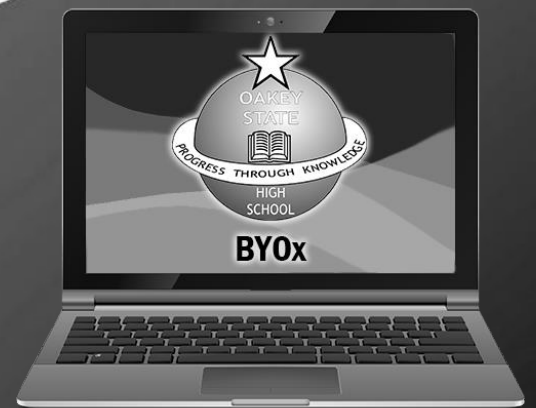# OAKEY STATE HIGH SCHOOL

Bring Your Own Device
HANDBOOK

BYOx

RESPECT / EXCELLENCE / PARTICIPATION / PERSONALITY / SAFETY /

Contents

Version 3

Version 3

Foreword

This handbook provides a guide to parents and students in matters relating to the Bring Your Own Device (BYOx) program at Oakey State High School. It is important to note that this handbook is subject to change and may be frequently updated with new versions being available for download from the school website https://oakeyshs.eq.edu.au . Parents participating in the school's BYOx program should read and understand this document and the OSHS BYOx Responsible Use Policy, Mobile and Electronic Device Policy, Consent and Acknowledgment Form and Responsible Behaviour Plan (found on the school's website) before signing the BYOx Participation Agreement.

eLearning

Oakey State High School aims to deliver the Australian Curriculum; and The QCAA senior General & Applied syllabuses through a range of pedagogical practices. Information Communication Technologies (ICT) will play a significant role in the classroom as a vehicle for student learning. It is important to note that whilst a computer or other digital device is a tool for learning it is not the only tool that will be used in the classroom.

What is BYOx?

Bring Your Own Device (BYOx) is a term used to describe a digital device ownership model where students use their privately-owned devices at school to engage with learning. BYOx allows students to bring a device that best fits their learning needs, functionality and budget.

Oakey State High School BYOx Model

All devices should meet the school's BYOx Minimum Requirements; devices that do not meet the minimum requirements may not be able to connect to school's resources and may not be able to be supported by teachers in classroom learning activities.

BYOx Hardware Requirements 2019/2020		
***WINDOWS 10S IS NOT SUPPORTED ***		
	Minimum	**Recommended**
Processor	i3 or Athlon	Intel i5 or AMD A10
RAM	4GB	8GB
Hard Drive	128GB SSD or 500GB (Mechanical HDD)	>=256GB (SSD) or 500GB to 1TB (Mechanical HDD)
Screen	10 inches diagonally and support resolution of at least 1280x720	>10 inches diagonally and support resolution of at least 1920x1080
Operating System	Windows 10 Home	Windows 10 Home/Professional
Wireless	Dual Band	Dual Band
Features	USB 2.0 port, 3.5mm Headphone Port	USB 3.0 port, 3.5mm or USB Headphone port
Battery Life	5 hours	>5 hours

* **Apple Mac devices are not fully supported**. We highly recommend devices running Windows 10 to ensure full compatibility with school software.

** **Apple iPads and Android tablets are not supported at all** and provide supplementary experiences not conducive to educational productivity such as full featured Photoshop, Office and Graphics apps.

*** **Windows 10 S** is a light version of Windows 10 that does not allow installation of traditional x86 executable software. OSHS does not support this platform.

****Parents and Students should **consider carefully the subjects and the technical requirements** for those subjects. If you suspect your child might require a higher spec device for a specific subject, please consult the subject teacher and the BYOx coordinator to ensure you purchase an appropriate device.

BYOX One to One Software Requirements		
		Provided by School? (Y/N)
Antivirus	An up to date version of a trusted Antivirus Software Suite (e.g. Norton Antivirus)	No
Productivity	Microsoft Office 2016. During the early stages of term one students will be given an information sheet outlining the process to download Office **free of charge**.	Yes
	Adobe Reader 11/DC or alternative PDF reader (**Free Download**)	Yes
Internet Browsing	Browsing Software, Edge already installed on Windows devices, Safari already installed on Mac devices. Google Chrome will also be an advantage.	Yes (may come with device)

*Please note that no device will be permitted to connect to the school network without recognised Anti-Virus software already installed. Please note that this software must remain current and active at all times as the school network will not allow connection without it.

