

BYOD Laptop HANDBOOK



Technology Device Options

BYOD (Bring Your Own Device)
or Lease from Earnshaw State College

Every Student Achieving Success

Acknowledgment to Country

Earnshaw State College acknowledges the traditional owners, the Turrbal and Jagera First Nations people as the custodians of where we gather today, recognising their connection to land, waters and community. We pay our respects to Australia's First Nations people and to their elder's past, present and emerging. May their strength and wisdom be with us today.

Every Student Achieving Success

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Bring Your Own 'D' (BYOD) is a term used to describe a digital device ownership model where students or staff use their personally-owned laptops to access the department's information and communication (ICT) network.

Access to the department's ICT network is provided only if the mobile device meets the department's security requirements.

Students and staff are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts. The College is not liable for any costs that may result from any incidents resulting in damage to devices.

The BYOD acronym used by the department refers to the teaching and learning environment in Queensland state schools where personally-owned mobile devices are used. The 'D' in BYOD represents more than a personally-owned mobile device; it also includes software.

The department has carried out extensive BYOD research within Queensland state schools. The research built on and acknowledged the distance travelled in implementing 1-to-1 computer-to-student ratio classes across the state, and other major technology rollouts. We have chosen to support the implementation of a BYOD model because:

- BYOD recognises the demand for seamless movement between school, work and home
- Our BYOD Program assists students to improve their learning outcomes in a contemporary educational setting
- Assisting students to become responsible digital citizens enhances the teaching learning process and achievement of student outcomes as well as the skills and experiences that will prepare them for their future studies and careers.

Device Selection

Before acquiring a device to use at school, the parent or caregiver and student should be aware of the college's specification of appropriate device type, operating system requirements and software. These specifications relate to the suitability of the device to enable class activities, meet student needs and promote safe and secure access to the department's network.

The college's BYOD Program may support printing, filtered Internet access, and file access and storage through the department's network while at school. However, the college's BYOD Program does not include school technical support or charging of devices at school.

Please refer to Appendix A for specific minimum specifications for devices.

Device Care

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

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

General precautions

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

Protecting the screen

- Avoid poking at the screen. Even a touch screen only requires a light touch.
- Don't place pressure 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.

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.

Students are expected to save and synchronize their work to OneDrive.

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.

Upon enrolment at Earnshaw State College, 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](#)

Communication through Internet and online communication services must also comply with the department's Code of Behaviour and the Responsible Behaviour Plan available on the college website. While on the college 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 college 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 college's ICT network is secured with a username 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).

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 BYOD 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.

Digital Citizenship

Students should be conscious creators 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 college's Responsible Behaviour Plan also supports students by providing college-related expectations, guidelines and consequences.

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. Students are encouraged to visit and explore the following website, <https://www.esafety.gov.au/> to talk about, report and learn about a range of cybersafety issues. 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 or hoax emails
- 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.

Parents, caregivers and students are encouraged to read the [Australian eSafety Parent Information](#)

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, will be required to act in line with the requirements of the college Code of Conduct and any specific rules of the college. To help protect students (and staff) from malicious web activity and inappropriate websites, the college operates a comprehensive web filtering system. Any device connected to the Internet through the college network will have filtering applied. The filtering system provides a layer of protection to staff and students against:

- Inappropriate web pages
- Spyware and malware
- 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 college'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 DET network must also be reported to the college.

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 the college. Parents/caregivers are responsible for appropriate Internet use by students outside the college.

Parents, caregivers and students are also encouraged to visit <https://www.esafety.gov.au/> for resources and practical advice to help young people safely enjoy the online world.

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 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 college. 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 are 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

Earnshaw State College will 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. This includes the understanding that software may need to be removed from the device upon the cancellation of student enrolment, transfer or graduation.

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 college staff. If at any stage there is a police request, the college 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 college reserves the right to restrict/remove access of, personally owned mobile 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 mobile devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access to college supplied services

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

Lease Equipment

The equipment, referred to in this charter, consists of a laptop computer and power adapter sourced from the Standing Order Arrangement with Department of Education consisting of a protective carry case and the Department's standard suite of software including Microsoft Office and other software as offered.

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

- Protected by anti-virus tools and automated updates.
- Covered by a four-year warranty including the battery.
- Covered by accidental damage protection (excess applies).
- Able to be connected to the school network and have filtered internet and email.
- Able to be used at home and at school for student learning.
- Installed with the Department's standard suite of productivity software.
- Protected by Blue Coat internet filtering.

Equipment Ownership

At the end of the lease period, all laptops are to be returned to the school and must be in good working condition. They will be removed from the school network. The laptops will have all licensed software and data removed and will be restored to their original factory state.

Devices returned that have been paid in full for the period of full lease (4 years) and in **good working condition** can then, once removed from the network be given back to family for appropriate disposal.

