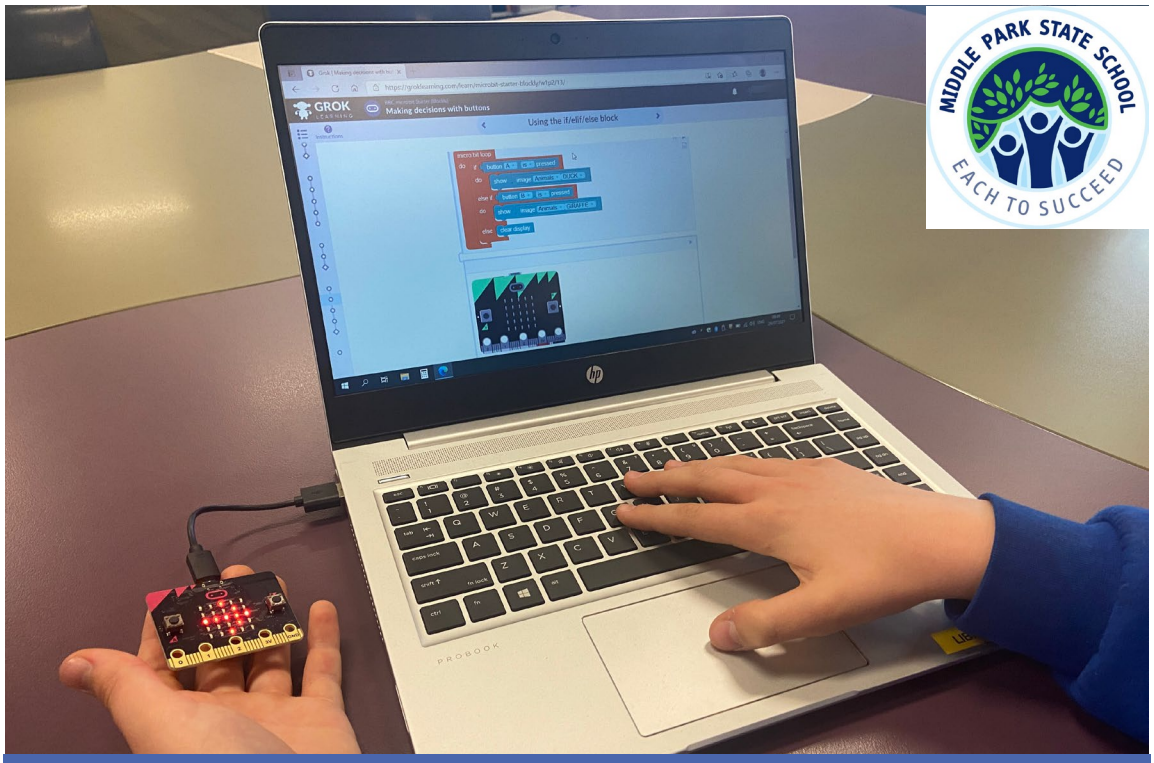
Middle Park State School



2027 BYOD LAPTOP PROGRAM POLICY

YEAR 6

This information has been developed to assist families with the transition to our 1:1 Year 6 Laptop Program.

BACKGROUND INFORMATION

Middle Park State School's BYOD Laptop Program is for Year 6 only. The majority of our students transition to Centenary State High School and other surrounding state high schools where they are expected to bring a laptop to school to support their learning. We ask Year 6 families to commence bringing a laptop to school a year earlier so that we can support a successful transition to high school.

HOW LAPTOPS ARE USED

Bringing a laptop to school from Year 6 allows us to give greater focus to:

- Keyboarding and mouse skills
- File storage and management
- Office 365 programs and workflows between them
- Organisational procedures expected at high school
- STEM projects using USB connected sensors and microcontrollers and coding programs
- Identity authentication and secure sign-in procedures

EQUITY AND ACCESS

As is our normal practice, students unable to bring their own laptop for Year 6 will be able to use a shared school device while at school. School devices are not permitted to go home with students.

LAPTOP SELECTION

Windows 11 laptops are strongly recommended as they have the best integration with our network, match our teacher and staff skill set and have the greatest compatibility with educational programs. Standard Windows laptops and 2-in-1 convertible Windows-based tablets are both suitable.

