Program Information and Agreement Details

PROSERPINE
STATE HIGH SCHOOL

SUCCESS. TOGETHER.

2025 eLearning Program
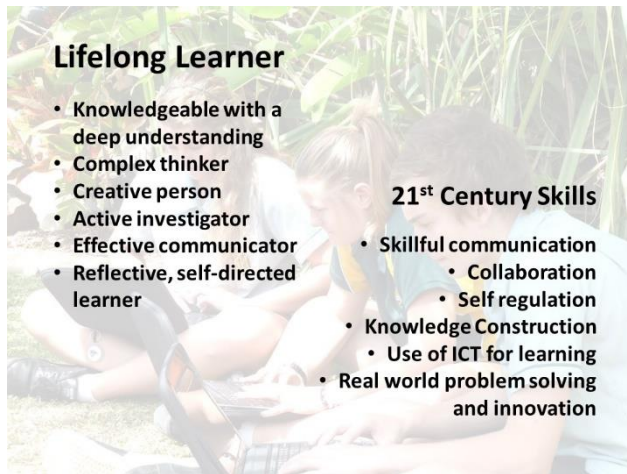
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Queensland Government

www.proserpineshs.eq.edu.au

Local Spirit.
Universal Success.

Lifelong Learners with 21st Century Skills
Technology is woven into every aspect of our lives and education is no exception

Lifelong Learner
- Knowledgeable with a deep understanding
- Complex thinker
- Creative person
- Active investigator
- Effective communicator
- Reflective, self-directed learner

21st Century Skills
- Skillful communication
  - Collaboration
  - Self regulation
- Knowledge Construction
  - Use of ICT for learning
- Real world problem solving and innovation

Success in the 21st Century requires knowing how to learn and using technology should be seen as an opportunity to acquire more knowledge not an excuse to know less.

This modern world needs all kinds of minds and technology in schools enables us to power education and innovation by sharing powerful ideas about learning. We now have continuous access to information and social interaction and are able to easily create and share digital content. No longer does learning have to be one-size fits all or confined to the classroom. Science, maths, arts, sports and practical subjects all benefit from technology. It allows us to re-imagine 21st Century education by empowering us to teach students how to teach themselves, in order to become effective digital learners for life.

As educators, we have always had a responsibility to do whatever we can to help our students develop into employable, responsible and valuable citizens. To achieve this, we, with your help as parents, need to encourage students to develop strong critical thinking and interpersonal communication skills in order for them to be successful in this increasingly interconnected and complex world.

At Proserpine State High School we are committed to support education in our school by allowing teachers to use technology to inspire classrooms, improve education and foster student achievement. Right now we can provide the tools for students to ensure they are successful in developing learning and innovative skills, digital literacy skills, career and life skills. This is possible through easy and ready access to communication, networking and computing technology both in and out of the classroom.

To be confident in our ability to provide this advanced, collaborative eLearning environment we have applied "whole of school" approach to re-invent the processes that support learning. Our staff have become effective digital learners, engaging the students and wider community to embrace our schools vision for the technological evolution of our future focussed curriculum. So strong has been our school's desire, not merely to accept, but to challenge, innovate and develop existing eLearning models that we are recognised by Education Queensland as leaders in this field. The Director of eLearning for Education Queensland recently wrote that "Proserpine is acknowledged for its leadership regionally in trialling new and emerging technologies with a commitment to re-imagining the curriculum and modelling innovative pedagogical strategies for their learners."

> *"Technology has become an indispensable tool in today's education"*
> *Alan November*

This support and our desire to be leaders places us in the enviable position of being one of very few schools in the state to provide the opportunity for each student from year 7 to year 12 to access a laptop not just in the classroom but whenever they need it – 24 hours a day, 7 days a week, throughout the school year.

eLearning Options in 2025

Proserpine State High School has expanded their eLearning program for students in all year levels. The goal when formulating a future direction for technology access was to deliver options that are affordable as well as meeting the educational needs of our students.

Since 2019, the school has offered two models for student access to technology in the classroom and at home. A school managed Choose Your Own Device (CYOD) program and a self-managed Bring Your Own Device (BYOD) program. Both programs see improved access to technology for students across all year levels and provide families with choice of the technology device that best suits their student's learning needs.

Unfortunately, schools do not receive funding from the Federal Government for the procurement of technology devices. Moving forward, the school has had to look at other ways to remain cost effective for parents.

The CYOD and BYOD program allow students to have access to a wide range of school resources via wireless connectivity throughout the school campus. This includes curriculum unit plans, curriculum resource material, electronic textbooks, assessment tasks, online virtual classrooms and a communication portal. The core purpose for a device at school is for educational purposes.

