptops only – Windows 10 licence to enable the Apple laptop to also run Windows software; MacBook vendors should be able to provide this service for a reasonable charge if assistance if needed. Contact licensing@data3.com.au to enquire about student licencing arrangements for Windows 10 or purchase the through a Windows reseller.

Purchasing Considerations – "Total Costs of Ownership"

It is recommended that parents\caregivers contact a range of laptop vendors to obtain quotes to ensure that the best possible price can be negotiated. Parents\caregivers are encouraged to consider "total costs of ownership" including warranty, technical support arrangements and included hardware components which contribute to the life of the laptop. The cheapest laptop to buy is generally not the best option in the long run.

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.

See the Computers and Technology page on the College website re vendor portals\online stores
https://kelvingrovesc.eq.edu.au/Facilities/Computersandtechnology/Pages/Computersandtechnology.aspx

Education vendors have experience in supplying devices which have been evaluated for use with school students, and may be able to provide a cost effective suitable device, warranty and technical support arrangements. Information about local retailers are also included in the list of vendors.

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.

There are decision making tools on the College website to assist you with comparing laptops:
- Laptop Purchase Decision Making Matrix
  https://kelvingrovesc.eq.edu.au/Supportandresources/Formsanddocuments/Documents/eLearning%20Platform/BYOx_PYOD_Laptop_Purchase_Decision_Making_Matrix.docx
- Laptop Pros, Cons and Questions
  https://kelvingrovesc.eq.edu.au/Supportandresources/Formsanddocuments/Documents/eLearning%20Platform/BYOx_PYOD_Laptop_Purchase_PCQ.docx

The College takes no responsibility for any private laptop purchasing and\or finance 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.

Financial Hardship Arrangements – College BYOx Equity Program

A limited number of College owned Equity Program laptops are available for borrowing each day on a first in basis for families experiencing financial hardship.

Application for participation in the College Equity Program is through the relevant sub-school Principal at the start of each semester. Information and application forms will be distributed to parents/carers and students, and available on the College website at the start of Term 1.

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

Daily Borrowing Program

A limited number of College owned laptops are available for each day for students who are experiencing issues with their own laptops. Students are able to borrow one of these laptops while their BYOx laptop is being repaired.

Information about Daily Borrowing Program arrangements will be provided to students through daily notices at the start of Term 1.

Laptop Connectivity

Student BYOx laptops are connected to the College network through a DETE approved technical solution called BYOx Connect to ensure security requirements are met. Under this solution, students are able to access the College network for file access and management, filtered internet and printing services. Students will also be able to access some free or discounted software when connected to the College network.

Students must have local administrator rights to be able to connect their BYOx laptop to the College network. Security software may also impact on the ability to connect so students may need to turn this off when connecting. Some software, for example Microsoft Family, can also stop students from connecting their laptops to the College network.

Parents\caregivers should be aware that BYOx laptops enable access to home and other out of school networks and internet services which may not be secure or include filtering. The College takes no responsibility for security issues or content accessed by students using private network or internet services on private devices at any time.

Refer also to the 2018 College ICT Network Access and Usage and Mobile Phone policies on the College website.

Laptop Charging

It is a student responsibility to ensure BYOx laptops are charged at home each night. Failure to bring laptops fully charged each day may result in students being given work ethic breaches by their teachers. There will be very limited capacity to charge BYOx laptops at school. This is primarily due to workplace health and safety issues (i.e. power cables being a trip hazard and BYOx laptop charger and power cables needing to be "tested and tagged" to be deemed safe under DET requirements) and the impact that a large number of additional laptops being charged each day would have on College electricity expenditure within the annual budget.

Technical Support

College ICT technicians will provide support for connectivity of devices to the College network. Every attempt will be made to connect devices which meet the minimum specifications, assuming there are no technical or other issues outside of their control. All other technical issue will be the responsibility of the parent\caregiver and student. Vendor and technical support turnaround times should be considered when purchasing and seeking repairs for devices.

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

Teaching and Learning

Teaching and learning will continue to transform with increased access to devices by students. How this is done will be different in each year level and subject. Through use of digital content, concepts can 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 (eg Learning Place EdStudio accessed through https://students.learningplace.eq.edu.au/ or Blackboard Virtual classroom via elearn.eq.edu.au or Class Notebooks via owa.eq.edu.au) which have been set up by their teachers to access teaching and learning resources. Other resources are also available through the Learning Place and other web-based systems. Students are able to use DayMap as their homework diary from 2018.

The College Website 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). This information can be found at: https://kelvingrovesc.eq.edu.au/Facilities/Computersandtechnology/Pages/Computersandtechnology.aspx

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

Acceptable personal device 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 at the beginning of each school year. This policy also forms part of this document. The acceptable-use conditions apply to the use of the private device 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

While on the school network, 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, school or government networks
- use the device 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

Use of the school's ICT network is secured with a user name and password. The password must be difficult 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 device.
- Students should also set a password for access to their BYOx device and keep it private.
- Parents/caregivers may also choose to maintain a password on a personally-owned device for access to the device in the event their student forgets their password or if access is required for technical support.
- Some devices may support the use of parental controls with such use being the responsibility of the parent/caregiver.

