

## Digital Learning Expectations & Network User Policy

Dear Parents/Guardians

### **Re: Bring Your Own Device (BYOD) Program**

At Brisbane State High School, we believe that teaching and learning practices that intentionally integrate and embed technology can do more than just enhance learning - they have the power to transform learning.

Our goal is for students to use iPads as a tool to support key processes in learning and for teachers to use them as an environment to facilitate deeper engagement in learning and higher-order thinking.

All students at Brisbane State High School are required to supply an iPad as standard school equipment through a Bring Your Own Device (BYOD) program. The iPad is the core learning device from Year 7 to 12. Due to the specialised apps required in our classrooms, a laptop is not a suitable replacement for an iPad, but can be used as a supplementary device by senior students (Years 10 to 12).

#### **Some of the ways the iPad will be used in the classroom include:**

- Accessing content through textbooks available on the iPad in digital format. This not only alleviates the need to carry heavy textbooks in their school bag, it provides on-demand access to up-to-date rich resources.
- Demonstrating learning using a carefully selected range of classroom apps.
- 24/7 access to the school's Learning Platform - QLearn.
- Using AI-assisted tools for research, drafting, and feedback - within the ethical guidelines outlined in this document.

#### **Technical specifications**

Please refer to the school website for up-to-date technical specifications and currently supported models:

<https://brisbaneshs.eq.edu.au/support-and-resources/student-resources/b-y-o-d-ipad-program>

The new iPad 10th Gen. or iPad Pro/Air with Apple Pencil enables students to annotate on screen, take notes, sketch ideas, make plans and show working out and thinking.

Each student may have a 5G and Wi-Fi enabled device, however, they will be required to access resources and the internet through the school's Wi-Fi network while at school. A Wi-Fi only model will also reduce the cost of the device without compromising the student's ability to complete school tasks.

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Students must not use VPNs (Virtual Private Networks) or any other tools designed to bypass the school's content filtering system. Bypassing network filtering is a serious breach of this policy and will result in consequences under the school's Responsible Behaviour Plan.

Further information about this program, including Frequently Asked Questions, Cybersafety resources and iPad help documents, is available on the school's website:

<https://brisbaneshs.eq.edu.au/support-and-resources/student-resources/ipad-help-and-support>

At Brisbane State High School, all students use technology to support their learning and are required to comply with the expectations outlined in the attached Digital Learning Expectations and Network User Policy. Once you have read this policy document, please have your student and you sign and return the Agreement page (Form F) to the school.

Yours sincerely



**Greg Pierce**  
Executive Principal

***Please retain this page for your reference.***

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## NETWORK USER POLICY

The computer network provides resources to enhance our learner-centred community. The Network User Policy has been designed to maximise the benefits that come from using a networked computer system with internet access while minimising the risks. Access to the network for all students is conditional on complying with this user policy statement and guidelines.

### Key Conditions of Use

All users have an individual logon username that is password protected. The individual username provides rights and privileges such as internet access, a personal folder, common areas and printing. Activities are monitored at all times through student logon usernames. This consists of:

- Formal Monitoring: Traced by user logon details and includes proxy logs, printing records, workstation records.
- Informal Monitoring: Staff access to student folders, network administrators applying filters and regular searches and removal of harmful data.

### 1. User Logon Integrity

- Each user must keep all passwords secret. No user may share their password or give others access to their account, even by logging in for another person.
- No user may attempt to gain access to another user's account.
- Users are responsible to select a password that complies with Education Queensland's minimum standards for password complexity, as per password creation guidelines at time of creation or reset.
- Users must use multi-factor authentication (MFA) where it is enabled on school platforms.

### 2. Network Security and Student Safety

- No student may create, access, store, transfer, email, redistribute or use files that are illegal, offensive, dangerous or harmful in any way.
- Students must always ensure files, including files transferred by USB and Wi-Fi links, are used for educational purposes and are scanned for viruses prior to use. Inappropriate files such as trojans or keygens that are introduced to the school network will be detected and will require action.
- School ICT hardware may not be altered in any way.
- Students are to inform staff immediately of any suspected inappropriate activity.
- The use of VPNs (Virtual Private Networks) or any software designed to circumvent network filtering or monitoring is strictly prohibited.