It is recommended where possible families join the CYOD program. It is the school's belief that the high quality devices, bulk-purchase pricing, 3 year warranty and accidental damage protection, access to Hot Swap (loan) devices, full software and full technical support offered; make the program a great value proposition for families over the life of the device. It is a convenient option for parents with students having any technology issues resolved via the school's Technical Support Team. For further program details, see page 4 for CYOD and page 9 for BYOD. Ultimately it is a family decision to select the style of eLearning program that best suits the educational needs of their child.

Why is this initiative essential for our students?
"Effective digital learners:

- *demonstrate creativity and intellectual curiosity resulting in enjoyment, fun and resilience*
- *exhibit a sense of self-confidence and enjoyment*
- *are self-directed and can work independently, collaboratively and cooperatively to learn and to develop products of use to themselves and others*
- *demonstrate accountability and adaptability*
- *display innovation and entrepreneurship*
- *use ICT purposefully to engage in real research*
- *communicate globally through eLearning spaces*
- *continually develop communication and collaboration skills*
- *are able to research effectively and have information fluency*
- *have developed digital literacy and understand technology operations and concepts*
- *have developed digital proficiency to work effectively in 21st Century environments*
- *understand digital citizenship and work on issues and challenges that are real and relevant, that make a difference to them and to others*
- *have developed skills to design, create, share and publish*
- *build critical and systems thinking, enabling problem identification, formulation and solution, through informed decision making*
- *explore new ideas and tools in authentic contexts*
- *exhibit and exercise the attributes of a lifelong learner: they are a knowledgeable person with deep understanding, a complex thinker, a creative person, an active investigator, an effective communicator, a participant in an interdependent world and a reflective and self-directed learner."*

Smart Classrooms Byte, Education Queensland

Choose Your Own Device Program (CYOD)

The key difference between a CYOD and previous eLearning programs run by the school are the cost and ownership of the device.

The CYOD program provides parents with a selection of devices to choose from and purchase. The parent initially contributes the cost of the device via a Participation Agreement and the school will then purchase the device for their student's sole use.

The CYOD eLearning program generally works on a split Junior Secondary (years 7 to 9) / Senior Secondary (years 10 to 12) technology model. This split aligns with device warranties and expected usable life of a technology device. It also aligns with curriculum and pedagogical demands and expected patterns of a technology device – how we see year 7 to 9 students using devices, verses that of our older students.

The school will retain ownership of the device which allows the school to:
- Install and maintain school owned software, Education Queensland software and operating system
- Provide full student access to the school network, internet and printers
- Provide full technical support through the Resource Centre staff and Computer Technicians
- Provide operating system rebuilds and on-site fault diagnosis
- Provide access to a hot swap (or loan) device when the student's device is in for repair
- Have Computrace tracking software installed in case of loss or theft
- Have a 'lemon clause' protection in place for all purchases
- Fully manage all warranty and Accidental Damage Protection (ADP) claims onsite
- Internet filtering at school and at home

The school maintains ownership of the device until the end of the agreement so that we are legally allowed to install our school software and manage the warranty and ADP claims onsite. At the end of the warranty period, or if the student leaves the school, the ownership is transferred to the family. Prior to student departure, a process will be followed to transfer ownership, remove software and restore the device back to its factory settings (including the operating system). It is essential when a student leaves Proserpine State High School, the device is restored to its factory settings *as it will cease to work at some point in the future*.

All devices have been quality assured by Education Queensland. This means:
- All devices have been tested and approved for connection to Education Queensland's network
- Substantial savings off the recommended retail price as competitive prices have been negotiated
- Agreed terms and conditions that protect the purchaser

Although cheaper, lower specification devices may be purchased from retail outlets, many of the features of this program are not provided.

CYOD ADDITIONAL DETAILS

The device has next business day onsite warranty providing a fast service instead of 'return to base' when a device could be away for a couple of weeks.

All devices come with a 3-year manufacturer's warranty (including battery*). Manufacturer's warranty covers defects through normal usage where faults occur to the device. Devices are purchased with ADP which has been invaluable in minimising the cost of damage that devices in a school context sometimes receive. This provides peace of mind for damage not covered by hardware warranty, reducing out of pocket expenses for unexpected repairs.

Accidental Damage
Students are expected to keep their device in the protective zip case. In the event of damage occurring without the use of a case accidental damage warranty may not apply. Accidental damage charges are set by the vendor at the time of purchase. Below is a summary of accidental damage protection: **A**
- Maximum of one (1) claim per 12 month period
- Claims do not accumulate or carry over to any subsequent 12 month period
- Additional ADP claims within the same 12 month period will be repaired at the vendor's full parts and labour costs
- ADP does not cover accessories (power cord, case, stylus) however these can be purchased through the school
- Balance of ADP coverage and warranty is transferrable when the student leaves the school.

