MORAYFIELD STATE HIGH SCHOOL

Respect • Responsibility • Cooperation

2024

Laptop Hire Charter Agreement

&

Student BYOx Charter

STRENGTH INTEGRITY THROUGH

BYOx Onboarding Process

What to do if you require additional assistance:

To connect your device to the school network, meet the computer technicians with your device to complete the onboarding process.

An email will be sent to all students with details on how to onboard during week 1, Term 1, 2024.

Technicians will be available:

- At G block staffroom during break and before and after school.

To minimise issues:

1. Ensure the student is an administrator of the device and knows the Administrator's password.

2. Ensure the time zone is set to UTC+10 Brisbane (Windows) or AEST – Brisbane (MAC).

3. If you have set up Microsoft family sharing on the device, please remove it for onboarding.

BYOx Buying Guide & Approved Devices

What You Should Buy

Deciding what to buy and how much to spend on a Bring Your Own device can be very confusing. This document is designed as a guide only to outline what to look for. It does not provide recommendations of brands or companies to buy from. These are decisions that each family must make for themselves.

A laptop is the preferred BYO device. Laptops with the specifications of 'Minimum' as listed below, will meet the majority of your students' needs at school. If they are studying Graphics, Senior Art or Computing they would be encouraged to look at the 'Advanced' specifications.

	Minimum Specifications	Advanced Specifications
Processor	Intel i5 or AMD Rizen 5	Intel i7 or AMD Rizen 7.
RAM	8GB	16GB or more
Hard Drive Capacity	256GB	Minimum 512GB
Ports	2 x USB	3 X USB
Screen	10" or user preference – larger the screen the heavier the device.	14" or 15" – again consider the trade off with weight.
Wifi	Essential	Essential
Operating System	Windows 11 or Mac OS	Windows 11 or Mac OS
Battery	Battery with charge to last at least 5 hours.	Battery with charge to last at least 5 hours.
AntiVirus Software	Mandated but Windows 11 comes with Windows Defender which is all that is required.	Mandated but Windows 11 comes with Windows Defender which is all that is required.
Carry Case	An impact resistant case is essential to protect your investment.	An impact resistant case is essential to protect your investment.

Incompatible Devices

The following devices are incompatible with the Education Queensland network and will not be able to be used:

- Windows RT
- Linux
- Android
- Windows prior to Windows 8
- Apple Mac OS prior to 10.10.3
- Windows 10 S needs upgrading to function. This can be done with no cost but will need an internet connection.

Where to Purchase

Computers meeting Morayfield State High School's specifications are available through a range of local providers as well as online. Most computer brands also offer an education price through their online stores, when you search for "brand name" + "Education".

We recommend that where possible you consider accidental damage and other insurance options.

The School Locker
https://theschoollocker.com.au/schools/morayfield-state-high-school
Parents will need to create an account for Morayfield State High School, no school code required

JB Hi-Fi – Online
https://www.jbeducation.com.au/byod/
School Code: MORAYBYOD2023

HP – Online
www.hpshopping.com.au/morayfield
School Code: Morayfield

How Much to Spend

The amount of money that you would expect to spend will depend on a number of issues. These include:

- The specifications you decide on in relation to the intended use of the device by your child.
- Whether you purchase a new or used device.
- Purchasing additional insurance.
- Where and when you purchase the device.

Student BYOx Charter

BYOx Overview

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 use their personally-owned mobile devices to access the department's information and communication (ICT) network.

The department has carried out extensive BYOx research within Queensland state schools. The research built on and acknowledged the distance travelled in implementing 1-to-1 computer to student ratio classes across the state, and other major technology rollouts.

The BYOx acronym used by the department refers to the teaching and learning environment in Queensland state schools where personally-owned mobile devices are used. The 'x' in BYOx represents more than a personally-owned device; it also includes software, applications, connectivity or carriage service.

Morayfield State High School has chosen to support the implementation of a BYOx model because:

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

Morayfield State High School's BYOx program will support printing, filtered internet access and file access and storage through the department's network while at school. However, the school's BYOx program does not include school technical support or charging of devices at school.

Device Selection

Before acquiring a device to use at school the parent or caregiver and student should be aware of the school's specification of appropriate device type, operating system requirements and software.

