Kawana Waters
State College

Choose Your Own Device (CYOD)

Parents Information Booklet 2018

Contents

Use of Laptops at Kawana Waters State College

Kawana Waters State College aims to have all students functioning efficiently as 21st Century Learners and citizens. By the time our students leave school, especially those now in primary year levels, the world will be an even more technologically dependent environment.

To help facilitate this, we are inviting all students to bring their own laptops to school as a tool that enhances pedagogy, facilitates the creation and sharing of knowledge and allows differentiation in learning. Technology is more than a method of retrieving information.

The use of a laptop and other technologies:
- Enhances independence and self-initiated learning among students
- Extends student learning beyond the classroom
- Promotes the development of 21st Century teaching and learning
- Enables the delivery of ICT as an Australian Curriculum general capability

ICT in the Australian Curriculum

ICT is represented in the Australian Curriculum as a general capability:
- Competence in ICT
  - Students develop ICT competence as they learn to use ICT effectively and appropriately when investigating, creating and communicating ideas and information at school, at home, at work and in their communities. (ACARA, 2010) Students develop ICT competence when they learn to:
- Investigate with ICT
- Create with ICT
- Communicate with ICT
- Operate with ICT

The CYOD device from home must fit the minimum hardware and software specifications as outlined in this handbook.

Through the payment of an annual fee, the College supplies students with:
• Wireless connectivity to part of our secured school network through the secured BYOD Gateway via a security certificate and network password
• Internet connection
• Access to learning materials
• Access to school printers through the Gateway via installation of software provided by the College

Parents are required to supply and are responsible for:
• Supplying a device that meets the minimum hardware and software specifications as outlined in this handbook.
• A laptop – it is highly recommended that the device provided is a laptop.
• Any repairs required.
• Regular software updates as required by the operating system and virus software

The IT Department at Kawana Waters State College:
• Will provide assistance to connect the device to the CYOD Gateway
• Will not provide software or hardware repairs to the CYOD device as it is privately owned

Security of CYOD, Damage/Theft – Insurance, Behaviour

Suggestions about ensuring the laptop is safe at school include:

• Keeping the laptop with you at all times – It is each student's responsibility to keep their laptop with them at all times.

• Consider engraving the device – Engraving the bottom of the laptop with the student's name ie First Name and Surname has helped College staff to locate lost laptops and return them to their owners.

• Home and Contents Insurance – Check with your Home and Contents Insurance company regarding damage or theft of the device.

• Inappropriate Behaviour – While the College will continue to deal with inappropriate behaviour in line with existing policies, the College is not liable for any damage or replacement costs incurred while the device is at school or travelling to and from school. Any student who does damage or steal another student's laptop may be disciplined according to the College Responsible Behaviour Plan

• Short term storage in a locker – A limited number of lockers have been provided for any student to use for the temporary storage of their laptop.

Data security and back-ups

Students must ensure they have a process for backing up data securely. Otherwise, should a hardware or software fault occur, assignments and the products of other class activities may be lost.

The student is responsible for the backup of all data. While at school, students may be able to save data to the school's network, which is safeguarded by a scheduled backup solution. All files must be scanned using appropriate anti-virus software before being downloaded to the department's ICT network.

Students are also able to save data locally to their device for use away from the school network. The backup of this data is the responsibility of the student and should be backed-up on an external device, such as an external hard drive or USB drive.

Students should also be aware that, in the event that any repairs need to be carried out the service agents may not guarantee the security or retention of the data. For example, the contents of the device may be deleted and the storage media reformatted.
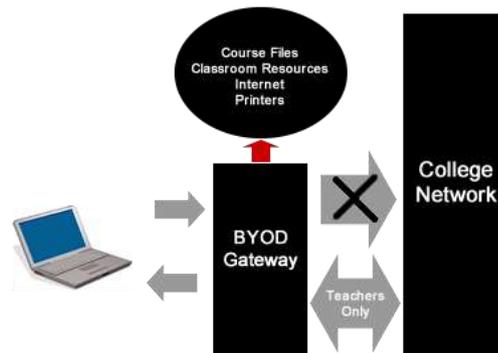
CYOD – Conditions of Use