Examples of accidental damage where the hardware unit would be repaired or replaced include:
- Liquid spilled on or in the unit
- Drops, falls and other collisions
- Electrical surges
- Damage or broken LCD due to a drop

Non-warranty damage
Non-warranty damage is where damage is not covered by warranty and not classified as accidental damage. The Acer warranty does not cover the device for any wilful damage, careless damage, theft or negligence.

Examples of items **not covered** are:
- Any keys being removed from the keyboard due to excessive force applied.
- Damage caused by animals
- Leaving the tablet unattended and as a result it was damaged by someone or something else other than the user or assigned owner.
- No explanation whatsoever can be provided for how the resulting damage occurred.
- Repeated cases for the same device which may have previously been termed as accidents.

Examples of damage where the hardware unit would not be repaired or replaced include:
- Damage due to fire or natural disasters
- Intentional damage
- Normal wear and tear
- Cosmetic damage

CYOD DEVICE SOFTWARE*

Students will have access to network based software while at school. The laptops will come with a wide variety of pre-installed software to support curriculum delivery at school and at home. Additional software will be installed as needed.

Microsoft Office 365 - Word, Excel, Access, PowerPoint, Publisher, One Note

Virus threat and protection software

General Software:

	Windows 11	Anti-plagiarism Software	ClickView
	Windows Media	Adobe Reader	Paint.net

Additional Subject Specific Software

Audacity	Graphmatica	Pea Plant Genetics Lab	Sebelius
Human Body Systems	Food Webs	Rocky Shore Ecology	Sunflower for Science
			Wet Stone Sharpening System

Adobe Creative Cloud Suite will be installed on student devices (subject dependent and device capability dependent)

* at time of publication and subject to change including additional software

CYOD DEVICE INFORMATION
Entry Level Device –

Acer TravelMate P414

Acer TravelMate P414 $1120*

Stimulate student learning with the TravelMate P414's high performing, ultra-durable design. Featuring a long battery life, camera privacy door, mechanically anchored keys, and blazing fast connection speeds, empower students to get even more out of their classes.

Additional features include:

- Intel® Core™ i3-1220P Processor
- 8GB DDR4 RAM
- 256GB SSD (solid state drive)
- MicroSD Card reader
- 2 x Type-C USB4, 2x USB 3.2, 1x RJ-45 audio jack, 1 x HDMI 2.0
- 14.0 inch Multi-Touch with PEN IPS WUXGA 1920 x 1200
- Full Size Backlit Keyboard
- FHD IR camera with Camera Door

- Two built in stereo speakers
- Built in digital microphone
- Up to 9.5 hours battery life
- 295 (W) x 215 (D) x 20.99 (H) mm. 1.58kg.
- Plastic Polycarbonate, Aluminium, Military grade durability
- 3 years accidental damage protection (ADP including battery)*

This device is recommended for students in the Junior School and will not run the Adobe Creative Cloud Suite.

Accidental damage protection details p5

PRICES INCLUDE GST AND ARE CURRENT AS OF FEBRUARY 2025 – prices will be regularly reviewed by the school and subject to change with the fluctuation of the Australian Dollar and vendor pricing
Make and models may alter depending upon vendor supply

CYOD DEVICE INFORMATION
High Level Laptop -

Acer TravelMate P414 $1300*

Acer TravelMate P414

TravelMate P414 boasting the latest Intel Core processor. The product features military grade durability. 14-inch WUXGA (1920x1200) IPS display convertible touchscreen. Weighs from just 1.58 kg and measures 17.99 mm thin with battery life of up to 9.5 hours. The product includes a backlit keyboard, IR camera with privacy camera door and stylus.

Additional features include:

- Intel® Core™ i5-1335U Processor
- 16GB DDR4 RAM (2 x 8GB)
- 256GB SSD (solid state drive)
- MicroSD Card reader
- 2 x Type-C USB4, 2x USB 3.2, 1x RJ-45 audio jack, 1 x HDMI 2.0
- 14.0 inch Multi-Touch with PEN IPS WUXGA 1920 x 1200
- Full Size Backlit Keyboard
- FHD IR camera with Camera Door

- Two built in stereo speakers
- Built in digital microphone
- Up to 9.5 hours battery life
- 295 (W) x 215 (D) x 20.99 (H) mm. 1.58kg.
- Plastic Polycarbonate, Aluminium, Military grade durability
- 3 years accidental damage protection (ADP including battery)*

This device is recommended as the base model for students in Year 10, 11 and 12. Students studying Year 11/12 Film, Television and New Media and/or Industrial Graphics may require a higher specification device. This device will run the Adobe Creative Cloud Suite.