BYOX Levy/Costs

OSHS charges an onboarding levy for BYOx. This levy is necessary to cover costs associated with technology use at OSHS to maintain infrastructure and service access. It is an ongoing fee, payable with the Student Resource Scheme invoicing period on an annual basis. Refer to the BYOx Participation Agreement for the annual cost and fee breakdowns.

Administrative Account

All students are required to have *Administrative Access* to their BYOx device to allow connection and installation of school and software resources. This will also include Administration passwords to Anti-Virus software and/or parental controls.

Microsoft Family Safety

All students require administrative access to their machines. Microsoft Family Safety blocks network certificate installations from occurring on the device, and installation of software packages. Please avoid using Family Safety.

Warranty and Insurance

We advise that all BYOxs be covered by an extended warranty. When purchasing your laptop please consider accidental damage protection (ADP) for your device. ADP covers your device with accidental damage on and off the school campus. Fire, theft and acts of God are usually not covered under these programs and we suggest you include it in your personal or home insurance. The insurance can be purchased with your computer vendor or any insurance company. All insurance claims must be settled between you and the insurance company.

Purchasing insurance for your BYOx is a personal choice.

Lost/Stolen and Damaged Laptops

Students are responsible for ensuring laptops are secure at all times. It is recommended that students do not leave their devices unattended in public places. The school is not responsible for any damage to student BYOxs and will not be accountable for any lost or stolen student BYOxs.

Battery Life/Charging of devices

Students will be expected to bring a fully charged BYOx to school each day. It is recommended that when purchasing a device that battery life is taken into consideration. Manufacturer battery life use is often a bare minimum usage scenario, with Wi-Fi off and screen brightness at a minimum.
Consider devices with the highest advertised battery life and assume 50% of the advertised life.

Case/Carry Bag

A strong carry case is recommended to protect your device from accidental damage like drops. It is expected that all students will use a bag or case designed to hold a laptop with adequate padding when moving around the college.

Repairs and Maintenance

All maintenance of the device, operating system and software purchased by the family are the responsibility of the family. Families should ensure quick maintenance turnaround for student devices.
Students may loan a school owned device, subject to availability, if their device is away for repairs.
All devices must have a maintained and regularly checked anti-virus subscription to ensure devices are free from infection and do not contaminate connected network devices at school.

Backing Up

Technology devices can fail, be lost or stolen so it is extremely important that student's backup their important files to an external device such as a USB Memory Stick or school Network Drive/OneDrive.
Lost/Deleted work is not considered an appropriate excuse for late or non-submission of school work.

School Technical Support

If you encounter a problem, students are advised to see the School IT staff who will attempt to diagnose the fault. If the problem is not able to be resolved by School IT staff they may recommend a course of action for repair.

Internet Access

The school provides secure filtered access to the Internet whilst students are on campus via its high- speed wireless network. Student access to the internet is governed by the school's ICT Network Usage Agreement, ICT Privacy Policy and the schools Responsible Behaviour Plan. The school reminds the parent/guardian of their obligations under this agreement.

3/4G ability e.g. USB Dongles or hot spotting, should be disabled or not brought to school as this function when activated allows students to bypass the EQ internet security filters. The school will take no responsibility for the content accessed by students using 3/4G facility on their personally owned device.

Digital Textbooks

From 2020, BYOx students will be able to access their textbooks digitally on their BYOx device. Textbooks must not be copied or transferred, for any reason at all, without prior written consent from the school. Unauthorised use may breach copyright laws and the Parent/Guardian may be held liable for any damages incurred.

Software

Some subjects may require the use of subject specific software, all of which have different licencing arrangements. Where required the college may load subject specific software where student licences are available. Licencing arrangements for subject specific software will be managed by the School IT Department.

Specialist software loaded by the school must not be copied of transferred, for any reason at all, without prior written consent from the school. Unauthorised use may breach copyright laws and the Parent/Guardian may be held liable for any damages incurred.

Device Monitoring

While onsite at the college all data transmissions sent and received are monitored and logged by the Department of Education. This includes but is not limited to departmental internet usage history and email transmissions.

The school may install monitoring software on BYOx Laptops. This software is only active while onsite at school and will monitor and log information such as current open applications. The BYOx Agreement form will be provided for families to sign prior to installation. Please refer to the ICT Privacy Policy and BYOx Policy for further information.

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 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 school supplied services.

