



**YEAR 4, 5 & 6**

**BYOD (BRING YOUR OWN DEVICE)  
PROGRAMME**



In 2021 Mudgeeraba Creek State School (MCSS) underwent a school review by the Education Improvement Branch. One of the key improvement strategies was to enhance opportunities for staff to further integrate and embed Information and Communication Technology (ICT) into the curriculum. MCSS will continue with our commitment to the rollout of a BYO device program in 2023 and beyond, with a recommendation for all students ultimately (Prep to Year 6) to have their own devices to support and enhance their learning experience.

The BYO device program gives families the freedom to purchase a device which meets minimum requirements to enable access to our school network. Bring your own device (BYOD) is a concept that recognises that different individuals have different learning styles and needs – one device does not suit everyone. Therefore, in every class at every level students have the option to carry a device of their own choosing. What we are proposing is in line with many other schools who have had substantial BYOD programmes for a number of years.

### **Why now at MCSS?**

As our school review indicated it is now time to *leverage the digital* (a term used in place of technology) and for our school to offer opportunities that other schools have had for a number of years. Technology suggests we are focused on the digital tools themselves such as the devices, software and apps of the day. The leveraging of the digital focuses on the role digital can place in enhancing authenticity and deepness around student learning. The effective use of digital facilitates a connection with students, families, communities and globally and supports the ability for students to take their learning beyond the four walls of the classroom. Teachers focus on the following skills when leveraging digitally:

- ✓ Discern and critically assess
- ✓ Discover and create new knowledge
- ✓ Engaging, motivating and amplifying learning
- ✓ Options for thoughtful use of digital, including media and digital citizenship as an integral part of the learning design.

*'As we move from asking our students to be consumers of knowledge to asking them to create and apply their solutions to real world problems, the digital world gives us a mechanism to connect and collaborate locally on a global scale.'*

*(Ref: Dive into Deep Learning Tools for Engagement: J.Quinn, J.McEachen, M.Fullan, M.Gardner, M.Drummy)*

### **Advantages of BYOD@MCSS include:**

- ✓ It ensures the leveraging of digital instead of the focus being on the technology and digital tools such as devices, software or apps of the day.
- ✓ Enables personalisation of student learning through access to rich learning resources
- ✓ Age-appropriate knowledge and information can be accessed through a plethora of content and educational Apps to support student learning
- ✓ The talk to text function can be activated to allow younger students or those with developing literacy abilities to produce text
- ✓ Access to a wealth of information on the Internet when they need it (using the speak ability via settings to read text for those students in the lower year levels or students with lower literacy levels than their peers) through wireless connectivity
- ✓ The laptop operating system is both compatible and reliable with EQ's wireless provisions ensuring maximum connection time
- ✓ Access to subject specific resources across all phases of learning
- ✓ Increased preparedness for high-school transition
- ✓ Access to eLearning websites for various subject areas
- ✓ Best facilitates the development of knowledge and skills necessary for the 21st Century, including digital-age literacy, innovative and creative thinking, effective communication and high productivity
- ✓ Allows continuous access to educational materials allowing learning efficiency to happen anywhere, anytime
- ✓ Provides an engaging, interactive environment for learning
- ✓ Strengthens links between home and school, giving parents the opportunity to see, every day, what their child is learning at school and have relevant, timely, accurate and quality conversations around student learning and progress
- ✓ Allows students the opportunity to display prior knowledge of topics and thus be co-constructive in their own learning journey
- ✓ Access to rich media including digital stories, image and video
- ✓ Provides simple yet sophisticated text, audio and video-based communication facilities for collaboration with peers, teachers and experts in a local, national or global context
- ✓ Ability to personalise learning and provide work targeted at the correct level for students
- ✓ High student engagement both independently and collaboratively.



### Which device should I get?

In Years Four, Five and Six we recommend a laptop, which meets the specifications set out below. This laptop will be for the student's academic use and is considered their primary device. We have the same specifications as Robina State High School as the majority of our students do transition there. By purchasing a recommended device, it means one is not required to be purchased for entering Year 7 and can last at least until Year 9. Our IT department will continue to support students by diagnosing IT issues and consulting with families if further action is required to prepare the device for student learning. We make the following recommendations around laptop specifications and software as these meet the expectations the school requires of any IT devices students bring to school. Students will have access to a filtered Internet connection, access to classroom content, and a connection to printers within the school. Students and parents/caregivers are asked to lend their support to this very valuable and innovative programme. Strong support from parents and caregivers is paramount to ensure the programme is successful and that students gain maximum benefit for their learning. If you have any questions regarding the suitability of your device for our BYOD programme please email [BYOD@mudgeerabacreekss.eq.edu.au](mailto:BYOD@mudgeerabacreekss.eq.edu.au)

### Minimum Device Recommendations

Please note these specifications are also recommended for Robina State High School.

