

Bring Your Own Device Policy

Inspiring Great Minds



Queensland Academy
for Science Mathematics
and Technology





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1.0 WHAT IS BYOD?

“Schools have to prepare students for jobs that have not been created, technologies that have not yet been invented and problems that we don’t know will arise.”

Andreas Schleicher

BYOD stands for Bring Your Own Device. This model allows students to bring an IT device to the Queensland Academies Science, Maths and Technology (QASMT) campus that best supports their learning needs (within specifications).

IT devices are powerful means of differentiating and personalising a student’s education, and student-owned devices facilitate student choice over which application best suits their learning and communication style. Teachers will work with students to ensure everyone can access and view a student’s final work in appropriate formats as necessary.

One of the key aspects to the BYOD program is that students learn the skills they need to continue their education and strive to reach their goals as they move forward into the future. QASMT is a building ground for students as they prepare for high school, post high school education, and lifelong learning. QASMT prepares students for future success by focusing on the individual student and incorporating the use of technology in learning to support critical thinking and problem-solving skills. As more and more jobs incorporate technological advancements, it becomes increasingly important that students develop a high standard of technology literacy. Hopson, Simms and Knezek (2001) stated, "The advent of the Information Age has made the development of problem solving, critical thinking, and higher-order thinking skills crucial to future success" (p.109). In today's world, more and more emphasis is placed on technology. According to Labor (2007), some of the fastest growing occupations are technology related including computer software engineers, network systems analysts, and computer systems administrators. Almost every occupation requires the use of some form of technology that must be learned and be used correctly by the employee.

Students may not use laptops in every lesson every day — we educate them to use technology only as and when required, to understand the challenges inherent in its use and to develop strategies around this. It is important to note that technology is just one aspect of QASMT’s liberal approach to education, one that combines the great traditions in education with contemporary innovation to prepare students for a modern world.

We are giving families control over the choice of primary IT device to bring to school (within specifications). A stylus enabled device is a minimum requirement. Recent studies support using a stylus device in the educational context. Dean (2014) explains the ability to mix digital ink, images and text means that products such as formulas in Mathematics or the drawing of diagrams or annotation of images imported into text in Biology, can be quickly undertaken. Mantgem (2008) notes students and teachers alike can write, draw and sketch with freedom, enabling students to ‘tap directly into their creative brainstorming thought processes’. With this primary device we will continue to support students by diagnosing IT issues and consulting with families if further action is required. We make the following recommendations around device specifications and software as these are expectations that QASMT has of the device’s students bring to school.



2.0 SPECIFICATIONS

Please note that students who bring devices to school that do not meet the specifications outlined below will be asked to purchase a more suitable PC or Tablet PC that meets the Academy requirements.

2.1 MINIMUM IT DEVICE SPECIFICATION

The table below outlines the minimum specifications supported by QASMT for your student's technology needs.

Platform	PC or Tablet PC. Screen must be able to detach or lie flat for stylus use.
Stylus	A stylus must be supported.
Screen Size	10" screen or higher (measured diagonally) – consider portability and weight Screen must be able to detach or lie flat for stylus use.
Processor	Intel i5- Minimum requirement AMD A4 or higher
RAM	8 GB or higher
Hard Drive	256 GB SSD or higher
Operating System	Windows 10 NOT SUPPORTED: MacOS, IOS, Android, Windows RT, Chromebook
Wireless	Dual-band wireless capabilities (5Ghz required for school network) AC Wireless Card
Features	Keyboard, USB port, headphone port, In-built microphone, webcam
Battery Life	Minimum of 10+ hours. Please note it is school policy to have a fully charged device at the beginning of each school day. Students cannot charge their device during class time. Free device charging stations are available for use during break times.
Weight	Under 1.6kg is recommended
Warranty	Recommended additional 3 year manufacture + accidental damage protection cover (ADP).

2.1.2 Examples of Devices that DO NOT Meet Minimum Specification



2.2 OTHER BYOD RELATED EQUIPMENT:

- A set of headphones with a microphone.
- An appropriate-sized (minimum 8GB) USB stick/drive for additional backup of school work (*please also refer to 'Backing Up' section of this document.*)
- Laptop Case/Sleeve (*see school specification under 'Cases'*).
- Any other device-related peripherals should be negotiated with the subject teacher.

If you have questions about whether a specific model computer will meet the requirements, please contact the school's IT Helpdesk at byod@qasmt.eq.edu.au.

3.0 SELECTING A DEVICE FOR YOUR STUDENT

If you will be purchasing a device for your student, it is important to find the model that best suits their unique needs. Consider the Type of Device and Key Features that best support your student using our guide below.