Personal Information – Privacy and confidentiality

Some applications or websites students use to access learning resources or submit assessment may require student personal details such as school username, first or last name, date of birth, school email address, EQ number or class to be stored on servers' external to Education Queensland. These servers may be in Australia or overseas. A Third-party Website Consent form is attached for families to sign prior to the start of the school year.

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.

Content on Devices

The Parent/Guardian must ensure that all content on the BYOx laptop is licenced, legally obtained and meeting the guidelines outlined in the Colleges ICT Policy and Responsible Behaviour Plan (found on the College website).

Student BYOx Guidelines

BYOx devices are used at school to ensure students always have access to ICT resources, to help engage, extend and enhance the learning environment and ensure minimal use of paper based resources.

As a student of Oakey State High School, you are required to always be prepared for learning; this includes bringing your laptop every day, charged and functional.

Being Prepared
- **Bringing laptop** – You must bring your laptop to school **every day**. Your laptop is used for textbooks, assessment, online resources, virtual classroom.
- **Charged Laptop** – It is your responsibility to ensure your laptop is charged at home. You will not be permitted to charge your laptop at school.
- **Maintain your Access** – Your laptop should operate effectively and remain functional. This includes making sure school software is activated and working, that you can access the internet and network. If these are not working, you are required to resolve these issues during school lunch hours.
- **Repair your Laptop** – if your laptop is broken in any way, it is your responsibility to ensure it is repaired in a timely manner. A note must be provided by your parents to the school to inform your form teacher that your laptop is broken so that a school replacement device can be organised for a maximum 2 weeks.

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

Responsibilities of stakeholders involved in the BYOx program:
School
- integrate ICTs (BYOx devices in Years 9, 10, 11 and 12) into pedagogical practices as an integral part of the learning experience
- BYOx program induction — including information on (but not responsible for) connection, care of device at school, workplace health and safety, appropriate digital citizenship and cybersafety
- network connection at school
- internet filtering (when connected via the school's computer network)
- some technical support (please consult Technical support table below)
- some school-supplied software e.g. Adobe, Microsoft Office 365 …
- printing facilities

Version 3

- school representative signing of BYOx Charter Agreement.

Student
- participation in BYOx program induction
- acknowledgement that core purpose of device at school is for educational purposes
- care of device
- appropriate digital citizenship and online safety (for more details, see [ACMA CyberSmart](#))
- security and password protection — 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)
- some technical support (please consult Technical support table below)
- maintaining a current back-up of data
- charging of device
- 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
- understanding and signing the BYOx Charter Agreement.

Parents and caregivers
- participation in BYOx program induction
- 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 (for more details, see [ACMA CyberSmart](#))
- some technical support (please consult Technical support table below)
- required software, including sufficient anti-virus software
- protective backpack or case for the device
- adequate warranty and insurance of the device
- understanding and signing the BYOx Charter Agreement.

Technical support

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

The following are examples of responsible use of devices by students:
- Use mobile devices for:
  - engagement in class work and assignments set by teachers
  - developing appropriate 21st Century knowledge, skills and behaviours
  - authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by school staff
  - conducting general research for school activities and projects
  - communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned school work

Version 3

- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the school's eLearning environment
- ensuring the device is fully charged before bringing it to school to enable continuity of learning.
- Be courteous, considerate and respectful of others when using a mobile device.
- Switch off and place out of sight the mobile device during classes, where these devices are not being used in a teacher directed activity to enhance learning.
- Use the personal mobile device for private use before or after school, or during recess and lunch breaks.
- Seek teacher's approval where they wish to use a mobile device under special circumstances.

The following are examples of irresponsible use of devices by students:
- using the device in an unlawful manner
- creating, participating in or circulating content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disabling settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- downloading (or using unauthorised software for), distributing or publishing of offensive messages or pictures
- using obscene, inflammatory, racist, discriminatory or derogatory language
- using language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insulting, harassing or attacking others or using obscene or abusive language
- deliberately wasting printing and Internet resources
- intentionally damaging any devices, accessories, peripherals, printers or network equipment
- committing plagiarism or violate copyright laws
- using unsupervised internet chat
- sending chain letters or spam email (junk mail)
- accessing private 3G/4G networks during lesson time
- knowingly downloading viruses or any other programs capable of breaching the department's network security
- using the mobile device's camera anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invading someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- using the mobile device (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school staff.

In addition to this:
Information sent from our school network contributes to the community perception of the school. All students using our ICT facilities are encouraged to 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.

Version 3

- 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 mobile devices in terms of access to:
- printing
- internet
- file access 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.

