Student BYOx Charter & Program Information
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<td>14</td>
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Student BYOx Charter

BYOX Overview

The BYOx Program at Meridan State College is a new concept which is been offered since the beginning of 2015, due to the phasing out and completion of the National Secondary Schools Computer Fund (NSSCF). This new approach to technology in classrooms is going to further allow students to have more individualised learning, using the software they like, as well as access to their own device whenever they need to or wish to do school work.

There are going to be some challenges with the BYOx program as there will be new technologies implemented to provide a strong and robust school network, delivering exceptional quality of service for internet, email and software.

We are very excited at the future potential outcomes that BYOx can provide students at Meridan State College, with individualised learning for each student, allowing them to learn the way that best suits them.
Device Care and Usage Guidelines

Device Care

Whilst at school your device is your responsibility. Teachers are NOT responsible for the operation, maintenance or condition of your laptop. Your responsibility as part of the BYOx program is to ensure that each day your laptop/tablet is fully charged, and in a fully functioning order for your school day, chargers and mouse will not be permitted at school.

If for any reason that your laptop is inoperable, or in a situation that it is not working, ensure that you come to the ICT Helpdesk to collect a loan device, ONLY during the manned times which are posted at the desk. This will be recorded against your name and you will be followed up regularly as to how the repair or timeframe for the completed repair of your device.

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

- 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 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.
Your Data - Your responsibility

We store everything on our devices these days, and school work is no exception. We have had many cases where students have only relied on a USB stick to transfer and save data. USB sticks are not designed for the sole place for documents, and neither is your laptop / tablet. We urge you to look at a safer method of document and device backup. This can be in the form of a network hard disk at home (known as a NAS), cloud storage (e.g. Microsoft OneDrive, Apple iCloud, Google Drive, bearing in mind this WILL not work at school, but it will synchronise when at home), a USB Hard Drive which you can configure some software like Microsoft SyncToy to automatically backup when plugged in.

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.

Please Note.

Meridan State College is not responsible for students who DO NOT have adequate backups and WILL NOT be granted assessment extensions due to their work being lost by not having an adequate backup of their work.
Acceptable Personal Mobile Device Use

Upon enrolment in a Queensland Government school, parental or carer permission is sought to give the student(s) access to the internet, based upon the policy contained within the Acceptable Use of the ICT Network and Systems.

- This policy also forms part of this Student BYOx Charter. The acceptable-use conditions apply to the use of the device and internet both on and off the school grounds.
- Communication through internet and online communication services must comply with the Responsible Behaviour Plan available on the school website.
- In adhering to the acceptable use of ICT and Responsible Behaviour Plan, Students should not:
  o 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
  o disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
  o use unauthorised programs and intentionally download unauthorised software, graphics or music
  o intentionally damage or disable computers, computer systems or Queensland DETE networks
  o 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

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

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

Students should log off at the end of each session to ensure no one else can use their account or device.
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 today 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.

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 and/or carer as soon as is possible.

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

Students must never initiate or knowingly forward emails, or other 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, carers and students are encouraged to visit the Department’s Cybersafety and Cyberbullying document at:

Web filtering

The Department of Education, Training and Employment (DETE) operates a web filtering system to protect students and restrict access from malicious web activity and inappropriate websites.

The DETE internet web filtering is maintained centrally via the Education Department Proxy server. All internet traffic passes through this one gateway and all internet traffic is monitored at this point, which administrators at Meridan State College can inspect student internet searches and internet traffic whilst they are at school.

When students are connected through DETE managed networks they will have a high level of filtering applied. This level restricts them from websites such as:

- Social networking sites e.g. Facebook
- Open/Mixed content sites e.g. YouTube
- Translation sites e.g. Google translation
- Chat sites
- Internet telephony e.g. Skype
- Document Sharing and cloud storage e.g. Prezi, OneDrive, iCloud, Google Drive
- Peer to Peer

**WARNING:**

Outside of the DETE network, i.e. Home or 3G tethering to a mobile phone; is *not* filtered. Parent/Carer vigilance is a must when students are browsing the network to ensure students are not looking at inappropriate websites.