3.1 CHOOSING YOUR DEVICE

We understand and appreciate the uncertainties that may be associated with choosing the best device for your student. This documentation provides the minimum specifications that are required as well as examples of recommended devices that meet these specifications.

Unfortunately, we are unable to recommend one particular device over another due to our adherence to the "Public Sector Ethics Act 1994" where we have a "duty to provide advice which is objective, independent, apolitical and impartial".

Should you have any specific questions with regards to a particular device, please consult our IT staff and they will be happy to assist you. Assistance can be found at byod@qasmt.eq.edu.au

3.1.1 Key Features

Selecting a device is a balance between cost, functionality, weight, and performance. Consider the following key features to best suit the needs of QASMT students:

Considerations	Features to look for
<p>Performance</p> <p>Students who work on technical tasks such as gaming, coding, or AutoCAD, as well as creative activities like music production, illustration, or film editing, will benefit from a device with high-performance features.</p>	<p>Processor: Look for a higher-level Core i5 or i7 processor for better power and speed.</p> <p>RAM: Aim for at least 8 GB of RAM to handle multitasking and resource-intensive applications.</p> <p>Storage: opt for a minimum of 256 GB SSD (Solid State Drive) for fast boot times and application loading. Consider more storage if working with larger files or multimedia projects.</p> <p>Graphics: If using software that requires advanced graphics capabilities, consider a dedicated graphics card (GPU) with at least 2 GB of VRAM.</p>
<p>Functionality</p> <p>Modern devices offer more than just word processing. Look for features that enhance productivity, communication, and access to educational resources.</p>	<p>Microphone: Ensure the laptop has a built-in microphone for voice recording and online communication.</p> <p>Camera: A built-in webcam is essential for video conferencing and recording.</p> <p>Connectivity: Check for USB ports (preferably USB 3.0 or higher) to connect external devices, such as flash drives or peripherals. Display ports (HDMI, DisplayPort) are useful for connecting external monitors or projectors.</p>
<p>Portability</p> <p>Consider the portability of the device based on how your child commutes and their preference for lightweight devices.</p>	<p>Weight: Aim for a laptop that weighs around 1.6 kg or less, making it easier to carry in a backpack.</p> <p>Battery Life: Look for laptops with a long-lasting battery to ensure it can last through a school day without needing to be recharged.</p> <p>Form Factor: Consider a 13" or 14" laptop for a good balance between portability and screen size.</p>
<p>Ergonomics</p> <p>To minimize the impact on vision and posture during long periods of use, consider the following aspects:</p>	<p>Screen Size: Opt for a screen size between 13" and 15" that balances visibility and portability.</p> <p>Keyboard: Ensure the keyboard is comfortable for typing assignments. Backlit keyboards can be useful for working in low-light environments.</p> <p>External Monitor and Keyboard: Recommend connecting to an external monitor and keyboard at home to promote better ergonomics and productivity.</p>
<p>Durability</p> <p>Considering potential accidents, durability is an important factor. Look for features that enhance the laptop's resilience.</p>	<p>Solid State Drive (SSD): SSDs are more durable and shock-resistant compared to traditional hard drives.</p> <p>Robust Casing: Look for laptops with sturdy build quality and reinforced corners to withstand accidental drops.</p> <p>Spill-Proof Keyboards: Some laptops offer spill-resistant keyboards, which can protect against liquid damage.</p> <p>Warranty and Support: Check for a reliable warranty and follow-up support from the manufacturer to address any potential issues.</p>



3.2 WHEN TO PURCHASE

To ensure a smooth start to the school year, it is expected that all students have a device ready for the first day of school. We recommend purchasing the device early so that students can become familiar with it and hit the ground running when they arrive at the QASMT campus.

For your convenience, QASMT has partnered with JB HI-FI to set up an online portal where you can purchase recommended devices. This portal can be accessed through the school website. While there is no obligation to purchase through this vendor, it offers an easy solution to find a device that meets the minimum specifications, warranty, and aftercare service. However, please feel free to shop independently at any computer retailer of your choice.

Website: <https://www.jbeducation.com.au/byod/>

School Code: [BYOD CODE](#) (found on the QASMT website)

4.0 PROTECTING YOUR DEVICE

As we all know, technology can fail and can be lost or stolen, so it is extremely important that students have a backup plan in case things go wrong.