Your BYOx device is provided by your parents at school primarily for educational purposes. Your device should not contain any illegal or pirated software, movies, music or games. You must be responsible for your own device and your use of network resources:
- Internet Access – Your internet usage is monitored and filtered through our departmental content filtering system. You are prohibited from using your device at school to access materials that are not educational.
- Email – Your email access is monitored and filtered for keywords deemed inappropriate. If your emails contain any explicit words or conversations, your year level co-ordinator will inform you of your consequences.
- Educational – Remember that the device is for educational purposes only, this includes access to appropriate websites such as your virtual classrooms, Safe Assign, and email.
- Games – Your laptop may contain legal copies of games that are not networked and do not block connectivity, and permissible as appropriately rated for your age or approved by your parent/guardian. Game usage at school is limited to appropriate hours or rewards by teachers. If you are caught playing inappropriate games or playing games during class instruction, you may be referred to a Head of Department.

General Advice for Parents

It is important that you and your child establish some of your own guidelines. Consideration of the following before committing to our program will be time well spent.

Expectations

Please:
- Talk to your child about your expectations of them
- Find out what they expect. Are you happy with this?
- Be familiar with our expectations as per our handbook and the BYOX Agreement Form, OSHS ICT Policy, Mobile and Electronic Device Policy and Responsible Behaviour Plan

Device Care
- What rules will you establish to ensure a long and healthy life for the device you have invested in?
- Are you going to insure the device?

Internet

Consider:
- Whether or not you will connect to this service at home.

- Who will know the password?
- Where will it be accessed? (An open family area rather than bedrooms or closed spaces is recommended.)
- Whether you will allow use of Snapchat or other messenger services or social networking sites (e.g. Facebook, Twitter) which enables online 'chatting' or sharing of information. If you do allow it, you should discuss issues such as:
- Not talking to strangers
- Not giving personal details and photos to people not personally known
- Not distributing in appropriate, potentially embarrassing or offensive material over the internet (text, photographs, video) in relation to themselves or others and any legal ramifications
- Cyber-bullying and strategies to avoid this problem
- Talking to someone if things get out of hand
- Whether it should be used when homework/assignments need to be done.
- Checking where your child 'goes' on the internet.
- Having the expectation that the History option will not be cleared.
- Will you allow internet access when you're not at home?

Games
Consider:

- Will they be allowed on the device?
- What is reasonable 'game time'?

Time on the Device
- "But it's homework!" If you are hearing this a lot, you might expect to see exactly what the homework is. If it is an ongoing comment, you might want to check with the teacher(s) concerned.
- Screen time. The device should not rule your child's life. It's best to establish rules which encourage a balance of activities.

BYOx Loan device information

Laptop Borrowing Process

Any student without a personally-owned device, will need a parent and the student to sign the Responsible Use Agreement and the Laptop Loan Agreement to borrow and use school-owned laptops at school (See below).