Where families only have access to a MacBook Pro meeting all other specifications below and with the latest IOS installed, we will do our best to accommodate this device at school. In such situations, please contact the school on byox@middleparkss.eq.edu.au for instructions on how to install Microsoft Office for Mac (free).

Non-compatible laptops include Android, Chromebooks and any other device not mentioned in this document. Such devices are not suitable for our BYOD Laptop program and should not be sent to school.

RECOMMENDED SPECIFICATIONS

The newer the laptop and higher the specifications, the better your child's experience will be and the longer your device will remain high functioning into the high school years.

Operating System	Windows 11 - **Not 11S* or 10**
Screen Size	11" to 15"
Hard Drive	256GB preferred
RAM	8GB minimum (16GB recommended for longevity)
Processor	Intel i3-i5, Core Ultra 5 or Ryzen 3-5 **- Not Snapdragon**
Battery Life	Minimum of 6 hours
Wi-Fi	Wi-Fi compatible with 5GHz Dual-Band support
Protection	Hard and protective, water-resistant shell case/sleeve to suit model
Weight	Less than 2kg
Optional	Mouse Touchscreen/Stylus for 2-in-1 convertible tablets

**Windows 11S is a cut down version of Windows 11 and not suitable for use at school. If you purchase a device with Windows 11S you will be required to manually upgrade to the full version of Windows 11.*

For advice on how to set up your laptop, please refer to the document, '2027 Laptop Setup and Software Instructions'.

ADDITIONAL CONSIDERATIONS

MICROSOFT OFFICE

When purchasing a new laptop, please note that students have access to Microsoft Office through the Department of Education – you do not need to purchase an additional copy outright. Please see '2027 Laptop Setup and Software Instructions' on the school's BYOD webpage for instructions on how to download and sign in to Microsoft Office for the first time.

PROTECTING LAPTOPS FROM DAMAGE

Laptops are the responsibility of each student. Laptops are stored inside lockable classrooms during the school day, including break times. Students are educated in the proper care and appropriate use of their laptops. Laptops inside protective shells/sleeves, are to be placed in the school bag when travelling to and from school. They are to remain in the school bag until the student is in the care of the

teacher/parent/guardian. The school will accept no responsibility for theft or damage to any laptop during the school day or in transit between home and school.

ACCIDENTAL DAMAGE PROTECTION (ADP)

Advice around insurance should be sought at the time of purchase in order to minimise future financial impact and disruptions to learning should the laptop not be operational. Where possible, Accidental Damage Protection for breakages is recommended as occasionally accidents happen. Some home insurance policies cover accidental damage at school. Contact your insurer for advice.

WARRANTY

Where possible, extended warranty for 3 years is recommended. Warranty repair options usually include 'Onsite' (faster) or 'Return to Base' (slower).

CHARGING

Laptops brought to school will need to be fully charged each day. The power supply is not permitted at school. A charging hub should be created in an appropriate space at home (not in child's bedroom) and consistent charging procedures implemented so that laptops are always fully charged in the morning.

ANTIVIRUS

Windows Defender comes preinstalled with Windows.

WEB FILTERING

All laptops connected to the school network have Department of Education filters applied. Use of internet and online communication services at school can be audited and tracked to the account of the user. The filtering system provides layers of protection to staff and students against:

