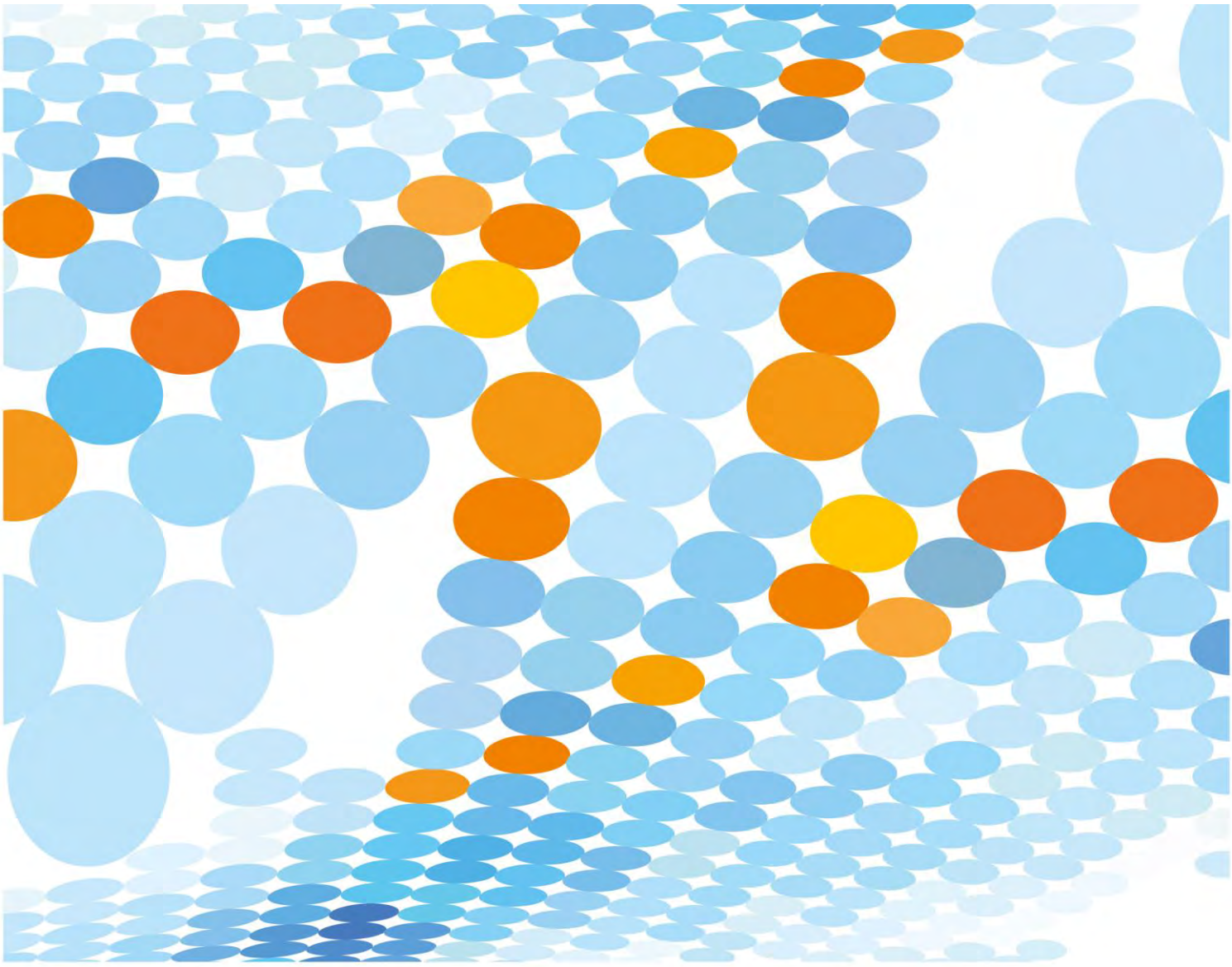
v2024

Student BYO

iPad Charter & Agreement DOEv2024

Redlynch State College



Queensland Government

Contents

BYO iPad Charter 3

BYOx overview 3

BYOxLink - Access to digital resources between school and home 4

IMPORTANT INFORMATION FOR STUDENTS IN YEARS 5 OR 6 4

BYOx Program FAQs 5

Apple iPad selection 6

iPad care 7

Acceptable iPad use 8

Passwords 8

Digital citizenship 9

Cybersafety 9

Web filtering 10

Privacy and confidentiality 10

Intellectual property and copyright 11

Software 11

Monitoring and reporting 11

Misuse and breaches of acceptable usage 11

Responsible use of BYO iPads 13

BYO iPad Responsible Use Agreement – DOEv2024 16

BYO iPad Charter

BYOx overview

Bring Your Own 'x' (BYOx) is a new pathway supporting the delivery of 21st century learning. It is a term used to describe a digital device ownership model where students or staff use their personally owned devices to access the department's information and communication (ICT) network.