Version 3
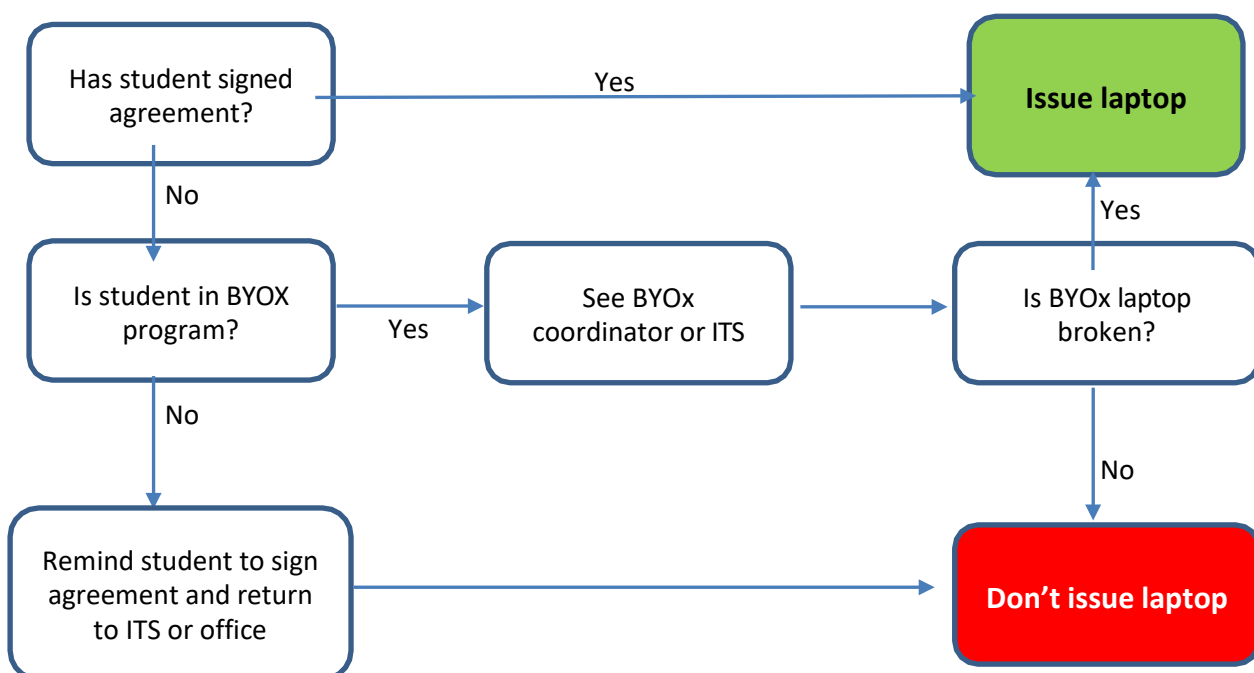
Loan Laptop Maintenance

- All laptops will be bar-coded and entered into the Library borrowing system.
- Mrs English (with help from ITS staff) will lend them out to students – just like borrowing a book and will accept return of laptops at the end of the day.
- When students return their devices at the end of the day, Mrs English will check for obvious damage such as missing keys on the keyboard, cracked screen or any physical damage and report to ITS immediately.
- Every morning, ITS staff will check all laptops for any damages before they are available to be assigned to students.
    - Any damages discovered will be dealt with accordingly
        - Device will be removed from the pool of devices
        - Repair will be organised
        - Student responsible will be identified and referred to BYOX coordinator
        - Once repair is completed, laptop is returned to pool of devices
- Any student not returning their laptop at the end of the day, will be reported to BYOX coordinator for further **IMMEDIATE** action

Loan Laptop Expectations and Conditions

- Device is used appropriately during school time for educational purposes only
    - Classroom teachers reserve the right to define 'educational' use in a classroom based on their lesson and subject
    - Not exceeding internet quotas with personal use
- Care for and look after laptop at school at all times
    - Each laptop will be issued with a laptop bag. You are expected to carry laptops around school ground **INSIDE** the bag
    - Keep laptop in a safe location
    - Handle laptop appropriately

- If you find some form of damage to the laptop, immediately return to the HUB and report the damage to the staff member
    - If you don't report you may be charged for the repair, even if it wasn't your fault

- **Borrowing laptops**
    - You can only borrow a laptop during these times:
        - before school starts, **8:30am – 9:00am**
        - morning tea
        - lunch times

    - Preferably, if you know you will need a laptop for the day, please ensure you get one in the morning before school starts
    - Please note, we only have a limited number of devices, so first come, first served.

- **Returning laptops**
    - Laptops are to be returned to the HUB between **3:00pm - 3:15pm**
    - You are welcome to return the laptop earlier if you have finished with it and there is no need for you to use the laptop for the rest of the day.
    - **Under no circumstances are these laptops be taken home.**

- There will be consequences if laptops are not returned by end of the day.

- One or more infractions with laptop maintenance or return will trigger a "show cause" as to why you should be allowed to borrow them again.

Damage to laptops

- All non-warranty damages to laptops will be investigated to find student responsible.
- The cost of repair for any damages to the laptop will be charged to the student responsible for the damage.
- Any damages identified and/or reported as wilful and intentional will be referred to the leadership team for further action and consultation with parents.

Issues with laptop?

- If you are having issues with the laptop assigned to you, please return to ITS (Room B01) or the HUB and report what the issue is to staff member
- Issues such as:
    - Not logging in
    - Not able to access all shared folders
    - No access to printers
    - No access to internet

Need to take a laptop home?

- If you need a laptop to take home to work on an assignment, please speak with the BYOX coordinator or the ITS staff.
    - A take home device must be requested before school on the day you wish to take it home.
    - You will then be notified when and where to pick up your laptop to take home.
    - You will be responsible for proper use and care for this device at home.
    - Any damages will be repaired, and you will be charged the cost of the repair.

