



BUNDAMBA STATE SECONDARY COLLEGE

PRIDE » RESPECT » RESPONSIBILITY » EMPOWERMENT

BYOx CHARTER



Digital Learning in Education

As the world advances with technology, studies show more than 90% of Australia's current workforce will need digital skills to perform their respective roles over the next 2-5 years. Preparing students for the world beyond education is one of the many reasons teaching digital literacy via digital learning has become an important part of contemporary schooling. All learning areas in the Australian Curriculum have evolved to include aspects of digital learning. Increasing the need for all students to have reliable access to digital tools, ideally through a one-to-one device model. Meaning each student has access to a dedicated device for consistent educational use. We at Bundamba State Secondary College have chosen the BYOx program as our one-to-one device model.

BYOx Overview

Bring Your Own 'x' (BYOx) is a Queensland Department of Education initiative that enables students to connect their personal laptop to our school provided BYOx Link, facilitating a connection to our on-site IT network, applications and printers; while providing flexible access to class resources and assessment both on and off campus. Much like books and stationery, students are expected to bring a supported device to school each day to engage with classwork and assessment.

We at Bundamba State Secondary College are dedicated to equipping our students with the knowledge and support required to become the next generation of digitally confident and capable learners; ready to face the changing workforce beyond schooling.

To reach this outcome, we have committed to incorporating digital technology into the classroom via the BYOx program. Currently years 7, 10, 11, and 12 will be actively participating. With our full 7-12 cohort coming on board by 2028.

Students engaged in this program can expect:

Flexible Access: Students take their connected personal devices home at the end of the day, allowing continued access to classwork and assessment from campus to home.

Tailored Learning: Personal devices have a single user and can be configured to suit the learning speeds, preferences, and accessibility needs of the individual student.

Easy Collaboration: With the use of our monitored digital platforms to create group projects and safely share documents with other students.

Simplified Submissions: Students will be able to submit classwork and assessment online for marking.

Faster Feedback and Marking: Students will be able to communicate and receive feedback on assessment and classwork during school hours without having to hunt down a specific teacher.

Device Selection

a BYOx device can be sourced from anywhere provided it meets our current device specifications as shown in the table below. We ask that parents and caregivers take a copy of these specifications when searching for a laptop to avoid any costly mistakes. Any device that does not meet the attached specifications may be incompatible with our hosted BYOx link and as a result, unusable for class.

Device Specifications

Device Type	Microsoft Windows laptops or Mac Devices. Must have a keyboard.
CPU/Processor	Intel® Processor N150 or above, Ryzen 3 or above.
Memory (RAM)	8GB or higher.
Operating System	Windows 11 home, Windows 11 Pro, or macOS 13 and above.
Storage	128GB Solid State Drive (SSD) or larger.
Battery Life	6 hours minimum. 8 hours preferred.
Screen Size	12" - 15" Display - consider portability and weight.
Network Compatibility	Wi-Fi 802.11ac/n or (Wireless Network 5Ghz). Look for the term "Dual Band".



Device Purchasing

While we always encourage our community to shop around and compare options when purchasing a device; We also understand the number of choices may be overwhelming to families inexperienced with technology. To support, we have engaged with vendors to create purchase portals tailored to our device specifications. These portals are accessible from the 'Bring Your Own Device' Section on our school website. Please keep in mind, we have no financial affiliation with the portals on offer, all transactions will need to be managed between the family and the vendor.

Additional to the above, please consider the following when purchasing:

New Device Purchasing

Many vendors will offer 'ADP' or 'Accidental Damage protection', this is an additional cover to the manufacturer warranty that greatly reduces or in some cases negates the costs associated with repairing physical damage. We recommend this product for extra peace of mind.

Second-hand purchasing

Please consider the age of the device, the average laptop will provide roughly 3-4 years of use before hardware begins to fail. Please ensure the device has been factory reset before providing the device for student use.

