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Bring Your Own Device at Jindalee State School

What is BYOD?

Bring your own device (BYOD) refers to a family purchased digital device for the purpose of supporting their child's learning at school and home.

Why BYOD?

Jindalee State School's vision is focused on educating students for a digitally empowered future. Jindalee values the importance of being digitally capable and connected. This vision is realised through innovation, creativity and futures orientation of its teaching and learning programs.

Digital devices are powerful means of differentiating and personalising a student's education, and student-owned devices facilitate student choice over which application best suits their learning and communication style.

The BYOD program aims to incorporate digital learning strategies to engage and empower all learners, through personalised learning, preparing them to contribute confidently, effectively and innovatively within global communities.

Whilst digital tools can be used to support and enhance a student's learning experiences, technology does not change what it takes to learn. The teacher, through their guidance and explicit direction of the learning, remains the most critical factor within every classroom.

Why these devices and these specifications?

BYOD programs stereotypically have families purchasing either a basic clamshell laptop or an iPad. At JSS, our selected digital devices are chosen based on several important factors. These include:

- being compatibility with our school's network;
- the ease and flexibility for student use;
- ensuring learning barriers are supported, not increased;
- the ability to support students' physical and cognitive development;
- to empower our students to be innovative and creative learners;
- maximise students' safety while working digitally;
- develop students' digital citizenship and cyber safety knowledge and skills; and
- supporting students reach their learning potential.

Ergonomics of Digital Devices

Jindalee State School is committed to the health, safety and wellbeing of our students and staff. When it comes to using digital devices, it must be remembered that these devices are tools for learning, and as such, are not used with every learning experience, nor are they used for the whole school day. To support students when using digital devices, students will develop and be encouraged to use healthy practises such as reducing screen brightness, stretching, correct posture and so on.

*If you are concerned about the amount of screen time your child is accessing, we strongly recommend setting up **Screen Time** on your child's Mac or **Microsoft Family** for Windows laptop.*

Supporting BYOD and your child's learning

It is essential that **all** devices enrolled into our BYOD program meet the minimum requirements set out below. This will ensure our students do not experience digital barriers when accessing classroom / home learning, online competitions (e.g. ICAS and Bebras) and NAPLAN online.

Getting ready for BYOD

Prior to Day One

- Read** this BYOD Parent Handbook
- Both parent/carer and child **complete** and **hand in** the *Acceptable Usage Policy and Student Agreement* (Check you have signed the most current version).
- Purchase** a suitable BYO device
Students in Years 5 and 6 will need to **check** the child's current BYO device continues to meet the minimum specifications identified in this handbook.
Second-hand devices *must* be factory reset before being used.
- Read and complete** the *Online Services Survey*
(Usually only completed in Prep and Year 4, however, a new survey may be issued if changes occur in privacy and usage policies.)
- Enrol the BYO device** with the Department of Education's Intune device management platform (evidenced by the presence of the installation of the *Company Portal* app). Instructions are provided on our [BYOD webpage](https://jindaleess.eq.edu.au/curriculum/bring-your-own-device/jss-senior-byod-program-years-4-6)
(<https://jindaleess.eq.edu.au/curriculum/bring-your-own-device/jss-senior-byod-program-years-4-6>)
- Install ALL required software / apps**
Windows software are identified during the set-up process.
- Student to sign into the Microsoft suite**
- only need to sign into one Microsoft app to activate the whole suite.
NB the Microsoft suite is free to all students; refer to the How to guide.

TIP: If you require support, email elearning@jindaleess.eq.edu.au.

Day One at school

- ❑ Hand in The *Acceptable Use Policy and Student Participation Agreement* to the classroom teacher on your child's **first day** at school.

Once the above documents are returned, your child will be permitted to bring their device to school.

- ❑ Parents / Carers **complete the Online Services Survey** for each child enrolled.
Students will not have access to resources such as Mathletics, Mathseeds, Reading Eggs, Bookcreator etc, until the most recent survey is completed (regardless if SRS is paid).

Day Two at school

- ❑ Your child brings in their **fully charged** device, snugly protected in its firm case (*neoprene style cases are **not** recommended*)
- ❑ Student demonstrates their device is **enrolled onto Intune** by connecting to the school's wireless network, EQNET and all apps are downloaded.
Devices not enrolled onto Intune will not be able to be used.

