

BYOD LEARNING PROGRAM



SUNSHINE COAST
GRAMMAR SCHOOL

BRING YOUR OWN DEVICE
handbook



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The BYOD Digital Learning Program

BYOD – What is it?

BYOD (“Bring Your Own Device”) is an established program that allows students to bring their own laptop into the classroom. In education, BYOD began in Universities more than a decade ago as tech savvy students demanded better access and forward-thinking administrators recognised that allowing the use of BYO devices would result in more personalised educational experiences.

Future Focused

Sunshine Coast Grammar School is committed to providing supportive and flexible learning environments for all students. Mobility is changing the face of education with more schools investing in bring-your-own-device schemes where students are not only allowed but encouraged to replace textbooks with their personal electronic learning tools.

With rapid global technological advances, we are seeing a new generation of learners, along with exciting opportunities for modern teaching and learning. Technology has had an impact on the way we think, acquire knowledge and collaborate globally.

Grammar’s technology landscape has continually evolved over the past decade. Whilst mobile devices have been available for students in the form of netbooks and laptops, BYOD fulfils the personalised mobile device experience for student learning in today’s progressive digital culture. Teaching staff utilise activities and processes with technology to transform learning experiences to be even more rigorous, relevant, collaborative and engaging.

Research

Traditionally, restricted access to computers based in laboratories is the most common obstacle teachers cite for making limited use of technology in teaching and learning. If computers are in laboratories, timetabling difficulties can markedly reduce opportunities for technology-enhanced learning. For computers to make a significant difference and become integral to the learning, students need unfettered access. BYOD programs provide this much needed access. Grammar has and will continue to capitalise on the enthusiasm for a 1:1 ratio of device to students with its own “Bring Your Own Device” strategy.

BYOD programs are now becoming common place in Australian schools. The implementation of BYOD programs varies from school to school, but they share a common purpose in working to:

- improve student learning and academic achievement
- facilitate a differentiated, problem-based learning environment demanding higher-order thinking skills
- foster more collaborative, inquiry-based learning
- provide timely, more equitable access to a broader range of digital educational resources
- enable the development of computer literacy skills
- prepare students to better compete in technology-rich workplaces

At Grammar, we aim to meet these objectives, and to be effective, research has shown that BYOD programs need to ensure:

- each student has individual access to his or her own device that can be accessed anytime, anywhere
- students can bring the learning tools they are comfortable and familiar with
- we encourage students to be content creators, not just content consumers
- there is access to the internet enabled through a reliable wireless network

BYOD also “allows students access to the same devices at school and at home, it can extend learning opportunities to times and places outside of the classroom” and “allow students to work with technology with which they are already comfortable and familiar”
 - (Horizon Project, 2013)

BYOD Requirements

Students from Years 5 to 12 will be expected to bring their own technology to school daily. BYOD devices are expected to be well maintained, up-to-date and fully charged. Devices must meet the minimum requirements for their particular year level. Students undertaking Graphics courses in senior levels should read special considerations.

Minimum specifications for 2022 are as follows:

Year Level	BYOD Laptop or iPad
Year 5 – Year 6	BYOD iPad
Year 7 – Year 8 – Year 9 – Year 10 – Year 11 – Year 12	BYOD Laptop

Year 5 to 6	iPad with keyboard
Device	iPad 128GB 7th generation (Wi-Fi only) or iPad Air 4 th Gen or iPad Pro 4 th Gen or later models (not an iPad mini)
Keyboard	Bluetooth Keyboard or Keyboard Case
Operating System	iOS 14 minimum
Recommended Accessories	Screen protection
Software / Apps	As per class handout

Year 7 to 12	Laptop Minimum	Laptop Optimum
Keyboard/Mouse	Full size physical keyboard Touch Pad	Full size physical keyboard Touch Pad
Storage Capacity	256 GB SSD	512 GB SSD or larger
Operating System	Windows 10 or macOS 11 or higher	Windows 10 or macOS 11 or higher
Minimum Battery Life	6 hours	8 + hours
Recommended Accessories	Protective case/cover Headphones	Protective case/cover Headphones
RAM	8GB	8GB or higher
Processing Power	Intel i5 or Apple M1 Processor	Intel i5 / i7 or Apple M1 Processor
Connectivity / Wireless	Intel or Broadcom 802.11ac or better (No Atheros wireless chips)	Intel or Broadcom Wireless 802.11ac or better (No Atheros wireless chips) (No Atheros wireless chips)
Software / Applications	Microsoft Office 365 licence provided by Grammar, Antivirus	

Note: Devices not meeting these minimum specifications include smartphones, eReaders and Chrome Tablets, (for example: Kindle, Kindle Fire, Nook). If unsure if a piece of technology is not sufficient, please approach Helpdesk with your enquiry.

