



Kawana Waters
State College

BYOxLink Agreement Booklet

(Student Laptop Program)

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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 BYOx 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 BYOxLink portal 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 and on the school website.
- A laptop – it is highly recommended that the device provided is a laptop as this is a greater fit for this environment.
- 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 BYOxLink Network and support with this connection.
- Will not provide software or hardware repairs to the BYOxLink device as it is privately owned

Security of BYOxLink, 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.

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 completely responsible for backing up their data/ school work. While at school, students should backup their data to OneDrive (instructions on the student homepage), which is safe and accessible from home on any device that they log into.

Students are also able to save data locally to their device, however this is at their own risk and they should be aware that device malfunction will result in loss of data. The backup of this data is the responsibility of the student and should be backed-up on an external hard drive, USB drive or preferably onto their school OneDrive.

BYOxLink – 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 BYOxLink Gateway when on College premises and in use. When connected to the BYOxLink 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 BYOxLink portal 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.
- Student devices must be brought to school fully charged.
- Student devices must have an up-to-date anti-virus to connect to the network.
- It is the responsibility of the student to back up data on the private laptop eg. to external hard drive or USB. The school will not take any responsibility for loss of student data.
- 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.
- Kawana Waters State College reserves the right to ask any student to close or turn off their device. If students refuse, staff reserve the right to confiscate their device and parents may be responsible for collection of said device from Administration.

Frequently Asked Questions

Will I need to bring the device to school every day?

Yes. Laptops are essential tools in each year level and every classroom.

How do I protect my device?

It is the student's responsibility to have their device with them at all times. Protective equipment such as bags or cases should be used 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, as long as those devices meet our requirements to connect to the network. Please see the College website for these device specifications.

Will every device work inside the Education Queensland network?

No. Some devices that do not meet our specifications have been found to not connect to the EQ network. These devices may have difficulty with the security filters used by Education Queensland, or just fail to see/connect to the network architecture. See the minimum specs and speak with IT if you are concerned.

Will the school assist me with network connection settings at school?

Secondary students - Connection from home before school commences is the preferred method, instructions to connect to the College network are available on the College website. Assistance is available at the IT Help Desk before school and during each break to support students in joining the network.

Primary students - Connection from home before school commences is the preferred method, instructions to connect to the College network are available on the College website. Assistance is available at the IT Help Desk before school on the secondary library and each Monday and Wednesday from the Primary Library at first break.

Will the school protect the device from virus attacks?

Virus protection remains the responsibility of the owner. The school has an enterprise model to protect students and our network, however local intrusion to the machines is still possible outside of school and using USB devices. The students are not able to share viruses across the network, however they should make every effort to remove them before connecting.

Do I need 3G/4G/5G internet access?

Private internet services are not to be used at school. The school has an effective wireless network available and it is Education Queensland's/College policy that whilst at school the school network must be used. This is to help protect students from unsafe and unfiltered/unmonitored internet access. This is a policy that students must adhere to.

Does the school provide software for my BYOx 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. If there are costs involved this will be clearly communicated and included in their course fees.

BYOxLink Agreement Booklet – Reviewed Annually – Last Reviewed July 2020

Can I take my BYOx device to IT for repair?

The IT Department cannot perform any software or hardware repairs on a privately owned device. You must seek external IT assistance for these issues.

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?

The teachers are not required to provide IT assistance past the point of explaining what to do to students and sharing their class links. The IT Department is open before school and during break times to assist students in connecting to the network. Temporary internet is available through EQGuest if they need to connect for a short period of time to get through the class.

What is deemed inappropriate content?

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.



BYOxLink - Acceptable Use Agreement

(Student Laptop Program)

I have read the BYOxLink agreement (available on the College Website under 'Student Laptop Program') regarding the use of family purchased devices on the Kawana Waters State College website and agree to abide by the terms and conditions contained therein. Further, I understand that if there is a breach of the agreement, I risk having this privilege withdrawn and further action taken in line with the College's Student Behaviour Management Policy. I/my child agree to this document and all associated behaviour and responsibilities for the remainder of their schooling at Kawana Waters State College.

If you need a copy of the agreement, please ask admin for a copy and they will provide one upon request.

When complete please return this form to admin. This will only need to be completed once for their entire schooling at Kawana Waters State College. Updates will need to be reviewed yearly by the parent and the school advised if they would wish to withdraw. One student per form please.

Student's name: **Roll Class:**

MIS ID / User ID:

Student's Signature: **Date:**

Parent's / Guardian's Name:

Parent's / Guardian's Signature: **Date:**

College Principal Signature (or delegate) **Date:**

Office Use Only:	
SRS Agreement Signed: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Deposit Paid:	Receipt
#:	
AO Staff:	
Date:	
IT Processed by:	Date: