



BYOxLink Program: Student Charter

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Student BYOxLink Agreement – Please sign and return to the school	Error! Bookmark not defined.

BYOxLink charters may vary between school communities and as such interested parties should seek the most recent BYOxLink charter from their school.

Refer to www.herveybayshs.eq.edu.au/facilities/computersandtechnology
for the current version of this document.



Introduction

At Hervey Bay State High School, we believe it is essential for all students to actively participate in their learning and that it is imperative to embed technology to transform such learning. Our goal is for students in all year levels to use their laptop/iPad to support key learning activities and for teachers to use them to facilitate deeper engagement in learning and higher-order thinking – giving opportunities for all students to develop their character, collaboration, communication, citizenship, creativity and critical thinking.

Hervey Bay State High School is committed to providing computer facilities to support various subjects but unfortunately no school is in a position to finance a laptop or iPad for every student to take home. Parent contribution is essential to achieve a digitally rich 1:1 environment and provide 21st century learning for students.

Our digital learning program:

- recognises the demand for seamless movement between school, work, home and play
- assists students to improve their learning outcomes in a contemporary educational setting
- supports students to become responsible digital citizens
- enhances the teaching and learning process and achievement of student outcomes as well as the skills and experiences that will prepare them for their future studies and careers

To support parents/carers in their decision-making, we offer two options:

- BYOxLink Program – where students bring their own privately-owned, compatible device to school for the purposes of learning. Students must complete the BYOxLink Agreement Form and have their devices connected to the network for full functionality.

Students in Years 7 to 9 are recommended to have an iPad. Students in Years 10 to 12 may choose to use a laptop as this may depend on their Year 11 & 12 subject selections (Digital Solutions, Graphics, etc.)

- iPad Loan Program – where families enter into a loan agreement as detailed on the Student Resource Scheme. Refer to the iPad Loan Program information for further details, available from our [website](#).

This document explains how students' privately owned devices are to be used at school. While every effort has been made to cover all eventualities, there may be situations that are not covered in this document. In the event of an update, the school will advise parents of any changes to the processes outlined in this agreement. 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. Students and their families are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.

The BYOxLink acronym used by the department refers to the teaching and learning environment in Queensland state schools where personally-owned mobile devices are used ("Bring Your Own"). The 'x' in BYOxLink represents more than a personally-owned mobile Windows laptop, Apple laptop or iPad device; it also includes software, applications, connectivity or carriage service.

Device Selection

Before acquiring a device to use at school, parents/carers and students should be aware of the school's specification of appropriate device type, operating system requirements and software. These specifications relate to the suitability of the device to enabling class activities, meeting student needs and promoting safe and secure access to DET's network. The school's BYOxLink program supports printing, filtered internet access, and file access and storage through the department's network while at school. However, the school's BYOxLink program does not include school technical support or charging of devices at school.



Current device specifications for the BYOx Program can be accessed via our [website](#).

School Expectations

- Students must meet school assessment guidelines including the submissions of drafts.
- BYOxLink compatible devices must be brought to school every day, fully charged and ready for use.
- Devices must be updated regularly (anti-virus, operating systems, etc).
- All chargers should remain at home.
- Students must ensure that there is sufficient memory on their device to allow them to engage in lessons (min 10GB available storage on an iPad, 50GB available storage on a Windows or Apple laptop).
- If the BYOxLink device is an iPad, the student will maintain connection with all teacher directed Classroom App classes, accept all Classroom invites for the whole year and maintain Bluetooth and WiFi connection during scheduled classes.

During Lessons

iPads and laptops are valuable teaching and learning tools. To make the most of learning time, the following routines for the use of your device should be followed:

- Wait to use your device or open apps until your teacher instructs you to do so.
- Communicating with other students, using your device, during learning time is not permitted, unless under direct instruction from your teacher.
- Your device is not permitted to be used during exams, unless you are otherwise instructed.
- Students are not permitted to take a photo of any assessment task/exam without prior approval from the Head of Department.

Apple Classroom (iPads)

Hervey Bay State High School is committed to ensuring all members of our school community have safe and enjoyable learning experiences. Teachers at Hervey Bay State High school utilise Apple Classroom via their staff iPad, to allow them to easily monitor student iPad use in the classroom environment. Within the Apple Classroom app, teachers can monitor Bluetooth connected iPads, create workgroups, assign and share class activities and track student progress.

Microsoft Office 365

While enrolled at Hervey Bay State High School (or any state school), students are eligible to use Microsoft Office 365. Office 365 is browser based and can be used to view and edit documents on student devices. OneDrive is part of the Office 365 Suite and provides students cloud storage to store, share and sync files between devices.