	<i>Minimum</i>	<i>Desirable</i>
<b>Processor</b>	2GHz speed or higher	Quad Core 2GHz or higher
<b>RAM</b>	4GB	4GB or higher
<b>Operating System</b>	Windows 10 or later	Windows 10 or later
<b>Battery Life</b>	5 hours	10 hours
<b>Wireless</b>	802.11 n Dual Band	802.11 n Dual Band
<b>Screen Size</b>	11"+	13"+
<b>Hard Drive Capacity</b>	128GB or higher	256Gb or higher
<b>External Port</b>	USB Audio Out	USB Audio Out

**Chromebooks and Microsoft Surface RT devices are not suitable as a BYOD laptop.**

It is also recommended that families provide a protective cover/bag to transport the laptop to and from school.

We can understand and appreciate the uncertainties that may be associated with choosing the best device for your child. This documentation provides the minimum specifications that are recommended. We would recommend that you consider the size and weight of the device, as your child will be carrying this around with them on a daily basis.

Unfortunately, we are unable to recommend one particular device over another due to our adherence to the "Public Sector Ethics Act 1994" where we have a "duty to provide advice which is objective, independent, apolitical and impartial". It is for this reason that we cannot recommend a particular retailer to purchase your device from. Should you have any specific questions in regards to a particular device or the suitability of a particular device please contact [BYOD@mudgeerabacreekss.eq.edu.au](mailto:BYOD@mudgeerabacreekss.eq.edu.au) and we will be happy to assist you

While it is not recommended, a student can currently bring a device that does not meet the minimum specifications may experience connectivity issues and limited access to curriculum related resources. The device will also greatly limit the student's ability to utilise school related software. Chromebooks and Microsoft Surface RT devices cannot be used as a BYOD laptop at Mudgeeraba Creek State School due to connectivity issues with our network.

### **Digital Citizenship**

Students should be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves, and the way they treat others online.

Students should be mindful that the content and behaviours they have online are easily searchable and accessible. This content may form a permanent online record into the future. We call this a digital footprint.

Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community.

Parents are requested to ensure that their child understands this responsibility and expectation. The school's Student Code of Conduct also supports students by providing school related expectations, guidelines and consequences.

### **Security of the Device**

Students must keep their device securely in their bag before and after school. Students may not take their device into the playground or use it during breaks. Under no circumstances should devices be left in unsupervised or unsecured areas.

A BYO device can only be used by the owner of the device and other students will not be allowed to use another's BYO device.

### **Email @ Mudgeeraba Creek State School**

While at MCSS, students have access to a Department of Education (DoE) email account, which they can access from home and school for the purposes of learning. Email traffic is monitored for inappropriate use, content and language. Breaches of email or online etiquette are reported through the system to the principal.

### **Internet Filtering**

An internet filtering solution provides DoE with the ability to restrict access to inappropriate

material on the DoE network. Content filtering is active only whilst the device is connected to the school's wireless network. To help keep students safe, we do not permit students to use their own 3G or 4G mobile data connection whilst at school. Any content accessed in this manner will not be filtered.

It is important to remember filtering systems are not foolproof and do not replace the need for care when students are online. Parents, caregivers and students are encouraged to visit the e-safety site link to learn more: <https://www.esafety.gov.au/>

## **Cybersafety**

At any time, if a student believes they have received a computer virus or spam (unsolicited email), or they have received a message that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent and/or caregiver as soon as is possible.

Students and parents are encouraged to explore and use the Government's e-safety website to understand, take appropriate precautions and learn how to deal with any "cyber-safety" issues. Parents are encouraged to visit and explore the Government iParent website for guidance with usingsafety settings on your family's web-connected devices, tips for choosing movies and games and strategies for keeping young people safe online.

<https://www.esafety.gov.au/iparent>

## **Care of Device**

It is the responsibility of families to keep their chosen IT device in good working order to ensure minimal disruption to learning.

It is expected that students bring their IT device to school fully charged. Each device should be clearly labelled with the student's name.

Students should take care to put their device to sleep when moving around as failure to do so can damage the Hard Drive and potentially lose files.

## **Case/Carry Bag**

A strong carry case is a great way to protect your device from accidental damage like drops. Use a bag or case designed to hold a laptop with adequate padding. A hard shell case is recommended.

## **Insurance**

Purchasing insurance is a personal choice. When purchasing your child's laptop please learn about your options to purchase accidental damage protection for your device. Ensure that this covers your device for accidental damage on and off the school campus. Fire, theft and Acts of God are usually not covered under these programs. We request you include it in your personal or home insurance. By contacting the insurance company you are then aware of exactly what is covered. The insurance can be purchased with your computer vendor or any insurance company. All insurance claims must be settled between you and the insurance company. The school will not be held responsible for any damage to the computers.