When using a privately owned laptop at Kawana Waters State College, or connecting it to the College network, we agree that:

- The device must at all times be connected to the CYOD Gateway when on College premises and in use. When connected to the CYOD Gateway, all activities will be logged. College ICT guidelines are to be followed in accordance with the completed and signed College ICT Agreement (signed on enrolment)
- The device will only be used for educational purposes when connected to and using College services.
- Kawana Waters State College will only provide technical support to enable connectivity to the College network via the BYOD Gateway that provides access to student files required for class, internet and printing services.
- It is the responsibility of the student to ensure that the private laptop is secured when not in use. Kawana Waters State College takes no responsibility for theft, loss, vandalism, damage or unauthorised access to private laptops.
- CYOD devices must not be charged using College power outlets or by plugging into College owned computers. All private laptops must be brought to school fully charged.
- CYOD devices must contain a virus scanner with up to date data virus definitions.
- It is the responsibility of the student to back up data on the private laptop eg to external hard drive or USB.
- Any software purchased under Education Queensland agreements must be removed from the private laptop as per the conditions of the agreement. This includes if the student leaves Kawana Waters State College. Any privately owned software installed on the laptop must be age appropriate, follow copyright legislation and not cause offence.
- Kawana Waters State College and the Education Department reserves the right to restrict access and use of any private laptop used on the College campus, whether it is connected to the College network or not. Access to the College network and permission to use the private laptop on College grounds will be withdrawn as a consequence of any inappropriate use and/or security breach. Cloud Based Services such as iCloud or Dropbox must not be used at school to store, send or access information at school.

Note: If the above device is substituted, a new IT Permissions and BYOD Connection form will need to be completed and signed prior to connection of the new device.

How the BYOD Gateway Works

Web Based Services Consent

Permission to Use Cloud, Web Based and App Services

Cloud, Web Based and App Services are used to support curriculum delivery at Kawana Waters State College. RAZ-Kids and Mathletics are examples of these services.

All web based services in use have undergone a risk assessment by the Queensland Government Service Centre. Teachers in charge of these activities will have read the risk assessment and will constantly monitor use and immediately cancel the activity should any concern be raised. Students and parents are asked to report any concerns with any web based activity to their teacher immediately.

A number of precautions will be taken when creating logins. These include:
- The student's first name and first two initials of the surname eg for John Brown use – **johnbr** – for a student log in has been used.
- Where a first name and surname are required as separate fields, as above, **johnbr** as a first name and the word **student** as a surname has been used.
- Students will be told not to use their school password as the password for any of these websites.
- The use of the name Kawana Waters State College has been minimised where possible, the use of KWSC has been used.
- No photos of students have been uploaded.
- Wherever possible, the use of avatars, personas or fictional characters when interacting within a website is utilised.
- If an email address is required, students' school email addresses will be used to register and identify students on these websites.

A list of the services in use will be published in the school newsletter periodically. In order to keep our records up to date, permission for the use of web based services has been included on the BYOD Connection Request and Borrowing a Stay at School Laptop Permission form.

Frequently Asked Questions

Will I need to bring the device to school every day? Yes.
Laptops are essential tools in each classroom.

How do I protect my BYOD device?
It is the student's responsibility to have their device with them at all times. Protective equipment such as bags or cases need to be organised by the parent and student to keep these devices safe while at school, and travelling to and from school. It is the responsibility of the student to look after the device while at school and kept securely in bags.

Do I need to back up?
Yes. It is the student's responsibility at all times to back up all files. The school assessment policy clearly states that loss of data due to technology problems is not an acceptable reason for assessment extensions.

We already have a device at home; can I use it at school?
Yes, hardware and software minimum specifications are provided in this document.

Will every device work inside the Education Queensland network?
No. Some devices with low specifications have been found to not connect to the EQ network. These devices may have difficulty with the security filters used by Education Queensland.

