

CROW'S NEST STATE SCHOOL



BYOD POLICY

This policy outlines Crow's Nest State School rules and expectations regarding the use of personal devices through CNSS's implementation of the BYOD strategy endorsed by Department of Education.

Table of Contents

BYOD Device Expectations and Consequences

Expectations

Consequences

Overview

Introduction

Definition of 'Device'

Unsupported Devices

Device Security

Access to the department's Wi-Fi network

Internet Access

Mobile Hotspots, 3G/4G dongles

eLearning

Microsoft Office

Piracy/Illegal/Explicit materials

Monitoring

Internet Monitoring

Email Monitoring

School Technical Officer

Student BYO Guidelines

Being Prepared

Responsible Use

Teacher BYO Guidelines

Teacher Expectations

Form Teacher Actions

Subject Teacher Actions

Head of Department BYO Guidelines

Management of Student Preparedness

Minor Infringement

Major Infringement

BYOD Device Expectations and Consequences

Expectations

- Bring laptop prepared **every day**
 - Charged (greater than 80% battery)
 - Able to login
 - Able to install software (Admin rights enabled as required)
 - Connected to the network
- Care for and look after laptop at school and home
 - Keep laptop in a safe location, handle laptop appropriately
- Maintain laptop
 - Keep operating system updated to patch security flaws
 - **Repair laptop** in a timely manner if broken or damaged
 - Remove viruses, avoid installation of malware
- Manage installed software licenses
 - All school software installed for educational purposes must not be removed or uninstalled and should be fully functional. If software is identified as being tampered with or non-functional, it is the student's responsibility to have the software repaired
- Device is used appropriately during school time for educational purposes
 - Classroom teacher reserves the right to define 'educational' use in a classroom based on their lesson and subject
 - Not exceeding internet quotas with personal use

Consequences

Consequences for not adhering to BYO expectations include, but may not be limited to:

- Detentions
 - Head of Department and teachers may issue detentions at their discretion to help manage students who are consistently un-prepared for school by:
 - Not charging laptop
 - Not bringing laptop
 - Having persistent issues which are not being resolved
- Device removal
 - In the event that a student refuses to comply with the guidelines and expectations outlined in this document, the school leadership may decide, in consultation with parents, to remove the device from the network and ban the student from using a personal device at school
- Internet Access restrictions
 - Students not adhering to appropriate usage of Internet resources may have internet access privileges revoked

In certain cases, persistent and major consequences will result in parent contact and input to ensure they are aware of infringements and processes.

Overview

Introduction

Crow's Nest State School has adopted the endorsed guidelines of Queensland's Department of Education to allow students to bring personal devices to school to facilitate the use of technology integration into the classroom.

CNSS's implementation of the Bring Your Own Device strategy outlines that parents and students must conform to certain guidelines identified in this document to ensure a greater learning experience for students in the classroom, and seamless implementation into existing networking facilities and infrastructure currently established at Crow's Nest State School.

Definition of 'Device'

By definition, a BYO device refers to any mobile electronic technology, including assistive technologies, brought into the school, which is owned by the student, and which has the capability of connecting to the department's Wi-Fi network.

Crow's Nest State School provides a rigid guideline of recommendations that should be adhered to by parents when purchasing devices for educational use at school. Please refer to the '*Bring Your Own Device (BYOD) Handbook*' for further guidelines around acceptable devices for educational purposes.

Unsupported Devices

CNSS will not allow the following devices to be onboarded to our network for technical reasons identified by the department or school.

- Chromebook devices
- Android devices (e.g. Samsung Galaxy Tablets)
- iOS devices (e.g. iPad)

Device Security

All devices must have a maintained and regularly checked anti-virus subscription to ensure devices are free from infection and do not contaminate connected network devices at school.

Anti-Virus software such as Windows Defender, Norton, AVG, McAfee are available.

Access to the department's Wi-Fi network

Access to the schools Wi-Fi infrastructure accommodates devices on the following standards: 11g, 11n and 11ac working in selected 2.4 and 5 GHz bands. Access must be authenticated by logging in with student credentials using CNSS BYOX portal.

Internet Access

Parents must sign an Internet access form for each child undertaking schooling in Queensland. All students will have monitored and filtered access to approved whitelist websites as identified by the department's web content filtering team. For further information regarding restrictions and access, please contact the school.

Internet access is subject to responsible use as determined and deemed appropriate by school leadership. Expectations are outlined within the '*Student Internet Access Agreement Form*' that all access should be for educational purposes only.

Students are given a maximum of 3GB of data access per month for education use only, if a student exceeds this, their internet access privileges are blocked and their usage will be reviewed. A decision will be made to either grant access or contact parents regarding abnormal usage.