Special Consideration

Students undertaking Graphics courses are strongly advised to use a WINDOWS Operating System Laptop with the Optimum capabilities listed in the Graphics Laptop Minimum Specifications table. There are components of the curriculum that are only compatible under a Windows Operating System.

Frequently Asked Questions

General FAQ

Are students required to bring in a personally owned device, or is this optional?

Students are required to bring in a personally owned device each day in the same way that they are required to bring other learning support materials like textbooks, pencils, notebooks, etc. It is not optional.

Will devices be used in every class?

Whether or not a device is used in class on any given day depends entirely upon the teacher's judgment about the best tools to use for instruction.

Who is paying for the devices?

The devices will be purchased, owned and maintained by the families.

What will happen to existing devices that are available for students to use in common spaces like the library and specialist laboratories?

Sunshine Coast Grammar is committed to continuing specialised learning areas with dedicated ICT resources.

Are students expected to use the devices at both school and home?

Yes. One of the goals of BYOD is continuous access as a way to build information literacy. This means access to the learning tools on a device at home and school. Some homework assignments will require students to use a digital device, while other homework assignments will not.

What about printing?

Students are able to print from the library computers and other computer resources in laboratories. Students can also save to USB and plug directly into one of the available multifunction devices to print. They can also install the school printer on their BYO device, follow the instructions on <https://geco.scgs.qld.edu.au>. There will be an increased emphasis on electronic submissions in future.

If a student already owns a device, do they need a new one?

No, as long as the device is functioning properly and is able to meet the minimum hardware requirements for their current year level.

What are the minimum BYOD Specifications?

Minimum system specifications for our BYOD program are driven by curricular objectives from across our classes. Our vision is that Grammar students acquire the skills necessary to select and manage digital tools that will empower them in all phases of the learning process including research, problem solving, content creation, communication and collaboration. Students and families may already have a device that meets these requirements, may upgrade a current device to meet these requirements or may purchase a new device to meet these requirements. [See BYOD Requirements.](#)

What software do students need on their devices?

For the most part, an up-to-date browser and an office suite is all that is required for day-to-day operations. Grammar will publish a listing of software that is recommended and available:

- Free (licensed or Open Source)
- Licensed to Grammar and available while a student is at Grammar
- Optimum, purchased to own for private use and continued studies
- Anti-virus is required for all computers running the Mac or Windows operating systems.
- Some specialty software will be required depending on subject choice (for example: Inventor, Revit – Graphics)
- Audio and video editing software is required
- A web browser such as Google Chrome or Firefox is required. It is good practice to have access to two or more browsers on a digital device
- iPads for Primary years – seek classroom handout from Year level teacher

What software and help will Grammar provide for students for the BYOD program?

Currently, while enrolled into Grammar, using their student code and password, students will be able to download and install:

- Microsoft Office suite
- Pearsons e-Textbooks
- Autodesk AutoCAD, Inventor, Revit

Other software such as free Apps, Sophos Home Antivirus, Adobe PDF reader, Adobe AIR, VLC etc are readily available for free. ICT Services has documented the install processes for most of the common pieces of software to assist students in the setup. Students are expected to attempt the software setup themselves (or assisted by peers/family) before approaching ICT for install assistance. All the documentation is available at <https://geco.scgs.qld.edu.au> .

Connectivity FAQ

Can my BYOD student connect to the internet at school through the Grammar network?

All students in the BYOD program have the opportunity to connect to the Sunshine Coast Grammar School wireless infrastructure. This connection will give BYOD students access to internal and internet resources via our filtered gateway. In order to access the wireless network, students must agree to the Acceptable ICT Use Policy prior to on ramping their device.

