



CORINDA STATE HIGH SCHOOL

BYO POLICY

RATIONALE

To create a student centred environment that will allow students to develop understanding, creativity, thinking, learning, collaboration and communication across Key Learning Areas (KLA's) through the use of digital resources and 24/7 interaction.

AIMS

The whole school BYO Policy aims to ensure that all students are engaging and communicating using digital classrooms and applications such as Student Notices (SharePoint), EdStudio, Blackboard, OneNote, Outlook (email) and a host of internet sites providing access to 24/7 engaging learning.

- Create learners who are proficient in interacting with the digital world and can use skills developed to promote learning across the KLAs.
- Physically lighten a junior secondary student's bag weight by allowing access to some required textbooks via electronic form.
- Allow 24/7 learning access using digital classrooms and content as well as collaboration between students inside and outside of the classroom.
- Alleviate the budget pressures faced by the school around replacing all NSSCF purchased devices.

PROGRAM INFORMATION AND REQUIREMENTS FOR DEVICE

To meet the aims of the whole school BYO plan – all students will be required to have a device which they maintain and bring to school each day. Because there are many factors which go into selection of a device, it is recommended that students and parents are supported by a recommended choice.

By using a device which can meet the requirements below, students will be able to achieve the outcomes listed in the aim of the whole school BYO plan.

1. Access to Internet browser and EQ filtered internet
 - a. Blackboard and edStudio digital classrooms <http://education.qld.gov.au/learningplace/>
 - b. Websites, resources and learning objects provided by web for free
2. Access to Word processing application
 - a. Office, OpenOffice, Pages, etc
3. Access to student portal
 - a. Notices
 - b. Webmail
 - c. Guides
 - d. Links



For more device options and information please visit -

<https://corindashs.eq.edu.au/Facilities/Computersandtechnology/Pages/Computersandtechnology.aspx>

STUDENT LOANS

Any student that does not bring their own device to school can borrow a device from the school to ensure no classes are impacted:

- Yearly loan - \$150 per year
 - o Students are issued the device for the year.
 - o Student is invoiced a \$150 fee on their school account

Our aim is for every student to have access to a device. There is a limited amount of laptops available for day to day loan under the following circumstances:

- Day to day loan - Free (in priority order)
 - o Student Owned BYO repair.
 - o School Owned loan repair.
 - o Forgotten device.
 - o Day to day loan - students refuses to bring a device and parent refuses to pay for yearly loan fee.

Students can collect laptops between 8:00am – 8:45am and return them between 2:50pm – 3:15pm each day.

LOANS PROCESS

- A limited set of laptops has been set aside to support the yearly loan program. Once a student's loan form has been submitted to Administration, a loan laptop will be issued by ICT Services.
- A set of 40 laptops has been allocated for the day to day loan program. These laptops will be in the ICT services area and loaned out on a first in prioritised system (wherever possible).
- If a student owned BYO device is not working for whatever reason, a note from their parents outlining the reasons must be received before a laptop can be issued by ICT Services.
- A student who borrows a day to day loan laptop for more than a two-week period (except for laptop repairs) will be flagged with Administration for follow-up. This will ensure that students are either encouraged to take part in the program or cases of genuine hardship are identified and supported with longer term loan arrangement.
- All device loans will go through Oliver and form part of our standard resource tracking. This allows device tracking to roll into our standard procedures that are in operation around all resources that the school loans to students such as Oliver email reminders and end of year follow-up.
- Students in the previous CFS loan programs (year 8,9 and 10), may continue to use their device so long as they continue to pay them off. They may opt to bring in a new device if they so wish.

REPEAT OFFENDERS

- Students who arrive at class without a device will be recorded on OneSchool under a behaviour incident for being "Non-compliant with routine". This is the same OneSchool category as arriving to class without a required textbook or pen/paper.
- After two instances of "Non-compliant with routine" with two different strategies, teachers may refer the third instance to their HOD/year level head. Any further instances will then be referred to a DP via the HOD/Year level head.

ONBOARDING

- Students in year 7 will be onboarded as part of their orientation program.

- All other new students or students with new devices will need to go to ICT Services for onboarding.
- The installation of school printers will not occur during the initial onboarding process. A self-service installation process can be used by students when or if required. The process will be communicated to students.

CHARGING

- Devices should be brought to school fully charged. Students are not to bring peripheral devices such as chargers, docking cradles or cables to school.

PRINTING

- A number of print centres are set up around the school to cater for any printing requirements. They are located in the library, science block, student services and print room.

CARE OF DEVICE

- Students are responsible for the laptop they bring to school. Teachers will not store nor hold onto laptops.
- Under no circumstances are students to leave their laptop unattended. When a laptop is not in use, students should keep the laptop secure and in its protective case. Students must always take home their laptop overnight and never leave them at school. Students should also ensure that their laptop requires a password.
- The school is not responsible for any laptop or data loss, theft, damage or other associated costs of replacement or repair. Teachers and administrators will not disrupt the school day looking for lost laptops.
- Students are to take care of their laptop by carrying it in a protective case especially between classes.
- Students are to keep their laptops with them and are not to lend it to others.

TECHNICAL AND APPLICATION SUPPORT

- The intention of the technical support service is to enable students to be operational as quickly as possible.
- The school cannot undertake to provide technical repair for hardware or software problems that may occur with personal devices. Such assistance remains the personal responsibility of the student as a private matter. If the personal device malfunctions during a lesson, the student is required to continue with his/her learning promptly in a conventional manner.
- If a laptop requires repair, it is expected that the repair will be carried out immediately. The day to day loan program will be available for short term student loan during school time.
- Students are to only seek technical advice before school, during breaks or after school.
- Students are to be reminded to save their work in multiple locations. ICT services is not responsible for the recovery of files from student laptops. If a student presents a school owned laptop to ICT Services that is not working, it will be reimaged as part of the process.

MISUSE OF EQUIPMENT AND COMMUNICATION SYSTEMS

- Students will use their wireless connection exclusively for educational purposes. Activities such as downloading inappropriate files via programs or playing networked computer games via the Internet or the wireless network is not permitted.

- Use of the device for non-learning and teaching use is not permitted during school time.
- Cyberbullying is an intentional, repeated behaviour by an individual or group to cause distress or undue pressure to others using technology. Cyberbullying includes all communications that seek to threaten, humiliate, intimidate, control or put another person or persons down. Cyberbullying is part of the school's anti-bullying policy and must be reported immediately.
- The normal behaviour management processes apply to addressing issues of misuse of ICT equipment or services. ICT Services staff are happy to assist or advise in relation to these matters.

CONCLUSION

Ultimately our aim is to ensure students have access to 24/7 learning which can lead to learners who are more proficient at interacting with the digital world and to lower the overall bag weight.

As the NSSCF has finished, we need to move to a more sustainable model for the future to ensure all our students have access to technology to support their learning. We hope that over the first term of 2017, all Corinda SHS students will have access to a personal device allowing extended learning to take place.