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

End of Lease/Transfer/Leave Conditions below apply to any circumstance that results in students with a lease device permanently leaving Earnshaw State College:

- All lease devices to be returned to the technical support team for assessment prior to leaving with all peripheral devices included. Peripheral devices include any device the laptop was issued with initially.
- Missing items will attract a replacement fee for each item.
- Laptops deemed not in good repair/not working at time of return will attract a repair fee as determined by the Vendor (under warranty if applicable).
- Failure to return lease devices will result in a request for full financial compensation.

Fee for provision of laptop

To participate in the laptop home-use program parents and/or guardians are required to make a contribution of \$265 per year. Pro rata fees apply for students joining at times other than the start of the year. This will help cover the purchase of the device and additional costs incurred by the school in providing and supporting the laptop.

Bluecoat web filtering

An internet filtering protection solution, Bluecoat provides the Department with the ability to manage the inappropriate material of the Department's ICT network users. This covers school web browsing from the Department's central servers. Third party internet access such as home internet or a council wireless hotspot from the notebook will be protected by the remote proxy client.

Software

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

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

Damage or Loss of Equipment

All laptops and batteries are covered by a manufacturer's warranty which covers manufacturing defects through normal usage. In addition, laptops are covered by an insurance policy which protects against accidental damage. ***There is no cover for negligence, abuse or malicious damage.***

Students will be required to replace lost or damaged chargers. Costs incurred by the school for the repair or replacement of devices may be charged by the school as an excess to parents. In the event of non-compliance of agreed responsibilities, schools may review the student's continued participation in the take-home program. Any software or hardware issues, vandalism, damage, loss or theft of the laptop must be reported immediately to the school.

Theft and loss

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

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

In both cases, a witnessed statutory declaration should be provided to the school. Should a device be unrecoverable, the cost of replacement is as follows:

- Parents are liable for the total replacement cost minus any previously made lease payments.

Accidental Damage

Accidental damage describes an incident where the cause of the fault would not qualify as a manufacturing defect but is a result of a non-deliberate accident. When an accident happens, it is important to record all details of the event including when and how it happened. This information must be supplied before repairs can be arranged. The excess for Accidental Damage is below and payable by the Parent/Guardian prior to return of device:

- In the event of a charge, parents are held responsible for the complete replacement cost.

Non-Warranty damage

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

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

Wilful and malicious damage

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

Minimum Specifications

The purchased/chosen device, must meet the following specifications to be used at the college:

- CPU: Intel Core i5 (13th Gen) (or Pentium N100) or AMD Ryzen 3 (pref Ryzen 5)
- RAM: 8GB minimum
- Graphics: Integrated/On board Intel graphics or equivalent
- Storage: 256GB or more - SSD or HDD
- Wireless: (5Ghz)
- Screen Size: 13-15" recommended
- Battery: 5-hour minimum battery life
- Windows Operating System: Windows 11
- Mac Operating System: Macintosh OS 26 Tahoe

The school network does NOT support CHROMEBOOKS or ANDROID devices.

We reserve the right to turn away any device.

Where do I purchase a BYOD Laptop?

A range of devices can be purchased through electronics suppliers such as:

- JB Hi-Fi
- Harvey Norman
- Officeworks

Computers 4 Learning (C4L)

Computers 4 Learning refurbishes donated devices and provides them to all members of the community at affordable prices. Computers 4 Learning can provide devices for students from years 4 - 12 and devices to University students. We also provide devices for adults who need a device. We have different types of devices for different groups of people from small resilient devices for little kids right up to high specification device for University students. All devices come with a 3 months warranty.

Computers 4 Learning is open Thursday, Friday and Saturday mornings from 9am - 12pm. Check the website www.computers4learning.org.au for more information.

☐ Option 1: Bring your own device (BYOD)

Minimum specifications

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- Screen Size: 13-15" recommended
- Battery: 5-hour minimum battery life
- Windows Operating System: Windows 11
- Mac Operating System: Macintosh OS 26 Tahoe

N.B. Google Chrome Books are not compatible with our system.

Computers 4 Learning (C4L)

Computers 4 Learning refurbishes donated devices and provides them to all members of community at affordable prices. Our devices are approximately \$125 for a laptop and \$135 for a desktop*. Each device and its battery is rigorously tested before being sold. All devices come with a 3 months warranty and comply with the Earnshaw technical specifications. Whilst we cannot guarantee the battery life of our devices, we anticipate that each device will last approximately 5 hours or more.

Computers 4 Learning is completely run by volunteers committed to helping the community and reducing e-waste. Computers 4 Learning is always in need of donated devices and volunteers to help us, help the community.

Email C4L at requests@computers4learning.org.au with the reason you need a device, your name, email address, phone number and the day and time you can pick up your device. Please give us at least a week to process your order.