Morayfield State High School highly recommends a laptop BYOx device. A device running on a full desktop operating system (Windows or OSX) with a keyboard will provide the most flexibility to students and will be more productive in most classroom situations.

The school website also houses links and portals to stores providing purchases including insurances. You are also able to search computer companies directly using the term 'Education discount' to receive education discounts.

Software

- Microsoft Office – A free version is available to Education Queensland Students.
- Virus Protection – There are some free virus scanners available online which meet the minimum requirements. Microsoft Defender comes standard with current new Windows Laptops. It is a free download from the Microsoft website if it did not come with your device.
- PDF Reader
- Media Player
- Paint or similar
- Devices running Mac OS X will also require the latest version of Java
- Adobe Suite is available for required classes paid for under SRS.
- For Graphics students AutoCAD will be available for free download from your Graphics teacher

The school 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.

Recommended Accessories

Cases should be purchased with devices. Hard padded cases are highly recommended as they can significantly reduce damage from any impact. Students must ensure they turn off their machine before they put it in a case to avoid overheating.

Data Security and Back-ups

Students must ensure they have a process of 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 by an external service agent, they 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.

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.

Classroom Disciplinary Actions

Teachers will give clear expectations on how the device will be used in their classroom. This may vary depending on the type of subject and classroom environment. If the student chooses to disregard these expectations and/or are using their device in a way that interferes and disrupts with their own and other students' learning and production of quality work, the following process will be undertaken.

1. Teacher identifies irresponsible device usage that impacts upon the learning and production of quality work for that said student or other students.
2. The teacher prompts the student to comply with expectations.
3. If the student continues to be irresponsible with the device, the teacher will proceed through the normal referral process. This will include sending the student to the office to have the device confiscated for a period of time. Depending on the circumstances, the student may also face disciplinary action according to the Student Code of Conduct.
4. The teacher will contact home.

Technical Support

The school's BYOx program supports personally-owned mobile devices in terms of access to:
- printing
- internet access
- file access and storage
- support to connect devices to the school network.

However, the school's BYOx program does not support personally-owned mobile devices in regard to:
- technical support for damage/faults
- charging of devices at school
- security, integrity, insurance and maintenance
- home network account access

	Connection:	Hardware:	Software:
Parents and Caregivers	✓ Home-provided internet connection		
School	✓ School provided internet connection		✓ Some school-based software arrangements
Device vendor		✓ See specifics of warranty on purchase	

Common Questions and Answers

Will every device work inside the Education Queensland network?
No. Some devices with low specifications have been found to not connect within the EQ network and may have difficulty with the security filters EQ uses. Check the minimum specification list or contact the IT Department at the school for more information.

Do I need 3G/4G/5G?
The school has an effective wireless network available. It is EQ policy for students to only use the School's provided internet access. 3G/4G/5G will assist devices that have non-wireless connectivity at home. 3G/4G/5G enables **unfiltered** internet access at school. 3G/4G/5G connections on BYOx devices **must** be turned **off** at school. Use of hotspot is considered a breach of EQ policy.

Who should be the administrator of the computer?
In order to connect to the BYOx wireless network, the student must be a local administrator on their device.

What is the role of the school technician?
Morayfield State High School's BYOx program does not include school technical support. The school technician will assist with the initial connection of the device to the school network referred to as "onboarding", however they are not authorised to change settings on a machine without authorisation of the local administrator. The school technician is not able to fix devices and will only be able to provide general advice during school access times (See page 17 for more detail).

Will students be able to charge their laptop at school?
Students should charge their devices at home prior to attending school. Limited facilities will be available in the library and in some class rooms should your student require it but access to these resources cannot be guaranteed at all times. It is therefore recommended that all devices have a minimum battery life of 5 hours.

Do I need some form of insurance for this device?
Yes, some form of accidental damage policy is strongly recommended.

What happens if my device is stolen at school?
Students bringing their own device to school need to ensure they look after their device. Parents need to arrange adequate insurance in case of damage or theft. The school is not liable for any damage or theft.

What warranty should I get with my device?