## **Warranty**

We recommend that all devices are covered by an extended warranty to cover the time a student may use their laptop.

## **Repairs and Maintenance**

All maintenance for the device, operating system, software and/or apps purchased by the Student/Parent is the responsibility of themselves. Parents/Students should ensure quick maintenance turnaround for BYOD devices.

## **School Support**

If you run into a problem, we advise students to see MCSS IT staff who will attempt to diagnose the fault. If this is not able to be resolved by IT staff, they can recommend a course of action for repair (e.g. warranty claim, insurance claim etc.).

## **BYOD Policy Guidelines**

The use of ICT devices and systems has been designed to help students keep up with the demands of the 21<sup>st</sup> Century. Helping students to become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for their future studies and career.

The Queensland Department of Education deems the following to be responsible usage of devices and responsible behaviour by a student using a device:

- Developing appropriate literacy, communication and information skills;
- Authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;
- Conducting general research for school activities and projects;
- Communicating or collaborating with other students, teachers, parents or experts in relation to school work;
- Accessing online references such as dictionaries, encyclopedias, etc.
- Researching and learning through the Department's e-learning environment.

The Queensland Department of Education deems the following to be irresponsible usage of devices and irresponsible behaviour by a student using a device:

- Use the IT resources in an unlawful manner
- Download\ distribute or publish offensive messages or pictures;
- Insult, harass or attack others or use obscene or abusive language;
- Deliberately waste printing and internet resources;
- Damage any electronic devices, printers or the network equipment;
- Commit plagiarism or violate copyright laws;
- Use unsupervised internet chat;
- Send chain letters or Spam e-mail (junk mail)
- Knowingly download viruses or any other programs capable of breaching

the Department's network security.

### **What is expected of schools when providing students with access to ICT facilities?**

We will provide information in relation to student access and usage of our network and reserve the right to restrict/remove student access to the intranet, internet or network facilities if parents or students do not adhere to our network usage and access guideline/statement.

We will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet (e.g. run through processes for disregarding or ceasing access to information, the process for reporting accidental access to harmful information and reporting approaches from unknown persons via the internet to the supervising teacher or school staff member).

Where possible, classes involving internet usage by students will be prepared prior to class engagement, including, filtering and checking sites students are directed to visit. An assessment should be made of the appropriate timeframe for access to the internet for completing the set task or duration a student should have access to the internet (e.g. during school hours, outside of school hours).

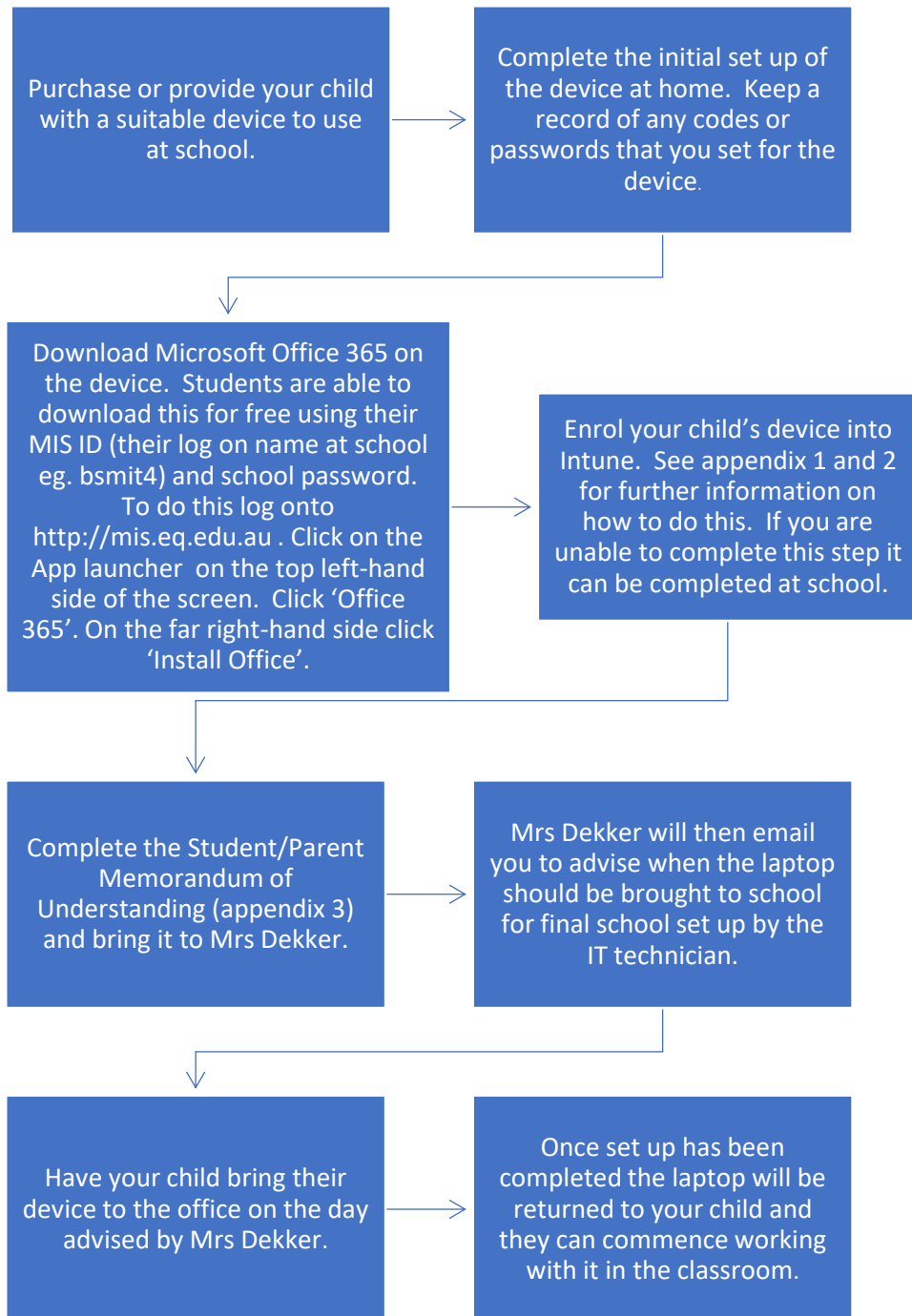
### **What awareness is expected of students and their parents?**