Will the school assist me with network connection settings at school?
Limited assistance will be provided. Students will be provided with a handout of instructions available from the IT Department at school. Assistance is available at the IT Help Desk before school and during the long lunch break to support students in joining the network.

Will the school protect the device from virus attacks? Virus
protection remains the responsibility of the owner.

Do I need 3G?
Private 3G or 4G services are not to be used at school. The school has an effective wireless network available and it is Education Queensland's policy that whilst at school the school web proxy must be used.

Does the school provide software for my CYOD device?
The Microsoft Office Suite is available free of charge for five student downloads at home. Specialist software required for some subjects will be provided to students enrolled in those courses.

Can I take my CYOD device to IT for repair?
The IT Department cannot perform any software or hardware repairs on a privately owned device.

Will the school assist me with home internet connection settings and issues?
No. Your home internet provider or local computer technician can assist you with these enquiries.

Will the teacher be able to provide technical support in class?
No. The IT Department is open before school and during break times to assist students in connecting to the network.

Can I bring my charger to school?

Yes, if workplace health and safety requirements are met. . In order to best protect all stakeholders in this situation, charging of CYOD laptop devices will only be permitted if the following process have been undertaken:

- The charging cable has been **tagged and tested by** an authorised and licensed **electrician** who is **registered with Building Asset Maintenance** in order to comply with EQ requirements (local businesses registered with BAM include Nicklin Electrical and Cameron Wilson)
- This tag and test process has been undertaken **within** the **last 12 months**
- **Official notification** of this process (eg an official pass tag for the device) is to be **attached to the device at all times**.

What is deemed inappropriate?

All illegal (unlicensed) software; pirated music or videos; defamatory documents, or images, or any content not suitable for viewing by persons under the age of 18 are deemed inappropriate.

TAKE THIS SHEET WITH YOU WHEN PURCHASING A LAPTOP

Hardware Minimum Specifications – Choose Your Own Device

The College recommends that all laptops used by students meet the minimum specifications below to enable suitability for curriculum based activities. The minimum specifications provided reflect the requirements for connection to the BYOD Gateway. College ICT technicians will make every effort to enable connectivity of devices which meet these minimum specifications, assuming there are no technical or other issues outside of their control. An attempt will be made to connect other devices, but parents and students should be aware that connectivity may not be possible if there are technical or other issues.

Student subject choices and interests should be considered when deciding whether to purchase a Windows or Apple laptop.

Year 1 to Year 6

Windows Devices

	Minimum	Medium	High
Operating System	Windows 8 (32\64 bit)	Windows 8 (32\64 bit)	Windows 8, 10 (64 bit)
Processor *	Celeron or equivalent	Pentium \ Pentium Quad Core \ AMD A9, or equivalent	Intel Core i3 \ AMD A6 or higher, or equivalent
CPU Speed *	2.4Ghz	3.0Ghz	3.6Ghz or higher
Memory	4GB	4GB or more	8GB or more
Storage Capacity	64GB SSD Flash Drive (+ internal storage (eg SD Card) – 64GB recommended)	320GB 128GB SSD Flash Drive	500GB 256GB SSD Flash Drive
Graphics	Integrated GPU with at least 128MB	Integrated GPU with at least 256MB	Integrated GPU with at least 256MB Dedicated GPU with at least 512MB
Antivirus	Antivirus software **MUST** be installed on their device and are required to keep it regularly updated. Note: There are many Antivirus software products available online which are free for personal use.		
Wireless Connectivity	802.11n Wi-Fi		
Warranty	An extended warranty or device protection plan is suggested, but is not mandatory.		

Mac Devices

	Minimum	Recommended
Form Factor	MacBook	MacBook
Operating System	Mac OS X 10.10.4	Mac OS X 10.10.5 or later
Processor Type *	Intel Core i5, or equivalent	Intel Core i5 or higher, or equivalent
CPU Speed *	2.5Ghz	3.0Ghz or higher
Memory	4GB	8GB or more
Storage Capacity	128GB	256GB or higher
Graphics	Integrated GPU with at least 128MB	Integrated GPU with at least 256MB
Antivirus		
Wireless Connectivity	802.11n Wi-Fi	
Warranty	An extended warranty or device protection plan is suggested, but is not mandatory.	