Premium Level Device -

Acer TravelMate P414 $1640*

Acer TravelMate P414

TravelMate P414 boasting the latest 12th Gen Intel Core processor. The product features military grade durability. 14-inch WUXGA (1920x1200) IPS display convertible touchscreen. Weighs from just 1.58 kg and measures 17.99 mm thin with battery life of up to 9.5 hours. The product includes a backlit keyboard, IR camera with privacy camera door and stylus.

Additional features include:

- Intel® Core™ i7-1355U Processor
- 16GB DDR4 RAM (2 x 8GB)
- 512GB SSD (solid state drive)
- MicroSD Card reader
- 2 x Type-C USB4, 2x USB 3.2, 1x RJ-45 audio jack, 1 x HDMI 2.0
- 14.0 inch Multi-Touch with PEN IPS WUXGA 1920 x 1200
- Full Size Backlit Keyboard
- FHD IR camera with Camera Door

- Two built in stereo speakers
- Built in digital microphone
- Up to 9.5 hours battery life
- 295 (W) x 215 (D) x 20.99 (H) mm. 1.58kg.
- Plastic Polycarbonate, Aluminium, Military grade durability
- 3 years accidental damage protection (ADP including battery) *

This device is recommended for students in Year 10, 11 and 12 studying Film, Television and New Media and/or Industrial Graphics. This device will run the Adobe Creative Cloud Suite. Classroom devices will be available to students in these subjects in their scheduled lessons if this device is not selected.

Accidental damage protection details p7

PRICES INCLUDE GST AND ARE CURRENT AS OF FEBRUARY 2025 – prices will be regularly reviewed by the school and subject to change with the fluctuation of the Australian Dollar and vendor pricing

* Make and models may alter depending upon vendor supply

Bring Your Own Device Program (BYOD)

The core purpose for a device at school is for educational purposes. The BYOD program allows families to purchase or use a device of their choice that meets the minimum technical specifications -

- CPU - Intel Core i3 processer (or similar)
- RAM - 8 gb
- Storage - 256 gb SSD
- Wireless - WiFi (b/g/n) 2.4GHz & 5.0GHz
- Operating System –
- Windows 11, Mac OSX

- Yr 11/12 Film, TV and New Media students as well as Industrial Graphics students will need a device with higher specifications (minimum requirements: i7 CPU, 16gb RAM, 512gb SSD or 500gb HDD).
- Graphics cards: Intel Iris Xe or Intel Iris Xe MAC Graphics or AppleM1, M1Pro or M1 MAX

A BYOD requires the ability to connect to the school network, internet and printers. Potentially with the BYOD program, a broad range of devices and configurations will exist across all student-owned devices. The Technical Support Team will provide assistance for connecting to the school network, printers and internet. Any other technical issues need to be resolved by the family through the supplier or other provider.

The student will be required to have the appropriate software to meet the subject requirements that they intend to study. The installation and maintenance of personal software is the responsibility of the family. Genuine versions of software need to be installed to ensure updates. Some subjects require subject specific software and there may be situations where students are required to acquire software on short notice. The demands of subject specific software can change from year to year.

Students can access a free copy of the Microsoft Office 365 Education on their personal computers.

It is essential the BYOD has up-to-date anti-virus software in order for it to connect to the school network. Students and parents are responsible for the security, insurance and maintenance of privately owned devices. it is important to consider extended warranty, accidental damage protection and technical support options.

Please note - *Apple devices can experience connection difficulties at times due to EQ operating primarily in a Microsoft/Windows environment. Microsoft Qualcomm Snapdragon ARM-based CPUs are also not compatible at this time.*

Recommendation:

Where possible it is recommended families join the CYOD program. It is the school's belief that the high-quality devices, bulk-purchase pricing, 3-year warranty and accidental damage protection, access to loan devices, full software and full technical support offered; make the program a great value proposition for families over the life of the device. It is a convenient option for parents with students having any technology issues resolved via the school's Technical Support Team.

Ultimately it is a family decision to select the style of eLearning program that best suits the educational needs of their child.