Mobile Hotspots, 3G/4G dongles

Students are not allowed to use a third-party internet provider at school to circumvent the schools firewall and filtering technologies. If a student is caught using one of these devices, a Head of Department or member of the leadership team will handle the situation through implementation of the school's '*CNSS Student Code of Conduct*' policy.

eLearning

Subjects at Crow's Nest State School enrol students into a virtual classrooms or alternative eLearning platforms where subject specific resources are uploaded on a regular basis. If a student is away for an extended period of time, the advice to all parents is to have your child to contact teachers to ensure digital access to lesson materials.

Microsoft Office

Microsoft Office is provided free of charge to all education staff and students across Queensland. The licensing agreement with Microsoft allows a student/family to install 5 copies of Microsoft Office across 5 devices. This is provided through the following website:

<https://portal.office.com/OLS/MySoftware.aspx>

Please be aware that the license is registered against a @eq.edu.au email account, if that account is disabled or removed through deregistering your child from Education Queensland, then Microsoft Office will be disabled. Also note that the license must be regularly maintained every 30 days and activated at home. For more information, please contact the school.

Piracy/Illegal/Explicit materials

No student should be distributing or sharing pirated or illegal digital materials, including games, music, movies and software. Inappropriate images, including explicit content/materials are not appropriate.

Students are not permitted to run or use illegal software on their laptop at school. If a student is caught distributing, copying or using illegal or inappropriate digital materials, they will be referred to year coordinators and may have their access to school resources and BYO device limited at school, device removed or consequences in line with behaviour policy. For further information, please refer to the '*CNSS Student Code of Conduct*' policy.

Monitoring

Internet Monitoring

All student access to the internet is filtered by our department's firewall and websites deemed harmful and non-educational are blocked within the school network. Any identified usage that is deemed inappropriate will be subject to our '*CNSS Student Code of Conduct*' policy.

Email Monitoring

All EQ emails transmitted within the department are monitored and filtered for keywords that may be inappropriate or harmful.

Any identified usage that is deemed inappropriate will be subject to our '*CNSS Student Code of Conduct*' policy.

School Technical Officer

Crow's Nest State School has a part-time Technical Officer that will manage student device deployments onto the school network as well as software deployment.

- The Technical Officer is here to support students primarily with the following problems:
 - Device enrolment onto the school network and resources
 - Installation of required school software
 - Maintenance/repair of school software installations
 - Management of school software licenses

- The Technical Officer will be available to resolve minor issues including:
 - Diagnosis of hardware and software troubles on school devices
 - Repairing school device driver and Operating System problems
 - Removal of minor virus/malware infections on school devices

Student BYO Guidelines

BYO devices are used at school to ensure students always have access to ICT resources, to help engage, extend and enhance the learning environment and ensure minimal use of paper-based resources.

As a student of Crow's Nest State School, you are required to always be prepared for learning; this includes bringing your laptop every day, charged and functional.

Being Prepared

- **Bringing laptop** – You must bring your laptop to school **every day** (as advised). Your laptop will be used for educational reasons each day. Laptop usage is subject to teacher and lesson need.
- **Charged Laptop** – It is your responsibility to ensure your laptop is charged at home. Your laptop should be charged at greater than 80% each day.
- **Maintain your Access** – Your laptop should operate effectively and remain functional. This includes making sure school software is activated and working, that you can access the internet and network. If these are not working, you are required to resolve these issues during school lunch via the school technician.
- **Repair your Laptop** – if your laptop is broken in any way, it is your responsibility to ensure it is repaired in a timely manner. A note must be provided by your parents to the school to inform year coordinators that your laptop is broken. A device borrowing slip will be organised for a maximum 2 weeks.

Students are to present to the Head of Department BEFORE SCHOOL (8.30am to 8.45am) in the following instances:

- If your device is below 80% charged
- Forgotten Laptop
- Broken Laptop (with a note from guardian)

If a student does not present before the beginning of school (without permissible reason), they will be given a Lunch detention, which will continue until their preparedness issues are resolved.

Responsible Use

Device usage is subject to 'CNSS Student Code of Conduct' policy. Your device should not contain any illegal or pirated software, movies, music or games. You must be responsible for your own device and your use of network resources:

- **Internet Access** – Your internet usage is monitored and filtered through Education Queensland's departmental content filtering system. Excessive usage of internet resources will be closely monitored.
- **Email** – Your email access is monitored and filtered for inappropriate keywords. If your emails contain any explicit words or conversations, a year manager will inform you of consequences.
- **Educational** – Remember that the device is for educational purposes only.
- **Games** – Legally owned games that are permissible as appropriately rated for your age can be played. Game usage at school is limited to appropriate hours or rewards by teachers. Playing inappropriate games or playing during class instruction can result in a consequence issued by the teacher or Head of Department.