The BYOx acronym used by the department refers to the teaching and learning environment in Queensland state schools, and the 'x' in BYOx represents the personal device with curriculum-related software, applications and network connectivity.

We have chosen to support the implementation of a BYOx model as it supports the College Learning Vision: *"At Redlynch State College we foster creative, engaged and globally ready learners through the delivery of personalised, inclusive, flexible and innovative approaches and environments."*

The BYOx program:

- Maximises our ability to undertake innovative learning approaches;
- Creates opportunities for authentic, active learning experiences that connect the curriculum with real life experiences;
- Enables personalisation of student learning;
- Best facilitates the development of knowledge and skills necessary for the 21st century workforce, including digital-age literacy, innovation and creativity, effective communication and higher order thinking, and collaboration;
- Allows learning to happen anywhere, anytime;
- Provides an engaging, interactive and flexible environment for learning;
- Strengthens links between home and school;
- Allows students the opportunity to display prior knowledge of topics and thus be co-constructive in their own learning journey.

The advantages of using the iPad include:

- Access knowledge and information through a vast range of apps that encourage creativity, collaboration, interactivity and cater to a range of learning styles;
- Includes features that make it easier for students who have vision impairment, hearing issues, a physical learning disability or dyslexia. There are loads of great apps designed for special education needs;
- Flexible teaching and learning environments. Learning can take place anywhere;
- Increased productivity through the quick loading of apps and minimal time wasted in booting up and accessing the internet;
- The iPad operating system is very reliable, ensuring maximum up-time;
- Supported by DoE;
- Robust, portable and reliable;
- Easy to trouble shoot and manage;

- Simple communication facilities for collaboration with peers, teachers and experts in a local, national and global context;
- Enhanced digital communication with parents. Students afforded opportunities to bring their learning home.

BYOxLink - Access to digital resources between school and home

BYOxLink allows students to securely access the College's Wi-Fi network, student email and learning applications on their own iPads. It provides seamless access to digital learning resources between school and home.

In order to use BYOxLink at school, students need to enrol their iPads at home through the Microsoft Intune Company Portal.

One enrolled, student iPads will automatically connect to the College Wi-Fi network at school, and be able to self-install curriculum-related applications.

Instructions and videos on how to enrol at home can be found in the "Simple steps to connect your device to the BYOx network" section on our website by clicking on: https://redlynchsc.eq.edu.au/curriculum/bring-your-own-device

IMPORTANT INFORMATION FOR STUDENTS IN YEARS 5 OR 6

- **All students in Year 5 and Year 6 will be required to have a BYO laptop for the start of the 2024 school year.**
- Before purchasing your student's laptop, please refer to the *BYO Laptop Charter and Agreement (*available from our website) for laptop specifications and recommendations.
- Students using a laptop will need to complete a *BYO Laptop Responsible Use Agreement* (on the last page of the "*BYO Laptop Charter and Agreement")*.

BYOx Program FAQs

Q. Are iPads the only approved device for Primary students?
A. The approved devices are as follows:
- Prep – iPads are provided in classrooms. They are not required to have a BYO iPad. We ask that Prep parents sign the BYO iPad agreement at enrolment even though their child will not be participating in the program until they are in Year 1. Parents will not be invoiced until their child commences Year 1.
- Year 1 to Year 4 – iPads will remain the approved device. Supplementary devices are available in cases of hardship or other extenuating circumstances.
- ***Year 5 and Year 6 – a laptop will be the approved device. See important Information above.***

Q. *How much of the day will the iPads be used? Will the students still be using pencil and paper as well as handwriting?*
A. Yes, students will still continue to use pencil and paper and to practice handwriting. The amount of time that students spend on their iPads each day will vary from year level to year level, class to class, student to student and even day to day.

Q. *Will the iPads be managed at home or at school e.g. loading apps, updating the iPad?*
A. The iPads will be managed at home however we can provide some basic technical support if the need arises. The list of required apps will be provided to parents at the end of each year in readiness for the following year. They will also be available on our website.

Q. *Will I be expected to purchase a brand-new iPad and do I have to purchase from a particular store?*
A. No, you can choose to use an iPad that you already own or purchase a used iPad **as long as it meets or exceeds the school's iPad specifications** stipulated in the section "Apple iPad selection" below. We will not recommend a store where you can purchase an iPad. We suggest you shop around for the best deals and look for options for in-store warranty and insurance.

Q. *Should we purchase a case/cover for the iPad and if so, which one should we buy?*
A. Yes, a fully enclosed case with a clear tempered glass screen protector may be the most protective case for an iPad. You should also consider purchasing a waterproof sleeve to put the iPad in, in case of drink spillage in your child's bag.