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 are requested to 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://education.qld.gov.au/learningplace/help/digital-footprint.pdf
- http://digitalcitizenship.net/
- http://www.digitalcitizenship.net/Nine_Elements.html
- http://www.digitalcitizenship.nsw.edu.au/

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 as soon as is possible. Students must also seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

Parents, caregivers and students should develop knowledge and awareness of cybersafety issues. The following resources are provided by government departments:

- http://education.qld.gov.au/learningplace/help/online-safety-support.html
- http://behaviour.education.qld.gov.au/SiteCollectionDocuments/cybersafety/cyberbullying-cybersafetyprintfriendlyguide.pdf
- http://www.qld.gov.au/education/schools/health/cybersafety/
- https://www.esafety.gov.au/
- https://www.communications.gov.au/what-we-do/internet/stay-smart-online

Students are encouraged to explore and use the 'Cybersafety Help button' to talk, report and learn about a range of cybersafety issues. This application is installed on all school computers.
http://www.communications.gov.au/online_safety_and_security/cybersafetyhelpbutton_download

Students can report cyberbullying on their private laptops using 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:
• Australian Communications and Media Authority (ACMA) Cybersmart website provides activities, resources and practical advice to help children and teenagers safely enjoy the online world. http://www.cybersmart.gov.au/
• 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
• 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/
• Telstra and the Queensland Government have partnered together to develop a quiz to test knowledge and provide insight into the online world, highlighting some of the pitfalls for the unwary. Take the quiz at Meet the Creeps – Creep Quiz: Are you safe online? http://creepquiz.eq.edu.au/index.html

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 devices including to access the internet, will be required to act in line with the requirements of the Code of School Behaviour http://education.qld.gov.au/behaviour/code-behaviour.html , 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 school operates a comprehensive web filtering system. Any device 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 school'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 DETE network must also be reported to the school.

The personally-owned devices have access to home and other out of school internet services and those services may not include any internet filtering. Parents and caregivers are encouraged to install a local filtering application on the student's device 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 school network or another student's device, 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.

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. This includes the understanding that software may need to be removed from the device upon the cancellation of student enrolment, transfer or graduation. Refer to page 4 for details of software requirements.

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 device is subject to audit by authorised school staff. If at any stage there is a police request, the school may be required to provide the authorities with access to the device 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 devices to the intranet, internet, email or other network facilities 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 Pilot Program information is read
- participation in any BYOx program information sessions
- acknowledgement that core purpose of device at school is for educational purposes
- care of device 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 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)
- some technical support – see Technical Support

- maintaining a current back-up of data
- charging of device 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 will not be shared with another student, and device will not be shared with another student for any reason
- understand and sign the annual College Student ICT Network Access and Usage Agreement which incorporates the BYOx Program

Parents and caregivers responsibilities:
- BYOx Pilot Program information is read and discussed with student
- participation in any BYOx program information sessions
- provide a laptop that meets minimum specifications, including a protective hard case
- provide required software, including current security suite with anti-virus and anti-malware software
- arrange adequate warranty and insurance of the private laptop
- acknowledgement that core purpose of device at school is for educational purposes
- internet filtering (when not connected to the school's network)
- encourage and support appropriate digital citizenship and cybersafety with students
- technical support – see Technical Support
- understand and sign the annual College Student ICT Network Access and Usage Agreement which incorporates the BYOx Program

In addition to this:
Information sent from our school 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 people's devices without their permission and without them 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.
- 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 mobile devices 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 personally-owned devices including access to:

- printing
- filtered internet
- file access (including some software) and storage
- support to connect devices to the school network

However, the school's BYOx program does not support personally-owned mobile devices in regard to:

- technical support
- charging of devices at school
- security, integrity, insurance and maintenance
- private network accounts
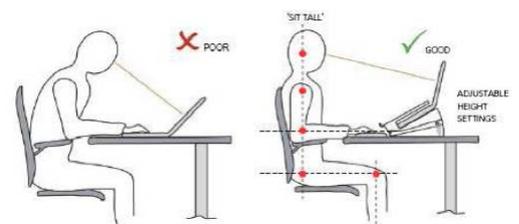
Health and Safety

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 other 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: http://education.qld.gov.au/health/pdfs/healthsafety/laptopuse.pdf; http://education.qld.gov.au/health/pdfs/healthsafety/factsheet_hevbags.pdf

Device Care

Students are responsible for the security, integrity, insurance and maintenance of their personal devices and their private network accounts. This includes 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 from insurance providers in relation to private device inclusion in home and contents insurance policy.

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

General precautions
- Food or drink should never be placed near the device
- Plugs, cords and cables should be inserted and removed carefully
- Devices should be carried within their protective case where appropriate
- Carrying devices with the screen open should be avoided
- Ensure the battery is fully charged each day
- Turn the device off before placing it in its case
- Always carry the laptop in its protective hard case

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 device when it is closed
- Avoid placing anything on the keyboard before closing the lid
- Avoid placing anything in the carry case that could press against the cover
- Only clean the screen with a clean, soft, dry cloth or an anti-static cloth
- Don't clean the screen with a household cleaning product

A number of lockers are available for student hire through the SUB Shop.

Data security and back-ups
Students must ensure they have a process of backing up data securely. Otherwise, should a hardware or software fault occur, assignments and the products of other class activities may be lost.

The student is responsible for the backup of all data. While at school, students may be able to save data to the school's network, 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.

Students are also able to save data locally to their device 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 an external hard drive or USB drive.

Students should also be aware that, in the event that any repairs need to be carried out the service agents may not guarantee the security or retention of the data. For example, the contents of the device may be deleted and the storage media reformatted.

Further questions or feedback?

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