Overview of BYO Device Kit

To successfully participate in our BYOD Senior Program, you will need:

1. A completed **Acceptable Use Policy and Student Participation Agreement**.
2. A completed **Online Services Survey** (one for each child enrolled)
3. Possess a BYO device as per their year level, which **meets the minimum specifications**, is **enrolled onto Intune** and **clearly labelled** with the student's name.
4. All required **apps / software downloaded, installed** and signed in where required.
5. A **cover for that device** (e.g. for Microsoft Surface).
6. A **firm protective carry case** for protection from moisture and potential damage.
7. A suitable **manufacturer's warranty**.
8. [*Strongly recommended*] An **Accidental Damage Protection** or extended Home and Contents Insurance which covers the device for the duration of its use.

Year 2	Year 3	Year 4	Year 5	Year 6
iPad	iPad	Windows or Mac	Windows or Mac	Windows or Mac
				

BYOD Purchasing Options

Accessing our BYOD Purchase Portal

Parents who choose to purchase devices and or accessories via our BYOD Purchase Portal, should feel assured the devices have been selected to support your child's learning potential.

To support our community, we have requested a range of payment options to be available within our BYOD Purchase Portal.

A link to our Purchase Portal is located on our [Senior BYOD webpage](#).

Independent BYOD Purchase

For parents/carters who choose to independently source a device for their child, we strongly recommend avoiding online sales sites, such as Kogan, as these sites have provided limited support in the past.

When independently purchasing a device, please ensure you have read the **minimum specifications** listed in the following tables. These specifications have been selected to ensure the device purchased is viable for the period of your child's need for the device and supports their learning journey.

The following tables, outline the required **minimum** specifications and accessories required for our Senior BYOD program. Devices which do not meet these **minimum** specifications have the potential of impacting how your child accesses the learning.

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Minimum Requirements

Years 4, 5 and 6 – Laptop Specifications

You may choose to compare our minimum specifications with [Centenary SHS's](#).
We cannot guarantee the High School's specifications won't change before your child joins CSHS.

The Device

The Device	
A MacBook of equal (Apple M1) or better (Apple M2) specifications are permitted and supported.	
Type	Windows '2-in-1' or flip design (strongly recommended to support handwriting and typing) or Windows clamshell laptop
Platform	Windows PC or Windows Tablet PC (64bit)
Operating System	Windows 11 Home, Business or Pro (including National Academic) <ul style="list-style-type: none">Windows 10 will continue to be supported as long as the device meets the minimum specifications below.Windows S is NOT supportedAndroid, Chromebook devices are NOT supported
Processor (minimums)	Intel Celeron N4000, Pentium Silver, or Core M <ul style="list-style-type: none">Strongly recommend Intel i3 or above.
RAM	4GB <ul style="list-style-type: none">recommend 8GB or higher
HDD	128GB Hard Drive <ul style="list-style-type: none">SSD/M.2 drive highly recommended
Screen size	10.5" – 14" (measured diagonally) <ul style="list-style-type: none">please consider the 'desk real estate' with size, portability and weight for your child's physical development (recommend maximum of 1.5kg)gaming laptops are not recommended
WiFi	5GHz compatible <ul style="list-style-type: none">Support Dual Band 802.11ac minimum
Battery	6+ hours of battery life <ul style="list-style-type: none">if using a second-hand laptop, test the laptop's battery can last more than 4 hourslaptop should be fully charged each day (charging cables are not permitted at school)
Features	Keyboard, USB port, headphone port, in-built microphone, front camera Recommended: rear facing camera (or rotating camera)

