



Runcorn State High School

PRIDE | SUCCESS | EXCELLENCE



BYO_x PROGRAM



ACCEPTABLE USE POLICY



PERSONAL COPY - PLEASE RETAIN IN A SAFE PLACE

Bring Your Own 'x' (BYOx) is a new pathway supporting the delivery of 21st century learning. It is a term used to describe a digital device ownership model where students or staff use their personally-owned mobile devices to access the department's information and communication (ICT) network. The 'x' in BYOx represents more than a personally-owned mobile device; it also includes software, applications and connectivity.

As of 2023, it is compulsory for all students to bring a digital learning device to school each day.

We have chosen to support the implementation of a BYOx model to:

- assist students to improve their learning outcomes in a contemporary educational setting;
- enhance the learning process to maximise student achievement outcomes;
- provide for the seamless movement of work between school, home and play;
- help students to become responsible digital citizens and;
- prepare students for their future studies and careers.

Responsibilities of Runcorn SHS:

- network connection at school;
- internet filtering (when connected via the school's computer network);
- some technical support;
- printing facilities and;
- school representative signing of BYOx Acceptable Use Policy.

The school's BYOx program supports personally-owned mobile devices in terms of access to:

- printing;
- internet connection;
- network file access and storage and;
- support connectivity to the school network.

However, the school's BYOx program does not support personally-owned mobile devices in regard to:

- technical support;
- charging of devices at school;
- security, integrity, insurance and maintenance;
- private network accounts and;
- local access.



Device selection

Before acquiring a device to use at school, the parent or caregiver and student should be aware of the school's minimum specification of appropriate device type, hardware, operating system requirements and software. These specifications relate to the suitability of the device to support efficient and productive learning. These minimum requirements also provide a safe and healthy ICT environment for students.

The school selected range of approved devices includes laptops/tablets running Windows 10 or better or Apple Macbook products running up to date OS X operating systems. A tablet device must have a physical keyboard attachment in order to be approved.

Access to the department's ICT network is provided only if the mobile device meets the department's security requirements which, at a minimum, requires that anti-virus software has been installed, is running and is kept updated on the device.

The minimum specification requirements include:

Windows Devices:

Minimum Specification		Standard Specification (Recommended)	
Processor	Intel® Pentium® Quad Core	Processor	Intel® 10 th Gen Core i5 or better
Screen Size	11"	Screen Size	11" or bigger
Ram	4GB	Ram	8GB or better
Storage	128GB SSD	Storage	256GB SSD or better
USB-C Port	USB-c Gen 3.1 Port (Thunderbolt 3 Port)		
Wireless	Dual Band 802.11 ac	Wireless	Dual Band 802.11 ac
Operating System	Windows 10	Operating System	Windows 10
Battery Life	6 hours	Battery Life	8 hours or better

MacBook Devices:

Minimum Specification		Standard Specification (Recommended)	
Processor	Intel® Pentium® Quad Core	Processor	Intel® Core i5 or better
Screen Size	11"	Screen Size	11" or bigger
Ram	4GB	Ram	8GB or better
Storage	128GB SSD	Storage	256GB SSD or better
USB-C Port	USB-c Gen 3.1 Port (Thunderbolt 3 Port)		
Wireless	Dual Band 802.11 ac	Wireless	Dual Band 802.11 ac
Operating System	Latest OS X	Operating System	Latest OS X
Battery Life	6 hours	Battery Life	8 hours or better

iPad Devices:

Minimum Specification		Standard Specification (Recommended)	
Model	iPad 5 th Gen	Model	iPad 7 th Gen or better
Screen Size	9.7"	Screen Size	10.5" or bigger
Storage	128GB	Storage	128GB or better
Operating System	Latest iOS	Operating System	Latest iOS
Recommended Accessories		Recommended Accessories	
Protective Case	Hard cover case	Protective Case	Hard cover case
Keyboard	Compatible keyboard folio	Keyboard	Compatible keyboard folio

(iPad Mini's and Chromebooks are not supported due to compatibility issues)



It is recommended that students purchase premium devices for possible future enrolment in subjects including, but, not limited to:

- Graphics
- Art
- Film & Television
- Music

The Queensland Department of Education, Training and Employment deems the following to be responsible use and behaviour by a student:

- 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;
- creating and developing information products for educational purposes and;
- accessing online information sources such as dictionaries, encyclopedias, databases, etc. and;
- researching and learning through the Department's e-learning environment.

The Queensland Department of Education, Training and Employment deems the following to be irresponsible use/behaviour by a student:

- using IT resources in an unlawful manner;
- downloading, distributing or publishing offensive messages or pictures;
- insulting, harass or attack others, or use obscene or abusive language;
- deliberately wasting printing and Internet resources;
- damaging any electronic devices, printers or network equipment;
- committing plagiarism or violating copyright laws;
- using unsupervised internet communication;
- communicating inappropriately online;
- sending chain letters or Spam e-mail (junk mail);
- accessing private 3G/4G networks on school grounds and;
- knowingly downloading viruses or any other programs, apps or tools, capable of breaching the department's network security.



In addition to this, Runcorn State High School states that:

- Users are responsible for the security, maintenance and integrity of their individually-owned devices and their network accounts.
- Users are required to register their personally-owned device and display the current Approval label before using their device in class.
- Users are required to create a password to protect their network account. This password must be difficult enough so as not to be guessed by other users and under no circumstances should passwords be divulged to any other user on the system. If users have any reason to suspect that their account security may have been compromised or tampered with, it should be reported immediately to Runcorn State high School's ICT Team.
- Information dispatched from the school network is a reflection on how the wider community perceives the school. All students using the systems are encouraged to show that they are positive ambassadors for Runcorn State High School. **No obscene, inflammatory, racist, discriminatory or derogatory language** should be used in electronic mail or any other form of network communication.
- Users using the system **must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices** without their permission and without them present.
- Users **must not record, photograph or film any students or school personnel** unless for classwork or an assignment set by the teacher/ classroom supervisor.
- Users must get permission before copying files from another user. Copying files belonging to another user without their express permission may constitute plagiarism and/or theft.
- Users **need to understand copying of software, information, graphics, or other data files may violate copyright laws without warning** and be **subject to prosecution** from agencies to enforce such copyrights.
- **Any inappropriate material MUST be removed from personally-owned devices or school- owned devices before bringing the devices to school** and such material **will not be shared with other students**, eg illegal software/files, any material of a sexual, violent or pornographic nature.
- It is recommended families purchase their own individual insurance on privately-owned electronic devices, to protect against accidents and loss of device
- It is recommended that devices are bought with extended warranties to protect against future hardware faults for the life of the device.
- Users **MUST bring devices to school each day FULLY CHARGED**. No user is permitted to charge devices at school.
- Users are permitted to **open ONLY software/files requested by their teacher each lesson**.
- BYOx users must follow all teachers' instructions at all times regarding the use of the device.
- **Non-compliance with any of the above policy statements will be considered a breach** of the BYOx Acceptable Use Policy and appropriate consequences will be applied.



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 also 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.

Cyber safety

If a student believes they have received a computer virus, spam (unsolicited email), or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent or caregiver as soon as is possible.

Passwords

Parents/caregivers may also choose to maintain a password on a personally-owned device for access to the device in the event their student forgets their password or if access is required for technical support. Some devices may support the use of parental controls with such use being the responsibility of the parent/caregiver.

Web filtering

The internet has become a powerful tool for teaching and learning, however, students need to be careful and vigilant regarding some web content. At all times students, while using ICT facilities and devices, will be required to act in line with the requirements of the *school's ICT Acceptable Use Policy* and any specific rules of the school. To help protect students (and staff) from malicious web activity and inappropriate websites, the school operates a comprehensive web filtering system. Any device connected to the internet through the school network will have filtering applied.

Monitoring and reporting

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user.

All material on the device is subject to audit by authorised school staff. If at any stage there is a police request, the school may be required to provide the authorities with access to the device and personal holdings associated with its use.

Software

Runcorn SHS may recommend software applications in order to meet the curriculum needs of particular subjects. Parents/caregivers may be required to install and support the appropriate use of the software in accordance with guidelines provided by the school. This includes the understanding that software may need to be removed from the device upon the cancellation of student enrolment, transfer or graduation.



PLEASE DETACH THIS PAGE AND RETURN TO RUNCORN STATE HIGH SCHOOL OFFICE

The following is to be READ and COMPLETED by both the STUDENT and PARENT/CAREGIVER:

We have read and understood the *BYOx Acceptable Use Policy and RSHS ICT Acceptable Use Policy*.

We agree to abide by the *BYOx Acceptable Use Policy and RSHS ICT Acceptable Use Policy*.

We are aware that any breaches may result in consequences as per the school's Responsible Behaviour Plan (available on the school's website).

Please Print Names on this Form

Student Agreement					
Last name		First name			
Signature		Date		Home Class	

Parent / Caregiver Agreement					
Last name		First name			
Signature			Date		

The Principal of Runcorn State High School reserves the right to cancel a student's participation in the BYOx Program due to breaches of the BYOx Acceptable Use Policy, ICT Acceptable Use Policy and Responsible Behaviour Plan.