Q. *Should we purchase a screen protector?*
A. Yes, a tempered glass screen protector helps protect against screen damage.

Q. *Is a separate keyboard required?*
A. No, however students from Years 3 onwards have found them useful in supporting them in our typing programs.

Q. *Will students continue to have access to computers and other technologies?*
A. Yes, all students will continue to have access to computers and other relevant and innovative technologies to support them with their learning.

Q. *Can my child bring a 4G/5G enabled iPad with the SIM removed?*
A. Yes. The reason why we do not want external controlled internet access is so the students are only accessing the internet through Education Queensland internet filters.

Q. *Are we required to purchase a stylus pen?*
A. No.

Q. *When buying a used iPad, what do I need to be aware of?*
A. Make sure the iPad meets or exceeds the school's iPad specifications (refer to the section "Apple iPad selection" below). It may also be worthwhile noting the serial number and contacting Apple Care to check whether the iPad has been reported stolen.

Q. *Is my child required to know our Apple ID and password?*
A. No.

Apple iPad selection

Before acquiring an iPad to use at school, the parent/caregiver and student should be aware of the school's specification of appropriate iPad type, operating system requirements and software. These specifications relate to the suitability of the iPad to enabling class activities, meeting student needs and promoting safe and secure access to the department's network.

Currently the following restrictions are in place when selecting an Apple iPad to use at Redlynch State College:

- iPad must support IOS 15 or later
- We recommend 64GB
- Wireless networking (wi-fi), **no cellular**

The school's BYO iPad program will support printing, filtered internet access, file access and storage through the department's network while at school. Although DETE does not require the school to provide technical support and the possibility of students charging at school, Redlynch State College technicians will provide basic technical advice and assistance to students.

In addition to the requirements above, the school has the following recommendations for all iPads:

- Protective Case
- Blue tooth keyboard is recommended but not required
- Accidental Damage Protection Insurance (ADP) - check with your preferred insurance company, Apple Care or the retailer.

iPad care

The student is responsible for taking care of and securing the iPad and accessories in accordance with school policy and guidelines. Responsibility for loss or damage of an iPad 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 an iPad not be operational.

General precautions

- Food or drink should never be placed near the iPad.
- Cables should be inserted and removed carefully.
- iPads should be carried within their protective case where appropriate.
- Carrying iPads with the screen unprotected should be avoided.
- Ensure the battery is fully charged each day.
- Lock the iPad off before placing it in its bag.

Protecting the screen

- Avoid poking at the screen - a touch screen only requires a light touch.
- Don't place excessive pressure on the iPad screen.
- Avoid placing anything in the carry case that could press against the screen.
- 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.

Acceptable iPad use

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student(s) access to the internet, based upon the policy contained within the Use of the Department's Information, Communication and Technology (ICT) Network and Systems.
This policy also forms part of this Student BYO iPad Charter. The acceptable-use conditions apply to the use of the iPad and internet both on and off the school grounds.

Communication through internet and online communication services must also comply with the department's Student Code of Conduct and Student Use of College Network and ICT Resources Agreement.

While on the school network, students should not:

- create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- use unauthorised programs and intentionally download unauthorised software, graphics or music
- intentionally damage or disable computers, computer systems, school or government networks
- use the iPad 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 the appropriate authorities for investigative purposes surrounding inappropriate use.

Passwords

Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).

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.

Parents/caregivers may choose to set a PIN/password for access to the BYO iPad.

iPads may support the use of parental controls with such use being the responsibility of the parent/caregiver.

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 school's Responsible Behaviour Plan also supports students by providing school 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 explore and use How to make a cyberbullying complaint to talk, 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 department's Cybersafety and Cyberbullying guide for parents and caregivers.

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 iPads, will be required to act in line with the requirements of the Student Code of Conduct and Student Use of College Network and ICT Resources Agreement and any specific rules of the school. To help protect students (and staff) from malicious web activity and inappropriate websites, the school operates a comprehensive web filtering system. Any iPad connected to the internet through the school network will have filtering applied.

The filtering system provides a layer of protection to staff and students against:

- inappropriate web pages
- spyware and malware
- peer-to-peer sessions
- scams and identity theft.

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

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

BYO iPads have access to home and other out-of-school internet services that may not implement any internet filtering. Parents and caregivers are encouraged to install a local filtering application on the student's iPad for when they are connected in locations other than school. Parents/caregivers are responsible for appropriate internet use by students outside the school.

Parents, caregivers and students are also encouraged to visit the website of the Australian eSafety Commissioner 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 school network or another student's iPad, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.

Additionally, students should not divulge personal information via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. It is important that students do not publish or disclose the email address of a staff member

or student without that person's explicit permission. Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.