Under the Meridan State College BYOx program, tethering of a personal device, or connecting to an unfiltered 3G connection during school times is strictly prohibited. Any student who is found to be connecting to a personal internet connection during school hours will forfeit their connection for a period of time, as determined by the school; and the device will be confiscated, where only a parent or carer can collect the device.
Students’ reporting requirements

Students are required to report any internet site accessed that is considered inappropriate. Any suspected security breach involving students, users from other schools, or from outside the Queensland DETE must also be reported to the school.

Privacy and confidentiality

It is important that students do not publish or disclose the email address of a staff member or student without that person’s explicit permission. The student should not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. It should also be ensured that privacy and confidentiality is always maintained.

Intellectual property and copyright

Students should never plagiarise information and shall observe appropriate copyright clearance, including acknowledging the original author or source of any information used. It is also important that the student obtain all appropriate permissions before electronically publishing other people’s works or drawings. The creator or author of any material published should always be acknowledged. Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

Students are not permitted to have any form of Peer to Peer downloading service that allows in the access of illegally obtained material, e.g. Bit Torrent, uTorrent, Kazzaa, etc.

Misuse and breaches of acceptable usage

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services. The misuse of internet and online communication services, including accessing inappropriate sites as deemed so by the school, may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services, or involvement of the Queensland Police Service.
Responsible use of BYOx

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
- 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
- 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

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Connection</th>
<th>Hardware</th>
<th>Software</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents/Caregivers &amp; Students</td>
<td>Home-provided internet connection if applicable.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>School</td>
<td>School provided internet connection, network drives and printers</td>
<td>N/A</td>
<td>School / EQ Provided Software installation.</td>
</tr>
<tr>
<td>Device vendor</td>
<td>NA</td>
<td>Specific to conditions of warranty on purchase and/or additional insurance purchased.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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
  - 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

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Learning Today, Creating Tomorrow.
- 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.
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

Software

Under the BYOx program, there is software available for students to use in their curriculum subjects. Some software that Meridan State College has purchased, is allowed to be installed onto students take home devices under special vendor agreements.

This software is the Adobe software suite and Autodesk suite. Both of these can be installed as it is in licensing agreement with the vendor. Both 32 and 64 bit versions are available and instructions will be given to students if they request it to be installed.

Adobe Design and Web packages are included in the BYOx program at no additional cost, however the Adobe Master Collection will incur an additional charge. Please contact 1to1@meridansc.eq.edu.au for the latest pricing on this.

Autodesk software (64bit only) is available free from the Autodesk Education portal. Create an account with your username and obtain a 3 year free license that can be renewed at the end of the 3 year term.

Microsoft: Under Education Queensland’s agreement with Microsoft, students can now freely access Microsoft office for Mac, Windows and iOS. Go to the website http://login.microsoftonline.com, login with the student email address and download the software from the front page onto your device. Each student is licensed for 5 devices.
Fee for Provision of BYOx Program

The BYOx Program at Meridan State College has a fee for provision of access to the service. The below table outlines the fee breakdown of the $40 charge.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Provision of Service</th>
</tr>
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<tbody>
<tr>
<td>$17.00</td>
<td>Cisco BYOx License per student</td>
</tr>
<tr>
<td>$23.00</td>
<td>Onboarding (network connection) and Technical Assistance and school provided loan device (nb. See below section &quot;Loan Equipment&quot;)</td>
</tr>
</tbody>
</table>

Please note that the $40 fee is a non-refundable, fixed, yearly fee; made payable prior to your student gaining access to the school network.

Loan equipment

Meridan State College will provide as part of the BYOx Program, access to (for a limited period) a loan device should your students laptop/tablet fail and require repair. The device offered is an 11.6” laptop style device that meets our schools’ minimum device specifications.