Students are also able to install Office 365 applications to their compatible device via logging into: owa.eq.edu.au
Instructions for this can be found at: <https://learningplace.education.qld.gov.au/microsoft-office-software>

Textbook & Apps

We aim to have the majority of resources accessible on the iPad – including texts (wherever possible), eBooks (PDF booklets), OneNote, iTunes, etc. Students in Years 7 to 10 have access to digital textbooks via JacPlus, as part of the Student Resource Scheme.

Device Care

The student is responsible for taking care of and securing their device and accessories in accordance with school policy and guidelines.

Devices should be stored in school bags when moving between classes or around the school. While at school, devices should be used for educational purposes. This includes the use of camera and video functions. This use of these devices is only permitted under teacher direction.



To avoid damage, food and drinks should be kept away from the device (and all ICT equipment).

Students are to ensure their device is well maintained and in good working order at all times. Responsibility for loss or damage of a device at home, in transit or at school belongs to the student. Advice should be sought regarding inclusion in home and contents insurance policy. It is advised that accidental damage and warranty policies are discussed at point of purchase to minimise financial impact and disruption to learning should a device not be operational.

Data Security and Back-ups

Students must understand the importance of backing up data securely. Should a hardware or software fault develop, assignment work that has taken a considerable time to prepare may be lost.

The student is responsible for the backup of all data into their school OneDrive account which is safeguarded by a scheduled backup solution. They 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.

Students should also be aware that, in the event that any repairs need to be carried out the contents of their device may be deleted and the device reformatted. In this case, students are responsible in ensuring any school data and files are backed up before the device is handed in for repairs/maintenance.

Acceptable Device and Internet Use

Upon enrolment at Hervey Bay State High School (and any state school), parent/carer permission is sought to give students access to the internet, based upon the policy contained within the school's enrolment forms.

This policy also forms part of this Student iPad Agreement. The acceptable-use conditions apply to the use of the iPad and internet both on and off the school grounds.

Communication through internet and online communication services must comply with Hervey Bay State High School's Student Code of Conduct, available from the school's [website](#).

Passwords / PIN Security

Student personal devices should be protected by a password (laptop) or a fingerprint (iPad).

Network passwords must not be obvious or easily guessed; they must be kept confidential, and changed when prompted or when known by another user. Personal accounts cannot be shared. Students should not allow others to use their personal account for any reason.

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 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.

Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community.



Parents are requested to ensure that their child understands this responsibility and expectation. The school's [Responsible Behaviour Plan for Students](#) also supports students by providing school related expectations, guidelines and consequences.

Cybersafety

If students believe they have received a virus or spam (unsolicited email), or if they have received a message that is inappropriate or makes them feel uncomfortable, they must inform their teacher or parent/carer (if after school hours) immediately. Students are encouraged to report and learn about a range of cybersafety issues.

Students must never initiate or knowingly forward emails, or other messages, containing:

- A message sent to them in confidence.
- A virus or attachment that is capable of damaging the recipients' device.
- Chain letters or hoax emails.
- Spam (such as unsolicited advertising).

Students must never send or publish:

- Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
- Threats, bullying or harassment of another person.
- Sexually explicit or sexually suggestive material or correspondence.
- False or defamatory information about a person or organisation.

The [eSafety Commissioner](#) provides tips and advice on what parents/carers need to know, including online safety basics, good habits, privacy and the hard-to-have conversations.

Online Safety - Stymie

[Stymie](#) encourages students and bystanders to send anonymous notifications to Hervey Bay State High School, about someone who they believe is being bullied or harmed. The notification interface allows bystanders to upload evidence (e.g. screen shots of Facebook discussions, Snapchats, text messages or instant message conversations) and an outline of the incident(s). Hervey Bay State High School receives the Stymie notifications in the form of an email alert. The notifications are encrypted, anonymous and confidential. Stymie does not store any information. Stymie complements Hervey Bay State High School's existing student well-being/pastoral care framework. Hervey Bay State High School encourages our students to use Stymie to report other types of concerns they may have, in support of their peers. More information can be found at www.stymie.com.au and www.facebook.com/stymieau.

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.

Students are not permitted to take photos, record video and/or audio of anyone at school, unless given permission by their classroom teacher.



Screen Time

There is considerable emerging research available about screen time, and knowing where to look to for advice about what is right for a young person can be challenging. The [eSafety Commissioner](#) provides useful information for schools and parents/carers in determining appropriate screen time. The right amount of screen time can depend on a range of factors, including age and maturity, content, learning and curriculum needs, and school and family routine.