Computers 4 Learning is located in the shipping container near the Victor Street Entrance. Parking is in Victor Street. Computers 4 Learning is open Thursday, Friday and Saturday mornings from 9am - 12pm. Check their website www.computers4learning.org.au for more information.

* Eligibility criteria apply, Subject to availability, prices may change

If you choose this option, please complete and return the Responsible Use Agreement located within this document.

☐ Option 2: School-Owned Laptop (Leased Device)

All laptops used in this program are the property of the Queensland Department of Education and Training (DET). This program only supports school-procured and owned ICT assets, being provided to students for educational use at school and at home. The cost of this program is \$275 per year and the lease is 4 years in duration.

The following is to be read and completed by both the STUDENT and PARENT/CAREGIVER:

1. I have read and understood the BYOD Charter and the College Student Code of Conduct.
2. I agree to abide by the guidelines outlined by both documents.
3. I am aware that non-compliance or irresponsible behaviour, as per the intent of the BYOD Charter and the Student Code of Conduct, will result in consequences relative to the behaviour.
4. I have signed the College resource levy which states I must pay all fees due to the College before I bring my device to the College.

Student	Name:		
	Year Level		
	EQ ID:		
	Signature:		Date:
Parent/Carer's	Name:		
	Signature:		Date:

EQ11 External Request for Equipment is to be completed when loaning Department of Education, Training and the Arts equipment to employees, students or community organisations for use after hours, during school holidays on, or away, from official premises.

DETAILS OF REQUISITIONER / PERSON TO WHOM EQUIPMENT IS ON LOAN

Name	Address	Telephone:
Organisation Name		
If Student, Year Level:		

Location and Use of Equipment (if different from above)

Reason for Request

DETAILS OF EQUIPMENT ON LOAN

Description / Type:		Brand:	
Serial Number		Asset Number	
Accessories: (if applicable)		For ICT equipment, Build Standard: (e.g. MOE; 1.X/SOE)	
Commencement loan date:		Expected date of return:	
		Date returned:	
Officer receiving returned equipment	Name: _____ Signature: _____		

INDEMNITY

Fair wear and tear excepted, and for the duration of this transfer, I/we agree to indemnify Education Queensland against loss or damage from any cause whatsoever, to the equipment detailed herein and, in the event of damage to restore and deliver such equipment to Education Queensland, in the condition in which it was received, or to replace the damaged equipment with other equipment of equivalent functionality.

Signature _____ Date ____/____/____

APPROVAL FOR LOAN

I authorise the loan of the equipment to the parent/guardian for, and on behalf of, the student.
(Cross out "to the parent/guardian and onstudent" if equipment is not being loaned to a student.)

Signature of School Approving Officer: _____

Name:

Designation:

Date: ____/____/____

LOAN AGREEMENT

To be completed when school-purchased ICT equipment is on loan to students for use outside the school premises.

Note:

- A new loan agreement form should be signed each time equipment is loaned and prior to commencement of the loan;
- This form and the loan agreement should be held in the students' records.

ACKNOWLEDGEMENT

The equipment described at all times remains the property of the Department of Education, Training and the Arts and is issued on loan to the parent/guardian for the benefit of the student subject to the following conditions:

- ☐ The equipment should be used only by the student to whom it is lent and by no other person.
- ☐ The student and their parent/guardian has read and understood the school's behaviour and educational requirements (attached).
- ☐ Every care and attention should be given to the equipment during the period of loan and the student fully complies with the school's behaviour and educational requirements when the student is using the equipment.
- ☐ Symantec Antivirus software is installed and maintained on the machine and the student will ensure the equipment is scanned for viruses after home use and prior to re-connection to the departmental network.
- ☐ The equipment is returnable upon demand from the school at any time for inspection, repair, adjustment or for any other cause.
- ☐ Loss or damage of any equipment on loan must be immediately reported to the school.
- ☐ If, in the opinion of the school teacher or staff member, the student is not meeting the school's behaviour and educational requirements with the equipment, this equipment loan may be terminated.
- ☐ Equipment must be returned by the student to the school by the date specified in this loan agreement or, if this agreement is terminated earlier than the date specified as the date of equipment return, then the date of the termination of this loan agreement.

LOAN AGREEMENT APPROVAL

I have been provided with a copy of the school's behaviour and educational requirements regarding the student's use of the equipment and I have read and understood its terms. In consideration of the student having the benefit of the equipment, I accept the loan of the equipment on the terms described above and I agree to supervise the student's use of the equipment to ensure the terms of this loan agreement are complied with and agree to be personally responsible for the failure of the student to comply with the terms of this loan agreement.

Signature of parent/guardian: _____

Name: _____ Date: / /

I have read and understood the above terms. I have been provided with a copy of the school's behaviour and educational requirements regarding my use of the equipment and I have read and understood its terms. I acknowledge my responsibility to use the equipment in accordance with the above terms.

Signature of student: _____

Name: _____ Date: / /

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