Each device will be:

- protected by anti-virus tools and automated updates
- $50 excess on minor damage, $100 excess on screen or casing damage
- 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 whilst their device is being repaired
- installed with DETE’s standard suite of productivity software
- Windows 8.1 Operating System
- protected by Computrace theft protection.

Loan devices are ONLY issued when, the BYO device is an Onsite repair at Meridan State College, or a repair ticket has been presented to the IT Department. Length of loan is no longer than 10 school days.

All data MUST be maintained by the student on external storage, Meridan State College accepts NO responsibility for lost data.
School Contacts

Below are the contact details regarding any information you may require. Please do not hesitate to contact the 1:1 team regarding device clarification if you need assistance.

Email: 1to1@meridansc.eq.edu.au
Phone: 5490 2666
Helpdesk Hours for students and parents to access

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School</td>
<td>8:00 - 8:45</td>
<td>8:00 - 8:45</td>
<td>8:00 - 8:45</td>
<td>8:00 - 8:45</td>
<td>8:00 - 8:45</td>
</tr>
<tr>
<td>After School</td>
<td>2:45 - 3:15</td>
<td>2:45 - 3:15</td>
<td>2:45 - 3:15</td>
<td>2:45 - 3:15</td>
<td>2:45 - 3:15</td>
</tr>
</tbody>
</table>

Primary and Secondary School Helpdesk Times

Minimum Device Specifications for BYOx Program

To ensure the best experience for the students on the Meridan State College BYOx Program, we have decided on a set of minimum device specifications. These specifications focus on Processor type and speed, Random Access Memory (RAM), screen size and battery life. Below are the minimum specifications required. Please note Surface RT, Windows 10 S, Google Chromebook and Android are NOT SUPPORTED. Devices that have a 32 or 64GB hard drive are also not supported as they do not have enough available free space to install required software - e.g. HP Stream

Minimum Specifications (mandatory requirements - Tested and verified on our network)

<table>
<thead>
<tr>
<th>Processor type</th>
<th>Intel Dual Core Pentium or above - Celeron Not supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Random Access Memory (RAM) &amp; Hard Disk Drive</td>
<td>4GB RAM; 120GB Hard Disk Storage</td>
</tr>
<tr>
<td>Battery Life</td>
<td>6hrs (6 cell)</td>
</tr>
<tr>
<td>Screen Size</td>
<td>11&quot; minimum</td>
</tr>
<tr>
<td>Operating System</td>
<td>Windows 10 or Mac OSX 10.12 (Sierra)</td>
</tr>
<tr>
<td>Wireless Network Capability</td>
<td>802.11n or 802.11AC</td>
</tr>
<tr>
<td></td>
<td>802.11 a/b/g is no longer supported</td>
</tr>
<tr>
<td>Productivity Software</td>
<td>One of:</td>
</tr>
<tr>
<td></td>
<td>→Microsoft Office 2013 / Office 365 or newer</td>
</tr>
<tr>
<td></td>
<td>→Apple iWork (Pages, Keynote, Numbers -Free with new devices)</td>
</tr>
<tr>
<td></td>
<td>OneNote is a MANDATORY REQUIREMENT for all students</td>
</tr>
</tbody>
</table>

Additional Features ( * recommended for Graphics, Art or Media students)

<table>
<thead>
<tr>
<th>Processor type</th>
<th>* Intel Core i5 or i7</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAM</td>
<td>* 8GB or greater (recommended for students looking to take up Graphics)</td>
</tr>
<tr>
<td>Battery</td>
<td>8hrs (8/9 Cell)</td>
</tr>
<tr>
<td>Screen Size</td>
<td>* 14.1” or larger</td>
</tr>
<tr>
<td>Hard Disk</td>
<td>SSD (Solid State Drive) minimum 128GB</td>
</tr>
<tr>
<td>Dedicated Graphics Card</td>
<td>* nVidia GeForce or AMD Radeon card with minimum 1024mb of memory</td>
</tr>
<tr>
<td>Warranty</td>
<td>Extended to 3 or 4 years with accidental damage protection</td>
</tr>
</tbody>
</table>