General purchasing

We recommend a protective hard case to reduce the risk of a broken screen.

Please consider a back-up storage device (USB or External Hard Drive) for data backup.

Devices cannot be shared between parents or other children, only one organizational account can be enrolled at a time due to restrictions with Intune.

Preparing Your Device

To connect to our school network and systems, your device must be enrolled in Intune via the Company Portal application. As with any app installation, we recommend completing installation and enrolment at home. To begin enrolling your device you'll need your child's school username and password, an internet connection and roughly 30 minutes. If you are experiencing difficulty with setting up or enrolling your BYOx device, you can reach out to our school I.T support byod@bundambassc.eq.edu.au for assistance.

Please keep in mind that device enrolment is for resource access purposes only; School staff cannot:

- See your child's personal information.
- See what your child is doing on their device.
- Track student's locations / device location.
- Provide information on personally installed applications.
- Uninstall or manage applications.
- View home networks.
- View calling and web history.
- View Emails and text messages.
- View contacts or calendars.
- View passwords or other sensitive information.
- Cannot view pictures, including what's in the photo's app or camera roll.
- Cannot see files.

Required Software

Software installations will require your child to have administrator access to their device. Required software may vary between subjects and year levels. The below software is unchanging.

Microsoft Office 365 - Office 365 can be downloaded for free by visiting office.com and using their school login. Please visit our school website for step-by-step instructions.

Apps via the Company Portal - Apps like the BYOx Mapper are available for install on the company portal app. Available apps may change based on subject selection.

Antivirus - Your laptop will come with a built-in antivirus program; Windows Defender for Windows OS and XProtect for Mac OS. It is important to keep your computer up to date to ensure these services are effective. We do not recommend keeping the additional, 'free trial' versions of McAfee or Norton that come pre-installed on most computers. Once the trial expires the program does not offer appropriate protection and can reduce device performance.

For installation guides and FAQs please scan our QR code or head to <https://bundambassc.eq.edu.au/curriculum/bring-your-own-device/byox-faqs-and-guides>



Device Care

Students are responsible for the care and protection of their device and accessories. For easier portability and protection, a hardcase/laptop slip is recommended. Most vendors, including the purchase portal available on our school website; offer accidental damage protection, which generally covers screen breaks and other physical damage. We encourage families to discuss this add-on when purchasing a new device. Additionally, if you have a contents insurance policy, please seek advice from your insurer about adding your device to covered assets.

While we enforce school policy and guidelines to minimise the risk of damage where possible, Bundamba State Secondary College will not be responsible for any loss, theft or damage to the device or data stored on the device. In circumstances where a device is damaged by the actions of another student, the school will apply consequences in accordance with the Bundamba State Secondary College Student Code of Conduct, however Bundamba State Secondary College will not be liable for the reimbursement or replacement of the device.

Device Safety Tips

Do

- Keep your device in its protective case when not in use.
- Engrave or write your name on your laptop – this will help identify any lost devices.
- Insert all cables and USBs gently.
- Ensure the battery is charged daily.
- Turn your laptop off before placing it in your case or bag.
- Shutdown your device between classes to conserve battery.
- Ensure your laptop does not have items on the keyboard before closing the lid.
- clean the screen with a clean, soft, dry cloth or anti-static cloth

Don't

- Eat or drink near your device.
- Carry your laptop while open or by holding only the screen.
- Jab or prod the screen - even a touch screen only requires a light touch.
- Place heavy items on the lid of the device while closed.
- Clean your device with household chemicals.

Data Backup and Management

Students are responsible for the backup and management of their device data. Each student has free access to their own personal cloud-based OneDrive storage via department licensing. Students will be able to access this storage at any time provided they have a login and internet connection, we recommend utilising this storage to backup schoolwork and assessment. If physical storage is the chosen method for data backup (USBs, external hard drives), multiple drives should be kept to prevent data loss. Whether stored locally or cloud based all files must be scanned using appropriate anti-virus software before being backed up.