Comparison Guide:

	Choose Your Own Device	Bring Your Own Device
Device	School purchased on behalf of the family. Quality assured by Education Queensland (EQ).	Family sources a device from a supplier/vendor.
Cost	Costs are below the recommended retail price due to EQs purchasing power. All prices include GST** ▪ Acer Travelmate P414 - $1120 (entry) ▪ Acer Travelmate P414 - $1300 (mid-range) ▪ Acer Travelmate P414 - $1640 (premium) The premium Acer Travelmate P414 is recommended for students studying Yr 11/12 Film, TV and New Media and/or Industrial Graphics. *Classroom devices will be available to students for scheduled lessons if this device is not selected).* • *Students in Years 7, 8 or 9 should select either entry level or the mid-range Acer Travelmate P414.* • *Students in Years 10, 11 or 12 should select either the mid-range or premium Acer Travelmate P414 due to educational curriculum demands*	Family to determine. The selected device must meet the school's *minimum* technical specifications: CPU - Intel Core i3 processer (or similar) RAM - 8 gb Storage - 500 gb HDD or 256 gb SSD Wireless - WiFi (b/g/n) 2.4GHz & 5.0GHz Operating System – Windows 11, Mac OS X Yr 11/12 Film, TV and New Media students as well as Industrial Graphics students will need a device with higher specifications *(minimum requirements: i7 CPU, 16gb RAM, 512gb SSD or 500gb HDD. Graphics cards: Intel Iris Xe or Intel Iris Xe MAC Graphics or AppleM1, M1Pro or M1 MAX Classroom devices will be available to students for scheduled lessons if min specs are not met).* ***N.B.*** • **Apple devices** can experience connection difficulties at times. • **Microsoft Qualcomm Snapdragon ARM-based CPUs** are also not compatible at this time. • Devices that ***will not connect*** to the school network include – **iPads, Tablets, Mobile Phones and Chromebooks** (see minimum technical specifications).
Technical Support	On site access to the Technical Support Team and Computer Technician. Faults and repairs are logged and managed by the school. Access to a loan device for continuous learning is available on most occasions. Students have access to general troubleshooting, on site fault diagnosis and operating system rebuilds.	Family responsibility to arrange technical support with the vendor. Generally, a loan replacement is unavailable if the device is faulty or needs repair. The student is likely to be without a device until fixed. Limited school technical support. Assistance with connection to the school's network, printers and network.
Warranty	Three-year on-site manufacturer's warranty at the school (including battery). The school processes all warranty claims on behalf of the family.	Determined by the vendor. Generally, there is a twelve-month warranty. Extended warranty may be able to be purchased.
Accidental Damage Protection	Accidental damage protection is included for three years. One claim per year. Further claims in the same calendar year incurs the full cost of the repair.	Family responsibility to purchase from the vendor. Cost and repair excess conditions can vary.
Insurance	Nil apart from accidental damage protection insurance.	Family responsibility to purchase insurance as an additional policy or part of contents insurance.
Software	Funded by the school and licenced to the school. The majority of the curriculum software is installed prior to issuing. Additional subject specific software can be installed upon request.	Microsoft Office 2019 is downloadable through the Learning Place (free).Family to purchase all other required software – anti-virus software is essential.School licenced software cannot be installed on privately owned devices.
Protective Case	A protective case is supplied with all devices.	Family responsibility to supply.
Connection	Seamless connection to the school network, internet and printers.	Authentication software will need to be installed.
Ownership	Classified as school owned to allow licenced software to be installed. When warranty expires or the student leaves the school, ownership is transferred to the family. Notice of termination is required to reset the device to the default factory settings.	Family owned.

Internet filtering	EQ filtering while connected to the school network. Parents can select medium or high level of home internet filtering.	EQ filtering while connected to the school network. Home internet filtering is a family responsibility. Internet access via mobile hotspot at school is not permitted under EQ policy.
Other	Most devices on offer in the CYOD program will be available for viewing from the Resource Centre during October 2025.	Devices that **will not connect** to the school network include – **iPads, Tablets, Mobile Phones and Chromebooks** (see minimum technical specifications)

Equipment ownership – CYOD Program

The school maintains ownership of the device until the end of the agreement so that we are legally allowed to install our school software and manage the warranty and ADP claims onsite. Before the student leaves the school, a process will be followed to transfer ownership, remove software and restore the device back to its factory settings (including the operating system). *It is essential* when a student leaves Proserpine State High School, the device is restored to its factory settings as it will *cease* to work at some point in the future. Notice of termination is required in order to complete these procedures.

Damage or loss of equipment – CYOD Program

All devices and batteries are covered by a manufacturer's warranty which covers manufacturing defects through normal usage. In addition, devices are covered against accidental damage, which is determined by the vendor. The final determination of warranty coverage is made by the hardware vendor. Warranty details can be found on page 5.