At Hervey Bay State High School, we consider students' screen time in the context of the whole school environment:

- Being actively involved in students' screen experiences
- Working with students to set appropriate expectations
- Developing, implementing and maintaining appropriate boundaries
- Setting device free zones and times at school
- Encouraging a balance of screen time with other activities
- Using a range of eLearning tools and strategies to help monitor and manage access
- Leading by example in assisting students to develop positive digital mindsets

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 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.

The school reserves the right to restrict/remove access of personally owned mobile devices to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned mobile devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access to school supplied services.

Internet Filtering

Content on student devices while connected to the school network will have content filtered by the Department of Education. When devices are outside of the school premises/network, the devices will have open access to the internet. Parents need to be mindful of this and supervise use of these devices at home as they presently do. Checking documents, photographs, movies and internet search history is much easier on an iPad compared to a computer. Please refer to the BYOXLink page on our school [website](#) for more information about managing devices at home.

Monitoring and Reporting

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

All material on the network is subject to review by authorised school staff. Student devices will be periodically and randomly audited in class by the school and any inappropriate materials will be dealt with according to school policy.



Students are required to report any internet site accessed that is considered inappropriate. Any suspected security breach involving students, users from other schools, or from outside the Queensland Department of Education must also be reported to the school.

Support

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

- printing
- internet
- file access and storage
- support to connect devices to the school network.

However, the school's BYOxLink 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.

Responsibilities

Our goal is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines. Responsibilities of stakeholders involved include:

School

- program induction — including information on (but not responsible for) connection, care of device at school, workplace health and safety, appropriate digital citizenship and cybersafety
- network connection at school
- internet filtering (when connected via the school's computer network)
- some technical support (refer to technical support table below)
- some school-supplied software e.g. Microsoft Office 365
- printing facilities
- school representative signing of BYOxLink Charter Agreement.

Student

- participation in BYOxLink program induction
- acknowledgement that core purpose of device at school is for educational purposes
- care of device, including charging of device
- appropriate digital citizenship and online safety (for more details, see [ACMA CyberSmart](#))
- security and password protection — password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students)
- some technical support (refer to technical support table below)
- maintaining a current back-up of data
- abiding by intellectual property and copyright laws (including software/media piracy)
- internet filtering (when not connected to the school's network)
- ensuring personal login account will not be shared with another student, and device will not be shared with another student for any reason
- understanding and signing the BYOxLink Charter Agreement.



Parents and Carers

- acknowledgement that core purpose of device at school is for educational purposes
- internet filtering (when not connected to the school's network)
- encourage and support appropriate digital citizenship and cybersafety with students
- some technical support (please consult Technical support table below)
- required software, including sufficient anti-virus software
- protective backpack or case for the device
- adequate warranty and insurance of the device
- understanding and signing the BYOxLink Charter Agreement.

Acceptable Use

The following are examples of responsible use of devices by students.

- engagement in class work and assignments set by teachers
- developing appropriate 21st Century knowledge, skills and behaviours
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by school staff
- conducting general research for school activities and projects
- communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned school work
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the school's eLearning environment
- ensuring the device is fully charged before bringing it to school to enable continuity of learning.
- being courteous, considerate and respectful of others when using a mobile device.
- switching off and placing device out of sight during classes, where these devices are not being used in a teacher directed activity to enhance learning.
- using the device for appropriate private use before or after school, or during recess and lunch breaks.
- seeking a teacher's approval where they wish to use a mobile device under special circumstances.

The following are examples of irresponsible use of devices by students:

- using the device in an unlawful manner
- creating, participating in or circulating content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disabling settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- downloading (or using unauthorised software for), distributing or publishing of offensive messages or pictures
- using obscene, inflammatory, racist, discriminatory or derogatory language
- using language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insulting, harassing or attacking others or using obscene or abusive language
- deliberately wasting printing and Internet resources
- intentionally damaging any devices, accessories, peripherals, printers or network equipment
- committing plagiarism or violate copyright laws
- using unsupervised internet chat
- sending chain letters or spam email (junk mail)



- accessing private 3G/4G networks during lesson time
- knowingly downloading viruses or any other programs capable of breaching the department's network security
- using the mobile device's camera anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invading someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- using the mobile device (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school staff.

In addition to this:

- Information sent from our school network contributes to the community perception of the school. All students using our ICT facilities are encouraged to conduct themselves as positive ambassadors for our school.
- Students 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.
- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.
- Students 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.
- Parents/carers need to be aware that damage to mobile devices owned by other students or staff may result in significant consequences in relation to breaches of expectations and guidelines in the school's Responsible Behaviour Plan.
- The school will educate students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to incorporate these safe practices in their daily behaviour at school.