A BYOD student may have multiple devices connected to the wireless infrastructure for educational benefit, but this is at the discretion of Grammar ICT Services. Grammar ICT Services reserves the right to refuse or revoke access to the wireless network.

What about Students/Family: Personal 3G/4G Network Access at school?

Personal 3G and 4G connectivity: Mobile phones, iPads with 4G, laptops and other BYO technology have the ability to utilise 3G and 4G network systems (Telstra, Optus, Virgin, Vodafone etc.). This provides the users with anywhere, anytime internet access. These personal systems are beyond the control of Grammar ICT Services and as such cannot be monitored/filtered. If a parent provides a 3G or 4G phone or a data plan for their student, Grammar cannot be held responsible for the content or any related charges associated with that service. This is the responsibility of the parent/student. If the student uses 3G or 4G mediums to access internet resources, they must still adhere to the Acceptable User Policy and Mobile phone policies while on campus

Grammar staff members reserve the right to request that a student disable their 3G/4G connection.

Creating personal HOTSPOTS: Creating an AD-HOC personal hotspot is seen as a rogue network/threat on our monitoring systems and as such is prohibited. Violators may have their devices confiscated, their participation in the BYOD program restricted, and be subject to other disciplinary action.

Responsibilities FAQ

What are my obligations as a student in the BYOD program?

Students from Years 5 – 12 will be expected to bring their own technology to school on a daily basis. BYOD devices are expected to be well maintained, up-to-date and fully charged. Devices must meet the minimum requirements for their particular year level. All students must read and sign the BYOD Terms and Conditions. Part of this agreement is to read, acknowledge and adhere to the ICT Code of Conduct and all relevant student policies. This code of conduct is applicable to use of Grammar and personal devices.

Who is responsible for the maintenance and updates of the devices?

All maintenance for the BYOD device, operating system, software and/or apps purchased by the family/student is the responsibility of the family/student. Families/students should ensure a quick maintenance turnaround for any student devices issues. Loan devices may be available from the Grammar ICT Services Helpdesk for emergency situations for a limited period of time - and at the discretion of the ICT Services team.

What happens if the BYOD device is lost or stolen?

Sunshine Coast Grammar School is not responsible for any loss, damage or theft of student-owned devices. We advise keeping track of the device's serial number, model and type for insurance purposes. As with any incident of theft or vandalism, it should be reported immediately to a staff member. An "at school" loan machine may be provided during this time to ensure the student has minimal interruption to learning.

What access controls will the school implement?

On campus, students are encouraged to connect and utilise the schools filtered wireless network. If the student uses 3G or 4G mediums to access internet resources, they must still adhere to the Acceptable Use Policy and Mobile Phone Policy while on campus. Grammar staff may request that the student turns off the access to other network providers.

What access controls should parents implement?

The use of the device outside of the School is at the discretion of the parent/family. We strongly encourage you to work as a family to set ground rules for the care, maintenance, and usage of the devices. We also strongly encourage families to set ground rules about the use of games, chat programs or other social networking programs while students are using their device at home. The School will work in partnership with families to promote and enhance ethical, safe and responsible use of technology. Building digital citizenship is the responsibility of both the School and family.

If you feel the need to install monitoring software/parental controls on your students' device, be sure not to interfere with controls around resources that will be utilised at school such as youtube.com etc. If in doubt, seek advice from the Year level teacher/Helpdesk.

Are students required to back up their devices?

It is critical that students have a backup of computer data. For this reason, Grammar ICT Services recommends that students purchase an external hard drive at the same time the device is acquired. We also encourage the use of cloud-based applications like OneDrive to back-up data. Backing up files daily is ideal, but weekly is acceptable.

Protocols FAQ

May students install software on their devices?

Yes. If students have administrative rights to their devices, they may install their own applications, provided that such applications do not violate the School's acceptable use policy. We always recommend running software downloads and updates at home to prevent network congestion and slowdowns.

Do students have to install Antivirus?

It is strongly recommended that a current generation Antivirus/Malware solution be installed on the device PRIOR and for the duration of connectivity to the Grammar network. Our current recommendation is the Free Sophos Home – available for both Mac and PC. ICT Services is more than happy to assist with installation. If a compromised BYO device is found on the network, ICT Services reserves the right to revoke access until such time as the device is fixed.