Where a device is deemed non-warranty damaged, the full cost of the repair will apply. There is no cover for negligence, abuse or malicious damage.

Any software or hardware issues, vandalism, damage, loss or theft of the device must be reported immediately to the school. Students will be required to replace lost or damaged chargers or cases.

Theft

If a CYOD is stolen outside of school, the parent/caregiver will need to report the incident to the police. Evidence that reasonable security measures were taken and forced entry must be proved. The following documentation is required when informing the school - police crime number; and statutory declaration (usually completed with the police). There is no cover for loss of the device.

Damage, loss or theft of equipment of a BYOD is the family's responsibility. Some suppliers will offer accidental damage protection for a fee. It is recommended families have an additional insurance policy or that the device is covered under household contents policy.

Device care

The student is responsible for taking care of and securing the device and accessories in accordance with school policy and guidelines. The device must be cleaned and maintained in good working order and condition.

Data security and back ups

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

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. They are also able to save data locally to the 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 external hard drive or USB drive.

Students should also be aware that, in the event that any repairs need to be carried out the contents of the device may be deleted and the storage media reformatted.

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 Acceptable Use of the ICT Facilities and Devices. These conditions apply to the use of the device and internet both on and off the school grounds. Additionally, communication through internet and online communication services must comply with the Responsible Behaviour Plan available on the school website.

In adhering to the acceptable use of ICT and Responsible Behaviour Plan, students should not:

- disable settings for virus protection, spam and/or internet filtering that have been applied as part of the device
- 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
- copy or use unauthorised programs and intentionally download unauthorised software, graphics or other data files that may violate copyright laws. Any illegal (unlicensed) software; pirated music, defamatory documents, images, or any content not suitable for viewing by persons under the age of 18 are deemed inappropriate.
- use another student or staff member's username or password to access the school network, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems
- intentionally damage or disable computers, computer systems or Education Queensland networks
- divulge personal information (eg name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school

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

Passwords

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 today 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.

Internet filtering

Education Queensland operates a web filtering system to protect students and restrict access from malicious web activity and inappropriate websites. While at school CYOD and BYOD will have Education Queensland's internet filtering.

When students are connected through Education Queensland managed networks they will have a high level of filtering applied. This level restricts them from websites such as:

- Social networking sites e.g. Facebook
- Open/Mixed content sites e.g. YouTube
- Translation sites e.g. Google translation
- Chat sites e.g. MSN Messenger
- Internet telephony e.g. Skype
- Media Sharing e.g. Prezi

Students are to access Education Queensland's internet while at school and are not permitted to 'hot spot' mobile devices to access the internet. Internet filtering for BYOD at home is a parental responsibility.

Internet filtering (CYOD)

With CYOD, the web filtering system is installed and is active when using a non-Education Queensland wireless connection to ensure filtering is always applied. When students use their devices at home the filtering system (proxy client), functions with two levels of filtering, high (more restrictive) and medium (less restrictive).

A *high level* of filtering at home provides a less restrictive access then than at school however a greater level of protection than medium. Websites and web applications that are blocked at school but are available to students at home include:

- Blogs/personal pages
- Chat/Instant Message e.g. MSN Messenger
- Internet Telephony e.g. Skype
- Media Sharing e.g. Flickr
- Online Storage e.g. Dropbox
- Software downloads

In partnership with the school, parents/caregivers can allow their child medium level filtering when they are connected to a non-departmental internet connection, such as their own home internet. *Medium leve*l filtering provides a less restrictive level of protection. Students with this level can access a wider range of websites, which include:

- Social networking e.g. Facebook
- Adult/mature content
- Nudity
- Alternative spirituality/belief
- Translation websites

It is important to remember filtering systems do not replace the need for parental supervision when students are online. If parents/caregivers allow their children to have a medium level of filtering at home, they need to be aware that the child's online activities are the shared responsibility of the parent and the student. This process requires sign off of the eLearning Agreement indicating your willingness to support your child's access to medium filtering.

Parents, caregivers and students are encouraged to visit the Office of the eSafety Commissioner website at https://esafety.gov.au/
For further information on the web filtering system visit the Smart Classrooms website: http://education.qld.gov.au/smartclassrooms/enterprise-platform/web-filtering/index.html

Students' reporting requirements

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 Education Queensland network must also be reported to the school.

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 always maintained.

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.

Software - CYOD

The software loaded on the device is licensed to the Education Queensland or the school. The parent or caregiver must ensure that the software is not copied, deleted or transferred, without prior written consent from the school. Unauthorised use may breach copyright laws and the parent or caregiver may be held liable for any damages incurred.

