

ICT Charter



Table of Contents

Program overview.....	3
Reasons:.....	3
Why does your student need a device?.....	3
Device minimum specifications	3
BYOD minimum specifications.....	4
Software minimum requirements	5
Device recommendations.....	5
Software recommendations	5
Subject Electives	6
Where to from here?	6
Care of device	7
Insurance and warranty.....	7
Repairs and school support	7
Laptop guidelines.....	7
Data security and backups.....	8
Passwords	8
Cyber Safety.....	8
Intellectual property and copyright.....	8
Misuse and breaches of acceptable usage	9
Damage or loss of equipment.....	9
Acceptable computer and internet use	9
Student responsibility agreement	10

If you have any questions, please contact the School IT Department. Email: BYOD@bribieislandshs.eq.edu.au
Telephone: IT Support – 07 3400 2444.

Information and Communication Technology (ICT) Charter

Program overview

Bribie Island State High School has a well-established Information and Communication Technology (ICT) program for our current Year 7 to Year 12 student cohort. Our school infrastructure, policies and most importantly our curriculum, is continually undergoing renewal to ensure that we are able to deliver the highest quality service to your child. Online learning environments are being established to ensure your child has access to their learning 24/7, 365 days a year.

Our programs support educational needs and are designed for students to maximize their learning opportunities both in and out of the classroom. Mobile technology devices will help our school engage the digital generation by nurturing individual learning experiences.

Reasons:

- The school no longer receives federal government funding to provide laptops for students, but a device remains an integral part of their education in a digital society.
- The previously school supplied laptops are now out of warranty and at the end of their useful life.
- Most schools are moving to a Bring Your Own Device model where students supply their own laptop to connect to school networks and utilise technology to enable them to fully engage in the curriculum.

Why does your student need a device?

- The school do not supply school laptops.
- Students will need their own device to:
 - o access e-textbooks providing students with the most up to date information available especially important for all learning areas and a changing senior curriculum
 - o research for classwork and assessment, complete assessment and submitting online
 - o engage in subject specific areas using digital technologies; and
 - o engage in subjects that are technology based

Students and parents/caregivers are asked to lend their support by ensuring students have access to a device that meets the minimum specifications. Strong support from parents and caregivers is paramount to ensure the Bring Your Own Device (BYOD) program is successful and students gain the maximum benefit.

Device minimum specifications

All students' BYOD devices, which are purchased for use in the school, are required to meet the minimum specifications to ensure they can connect to the school network, and run required software.

The minimum specifications should provide an acceptable experience for most programs run at the school, with the majority of time being spent using Microsoft Office. If your student has a strong interest or is continuing in senior school with design subjects, coding or 3D, film and television you should consider a more powerful machine. Students using applications such as Inventor and Adobe products will run on a device with minimum specifications but can benefit from a more powerful hardware.

Bribie Island SHS 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.

BYOD minimum specifications

MINIMUM SPECIFICATIONS		
	Windows Laptop	MacBook
Screen Size	11" Minimum (measured diagonally)	
Operating System	<p>Supported: Windows 10 & 11</p> <p>Unsupported: Windows 10 S mode, 11 S mode, Windows 8, Windows 7, Windows Mobile 8 & RT, Windows Surface 8 & RT, Google Chrome OS, Linux/Unix/BSD/*nix</p>	MacOS 12+ (minimum)
Wireless Network (Wi-Fi)	<p>Supported: Dual-Band Wireless, capable of 5GHz.</p> <p>Our school wireless access points only transmit at 5GHz.</p> <p>Unsupported: 2.4GHz (adapters can be purchased off campus)</p>	
Battery	Sufficient to last 6 hours (a full school day) on Balanced power mode. Devices need to be brought to school fully charged.	
Processor / CPU	Quad Core	
RAM	4GB or higher	
STORAGE	128GB HDD or higher	
Keyboard	The device must have a physical keyboard	
Features	USB port, headphone port, in-built microphone, webcam	

Minimum-security requirements

Devices must be installed with licensed, working and updated virus protection software.

To maintain the security of Department of Education (DOE's) network, **devices that do not meet the minimum security requirements are not permitted to connect.** Windows devices may use Microsoft Windows Defender, which is free and comes pre-installed with Windows 10 and Windows 11. It is sufficient for school purposes.

