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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-ordering 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.

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

- Accessing content through textbooks available on the iPad in eBook format. This not only alleviates the need to carry heavy textbooks in their school bag, it provides on-demand access to these up-to-date rich resources.
- Demonstrate learning using a carefully selected range of classroom apps.
- 24/7 access to the schools' Learning Platform iTunes U.

Technical specifications

Please refer to the school website for up-to-date technical specifications –

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

Devices must be compatible with an Apple Pencil to enable students to annotate on screen, take notes, sketch ideas, mark up documents and show working out and thinking.

The new iPad 6th Gen. or iPad Pro with Apple Pencil enables students to annotate on screen, take notes, sketch ideas, mark up documents and show working out and thinking.

Student may have a 3G enabled device, however, they will be required to access resources and 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.

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 D*) to the school.

Yours sincerely



Wade Haynes
Executive Principal



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 a 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 arrive to 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 purpose. This includes the use of camera and video devices. The use of 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.

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.

- Remember respectful communication conventions should be used at all times, either on the iPad or when using other communication methods.
- 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.
- 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.



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 user name that is password protected. The individual user name provides rights and privileges such as internet, a personal folder, common areas and printing. Activities are being monitored at all times through student logon user names. 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.

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.

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.
- 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 Responsible Behaviour Plan. 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.



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.
4. Social media (e.g. Facebook, AskFM, Instagram, Twitter, SnapChat, etc.) are not to be accessed during class time.
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 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. 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

Please refer to *Appendix A* for the current list of third party, web-based service providers.

The full list of service providers is updated as required and is available on our website – <https://brisbaneshs.eq.edu.au/support-and-resources/student-resources/apps-and-resource-lists>.