Some stores offer replacement warranties. Some offer an accidental damage policy. Other stores offer extended 3 year warranties. Some home and contents insurances are suitable. Check the conditions of insurance with the service vendor.

BYOx ALLOWS STUDENTS TO UNLOCK THEIR LEARNING POTENTIAL.

Supported Web Browsers

Operating System	Software
Windows	Edge IE 11+ Chrome Firefox
Apple iOS	Native browser (Safari) Chrome
Apple OS X	Safari Firefox

Student Laptop Hire Charter Agreement

The Program

The laptop hire program has been designed to complement the current BYOx program. Students may choose to BYOx or participate in the hire program. This is so that all students in class have constant and consistent access to a computer. If parents feel that they are unable to engage in either of these programs, they are required to meet with the Deputy Principal to discuss possible options or timing to access a device.

All laptops used in this program will be set up for each individual student and will come standard with the schools Managed Operating Environment (MOEv5 Windows 10 Education Edition), Microsoft Office, filtered internet, access to the school network and access to school software.

All laptops used in the program have been set up for each individual student and are not to be used by others; the laptops are the property of the Queensland Department of Education and Training (DET), regardless of funding source. The school takes no responsibility for any theft or damage to machines. Where the laptop is damaged or stolen, the school may invoice a student's parent/caregivers for the full cost of repair or replacement and the misuse of school laptops will be dealt with according to the Morayfield State High School's student code of conduct and Acceptable Use Policy.

Students are required to pay a yearly fee of $250.00 (pro rata based on enrolment) for the personal use of these laptops. This payment can be made upfront or paid in instalments across three (3) terms. Laptops are to be returned at the end of the year should you not be participating in the following year.

At the end of each school year a Laptop Hire Agreement will need to be entered into and laptop presented to the technicians for checking and maintenance. Should this not occur, the device will be returned to the school for the Christmas holiday period.

The laptop is covered for the standard manufacturer's warranty and accidental damage for one occurrence each year. The IT department at Morayfield State High School will manage any Accidental Damage or Warranty claims should they be necessary. A $100.00 excess will apply to each Accidental Damage incident. A total of one incident will be covered by this policy in each year of the loan. Should further damage apply, the hirer will be responsible for the full cost of repairs.

The Package

The equipment, referred to in this agreement, consists of a laptop computer; protective carry case; charger and the department's standard suite of software, including Microsoft Office.

For the purpose of this document, all of these items are referred to collectively as the 'laptop'. Each laptop will be:
- Protected by anti-virus tools and automated updates.
- Able to be connected to the school network for filtered internet and email usage for student learning.
- Installed with the department's standard suite of productivity software.
- Bluecoat web filtering at school (high). Parents may choose a high or medium level of filtering for when the device is not at school.
- Medium level of filtering will permit social media access and YouTube. This is indicated on the external request for equipment form.
- Parents may also choose to allow additional software to be installed on the device by selecting elevated access on the same form.

Theft and Loss

In the case of loss or suspected theft of an assigned laptop, the school will initiate recovery procedures, however, should a device be unrecoverable, the full cost of replacement may be charged to the parent/caregiver.

Hirers will be responsible for the replacement of lost or damaged accessories. These may be purchased via the Cashier. Case - $40.00. Charger - $35.00.

Warranty & Accidental Damage

All laptops and batteries are covered by a manufacturer's warranty which covers manufacturing defects through normal usage. There is no cover for negligence, abuse or malicious damage. Any software or hardware issues, vandalism, damage, loss or theft of the laptop must be reported immediately to the school's office/administration staff or to the IT Department at Morayfield State High School.

The laptop is covered for one Accidental Damage claim per year. Where a laptop is accidentally damaged, the school will initiate and manage a warranty claim with the insurance vendor. A $100 excess will apply to each accidental damage claim. For any subsequent Accidental Damage claims within 12 months, the school will invoice a student's parent/caregiver for the full cost of repair, including labour and postage.

Wilful and Malicious Damage

Where a school or insurance vendor determines that damage has been intentionally caused to a device or a student has disrespected school property, the full cost of repair or replacement may be charged.

Software

The software loaded on the laptop is licensed to the Department of Education and Training or the school. Students may have the ability to install additional software onto the laptop if parents have chosen the elevated access option on the Equipment Loan Form. However, only licensed software can be installed. The student must hold a valid licence for any software installed and the licence must be appropriate for installation on the laptop. Laptops will be periodically audited by the department and the student should present the valid software licence, if requested.

All material on the laptop is subject to review by authorised school staff. If at any stage there is a police request, Department of Education and Training will provide the authorities with access to the laptop and personal holdings associated with the use of the machine.

Subsequent Points of Agreement:

Students are reminded that in using these laptops they must comply with the School's Student Network / Internet Access Agreement and Internet Usage Policy.

Students should 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, videos, music or games;
- Intentionally damage or disable computers, computer systems or DET networks;
- Use the laptop for unauthorised commercial activities, political lobbying, online gambling, harassment of others or any unlawful purpose;
- Disseminate images or sound using the laptop to others for the purpose of causing embarrassment to individuals or the school, or for the purpose of bullying or harassment.

The school has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.

Students are responsible for the timely backing up of data. Should a hardware or software fault occur, assignment work may be lost. The school is not responsible for any data loss. Students should also be aware that, in the event that any repairs need to be carried out, the contents of the laptop may be deleted and reformatted.

Care and Use of the Laptop

Whilst the laptop is issued to the student, they are responsible for taking care of and securing the laptop and accessories.

- When not in use the laptop should be stored in its carry case. Should students need to leave the laptop unattended it needs to be stored in a secure location e.g. locked classroom.
- If a laptop is accidentally damaged students must report the damage immediately to administration personnel. If damage occurs to the laptop the school will determine when and/or if a replacement machine is made available to the student. When damage is not reported immediately, the school holds the right to waive the accidental damage excess.
- Ensure the laptop is placed on a stable surface when in use.
- Avoid moving your laptop around when it is turned on and always package, carry and store the laptop in its carry case for transportation.
- Ensure the laptop is switched off before being placed into the carry case and transported.
- Take care when using the laptop. Avoid dropping or bumping the machine. Don't poke, prod, push or slam the LCD screen. Never pick up the laptop by its screen. Ensure you do not try to close the lid with a pen or other item on the keyboard.
- Only connect the power adapter supplied to your laptop. Never use an adapter belonging to another device.
- Do not wrap the cord tightly around the adapter box and when unplugging the power cord, pull on the plug itself, not the cord.
- Computer batteries can become hot during use. Do not use the computer on your lap.
- Don't have food or drink near the laptop.

Borrowing a Stay at School Laptop – Conditions of Use

The school has a number of laptops available for students to borrow on a daily basis if their hire laptop is not working. About Stay at School Laptops:

- The Stay at School Laptop Permission Form must be signed and returned to the school before a Stay at School laptop can be borrowed.
- Stay at School laptops are available for borrowing from the IT Support Room in the G Block from 8.00am each day and must be returned by 3.00pm on the same day.

By signing the Student Laptop Hire Agreement and Stay at School Laptop Permission Form, the student and parent/caregiver understand and acknowledge that:

- The laptop must stay at school.
- The laptop must be returned to the IT Support Room in the G Block by 3.00pm on the day it was borrowed.
- The borrower and their parent/caregiver is responsible for any damage to the laptop and agree to pay for any repair cost. Stay at School laptops are checked for damage by IT staff every day upon return.
- All policies and guidelines as per the Student for students apply to the use of a stay at school laptop.
- If the laptop is lost while borrowed, the full cost of replacement will be required.

Frequently Asked Questions – Laptop Hire Scheme

Will I need to bring the Laptop to school every day?
Yes. From 2023, all students in Years 7 - 12 will be required to have a laptop at school every day. Students in other Year levels are also strongly encouraged to participate in our BYOx laptop program to enhance their learning at school and at home.

Will I be able to access Social Media sites on my laptop?
Yes, but only from home and only if the Parent has requested a medium filter level on the hire agreement.

What happens if I lose my laptop or it gets stolen?
Loss or theft of the laptop must be reported immediately to the school's office/administration staff. In the case of loss or suspected theft of an assigned laptop, the school will initiate recovery, however, should a device be unrecoverable, the full cost of replacement may be charged.

Can I install software on the laptop?
Yes. Students can install software on the device provided the parent requests elevated privileges on the hire agreement form.