Software minimum requirements

Productivity	<ul style="list-style-type: none"> • Microsoft Office 2016 from Microsoft Office 365 Available for free for all QLD State School students • Adobe Suite (Adobe License – included in SRS) • Refer to the school website for the most up-to-date software links
---------------------	---

Device recommendations

Screen Size:	We do not recommend screen sizes 15" or larger. The device simply becomes too heavy and there is an increased likelihood of breakage. 12"-13.3" is an ideal size for a portable student device.
Weight	Maximum 2kg. If a device is too heavy it may end up being left at home
Storage	Purchase a device with a Solid State Drive (SSD) if possible. Not only does this improve performance, it has no moving parts and is more likely to withstand the bumps and knocks experienced by a student device.
Protective carry case	Hard-sided carry cases are ideal, as they are durable and can remain on the device, providing protection at all times. Try to avoid simple soft-shell neoprene covers as they provide very limited protection.
Wireless mouse	A mouse will help your student work more efficiently – a wireless mouse has the added benefit of a less cluttered workspace
USB Port	To support connectivity to USB Keys, and other accessories (e.g., Headset)
Devices to AVOID	64GB eMMC Storage, you will run out of space when trying to install school software. Chromebook – they require connections to google cloud storage, which does not work in the school environment. Slow, second-hand devices which do not meet the minimum specifications, they may not work in the school environment and may perform very poorly, which will affect your student. Devices running in Windows S Mode (must be changed to Windows 10)

Software recommendations

Operating System	Windows 10 or Windows 11 is the required OS, we recommend the 64-bit version for the Adobe Suite.
Other software	An up-to-date list of other recommended software (and links) is available on the school website.

Subject Electives

If you are choosing subject electives in the following areas, please take into account the pre-requisites for these subjects and that a device is a requirement.

Subjects	Software	Minimum specs
Design electives 9/10/11/12	Autodesk or Solid Edge Software or ArchiCAD	Intel i5 minimum, i7 recommended
Digital Technology Year 11/12 Certificate III IDMT	Illustrator, Dreamweaver and Animate Premiere PRO and After Effects	Intel i5 minimum, i7 recommended. RAM: 16GB minimum, 32GB recommended
Media Studies and Practice (Film and Media Studies) 10/11/12	Premiere PRO and After Effects	Intel i5 minimum, i7 recommended. RAM: 16GB minimum, 32GB recommended

Where to from here?

If you wish to participate in the BYOD program:

- Read the ICT Charter
- Choose a new device that meets or exceeds school minimum specifications:
 - a) from a retailer; or
 - b) an existing family-owned device.

Please contact IT if you are unsure about any device requirements.

- Prepare the device by installing software for your student prior to the start of the school year.
- Before bringing the device to school, complete the *ICT Charter Agreement* and return it to the main office, or scan/photograph and email to: BYOD@bribieislandshs.eq.edu.au

Joining instructions will also be available on the school website and intranet for any student wishing to self-enroll.

Assistance will also be available from the IT helpdesk to join the BYOD network on school days.

Important: Please ensure that the device meets the BYOD minimum specifications. This will ensure your student's device can connect to the school network, and be able to run required software.

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 each day 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. Choosing a device with solid-state drive (SSD) can alleviate some of these issues. It is **REQUIRED** that all devices have some form of protective casing. This will minimize the likelihood of damage as students travel to and from school.

Insurance and warranty

Purchasing insurance is a personal choice, Bribie Island State High School strongly recommends that you purchase Accidental Damage Protection Insurance with your device. When purchasing your laptop please learn about your options to purchase accidental damage protection for your IT device. This covers your device with accidental damage on and off the school campus. Fire, theft and acts of God are usually not covered under these programs and we request you to include it in your personal or home insurance. 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. We advise that all devices are covered by an extended warranty. Statistically a computer will require, on average, 2.5 repairs during its 3-year life cycle. This is a computer requiring a hardware repair due to component failure (warranty) or accidental damage (non-warranty). On average 70% of these repairs are warranty and 30% non-warranty.

Repairs and school support

All maintenance for the IT device, operating system, software and/or apps purchased by the family are the responsibility of the family. Families' should ensure quick maintenance turnaround for student devices. If you run into a problem, we advise students to see the school IT staff who will attempt to diagnose the fault. If this is not able to be resolved, they can recommend a course of action for repair (e.g., warranty claim, insurance claim etc.). Troubleshooting will be limited to running an inbuilt diagnostic that has been installed by the manufacturer of your device and will only be performed in the presence of the student or parent.

Laptop guidelines

It is expected that students will have their device during all lessons except under special circumstances for example practical lessons.

To ensure you can access the school networks:

- please treat your device with great care;
- follow the Student Responsibility Agreement at all times;
- back up your data. At least once a week, you should make copies of your important schoolwork by copying to the network servers (H: Drive) or use your USB flash drive to back up work in progress;
- keep up to date with all messages sent to your MIS email address;
- regularly restart your laptop to ensure the device engages new updates.