* Due to the ever changing and progressive nature of technologies, the Kawana Waters State College cannot guarantee that component level specifications for Processor Type and CPU Speeds will be accurate at the time at which you go to purchase your CYOD device. Please ensure that you utilise this document when making your decisions if you are choosing to buy a device, and provide a copy to your chosen computer supplier to ensure that you are getting a suitable product for your students use.

TAKE THIS SHEET WITH YOU WHEN PURCHASING A LAPTOP

Hardware Minimum Specifications – Choose Your Own Device

The College recommends that all laptops used by students meet the minimum specifications below to enable suitability for curriculum based activities. The minimum specifications provided reflect the requirements for connection to the BYOD Gateway. College ICT technicians will make every effort to enable connectivity of devices which meet these minimum specifications, assuming there are no technical or other issues outside of their control. An attempt will be made to connect other devices, but parents and students should be aware that connectivity may not be possible if there are technical or other issues.

Student subject choices and interests should be considered when deciding whether to purchase a Windows or Apple laptop.

Year 7 to Year 12

Windows Devices

	Minimum	Medium	High
Operating System	Windows 7, 8 (32\64 bit)	Windows 8, 10 (64 bit)	Windows 8, 10 (64 bit)
Processor *	Pentium \ Pentium Quad Core \ AMD A9, or equivalent	Intel Core i5 \ AMD A9 or higher, or equivalent	Intel Core i7 \ AMD A10 or higher, or equivalent
CPU Speed *	2.8Ghz	3.2Ghz or higher	3.6Ghz or higher
Memory	4GB or more	8GB or more	8GB or more
Storage Capacity	320GB or higher 128GB SSD Flash Drive	500GB 256GB SSD Flash Drive	750GB or higher 512GB SSD Flash Drive or higher
Graphics	Integrated GPU with at least 256MB	Integrated GPU with at least 256MB Dedicated GPU with at least 512MB	Integrated GPU with at least 512MB Dedicated GPU with at least 1GB
Antivirus	Antivirus software **MUST** be installed on their device and are required to keep it regularly updated. Note: There are many Antivirus software products available online which are free for personal use.		
Wireless Connectivity	802.11n Wi-Fi		

NOTE: For Student wishing to study CAD, Multimedia or some Arts subjects, the best device specifications would be a device in the Medium or High specifications above.

Warranty	An extended warranty or device protection plan is suggested, but is not mandatory.		

Mac Devices

	Minimum	Recommended
Form Factor	MacBook\MacBook Pro	MacBook\MacBook Pro
Operating System	Mac OS X 10.10.4	Mac OS X 10.10.5 or later
Processor Type *	Intel Core i5, or equivalent	Intel Core i5 or higher, or equivalent
CPU Speed *	2.5Ghz	3.0Ghz or higher
Memory	4GB or more	8GB or more
Storage Capacity	128GB or higher	256GB or higher
Graphics	Integrated GPU with at least 128MB	Integrated GPU with at least 256MB
Antivirus		
Wireless Connectivity	802.11n Wi-Fi	
Warranty	An extended warranty or device protection plan is suggested, but is not mandatory.	

* Due to the ever changing and progressive nature of technologies, the Kawana Waters State College cannot guarantee that component level specifications for Processor Type and CPU Speeds will be accurate at the time at which you go to purchase your CYOD device. Please ensure that you utilise this document when making your decisions if you are choosing to buy a device, and provide a copy to your chosen computer supplier to ensure that you are getting a suitable product for your students use.