What if I forget to charge the battery and it goes flat at School? Do students have access to power outlets throughout the day?

Students are expected to charge their devices each night and bring it fully charged to school the following day. There will be limited provisions for students to recharge during the school day. Parents/students are strongly advised to purchase devices with the latest chipsets that extend battery life. Students are also advised to engage power saving features in their operating systems. Students are expected to use their devices in a way that conserves power so that they are available for use during classes.

What happens if a BYO device has issues? Where can I go for help?

Grammar ICT Services prides itself on providing knowledgeable service to all our users. Students can come to the ICT Services helpdesk and where possible, we will give guidance and advice on how to solve a variety of issues in the BYOD program.

Students are always encouraged to have recent backups of their data.

Students may be provided with a loan device for short durations while their devices are being privately repaired by the family.

For hardware, we recommend that families purchase an extended warranty for their device at the time of purchase.

Do students still have access to Grammar storage for home drives under BYOD?

Yes. Students will be able to access their H:\ home folders via Grammar lab or library. Students are encouraged to use their allocated MICROSOFT CLOUD STORAGE OneDrive location for all Curriculum based files (not for personal storage). There are clients for syncing for Mac and PC and iOS. See BYOD documentation for more information.

Where can I go to get more information?

You can go to <https://geco.scgs.qld.edu.au> and follow the BYOD Program links, come to the Helpdesk or email BYOD@scgs.qld.edu.au with specific questions that you feel are not covered in the BYOD documentation.

Terms and Conditions

This agreement sets out the obligations of the participants (students and parents/guardians) in relation to the Sunshine Coast Grammar School BYOD Digital Learning Program.

The terms and conditions of the program should be read in conjunction with the Sunshine Coast Grammar School ICT Code of Conduct.

1. Access to the Program

- 1.1. Students from Year 5 through to Year 12 are required to bring a device as part of the program.
- 1.2. A user is required to accept full responsibility for their use of ICT resources. In addition, students must adhere to the "Code of Conduct" policies.

2. Equipment

- 2.1. The device must meet all the requirements of the Minimum Device Specification outlined in the current BYOD Handbook. This includes meeting any required physical device characteristics and the having the listed software installed.
- 2.2. Students bring their own device for use at Sunshine Coast Grammar School at their own risk.
- 2.3. Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.
- 2.4. Students are responsible for:
 - Taking due care of the device in accordance with operating manuals.
 - Adhering to the ICT Code of Conduct
 - Backing up all data securely. All electronic data and resources used for school coursework must be stored on another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.
 - Clearly labelling/marketing their device.
- 2.5. For the removal of any doubt, Sunshine Coast Grammar School will not be responsible for any loss, theft or damage to:
 - the device
 - data stored on the device while the device is at school or during a school-related activity, absolutely, in negligence or otherwise

3. Conditions

- 3.1. Participants must bring the device to school each day.
- 3.2. Participants must ensure that the device is fully charged each night before it is brought to school.
- 3.3. The student is responsible for keeping his or her device in their possession or properly securing it, at all times. Grammar Staff are not responsible for the security or condition of student's personal devices.
- 3.4. The student is responsible for the proper care of personal technology devices, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use the device.
- 3.5. Grammar staff reserve the right to confiscate and/or inspect personal technology devices if there is reason to believe that it was used to violate our policies, administrative procedures, school rules, or for general misconduct.
- 3.6. Violations may result in the loss of privilege to use personal technology in school, and/or disciplinary and legal action, as appropriate.
- 3.7. The student must comply with Grammar staff member requests to refrain from using a device, verify/display the screen, or to power down (turn off) the device.
- 3.8. Students may not use any devices to record, transmit or post photos or video of a person without their knowledge and consent. Images, video, and audio files recorded at school may not be transmitted or posted at any time, without the permission of a Grammar Staff member.
- 3.9. The student should only use personal technology devices with consent and under the supervision of a Grammar staff member.

- 3.10. All users should utilize the schools secured wireless network to access the Internet. If a student utilizes their own private 3G & 4G wireless connections via USB Dongles, tethering other technologies such as phones, inbuilt 3G and 4G technology on BYOD, the parent and student acknowledge that the school is not responsible for any content accessed.
- 3.11. While at school the device is to be securely stored in a locker or remain physically in the possession of the student to whom it has been issued.
- 3.12. Grammar has no responsibility for the integrity of files, preferences, or configurations stored locally on the device.
- 3.13. Participants are required to use the device only according to the Sunshine Coast Grammar School ICT Code of Conduct and the expectations which form part of the participant's overriding conditions of enrolment.

