

## Nambour State College

clever • skilled • creative

### **eLEARNING – BRING YOUR OWN LAPTOP (BYOx) Program - 2019** **Required for ALL Year 7,8, 10 & 11 students** **Optional Year 9 & 12 students**

Dear Parents / Guardians,

Nambour State College provides an eLearning program:

“Students have 24/7 digital access to learning materials so that they can learn where and when they want” (every subject has an online “virtual classroom”)

“Every students has access to an individual learning device that connects them these learning materials” (School and student owned devices)

“College is a learning hub that provides students with open connections to other educational providers”

A copy of the **2019 Student Bring your Own Laptop (BYOx) Charter** can be found on the school website: [www.namboursc.eq.edu.au](http://www.namboursc.eq.edu.au) (support & resources – forms and documents – documents) The **ANNUAL** access fee of **\$60** covers connection & access to wireless while at school as well as Microsoft Office & Adobe Design licenses at school and at home.

BYOx devices can be Windows or Apple laptops that are wireless enabled. **Students are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.**



The College BYOx Laptop Program supports printing, filtered internet access, and file access & storage through the department’s network while at school but **excludes** college technical support (except to connect to the network) or charging of devices at school.

**Students are responsible for the backup of data.** All files must be scanned using appropriate anti-virus software before being downloaded to the departments ICT network.

Although this program allows students to bring privately owned laptops to school **it is up to the classroom teacher when these laptops are allowed to be used.** The misuse of personally owned laptops may result in disciplinary action which includes the withdrawal of access to school supplied services.

Any device connected to the Internet though the college network will have filtering applied.

If you require further information about the Bring Your Own Device (BYOx) Laptop Program contact **Mark Piper (Head of Department – eLearning)** on **54504147** or [mpipe4@eq.edu.au](mailto:mpipe4@eq.edu.au)

Yours sincerely,

**Anthony Green**  
Principal

**Mark Piper**  
Head of Department



**Queensland Government**

clever • skilled • creative

**Responsibilities of stakeholders involved in the BYOx Laptop Program:****School**

- BYOx Laptop Program induction — including information on (but not responsible for) connection, care of device at school, workplace health and safety, appropriate digital citizenship and cyber safety
- network connection at school
- internet filtering (when connected via the school's computer network)
- some technical support (connection to wireless only) – the College policy for staff is “HANDS OFF” student devices
- FREE Microsoft Office Student Advantage – visit <http://portal.office.com> and using their department user identification to login.
- Adobe Design Software (download at home register at school)
- printing facilities
- school representative signing of BYOx Laptop Charter Agreement.

**Student**

- participation in BYOx Laptop Program induction
- acknowledgement that core purpose of laptop at school is for educational purposes
- care of laptop
- appropriate digital citizenship and online safety (for more details, see <http://www.cybersmart.gov.au/> )
- security and password protection — password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students)
- some technical support (basic maintenance and operation of privately owned devices)
- maintaining a current back-up of data
- charging of laptop
- abiding by intellectual property and copyright laws (including software/media piracy)
- internet filtering (when not connected to the school's network)
- ensuring personal login account will not be shared with another student, and device will not be shared with another student for any reason
- understanding and signing the BYOx Charter Agreement.

**Parents and caregivers**

- participation in BYOx program induction
- acknowledgement that core purpose of device at school is for educational purposes
- internet filtering (when not connected to the school's network)
- encourage and support appropriate digital citizenship and cybersafety with students (for more details <http://www.cybersmart.gov.au/>)
- some technical support (have in place arrangements for maintenance and repair of privately owned devices)
- required software, including sufficient anti-virus software
- **protective backpack or case for the device**
- **adequate warranty and insurance of the device**
- understanding and signing the BYOx Charter Agreement.



clever • skilled • creative

---



---

**COMPLETE AND HAND IN AT THE OFFICE WHEN MAKING PAYMENT**


---



---

## Nambour State College

### Student Bring Your Own Laptop (BYOx)

### Charter Agreement (2019)

The Student BYOx Laptop Charter agreement form must be signed and returned (with proof of payment) to the school before privately owned devices can be connected to the school network. The student and, parent or guardian must carefully read this charter before signing it. Any questions should be addressed to the school and clarification obtained **before** the charter is signed.

**Student Last Name:** \_\_\_\_\_

Student First Name: \_\_\_\_\_

Student Network User Name: \_\_\_\_\_

Year level (2019) \_\_\_\_\_ Check-in Class \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

#### ***Laptop Details***

- ***Make and model*** e.g. Dell latitude e6239 12.5: screen \_\_\_\_\_
- ***Serial Number*** (usually found on the bottom of the device) \_\_\_\_\_
- ***Anti-virus software installed (YES / NO) circle***    ***Name*** \_\_\_\_\_

===== **OFFICE USE ONLY** =====

***Invoice number:*** \_\_\_\_\_



Queensland Government

clever • skilled • creative

**COMPLETE AND HAND IN AT THE OFFICE WHEN MAKING PAYMENT**

In signing below, I acknowledge that I, \_\_\_\_\_  
 (insert student name here)

- accept all policies and guidelines as per the Responsible Behaviour Plan for Students.
- understand my responsibilities regarding the use of privately owned devices and the internet.
- acknowledge that I understand and agree with all of the conditions detailed in the Student Bring your Own Laptop (BYOx) Charter available [www.nambourshs.eq.edu.au](http://www.nambourshs.eq.edu.au)
- understand that failure to comply with the Student BYOx Laptop Charter could result in cancellation of access to school network.
- agree to contribute **\$60** for my child to access the Nambour State College BYOx program.

Student's name

Signature of student

Date

Parent / guardian's name

Signature of parent / guardian

Date

=== ICT SUPPORT USE ONLY ===

= ICT SUPPORT USE ONLY =

=====

Designated school representative's name

Signature of school representative

Date