Software installed on the device is required for the student's education. All school software must be available when required. Students who delete programs can have their laptop rebuilt and are likely to have their administrative rights removed.

Elevated Access - CYOD

Devices may have elevated permissions which would provide the ability to complete tasks such as installing home items including home printers, cameras and/or licensed software.

This access may allow further permissions above and beyond those available on other MOE (Managed Operating Environment) built workstations and devices. Students should not misuse these privileges. The misuse of this access may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

If given elevated access, students have the ability to install additional software onto the device. 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 device. Devices may be audited by a school requiring students to present a valid software licence for any personal software installed. Devices may be rebuilt at any time for numerous reasons without consultation with students or parents and all local data may be lost in this process.

The school will manage the provision of elevated access and may require a parent/guardian approval. Elevated access and home internet filtering levels need to be indicated on the eLearning agreement form.

Students studying senior Film, Television and New Media and/or Industrial Graphics will have access to classroom devices for scheduled lessons if the Premium Laptop option is not selected.

Software - BYOD

Software required for the classroom needs to be legally sourced by the family. It is vital families manage software installations and downloads as a BYOD is unrestricted. The guidelines need to be decided by the parent and communicated to the child. Some software may be available for download for free, while other software may come at a cost. School licenced software cannot be installed on privately owned devices.

At a minimum the following software must be sourced and installed:

- Microsoft Office 365 Education – a free copy can be accessed as a school student
- Anti-virus software

It is essential the anti-virus software is kept up to date. When a BYOD connects to the network an authentication process takes place that checks the anti-virus is current and permits this personal device to connect. If the software is not up to date it will reject the connection.

Students studying senior Film, Television and New Media and/or Industrial Graphics will have access to classroom devices for scheduled lessons if the device does not meet the recommended specification for these subjects.

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, Education Queensland may be required to provide the authorities with access to the device and personal holdings associated with its use.

FREQUENTLY ASKED QUESTIONS
OVERVIEW OF THE PROGRAM

Will students need to bring the laptop to school every day?
Yes. Teachers are transforming the way they teach to take advantage of students having unlimited access to technology. The new digital platform curriculum means that computers will be essential tools in each classroom. It is an expectation of students in the eLearning program to bring their device, fully charged each day.

Will a student be permitted to use a CYOD during school holidays?
Once the device is issued to the student, they are permitted to keep this over school holiday periods. This is dependent upon whether the Technical Support Team needs to recall the device for re-imaging, software upgrades, maintenance or annual stocktake. *CYOD are not permitted overseas without the permission of the principal.*

Will the students in different year levels have different devices?
Yes. As computers get faster, lighter, smaller and more powerful every 6 months, the CYOD model rolled out will differ. Additionally, BYOD will also be in the classroom.

What other computer related costs can I expect to pay in the eLearning program?
USB Storage Device: a memory stick and/or an external hard drive will assist with students keeping a copy (backup) of their data.

Mouse: some students may prefer the use of a mouse instead of the touchpad or touchscreen and stylus. In time the student will become more confident in operating the device.

How is the laptop kept safe when not in use?
Students will have their laptop with them at all times except during non-classroom activities such as practical HPE lessons. Arrangements will be made by the classroom teacher in these instances and for excursions. Students have the option of utilising a locker that will assist in these instances and at break times. It is the student's responsibility to ensure the laptop is not left unattended and is safe at all times. It is the responsibility of the family to provide a protective case for BYOD.

Do students need to back up the data stored on their laptop?
Yes. Work completed at school can be saved to the school's servers H: home drive. However, work completed at home or stored on the laptop will need to be backed up (copied) in case of a device failure. Sometimes a student can spend considerable time on writing assignments and loss of data can be avoided by having an additional copy. Please remind and encourage your child to copy their documents regularly to an external device.

If a device requires service or repair, it is important that students have a current back up their data. The technical support team will not be responsible for backing up data. This is the student's responsibility.

FINANCIAL INFORMATION

What happens if I cannot afford to take part in the eLearning program?
Our P&C are offering a number of bursaries to participate in the eLearning program. The device is owned by the P&C and issued to a student for a period of time. The bursary is issued based on industry, behaviour and attendance. Please contact the school's Finance Officer for details of eligibility.

Additionally, the school has a range of devices that can be issued to a student to support the family during this eLearning transition phase. This is a loan for the 2025 school year only and will assist with seamless education from school to home. Contact the school's Finance Officer for details if this will assist with your family's financial wellbeing or you have more than one student attending this school.

DAILY OPERATION

How will the computer connect to the school network and internet?
The school provides full wireless access across the campus for CYOD and BYOD students.