Data security and backups

The student is responsible for the backup of all data. While at school, students are able to save data to the school's network, which is safeguarded by a scheduled backup solution. Students may also save data to their school provided USB that can be accessed from school and at home. They are also able to save data locally to the device for use away from the school network.

Students should also be aware that no storage medium is 100% reliable. In the event of a failure, or if repairs need to be carried out - the contents of the device may be affected, so therefore - back up data to external media, OneDrive or the network regularly. Should a hardware or software fault develop, assignment work that has taken a considerable time to prepare may be lost.

Passwords

Passwords must not be obvious or easily guessed; they must be kept confidential at all times, and changed when prompted or when known by another user.

- For your own security, do not share passwords.
- Students should lock the screen of their device whenever they step away from the device for any period of time.
- Students should not allow others to use their school-supplied username and password for any reason.

Cyber Safety

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 possible.

Students must seek advice if another user seeks personal information, asks to be telephoned, offers gifts or asks to meet a student.

Parents, caregivers and students are encouraged to visit The Office of the eSafety Commissioner website at <https://esafety.gov.au>. Privacy and confidentiality

It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission. The student should not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. It should also be ensured that privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interest.

Intellectual property and copyright

Students should never plagiarise information and shall observe appropriate copyright clearance, including acknowledging the original author or source of any information used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged.

Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

Misuse and breaches of acceptable usage

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services. The misuse of internet and online communication services may result in disciplinary action, which includes, but is not limited to, the withdrawal of access to services.

Damage or loss of equipment

The student is responsible for taking care of and securing the device. Responsibility for loss or damage of a device at home, in transit or at school belongs to the student. Arranging repair of faulty or damaged personally owned devices is the responsibility of students/parents. Independent advice should be sought regarding inclusion of the device in home and contents insurance policy or separate.

It is advised that accidental damage and warranty policies be discussed with the retailer to minimise financial impact and disruption to learning if a device is not operational.

Acceptable computer and internet use

Upon enrolment in a Queensland Government school, parental or caregiver, permission is sought to give the student(s) access to the internet, based upon the policy contained within <https://ppr.qed.qld.gov.au/category/technology-and-information-management>

This policy also forms part of this ICT Charter. The acceptable-use conditions apply to the use of the device and internet both on and off the school grounds.

Communication through internet and online communication services must comply with the Student Responsibility Agreement contained within this document.

Students must adhere to a few conditions. Students must not:

- create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place;
- disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard;
- use unauthorised programs and intentionally download unauthorised software, graphics or music;
- intentionally damage or disable computers, computer systems or Queensland DOE networks;
- use the device for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

Note: Students' use of internet and online communication services may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

Student responsibility agreement

Bribie Island State High School maintains a strong focus on embedding digital learning into the curriculum. Having access to such technologies brings with it certain responsibilities – both ethical and legal. The smooth operation of the school computer network relies on the proper conduct of the users who must adhere to the following agreement.

As a responsible user, I agree that:

- I will login into the school network, or any other digital device, using only my username and password;
- I will keep my login passwords confidential at all times;
- I will lock my device whenever I move away from it;
- I will ensure that my device has licenced, working anti-virus software, which is regularly updated;
- my Education Queensland email account is the only permissible email account I can access within the school;
- I will only use digital learning technologies (including the internet and email) for learning related activities;
- Illegal software, games or inappropriate content will not be accessed, downloaded, stored, emailed or saved on my device;
- I adhere to the laws concerning copyright and intellectual property rights and will acknowledge the owners of copyright works;
- I will provide authorised school staff with access to the device and personal holdings associated with the use of the device if requested, this includes any device that was or has been attached or used with the computer from the time the assigned user received the device, (i.e., USB storage device etc.);
- I will not retrieve, view, post, store or distribute any material that is sexually explicit, obscene, violent or offensive via my school's email account, network or other hardware;
- I will not use digital technologies to harass or bully others;
- I will not attempt to circumvent the network or internet security;
- I will take care to not reveal personal contact details, including my own over the internet;
- I will not knowingly introduce a virus onto the device or school network;
- I will charge my device fully each evening in preparation for the next school day;
- I will regularly back-up my device and personal data on the network, a USB or OneDrive and understand that it is my responsibility to have a backup completed before visiting the IT team with any issues to do with my device or network account;
- I will promptly report to staff any inappropriate material that is accidentally accessed;
- I will promptly report any damage to any hardware or software to the IT Department located in the Resource Centre;
- I will keep my device with me at all times or stored in a safe place when not in use;
- I will take all reasonable precautions to ensure that my device is not lost or damaged;
- my parents/caregivers will be aware of and monitor my use of digital technology and the internet at home, as they see appropriate.