### 3. Internet and Email Use

- Internet and email is provided for assigned class work and assignments set by teachers, solely for educational purposes as supervised and approved by the school.
- Internet and email are to be used appropriately and legally with consideration of other users and respecting the privacy, safety and reputation of themselves, others and the school.
- Students should consider 'Netiquette' when communicating online. Personal details, images or information should never be included in online communication.

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- The use of inappropriate language in emails will be a breach and be picked up by EQ Wordscan.
- A monthly internet download quota limit will be applied to all user accounts. The limit will be sufficient for educational activities to be carried out.

### Consequences

Any student participating in activities that breach network security will be dealt with in accordance with our school's Code of Conduct. Consequences may include detention, loss of privileges and access, suspension. Students and parents will be required to re-sign the Network User Agreement form following any breach.

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## DIGITAL LEARNING EXPECTATIONS - iPADS

All students use technology to support their learning at Brisbane State High School and are required to comply with the following expectations regarding their use. The iPad is the learning tool that students are expected to bring to every lesson.

Students not meeting these expectations will be dealt with according to school's Responsible Behaviour Plan.

### iPad as a Learning Tool

We expect all students to arrive at school ready and prepared to learn. This includes ensuring your ICT equipment is functional and in good working order.

- Ensure your devices are fully charged before school and have enough battery life for all class periods to complete required work.
- Devices should be stored in school bags when moving between classes or around the school.
- While at school, devices should be used for educational purposes only. The use of camera and video features on these devices is only permitted under teacher direction.
- To avoid damage, food and drinks should be kept away from ICT equipment.
- Your device is for your use only. Do not share it with others.
- Regularly check that all ICT equipment, including USBs and home devices, are tested for viruses and other threats.
- Ensure at least 1GB of storage capacity is available at all times for use in learning activities.
- Update your device and apps regularly. Running the latest version of iOS and apps ensures you can make the most of your device.
- Only run approved and officially released versions of iOS.
- Ensure that the device is well maintained and in good working order.

### During Lessons

An iPad is a valuable teaching and learning tool. To make the most of learning time, the following routines for the use of your device have been developed.

- Wait to use your device or open apps until your teacher instructs you to do so.
- Communicating with other students, using your device, during learning time is not permitted unless under direct instruction from your teacher.
- Projecting your own device onto a projector through AppleTV may only occur after direct teacher instruction to do so.
- Your device cannot be used during exams unless you are otherwise instructed.
- Students are not permitted to take a photo of any assessment task sheet or exam without approval.

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## Communicating with Others

Your device will be an invaluable tool for connecting you to vital information within and beyond the school. Again, there are some routines and procedures required to ensure the most appropriate use of the device in an educational setting.

1. Remember respectful communication conventions should be used at all times, either on the iPad or when using other communication methods.
2. Students have been supplied with an EQ email address. This must be the only email used between students, teachers and other students when communicating or transferring documents.
3. Email or other forms of communication, including through Bluetooth (e.g. Airdrop), may only be used during class time when directly instructed by a teacher.

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## 4. CYBERSAFETY & SECURITY

The safety of our students when working in an online environment is a high priority.

1. Ensure your cybersafety by keeping your personal details, including username, password, address or phone number, private.
2. Your account details need to be kept private. It is not appropriate to share these details with another student for their use.
3. In line with cybersafety guidelines, ensure you do not, under any circumstances, store, send or upload photos of yourself, other students, teachers or visitors to the school, unless specifically directed to by a teacher for educational purposes.
4. Social media (e.g. Facebook, AskFM, Instagram, X, TikTok, Snapchat, etc.) are not to be accessed during class time, unless specifically directed to by a teacher for educational purposes.
5. All activities on the school network, including internet history, may be stored, accessed and monitored by authorised EQ staff to determine your compliance with this agreement.
6. Hacking or attempting to hack the network and other accounts or bypassing network security or filtering, including through the use of VPNs or proxy tools, are seriously inappropriate uses of ICT equipment and will incur consequences.
7. Downloads of large files, videos or images through the school network will affect the use of the network for others. Internet download limits may be put in place by the school.
8. The publishing of inappropriate or abusive material about staff, students or the school in any public or school domain, including the internet, is a breach of the school's Responsible Behaviour Plan for Students.
9. The viewing, scanning, storing, transmitting, forwarding, printing, playing, etc. of inappropriate images, video, audio or email is strictly prohibited. This applies to anything that could cause offence to others and anything that is disruptive to an activity.

## 5. GENERATIVE ARTIFICIAL INTELLIGENCE (AI) USE

The responsible and ethical use of generative AI (genAI) tools is an important part of digital citizenship at Brisbane State High School.

GenAI tools are increasingly present in everyday technology, including apps students use for learning. Brisbane State High School recognises that genAI can support learning when used safely, ethically and responsibly.

1. Students must only use genAI tools that have been approved and directed by their teacher for specific educational tasks.
2. Students may use genAI to support their learning in accordance with the school's policies. However, students must ensure that what they submit represents their own thinking and understanding. Where genAI is used as part of an approved learning activity, students must also acknowledge its use as directed by their teacher.
3. Students must not input personal identifiable data, images of other students, or confidential school information into any genAI platform.

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4. Students should be aware that AI-generated content may contain errors, biases or misinformation. Critical evaluation of genAI output is an expected skill.
5. Generating AI content that is harmful, offensive, discriminatory or that could be used to harass or deceive others attract consequences in accordance with the school's policies.

## 6. THIRD PARTY, WEB-BASED SERVICE PROVIDER CONSENT

The use of web-based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party, web-based providers.

At Brisbane State High, we wish to utilise third party, web-based service providers to aid student learning.

Registering with these providers may require student personal information to be disclosed to the provider of the service. In the case of the services outlined below, they are private companies that are hosted onshore and outside of Australia. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your child, such as:

- Student's Name
- Student's ID Number
- Student's Age
- Student's Year Level
- Class teacher, and/or
- Student's school email address

The full list of core digital learning applications is updated as required and is available on our website:

<https://brisbaneshs.eq.edu.au/support-and-resources/student-resources/apps-and-resource-lists>

*Third-party application consent requests are sent to all parents via QParents at the beginning of each school year. One of these applications is Compass, which Brisbane State High School uses to support attendance marking and provide students with access to their timetable and schedule information.*

*By signing this agreement, you consent to your student accessing and using Compass for these school-related purposes.*

*We strongly encourage parents to provide consent, as access to Compass supports students in viewing their timetable and schedule information and assists the school in managing attendance processes efficiently.*

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FORM F

## STUDENT AGREEMENT

|                                                                      |                    |               |
|----------------------------------------------------------------------|--------------------|---------------|
| <b>Student User Name (MIS):</b><br>(Please leave blank if not known) | <b>Year Level:</b> | <b>Class:</b> |
|----------------------------------------------------------------------|--------------------|---------------|

I, \_\_\_\_\_ (full name of student) understand and agree to abide by the expectations outlined in this document. I also understand that there will be consequences as per the school's Code of Conduct if I breach these expectations.

By signing below, you are confirming that you have read and understood the expectations of device and network use at Brisbane SHS and that you will act in accordance with these expectations.

|                             |              |
|-----------------------------|--------------|
| <b>Student's Signature:</b> | <b>Date:</b> |
|-----------------------------|--------------|

## PARENT/GUARDIAN AGREEMENT

### Network, Internet and Email Access

I understand that the internet can provide students with valuable learning experiences. I also understand that it gives access to information on computers around the world, that the school cannot control what is on those computers, and that a very small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information must depend finally upon responsible use by students.

I understand that my child's personal information may be provided to approved third-party software providers for the purpose of registration and use of school-supported software applications. By signing this form, I consent to my child's registration for and use of Compass, which Brisbane State High School uses for attendance and timetable management. Separate consent requests for other applicable third-party applications will be provided via QParents. I acknowledge that information associated with some applications may be stored outside Australia. I understand that I have the right to withdraw consent for my child to use specific third-party platforms, and that I should contact the school office to discuss this if required.

I understand that appropriate action will be taken if the school decides the conditions of use have been breached by my child. This may include loss of internet access for some time.

By signing this form, I understand that I am agreeing to the school providing the following services to my child:

1. **Internet** access under the conditions outlined in the Network User Policy.

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2. **EQ email** account under the conditions outlined in the Network User Policy.
3. Student information being provided to third party, web-based provider, Compass for the provision of an educational service.

I understand and agree to the conditions of use for my child and the consequences outlined in the Digital Learning Expectations and Network User Policy. I also believe that my child understands and agrees to the conditions of use and consequences outlined in this policy.

|                            |       |
|----------------------------|-------|
| Parent/Guardian Name:      |       |
| Parent/Guardian Signature: | Date: |

***This page is to be completed and returned to the school.***

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