Do I need to back up?
Yes. It is the student's responsibility at all times to back up all files. The school is not responsible for any data loss.

What happens if I accidentally damage the laptop?
Any damage, software or hardware issues must be reported immediately to the school's office/IT staff.

Will the school assist me with network connection issues at school?
Yes. Students can visit the IT Support Room located in the G Block before and after school and during recess breaks for advice and assistance. An email is also sent to students at the start of the year demonstrating how to connect to the school network.

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 school protect the device from virus attacks?
Yes. Each school assigned laptop will be protected by anti-virus tools.

Can I take my hire laptop to the IT Department at school for repair?
Yes. Students can visit the IT Support Room located in the G Block before and after school and during recess breaks for advice and assistance. The IT Department will manage any warranty claims if necessary and will provide hardware or software repairs as required.

What happens if I forget my laptop or my laptop is broken?
The school has a small fleet of laptops available for students to borrow on a daily basis if their hire laptop is not working. Students can collect and sign out a laptop from the IT Support Room in the morning between 8.00 – 8.45am. These laptops MUST NOT BE TAKEN HOME, Stay at School laptops must be returned by 3.00pm on the same day. Students who leave early will need to organise to drop off the laptop when they sign out at the office. A Stay at School Laptop Permission Form must be completed before a device will be available.

If a student forgets to bring their laptop, they are not meeting the expectations of being prepared for learning. They will need to work on paper for the day and transfer all notes and work from paper to their device for homework.

Can I bring my charger to school?
It is the student's responsibility to attend school every day with a fully charged laptop. It is understood that there will be times when the student may need to apply additional charge to the laptop during the day. If this is the case, facilities are available in the library during break and arrangements may be made with some teachers based on facilities that are safely available in the classroom.

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.

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 also supports students by providing school related expectations, guidelines and consequences.

Cybersafety

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

Students must never initiate or knowingly forward emails, or other online content, containing:
- a message sent to them in confidence
- a computer virus or attachment that is capable of damaging the recipients' computer
- chain letters or hoax emails
- spam (such as unsolicited advertising).

Students must never send, post or publish:
- inappropriate or unlawful content which is offensive, abusive or discriminatory
- threats, bullying or harassment of another person
- sexually explicit or sexually suggestive content or correspondence
- false or defamatory information about a person or organisation.

Parents, caregivers and students are strongly encouraged to engage with the Australian Governments Esafety website and the Department of Education Digital Identify information.

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 Responsible Behaviour Plan for Students 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.

The filtering system provides a layer of protection to staff and students against:
- inappropriate web pages
- spyware and malware
- peer-to-peer sessions
- scams and identity theft.

This purpose-built web filtering solution takes a precautionary approach to blocking websites including those that do not disclose information about their purpose and content. The school's filtering approach represents global best-practice in internet protection measures. However, despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed. Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

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 DETE network must also be reported to the school.

The personally-owned devices have access to home and other out of school internet services and those services may not include any internet filtering. Parents and caregivers are encouraged to install a local filtering application on the student's device for when they are connected in locations other than school. Parents/caregivers are responsible for appropriate internet use by students outside the school.

BYOx Responsible Use Agreement

The following is to be read and completed by both the STUDENT and PARENT/CAREGIVER:

- I have read and understood the BYOx Charter and the school Responsible Behaviour Plan.
- I agree to abide by the guidelines outlined by both documents.
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the BYOx Charter and the Responsible Behaviour Plan, will result in consequences relative to the behaviour.

Student Name:	
Year Level:	
Student Signature:	
Parent/Care Giver Name:	
Signature:	
Date:	

What to do if you require additional assistance:
To connect your device to the school network, meet the computer technicians with your device to complete the onboarding process.

An email will be sent to all students with details of how to onboard during week 1, Term 1 2024.

Technicians will be available:

> At G block staffroom during break and before and after school.

To minimise issues:

1. Ensure the student is an administrator of the device and knows the Administrator's password.
2. Ensure the time zone is set to UTC+10 Brisbane (Windows) or AEST – Brisbane (MAC).
3. If you have set up Microsoft family sharing on the device please remove it for onboarding.