Technical Support

While device enrolment, software installation, updating software/systems, and general device maintenance is the responsibility of the parent/caregiver or student; our IT team may be able to assist with the following:

- General IT advice and recommendations.
- Inspecting for faults or issues.
- General troubleshooting.
- Installing or uninstalling software.
- Wiping or factory resetting.
- Reinstalling windows.
- Device enrollment.

Where possible, our IT team will always try to avoid factory resetting, reinstalling Windows, or uninstalling personal software. If these services are required, our staff will communicate the risks with the student before completing works. It is assumed the student will be following the advice provided in the BYOx charter and is backing up their data appropriately. Our staff will not be responsible for any data loss as a result of maintenance or support. If you do not wish to receive the above technical support you will need to provide, in writing, that you would like to opt out of our technical support service. This opt out notice can be provided to our administration team or emailed to byod@bundambassc.eq.edu.au

Support and assistance is subject to staff availability and will be limited until your device is enrolled. If your device does not meet device specifications, we will be unable to offer support beyond purchasing recommendations.

Please note, all physical device/hardware issues should be referred to the vendor/warranty.



Acceptable Personal Device Use

Students, at all times while using school ICT services and facilities will be required to act in line with the requirements of our [Student Code of Conduct](#) and the [BSSC Acceptable Use Policy](#). Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user.

Failure to comply will result in behavioural consequences and restricted access to school networks and systems.

Acceptable and unacceptable use regarding BYOx devices and school networks/systems is outlined below:

Acceptable BYOx Laptop Use	Unacceptable BYOx Laptop Use
- Using an enrolled BYOx laptop for research, classwork or assessments set by teachers during the relative subject or provided breaks. - Using the school networks and systems for educational purposes only. - Being courteous, considerate and respectful to others while using a BYOx laptop. - Using school designated digital communication platforms appropriately, for class related topics or questions only. - Appropriately accessing school resources when instructed/required. - Reporting other students misusing devices or school services and equipment. - Regularly updating your BYOx laptop and running antivirus scans. - Utilising EQ provided cloud storage to store school related documents and classwork.	- Using your device in an unlawful manner, including using or downloading pirated software, plagiarizing work or distributing copyrighted content. - Using a BYOx laptop in a designated 'technology free' space or lesson. - Downloading and distributing offensive messages, media or other content. - Relaying racist, discriminatory or derogatory language. - Using a BYOx laptop to threaten, bully, harass, stalk, impersonate or attack others. - Deliberately wasting network resources or printing materials. - Sending chain emails or spam. - Downloading viruses, malware or any other program capable of breaching the department's network security. - Using a built-in camera or recording device inappropriately or without teacher permission. - Playing games or using other media during class time without teacher permission. - Downloading and utilising software intended to bypass school web and content filtering. - Connecting to a mobile phone hotspot during school hours.

Digital Safety

If a student believes they have received a computer virus, spam, 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 possible. Parents, caregivers and students are encouraged to read the digital safety resources available on our website.

Web Filtering

Our BYO link operates a comprehensive web filtering system, which ensures websites and web applications are blocked if they are inappropriate, malicious, illegal, dangerous or conflict departmental policy. Students can speak with their teacher if they believe an evaluation of a website or web application should be completed. Parents are reminded that school web filtering will only apply to a BYOx laptop while it is connected to our network on school campus.

Privacy and Confidentiality

A username and password is required to engage with school resources and systems, this password should be kept private and must never be shared with other students. 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.



BYOx 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 Charter and the Student Code of Conduct.
- I agree to abide by the guidelines outlined by both documents.
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the BYOx Charter and the Student Code of Conduct, will result in consequences relative to the behaviour.

Student Name: _____

Student Signature: _____ Date: _____

Caregiver Name: _____

Caregiver Signature: _____ Date: _____