Only devices requested for taking home may be taken. Other devices will not work at home and you may face consequences for not following borrowing procedure**.**

Consequences:

Consequences for not adhering to expectations outlined above include, but may not be limited to:

- Device removal
    - Classroom teachers reserve the right to remove the device from a student who does not comply with the expectations, and is not using the device for the sole purpose of learning.
    - After non-compliance is addressed, it will be at the teacher's discretion whether to return the laptop to the student or to the HUB.

- Ban from borrowing laptops

Version 3

- Repeat offenders, in consultation with leadership team and parents, may be banned from borrowing laptops from this pool of devices.

- Internet access restrictions
  - Students not adhering to appropriate usage of internet resources may have internet access privileges revoked.

In certain cases, persistent and major consequences will result in parent consultation to ensure they are aware of infringements and processes.

Online Safety Information Website
- http://www.esafety.gov.au

Responsible use agreement

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

- I have read and understood the BYOx Handbook/Charter and the school Responsible Behaviour Plan.
- I agree to abide by the guidelines outlined by both documents.
- I am aware that non-compliance or irresponsible behavior, as per the intent of the BYOx Charter and the Responsible Behaviour Plan, will result in consequences relative to the behaviour.

Student's name: ....… **Year:** .... **ID No** ....…........
(Please print)

Student's signature: ....….....…...…......................................Date: /   /

Parent's/caregiver's name: ....….........….....……........................
(Please print)

Parent's/caregiver's signature: ....……………....................Date: /   /

Version 3

BYOx connection request

Before completing this form, please refer to the **Responsible use agreement** in the preceding page of this **BYOx Handbook**. This document must be signed and returned before access to the BYOx Gateway will be provided.

Parent – First name and Surname									
Student – First name and Surname									
MIS ID e.g. flast1			**Year Level** (circle)	7	8	9	10	11	12
Private Laptop Details									
Make and Model e.g. Dell Latitude e6230 12.5									
Serial Number (Usually found on the bottom of the laptop)									
Security software installed (minimum Anti-virus)	Details:								

When using a privately owned laptop at Oakey State High School, or connecting it to the school network, we agree that:

- The device must at all times be connected to the BYOx Gateway when on school premises and in use. When connected to the BYOx Gateway, all activities will be logged. School ICT guidelines are to be followed in accordance with the completed and signed school ICT Agreement (signed on enrolment).
- The device will only be used for educational purposes when connected to and using school services
- Oakey State High School will only provide technical support to enable connectivity to the school network via the BYOx Gateway, for access to student files required for class, internet and printing services. This may require school technical support staff to amend laptop settings.
- It is the responsibility of the student to ensure that the private laptop is secured when not in use. Oakey State High School takes no responsibility for theft, loss, vandalism, damage or unauthorised access to private laptops.
- BYOx devices must not be charged using school power outlets or by plugging into school owned computers. All private laptops must be brought to school fully charged.
- BYOx devices must contain a virus scanner with up to date data virus definitions.
- It is the responsibility of the student to back up data on the private laptop e.g. to external hard drive; USB; or OneDrive.
- Any software purchased under Education Queensland agreements must be removed from the private laptop as per the conditions of the agreement. This includes if the student leaves Oakey State High School. Any privately owned software installed on the laptop must be age appropriate, follow **copyright legislation** and not cause offense.
- Oakey State High School and the Education Department reserves the right to restrict access and use of any private laptop used on the school grounds, whether it is connected to the school network or not. Access to the school network and permission to use the private laptop on school grounds will be withdrawn as a consequence of any inappropriate use and/or security breach. OneDrive (Education Queensland Account) is the only cloud-based service to be used to store, send or access information. Other cloud-based services such as iCloud or Dropbox must not be used.

Parent Signature:		**Parent Name:**	
Student Signature:		**Date:**	
Principal Approval:		**Date:**	

Note: If the above device is substituted, a new BYOx Connectivity Request form will need to be completed and signed prior to connection of the new device.

Student Name: _____ Year Level: _____

✓ *Please indicate*

    YES, I <u>do</u> give permission for my child to participate in the Oakey State High School BYOx programme

    NO, I <u>do not</u> give permission for my child to participate in the Oakey State School BYOx programme

Version 3

Loan Agreement

This loan agreement form should be signed prior to commencement of the first laptop loan and 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 have read and understood the school's behaviour and educational requirements. • 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. • The laptop is to be only used at school; should not be removed from the school grounds; and should remain connected 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 time specified in this loan agreement or, if this agreement is terminated earlier than the date specified as the date of equipment return, then the time 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.
Name: Date: /   /

Signature of student:

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Version 3