Intellectual property and copyright

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

Copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

Software

Schools may recommend software applications in order to meet the curriculum needs of particular subjects. Parents/caregivers may be required to install and support the appropriate use of the software in accordance with guidelines provided by the school. This includes the understanding that software may need to be removed from the iPad 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 iPad 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 iPad 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 BYO iPads 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 BYO iPads may result in disciplinary action that includes, but is not limited to, the withdrawal of access to school supplied services.

Accessing the internet through cellular/mobile hotspots or other independent network connections

Mobile phones and portable modems have a feature that allows the device's mobile/cellular network (for example 3G, 4G or 5G) to be shared as a public WiFi connection. This public WiFi connection is known as a **hotspot**. iPads can then connect to the internet using this hotspot. The use of hot-spotting to connect a BYO iPad to the internet is not allowed at school.

Why is hot-spotting not allowed at school?

The internet has a wealth of useful teaching and learning resources, but it also contains significant inappropriate content and material.
When a student connects their iPad to the school's BYOx network, a comprehensive web filtering system offers protections that reduce the risk of a student being exposed to malicious web activity and inappropriate websites.
However, when a student connects their iPad to the internet through a hotspot, there is no filtering available.
The student may be exposed to information that is illegal, dangerous or offensive. The inappropriate content may be a risk to the student and indirectly to other students in close proximity.

The use of a hotspot at school will result in the student breaching the conditions of the Student BYO iPad Charter, and may result in disciplinary action.

Responsible use of BYO iPads

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 BYO iPad program

School

- BYO iPad program induction - including information on (but not responsible for) connection, care of the iPad 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 BYO iPad Charter Agreement.

Student

- participation in BYO iPad program induction
- acknowledgement that the core purpose of the iPad at school is for educational purposes
- care of the iPad
- appropriate digital citizenship and online safety (for more details, visit the website of the Australian eSafety Commissioner)
- 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 the iPad
- 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 the iPad will not be shared with another student for any reason
- understanding and signing the BYO iPad Charter Agreement.

Parents and caregivers

- participation in BYO iPad program induction
- acknowledgement that core purpose of the iPad 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, visit the website of the Australian eSafety Commissioner)
- some technical support (please consult Technical support table below)

- required software, including sufficient anti-virus software
- protective backpack or case for the iPad
- adequate warranty and insurance of the iPad
- understanding and signing the BYO iPad Charter and Agreement.

The following are examples of responsible use of iPads by students:

- Use iPads 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 iPad is fully charged before bringing it to school to enable continuity of learning.
- Be courteous, considerate and respectful of others when using a iPad.
- Lock and place out of sight the iPad during classes, where these iPads are not being used in a teacher directed activity to enhance learning.
- Use the BYO iPad for private use before or after school, or during recess and lunch breaks.
- Seek teacher's approval where they wish to use a BYO iPad under special circumstances.

The following are examples of irresponsible use of iPads by students:

- using the iPad 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 iPad, 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 iPad'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 iPad (including those with Bluetooth functionality) to cheat during exams or assessments
  take into or use iPads 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 iPads 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 iPads 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 iPads. Students have a responsibility to incorporate these safe practices in their daily behaviour at school.

The school's BYO iPad program supports iPads in terms of access to:

- printing
- internet
- file access and storage
- support to connect iPads to the school network.

However, the school's BYO iPad program does not support iPads in regard to:

- technical support
- charging of BYO iPads at school
- security, integrity, insurance and maintenance
- private network accounts.

BYO iPad Responsible Use Agreement – DOEv2024

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

- I have read and understood the BYO iPad Charter and Agreement (this document), the Student Use of College Network and ICT Resources Agreement and the Student Code of Conduct .
- I agree to abide by the guidelines, terms and conditions stipulated in the BYO iPad Charter and Agreement, the Student Use of College Network and ICT Resources Agreement and the Student Code of Conduct will result in consequences relative to the behaviour.
- I agree that non-compliance or irresponsible behaviour in breach of the BYO iPad Charter and Agreement, the Student Use of College Network and ICT Resources Agreement and the Student Code of Conduct will result in consequences relative to the behaviour.
- I understand that my student's internet access and online activities on the school network will be monitored by Education Queensland.
- I consent to the installation of all required software as determined by the school.
- I agree to enrol my student iPad - at home - in the **BYOxLink** program by following the instructions on https://redlynchsc.eq.edu.au/curriculum/bring-your-own-device
- I understand this agreement is for the duration of my child's enrolment at Redlynch State College.

Student name:		**Year Level:**	
Student signature:		**Date:**	/ /
Parent/Caregivername:			
Parent/Caregiver signature:		**Date:**	/ /
Parent/Caregiver Email:			