Teacher BYO Guidelines

Teacher expectations

BYO will be fully leveraged in all subject areas to ensure a strong adoption of the BYO program. CNSS will provide various eLearning platforms to allow teachers to provide students access to digital resources that can be embedded in curriculum delivery. Digital delivery of lesson materials is prioritised to help minimise reliance of paper-based resources and to minimise printing costs.

School laptop and iPad devices are to be booked minimally to help encourage students to bring their own devices. Students who have broken devices or are not part of the BYO program are the only students who are allowed to borrow school-based laptops.

If a student has been poorly maintaining their laptop, forgetting to bring their laptop or has broken their device, teachers should:

- In the first instance, contact parents for persistent issues
- project digital resources onto the whiteboard or provide minimal paper resources
- allow students to work off a peer's device
- adjust the students work load by requiring them to write questions and answers in their books

SCHOOL LAPTOPS SHOULD NOT BE BOOKED BECAUSE A STUDENT ISN'T PREPARED FOR THEIR LESSON

Form Teacher Actions

Problem	Consequence
Laptop not charged >80%	Send student to Head of Department
Forgot laptop	
Wi-Fi/Connection Issues	
Laptop Broken	

Subject Teacher Actions

Problem	Action	Repeated >= 3 times
Student does not participate in the BYO program	Book a laptop, only if required	
Laptop requires charging	Optional Detention Anecdotal record	Contact parent Write OneSchool referral
Access issues	Refer to School IT Officer (Lunch)	
Laptop Broken	Book a laptop based on OnePortal record	
Software not working	Refer to IT Officer (Lunch) Anecdotal record	Contact parent
Playing Games in Class Accessing Inappropriate websites	Detention Anecdotal record Phone Home	Contact parent Write OneSchool referral
Internet Access Restricted	Refer to IT Officer	

Head of Department BYO Guidelines

The Head of Department role will be a supportive role to liaise between the student, form/class teacher and parents regarding BYO issues that are **regularly** occurring (**3 or more times**). If any of the issues listed below are not resolved in a timely manner or with a satisfactory result, all issues should be further referred to the Head of Department.

Where an issue has been identified to **consistently** occur in a term and a year, the Head of Department should contact the student parent/guardian and discuss alternative arrangements or solutions for the BYO device in question.

Management of Student Preparedness

Head of Department is responsible for managing student preparedness for the BYO program. This includes:

- Management of students who present with a note (before school) or during form for preparedness issues including laptop issues
- Following up students who do not present for Lunch Detention
- Parental contact in the case of ongoing preparedness issues

All issues escalated to the Head of Department have been regular infringements against the BYOD policy.

Minor

Problem	Form Teacher Consequence	Head of Department Role
Laptop not charged >80% at the start of the day	Send student to HOD	<ul style="list-style-type: none">• Print preparedness slip• Call Parent/Guardian• Log contact on OneSchool
Forgot laptop		<ul style="list-style-type: none">• Print preparedness slip• Call Parent/Guardian• Log contact on OneSchool
Laptop Broken		<ul style="list-style-type: none">• Print preparedness slip• Call Parent/Guardian• Log contact on OneSchool• Determine extension length on laptop borrowing

Major

If problems are unresolved through parent/guardian and student contact	Head of Department Role
Laptop not charged >80% at the start of the day Forgot laptop	<ul style="list-style-type: none"> • Call Parent/Guardian • Log contact on OneSchool • Issue Detention
Laptop Broken	<ul style="list-style-type: none"> • Call Parent/Guardian • Log contact on OneSchool • Determine extension length on laptop borrowing • Liaise with teachers to consider alternate forms of classwork in interim period • Ensure teaching staff are aware of ongoing laptop issues

Issues	Guide
Internet quota exceeded	<ul style="list-style-type: none"> • Discuss usage with student • Review actual usage stats with IT technician • Refer repeated breaches with the IT committee
Consistently playing games in class	<ul style="list-style-type: none"> • Call Parent/Guardian • Log contact on OneSchool • Issue Detention • Behaviour monitoring card •
Pirating software/media	<ul style="list-style-type: none"> • Call Parent/Guardian • Log contact on OneSchool • Refer to Principal
Device/Internet/Email misuse	<ul style="list-style-type: none"> • Call Parent/Guardian • Log contact on OneSchool • Refer to Principal