Other Accessories and Requirements

	Software
• Protective case / cover • Headphones • External Bluetooth keyboard (in the case of tablet devices) • USB Thumb Drive	Freely available software available online: • VLC Media Player • Adobe Reader • Adobe Flash Player • Javascript Software available through the College at no additional cost: • Microsoft Office Suite 2016 (Word, Excel, Powerpoint etc) • Adobe Creative Cloud Suite – Web Edition (Photoshop, Fireworks, Flash etc) Software available through the College for purchase (see the College website for further details): • Adobe Creative Cloud Suite – Master Collection (Design, Web & Video) - $25.00

Faculty Device Specification Requirements for Laptops

General Capabilities		Minimum	Medium	High
Presentations	Involves creating a presentation including multimedia for display on large screen or by projector	✱	✱	✱
Simple video editing	Involves editing video to cut and join sections, add titles and simple scene transitions.	✱	✱	✱
Video recording	Involves being able to record video from in-built camera	✱	✱	✱
Simple photo editing	Involves being able to make some simple changes such as lighten and darken and apply simple filters to whole photographs	✱	✱	✱
Photography	Involves being able to take photographs using the built- in camera	✱	✱	✱
Simple text editing	Involves creating a text document without any, or with only basic formatting	✱	✱	✱
Internet	Involves being able to access, search and download from the internet using a browser	✱	✱	✱
Email	Involves being able to send and receive emails, either from a local email client or through a web based account	✱	✱	✱

Arts / Film and Television (FTV)		Minimum	Medium	High
High level video editing	Involves editing captions, complex scene transitions, edit sound track, and edit video lightness and contrast etc.		✱	✱
High level audio editing	Involves editing wave forms, removing sound artefacts, fade and levels.		✱	✱
High level photo editing	Involves editing selections and elements within photographs, working with layers and levels and editing RAW files		✱	✱
High level drawing / painting	Involves on screen drawing of complex shapes, features multiple pen and brush types to create complex pictures		✱	✱
Complex written documents	Involves documents created by word processor including complex formatting, graphics, tables and images in multi- chapter documents	✱	✱	✱

Business and Economics		Minimum	Medium	High
Database	Involves creating and maintaining a relational database using a DBM program	✱	✱	✱
Spreadsheets	Involves creating complex, multi-page spreadsheets featuring calculations and formulae and formatted cells	✱	✱	✱
Complex written documents	Involves documents created by word processor including complex formatting, graphics, tables and images in multi- chapter documents	✱	✱	✱
Calculating		✱	✱	✱

English		Minimum	Medium	High
Complex written documents	Involves documents created by word processor including complex formatting, graphics, tables and images in multi- chapter documents	*	*	*

Health and Physical Education		Minimum	Medium	High
Spreadsheet	Involves creating complex, multi-page spreadsheets featuring calculations and formulae and formatted cells	*	*	*
Complex written documents	Involves documents created by word processor including complex formatting, graphics, tables and images in multi- chapter documents	*	*	*

Humanities and Social Sciences		Minimum	Medium	High
Complex written documents	Involves documents created by word processor including complex formatting, graphics, tables and images in multi- chapter documents	*	*	*

ICT and Design		Minimum	Medium	High
CADD	Involves being able to create complex computer aided design drawings and rendered illustrations using a CADD program		*	*
Coding / Programing	Involves using a programming language to create computer programs or device applications		*	*
High level photo editing	Involves editing selections and elements within photographs, working with layers and levels and editing RAW files		*	*
High level drawing / painting	Involves on screen drawing of complex shapes, features multiple pen and brush types to create complex pictures		*	*
Website Building			*	*
Complex written documents	Involves documents created by word processor including complex formatting, graphics, tables and images in multi- chapter documents	*	*	*

Languages		Minimum	Medium	High
Complex written documents	Involves documents created by word processor including complex formatting, graphics, tables and images in multi- chapter documents	*	*	*

Mathematics		Minimum	Medium	High
Graphic Calculation		*	*	*
Spreadsheet	Involves creating complex, multi-page spreadsheets featuring calculations and formulae and formatted cells	*	*	*

Sciences		Minimum	Medium	High
Graphic Calculation		*	*	*
Spreadsheet	Involves creating complex, multi-page spreadsheets featuring calculations and formulae and formatted cells	*	*	*
Complex written documents	Involves documents created by word processor including complex formatting, graphics, tables and images in multi- chapter documents	*	*	*