Software	
Software Refer to our Setting up your Windows BYO Device document found on our Senior BYOD web page .	<p>Microsoft Office – free from Microsoft.com. This will require your child's EQ Account details.</p> <ul style="list-style-type: none"> remember to open at least one of the Microsoft Office programs to activate the child's account before Day One. <p>Adobe Reader (without the add-ons) VLC Player NAPLAN Lockdown Browser</p>
Mandatory	<p>Connected to Education Queensland's device management platform – Intune (Comp Portal) prior to Day One at school.</p> <p>Refer to the <i>Setting up your Windows 10 (or 11) BYO Device</i> on our BYOD webpage</p> <p>NAP Lockdown Browser installed and up-to-date</p>
Protecting the Device and Accessories	
Protective Case	<p>Matches the size of the laptop</p> <ul style="list-style-type: none"> hard shell and or a case with ridged corners <ul style="list-style-type: none"> neoprene covers are not recommended zipper close waterproof handles recommended <p>For WH&S purposes, cables and charger are <u>not</u> permitted at school.</p>
Headset (with microphone)	<p>Over the ear headset (with microphone); clearly labelled with your child's name</p> <ul style="list-style-type: none"> Similar to http://www.littlesun.com.au/goods.php?id=500 Make sure you check how the headset will connect with your child's laptop. It may be an audio jack port or a USB C port for audio. If your device has a USB C port for audio, you may require an Audio adaptor to use with standard headsets. (Similar to this adaptor https://www.littlesun.com.au/goods.php?id=485)
Peripherals (optional extras)	<p>Mouse (wired or Bluetooth) Stylus (recommended with touch screen / stylus enabled laptops)</p> <ul style="list-style-type: none"> Bluetooth or soft-touch Rubber tipped stylus are not recommended
Essentials	<p>Company Portal MUST be installed and set up Microsoft Office signed into with your child's unique EQ Account and password.</p>
Recommended	<p>Three Warranty Accidental Damage Protection (ADP) Admin rights removed <u>AFTER</u> the set-up process is complete</p>

Example Kit



Other Important Information

Digital Care

Parent Support – Managing the Digital Device

Your child will need parent support in learning to:

- care for their device e.g. not eating or drinking over or near the device;
- ensure the device is stored in a protective case;
- ensure the device is **fully** charged and ready to use each day (for WH&S purposes, cables and charger are not permitted at school.);
- to access the internet at school and at home;
- access programs and apps responsibly and timely manner;
- understand the BYOD Student Participation Agreement;
- be responsible in the daily use of their device.

Basics

- Digital devices will only be used under the guidance and instruction of their teacher. It is not to be used prior to the commencement of class or after school, unless directed by the teacher or an outside school hours carer.
- It is the family's responsibility to ensure your child's device has all required software installed and updates are maintained (including the operating system), and is prepared for use within the classroom.
- Devices brought to school will need to be **fully charged each day** (as outlined in the *Acceptable Use Policy*).



The power supply is not be brought to school and students will not be permitted to charge their device at school.

Tips to Increasing Battery Time

- Reduce the screen brightness to a comfortable level.
- Disable connectivity such as Wi-Fi and Bluetooth when not in use.
- Lock the screen when not in use.
- Close all running apps/programs when not in use.
- At least once a week, drain the battery to 0% and fully recharge it to 100%. This will aid the life of the battery.

Device Security

Virus Protection

- **We recommend the Windows built-in anti-virus protection, *Windows Defender*.**
- Third party anti-virus software may reduce the device's performance; however, some anti-virus software will prevent your student from accessing some resources. If choosing an anti-virus software, we strongly recommend the privacy policy is reviewed.
- If using an anti-virus program, it is essential that the program be regularly updated and scans carried out. If a device is found to have out-of-date or no anti-virus at all, it will be removed from the network until anti-virus protection has been updated.

Passwords

- Students and their parents are responsible for the security and integrity of their individual devices and their EQ accounts.
- Students and their parents are required to register their device/s with the school's Company Portal (Intune) **prior to Day One** (this requires the student's EQ username and password).
- Students must protect their EQ account and unique password details. Under no circumstances should passwords be divulged to any other user, nor should it be generic (same as other students). If a user has any reason to suspect that their account security may have been compromised or tampered with, it should be reported immediately to their teacher or eLearning Coordinator and the password changed.
- Student **devices should all have a strong unique login for the device** (different to the EQ account). i.e. laptops should have at least an eight-character password with a combination of letters, numbers, characters and symbols.

Students may also manage their EQ password by clicking on their account bubble (circle with their initials) when in Office365 (via a browser) / View Account / Devices.

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General Care and Protection Tips

Security, Insurance & Warranty

- It is strongly recommended that all devices have some form of extended warranty.
- As the device belongs to the family, it is the family's responsibility to insure the device for loss and or damage. This **may** be possible through the family's home and contents insurance.

Device Loss and Damage

- Digital devices will be the responsibility of the student (owner).
- Jindalee State School accepts no responsibility for the security or safety of the device.
- Parents are advised to review their insurance policies (for at home, school and in transit use).