4.1 BACKING UP

Backing up is easy. Once set up, your data should be backing up automatically. You just need to check every once in a while, to make sure your backups actually work. There are three main types of backup solutions:

1. Local Backup

Every day, copy your most important files onto an external hard drive next to your desk, in your cupboard, or any other place where you can easily retrieve it. You can even use Windows Tools to do this automatically.

2. Offsite Backup

This is another automatic backup on an external hard drive that is stored at another location, such as a friend or family's house. This protects your backup in case of theft, natural disaster or simple hardware failure.

3. Cloud Backup

Similar to an offsite backup, this involves simply installing Microsoft OneDrive (part of the Microsoft 365 package that is free to all EQ students) on your computer to instantly and automatically copy your files to the internet. This makes multiple copies of your files at various places around the world, making it hard to lose any of your files.

4.1.1 Virus Protection

It is mandatory for all BYOD devices to have antivirus software installed on them and checks conducted regularly.



4.2 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.

4.2.1 Case / Carry Bag

A QASMT branded laptop bag is a mandated requirement for all students starting at the Academy. These bags must be used to carry the device at all times, including to and from class. Please note that these carry bags are the only bags permitted in the classroom. QASMT branded laptop bags must be purchased through the school uniform shop.

4.2.2 Charging Your Device

It is expected that students bring their IT device to school each day fully charged. Please note that students cannot charge their device during class time. Free-to-use device charging stations are available during break times.

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.

4.2.3 Insurance

Purchasing insurance is a personal choice however, highly recommend that you do so in order to maximise the life of your device.

When purchasing your device please carefully consider your options to purchase accidental damage protection. 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 recommend you include it in your personal or home insurance. The insurance can be purchased with your computer vendor (including JB Hi-Fi Portal) or any insurance company. All insurance claims must be settled between you and the insurance company.

4.2.4 Warranty

We recommend 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. An extended warranty for your device can also be purchased through the JB Hi-Fi Portal.

4.2.5 Repairs and Maintenance

All maintenance for the IT device, operating system, software and/or apps purchased by the family are the responsibility of the family. When devices are purchased through the JB Hi-Fi Portal, families have the opportunity to leave their device with the IT help desk at QASMT in order for it to be picked up for repair. Families who do not purchase devices through the JB Hi-Fi portal will need to organise their own repairs. All students can temporarily borrow Loan laptops from the IT Help Desk that are short-term use while repairs are occurring. Families should ensure quick maintenance turnaround for student devices.



5.0 SCHOOL SUPPORT

Our onsite technical support team aim to ensure that students have a working IT device at all times. A component of this support includes a hot swap program, where students who have device failures are loaned a device for a short period (two weeks) whilst their tablet is being repaired. Students requiring an extension beyond two weeks must apply through the IT department. Please be aware that there is no guarantee of a loan device or extension due to the limited availability of spare devices.

Upon receipt of the loan device, students and therefore parents, are responsible for the care of the device. Any negligence or loss will be invoiced to families for payment.

6.0 SOFTWARE FOR STUDENTS

Students have access to a variety of software as part of their Student Resource Scheme. All students have access to Microsoft Office and Adobe Creative Cloud

1. Microsoft Office 365

“Microsoft Office 365 gives you the familiarity and power of Office with the flexibility of the cloud. With Office in the cloud, your applications and files are with you wherever you go, whether you’re working offline at your desktop, online, or on one of your devices” (Microsoft.com). Microsoft Office 365 contains the following Microsoft software:

- Outlook
- Word
- Excel
- PowerPoint
- Publisher
- OneDrive

All Queensland State School students can now get multiple free copies of the Microsoft Office Suite for download on to their personal devices.

Education Queensland students can already access their copies using their active MIS login and school email account. Sign in to Microsoft Office 365 to download your free copy of the Microsoft Office Suite from <https://portal.office.com/>. The initial login page requires a MIS email address and password with the following authentication page only requiring MIS ID and password.

Students joining QASMT from outside Education Queensland will need to wait until they receive their MIS login and school email account in the first week of school before they will be able to access this offer. Assistance on how to download this software will be given to all students on their commencement at the Academy.

2. Adobe Creative Cloud

QASMT has a school-wide license for the Adobe Creative Cloud Suite for all our students to use in their education.



This contains the following Adobe software:

- Photoshop
- Illustrator
- InDesign
- Acrobat Pro
- Premier Pro
- After Effects & more

At the beginning of the school year, students will have access to a link to Adobe Creative Cloud or they may book their laptops into IT Services and have the software installed for them. This process will take approximately one hour. The license will be valid whilst they are enrolled at QASMT. Should they leave early or before they graduate, they will need to have the software removed by IT Services.