How will the laptop connect to the internet away from school?
The CYOD can connect to the home internet where the medium or high level of filtering, selected by the parent, applies. There is no internet filtering on a BYOD unless arranged by the family. Regardless of filtering there is no substitution for supervision.

The use of home internet connections will require the student and/or parent/guardian to arrange connectivity via third parties.

Will the school use Classroom Management Software?
The school may use classroom management software to assist with the running of the school network and classes. The program can be used to monitor the student's work and internet history. The software provides teachers with additional tools to facilitate their teaching and the learning experience for students. Additionally, the program assists the Computer Technician in providing technical support and software maintenance.

Will my child be using the laptop all day in every lesson?
It is not envisaged the student will use their device each lesson. It is essential students bring their device to school each day charged. The use of the laptop will be at the teacher's discretion. The usage will depend upon the nature of the subject and curriculum being delivered at the time. The device is a learning tool and will be incorporated at appropriate times to facilitate the student's education.

Students will still require the traditional tools of learning, including writing books and pens. The benefit of the take home program is that the student can continue with their educational requirements with the ability to access software and curriculum resources out of school hours.

Although an asset number will be visible, can my child personalise their CYOD?
Personalisation must be suitable to an educational environment and be agreed upon between the parent/guardian and child. All school labels must remain intact to assist with the identification of the device. Engraving of the student/family's name can be arranged through the Resource Centre.

WHAT IS PERMITTED ON THE LAPTOP?

Can students install their own software on the CYOD?
This is possible if the elevated access level is selected by the parent. A valid software licence is always required. The laptop is classified as school owned and students must not store illegal or inappropriate materials on it as per the school's Computer Use Agreement and Responsible Behaviour Plan. **Games and movies are not permitted** on the hard drive. Any illegal (unlicensed) software; pirated music, defamatory documents, images, or any content not suitable for viewing by persons under the age of 18 are deemed inappropriate.

Applications installed on the device must be suitable to a school environment and adhere to national copyright guidelines. Devices will be periodically audited by the school. Students who breach this agreement will have their laptops restored to the original settings and all data stored on it (school and personal) lost. Additional consequences can also be applied.

REPAIRS AND MAINTENANCE

What if the device is damaged?
All CYOD have accidental damage cover and some items are covered under the manufacturer's warranty. There is an expectation that students will be responsible and take care of this valuable asset. There is no cover for negligence, abuse or malicious damage. Students will be required to replace lost or damaged chargers.

Devices have an excess that applies – the cost ranges from $25 to $428.00. See "Agreement Details" section for more information on the fee schedule and damage classifications – page 5.

The school takes no responsibility if a BYOD device is damaged; contact the supplier for possible arrangements.

REPAIRS AND MAINTENANCE (cont)

Will students have access to a replacement laptop should the device require repair?

CYOD - The school will make every effort to provide an alternative option for the student whilst the assigned device is being repaired. The school has a number of 'Hot Swap' or loan devices that are issued on most occasions.

BYOD – contact the supplier for options. In the case of a repair, it is usual for the device to be sent away and the period of time the student is without a device for their education varies. The school does not provide loan devices for BYOD.

Who is responsible for data stored on the laptop?

The school has a backup procedure in place to ensure students do not lose educational data saved by the student on the *school network (H: drive)*. The students are encouraged to copy important school files to the network for security. However, for any personal data stored on the laptop (D: drive), it is the students' responsibility to have a copy of this elsewhere. It is recommended they do so to a USB device (drive or memory stick) on a regular basis.

If a device requires service or repair, it is important that students have a current back up of their data. The technical support team will not be responsible for backing up data. This is the student's responsibility.

Will my personal software and data be restored?

No. Students must be aware that should a laptop require repair, all data could be wiped as the machine is restored to its original settings. It is the student's responsibility to have a backup of their data and to copy it back to the device.

Where can students access assistance?

The school's Technical Support Team operates from the Resource Centre and will be available before school and during lunchtime. Students are strongly encouraged to see the staff for any issues, concerns, faults or difficulties they may be experiencing with their CYOD. Limited technical support is provided for students in BYOD.

CYBERSAFETY

What should students be aware of and what action should be taken?

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 and/or caregiver as soon as is possible.

Parents, caregivers and students are encouraged to visit the Office of eSafety Commissioner for Resources and Information https://www.esafety.gov.au/ . Additionally, students are encouraged to explore and use the 'Cybersafety Help' link to talk, report and seek advice about a range of cybersafety issues.
https://www.esafety.gov.au/complaints-and-reporting/cyberbullying-complaints/i-want-to-report-cyberbullying

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.

Report cyberbullying