These terms and conditions may be amended from time to time as required at the discretion of Sunshine Coast Grammar School.

ICT Code of Conduct

Information and Communication Technologies are an integral part of teaching and learning at Sunshine Coast Grammar School. Grammar seeks to provide all users with secure and timely access to relevant digital tools, online services and digital resources (ICT resources and services). The purpose of the ICT Code of Conduct is to communicate a clear statement to students of their responsibilities, what constitutes acceptable and unacceptable use, and to express the commitment of the School to providing and maintaining a secure, effective and reliable ICT infrastructure which supports teaching and learning.

Ethical Use

Sunshine Coast Grammar School ICT resources and services are provided to promote educational excellence by facilitating resource sharing, innovation and communication. Grammar students are expected to use all digital tools, online services and digital resources in a responsible, ethical and legal manner, demonstrating respect for others and an appreciation of the right to learn of all students.

- The use of the Grammar ICT resources and services is primarily for educational purposes and their use must be consistent with the mission, ethos, and educational objectives of the School
- Use of Grammar ICT resources and services must not jeopardise the fair, safe and productive ICT environment of the School community, nor the School's operations, resources and reputation
- School ICT resources and services must not be used unlawfully or for an unlawful purpose
- Some reasonable personal use of ICT resources and services may be allowed, but as a privilege and not a right. If that privilege is abused, it will be treated as a breach of the ICT Code of Conduct

Access

- All students are entitled to access the ICT resources and services provided by Grammar and teachers have the right and responsibility to manage student use of School ICT resources and services to ensure safe, fair and equitable access
- To ensure fair and equitable access the School may impose quotas on the use of ICT resources and services including print, file storage, email and internet download
- Where quotas exist, students are expected to comply with them. If a student exceeds any of their quotas, they may be temporarily prevented from using the affected School ICT resources and services
- When a student's enrolment ceases, they are no longer authorised to have access to Grammar ICT resources and services and their account will be disabled for a set period, and then deleted
- Students may have their ICT access suspended immediately where there is a suspected breach of Grammar policies

User Responsibilities

Any action that disrupts or is likely to disrupt the learning environment or interfere with the operation of the School is classified as inappropriate use. This includes any action that is in breach of any law, including photography without permission of those being filmed. The use of an ICT to bully, intimidate, threaten or otherwise harass any person through any SMS or text message, photograph, video or other data transfer system available is inappropriate and will represent a breach of the ICT Code of Conduct.

- Students must ensure that their Grammar username and password is always secure. Students must only access Grammar ICT resources and services using their own username and password and are responsible for all activity initiated from their account
- Students must not create, send, store, upload, access, use, solicit, publish or link to:
 - Offensive, obscene, profane or indecent images or material
 - Material likely to cause annoyance, inconvenience or distress to others
 - Discriminating or sexually harassing material or messages that create an intimidating or hostile learning environment for others
 - Malicious software such as viruses, worms or hacking software
- Any observed security weakness in, or threat to, Grammar ICT resources and services and any known or suspected breach of the ICT Code of Conduct must be reported to the ICT Help Desk.

Use and Operation – General

- Students must operate ICT resources and services in a responsible manner and only adjust settings, cables and connections when instructed to by a teacher
- To ensure that important work is not lost, it is essential that students save regularly while working and back up their important files
- All Grammar ICT resources are always to be kept free of stickers and clean of graffiti
- Students are to advise the teacher of any problem with ICT resources and services immediately and report any issues with School resources to their teacher or the ICT Help Desk
- Students may not install software onto School ICT resources not directly issued to them (i.e. laboratory computers)
- No network gaming is allowed on the School network

Use and Operation – BYOD Digital Learning Program

- Students are required to bring their BYO device to school each day or as directed by the School
- Students are to ensure that their BYO devices fully charged for the commencement of each school day
- Students are expected to take their BYO devices to every class unless directed otherwise by the teacher
- The students should ensure their BYO devices are never be left unattended
- Students should always remain alert to the security of the device, and should not draw the attention of strangers to the presence of the device in the school bag
- Students may install files, software and devices onto their BYO devices (only) as required if:
 - The files, software and devices do not adversely affect the performance of the device
 - the installation does not infringe or violate copyright laws
 - the files, software and devices do not contravene the ethos and expectations of the School
- Students may be required to provide software licences or proof of ownership / purchase for any installed files or software found on a student's device
- Students are not permitted to network their BYO devices for the purpose of network gaming, or file sharing beyond that which is required by School staff
- Students must adhere to the laws concerning copyright and other intellectual property rights
- Downloading and storage of illegally obtained music and other unapproved files/software is strictly prohibited

- Use of the BYO devices camera and sound recorder at school is restricted to educational use as directed by a teacher. Students are not permitted to use the camera or sound recorder at school unless instructed to do so by a teacher
- Internet Filtering does not extend outside of the school grounds or users with 3G and 4G access outside of Bell-to-Bell Mobile Policy. Responsibility for safe use of the internet outside of the School network remains the responsibility of the parent / guardian / family.

Internet and Email Responsibilities

Internet access will be made available onsite for the purpose of communication, research, and education. The School will endeavour to provide Internet access that is safe and appropriate for the maturity level and needs of student users.

- Internet and email services are provided as an educational research tool and must not be used to visit inappropriate sites or online game sites
- Use of email and other communications technologies should respect and practise the principles of Sunshine Coast Grammar School.
This includes:
 - Communicating only in ways that are appropriate and respectful. Harassing, insulting, defaming or attacking others through any digital communication amounts to cyber-bullying and is not acceptable
 - Not using vulgar or obscene language in any electronic communication
 - Not sending emails or posting comments that contain information, which is abusive, impolite, offensive, defamatory, inaccurate or illegal
 - Not sending spam, chain letters, or other mass unsolicited mailings
- Internet sites should be visited only when the content is likely to be acceptable within the ethos and guidelines of the School. Inappropriate sites visited by accident should be closed and immediately reported to the supervising teacher or ICT Help Desk
- Access to the internet is filtered and monitored. Inappropriate sites include, but are not limited to:
 - Sites that are illegal
 - Are pornographic or contain inappropriate or obscene sexual material
 - Advocate hate or violence
 - Advocate racism, sexism, or gender bias
 - Contain discriminatory material
 - Offer inappropriate games or software
- Retrieval, viewing or posting of any material that is explicit, obscene, violent or offensive via the School's network is prohibited
- Bullying or harassment via the use of ICT resources and services will not be tolerated
- Students must respect and protect the privacy of others. This includes:
 - Not viewing, using or copying passwords, data, or networks to which they are not authorised
 - Not distributing private information in any form (including through emails, photographs, mobile phones and the Internet) about others or themselves
 - Students must not use or send obscene language
 - Students must not divulge home addresses, telephone numbers, EFTPOS or Credit Card Numbers
- Internet Filtering does not extend outside of the school grounds. Responsibility for safe use of the internet outside of the Grammar network remains the responsibility of the parent / guardian
- To ensure that their privacy is protected students should be especially vigilant if they access the internet outside of the Grammar filtered and protected network.

Monitoring

- The School will monitor student accounts and student use of ICT resources and services to maintain a secure ICT environment
- The School reserves the right to monitor, log, collect and analyse the activities of students in their usage of IT resources and services
- The School reserves the right to investigate all aspects of its ICT resources and services if it is suspected that any student is violating this Policy or any other School Policy
- The School may take any action it considers necessary to remedy immediate threats to ICT infrastructure or security, including suspending student accounts and/or disconnecting or disabling relevant IT resources or other equipment, with or without prior notice
- The School will, where possible, block or filter any network traffic that potentially breaches this policy or is potentially illegal

Consequences

- Minor breaches of this Policy will be addressed by the relevant Grammar staff member in line with Grammar behaviour policies and the student account may be suspended if deemed appropriate
- Ongoing or serious breaches of the ICT Code of Conduct may result in further disciplinary action including suspension and exclusion

The intent of this policy is to make clear certain uses, which are and are not appropriate, but not to exhaustively list all such possible uses. Sunshine Coast Grammar School may, at any time, decide that particular uses are or are not appropriate.



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