Parents are expected to understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail. Be aware that the ICT facilities should be utilised with good behaviour as stipulated under the Student Code of Conduct. Students breaking these rules will be subject to appropriate action by the school. This may include restricted network access for a period as deemed appropriate by the school. Access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school's educational program. The Internet gives access to information on and from a wide variety of organisations, subjects, people, and places with origins from around the world. The school cannot control information accessed through the Internet; and information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or without the student's immediate knowledge and teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student.





## Process to participate in the BYOD@MCSS Programme





## Student/ Parent Memorandum of Understanding

### 1. General Use

- I understand my teacher will set the direction for when it is recommended that I bring my personal device to school.
- I will ensure the device is charged at the beginning of each school day.
- I will leave the device charger at home unless directed to bring it to school under special circumstances.
- I will hold the device with two hands when carrying it and will walk with it at all times.
- I will ensure my device is kept in my school bag on my trip to/from school and before and after school.
- I will keep food and drinks away from the device at school.
- I will immediately report any accidents or breakages to my parents and teachers.

### 2. Content

- I will use the device only to support my school learning programme whilst at Mudgeeraba Creek State School.
- I permit school staff to perform checks to monitor that I have not installed illegal / unsuitable software applications and content and to check the websites which I visit. In the instance where the device needs to be checked the parent/carer will be contacted for consent.
- I understand there will be consequences for inappropriate use including, but not limited to, loss of privilege of using the device for a period of time.
- I am responsible to ensure my device is backed up.

### 3. Safety and Security

- Whilst at school, I will only connect my device to Education Queensland's Managed Internet Service. I am not permitted to access 3/4/5G Internet at school.
- Whilst at school, I will only go to websites that support my learning activities.
- I will only use my school email account for mail related to my learning.

- I will be cybersafe and cyber smart when using the internet.
- I will demonstrate etiquette when using my device and other equipment with regard to other people.
- I will use my device lawfully and in accordance with the *Appropriate Use/Behaviour of School Network* guidelines regarding ethical use of equipment, technology, use of legal software, use of the Internet and the protection of personal data.
- For security reasons, I am not to share account names and passwords with anyone unless requested by Mudgeeraba Creek State School staff when servicing the device.
- I am responsible for the security and use of my device while at Mudgeeraba Creek State School.
- I will ensure that my laptop is protected with an active antivirus software and accept that my laptop will not be connected until I do.

I understand if the above conditions are breached, I may lose my privilege to access my device at Mudgeeraba Creek State School for such time, determined by the school.

I have read the device rules and agreement of use and discussed with my child.

Please fill in the table below and return to school as soon as possible if you are going to BYOD. Your device will not be approved for use unless this is returned.

Student Name:	
Class:	
Parent Name:	
Parent Signature:	
Date:	
Approved by Principal/ delegate	
Date:	