If damage is caused by deliberate or careless actions of a student (owner or other/s), the costs of repair will be passed onto those involved and behaviour consequences may apply. The decision around the responsibility for repair costs **is at the discretion of the Principal.**

To and from school

- The device should be stored in its firm, tough, protective case, inside a suitable school bag.
- Ensure pressure is not applied to the device at any time e.g. from books, lunch box or other bags.
- Never leave the device in a vehicle.
- Students will not be permitted to use or carry their device in or around the pick-up / drop-off zones.

At school

- When not in use, the device must be in its firm, tough, protective case.
- Don't eat or drink over or near the device.
- Try to keep peripheral cords to a minimum e.g. mouse, keyboard, headset. (**chargers and associated cables must be left at home**).
- Remember to remove cables, cords etc before packing the device away e.g. headphones, mouse.
- If you have a SIM enabled device for your child, **the SIM must be removed and or disabled.**
- Devices should always be carried with two hands and should be closed, unless explicitly directed to by the teacher.
- Students should never leave their device unattended or in an unsupervised area.
- Devices are to be stored in the classroom during class and break times.
- Students will not be permitted to use or carry devices outside the classroom, unless carried in a firm, tough, protective case and supervised by a classroom teacher.
- Students are not permitted to use messaging apps (or any similar future applications); all communications must go through the school office.

Screen Care

- The screen can be damaged if subjected to rough treatment or excessive pressure.
- Do not lean on the device, particularly the screen or lid of the laptop.
- Do not place anything in the carry case that will press against the screen or cover.
- Clean the screen with a soft, dry or anti-static cloth.

Equity and Access

- If parents opt not to provide a personal device, students may have access to a **shared school owned laptop** for use in the classroom. These devices are school owned, and as such, will not be permitted to go home with any student and we cannot guarantee regular access.

Accessing Support

- Jindalee State School offers a range of support to our families including information sessions, online resources, newsletter articles and website updates. Additionally, families will have access to our eLearning team for ongoing support.

For further information about the BYOD program contact Jindalee State School on 3725-5777 or eLearning@jindaleess.eq.edu.au.

Frequently asked Questions

Can I use a device that has previously been purchased?

Yes, as long as it meets the **minimum** specifications set in this document and you conduct a full factory reset.

With laptops, it is essential the minimum specifications are met and the battery life has been tested. For our second-hand laptops, we recommend a battery life of at least four hours for it to last the full two to three years of use.

What if I don't sign the Acceptable Use Policy and Student Participation Agreement, can my child still use their device?

No. The agreement is to ensure parents and students are aware and acknowledge their responsibilities and expectations when using digital devices on our school's network.

Your child will not be permitted to use their device until these documents are signed and submitting to the classroom teacher.

Can I download apps or software not identified in Intune or in the Set-Up directions?

Yes, however, parents will need to be mindful of the potential distraction these apps / software may cause during school hours and the data space taken away from your child's evidence of learning.

Google Chrome addons (or similar), social media and some gaming apps are licensed for individuals aged 13+ years and therefore not permitted on our students' devices. Students found with these will be directed to have them disabled for school hours or removed if this is not possible.

Communication apps such as Messages and Messenger for Kids (or any future communication apps) must also be disabled during school and before/after school hours. All communications must be via the school's administration or the Jindalee School Age Care Program.

Please remember, the core purpose of the digital devices is for the education of your child.

Do I get to keep the apps I download onto the laptop?

Microsoft Office, are free to all students worldwide. Whilst your child has a .edu email address they will be able to continue to use this software for free. Other software, remains the possession of the laptop owner.

Will the digital device replace all pen and paper classwork?

No, the device is intended to be utilised as an educational tool. As such, the device will be used in conjunction with written work. It is anticipated that the device will be used to not only support student learning but also extend students to be innovative and creative.

Who is responsible for damage to the digital device?

Rules are in place to prevent foreseeable problems and damage, however, from time-to-time accidents may occur. If damage is caused by deliberate or careless actions of the student (owner or others), the costs of repair will be passed on to those involved and behaviour consequences may apply. The decision around the responsibility for repair costs is the discretion of the principal.

It is recommended that laptops should have Accidental Damage Protection or be added to home and contents insurance policies; check with your insurance provider to see if this is an option.

Can I have access to onsite technical support?

No. There will be no formal technical support other than providing the wireless connectivity for students and general troubleshooting issues. Students will be supported by their teacher and the eLearning team in the use of their device as part of their learning.