- Inappropriate web pages
- Spyware and malware
- Scams and identity theft

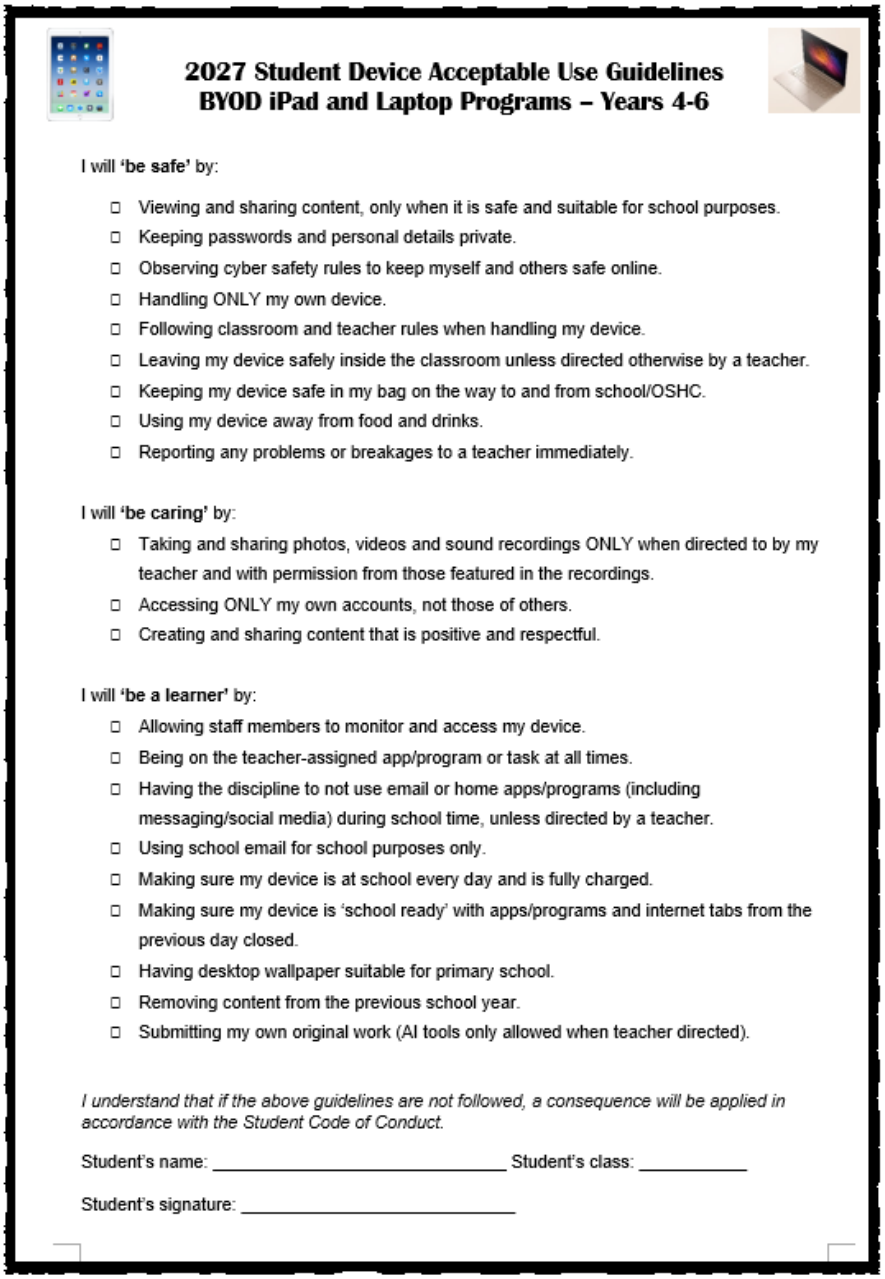
4G connections are not to be used while at school – such connections will need to be disabled or removed so that filtering at school occurs through the Department of Education's filters only.

The Department of Education's web filtering does not continue to operate when the device is at home. Parents should consider home web filtering options (e.g. Microsoft Family) but also understand that web filtering is no substitute for parental supervision.

All material on the laptop is subject to audit by authorised school staff.

STUDENT ACCEPTABLE USE GUIDELINES

All students are to view, understand and sign the Student Acceptable Use Guidelines during their first week at school, under the direction of their classroom teacher. The poster is displayed in classrooms.



2027 Student Device Acceptable Use Guidelines
BYOD iPad and Laptop Programs – Years 4-6

I will **'be safe'** by:

- Viewing and sharing content, only when it is safe and suitable for school purposes.
- Keeping passwords and personal details private.
- Observing cyber safety rules to keep myself and others safe online.
- Handling ONLY my own device.
- Following classroom and teacher rules when handling my device.
- Leaving my device safely inside the classroom unless directed otherwise by a teacher.
- Keeping my device safe in my bag on the way to and from school/OSHC.
- Using my device away from food and drinks.
- Reporting any problems or breakages to a teacher immediately.

I will **'be caring'** by:

- Taking and sharing photos, videos and sound recordings ONLY when directed to by my teacher and with permission from those featured in the recordings.
- Accessing ONLY my own accounts, not those of others.
- Creating and sharing content that is positive and respectful.

I will **'be a learner'** by:

- Allowing staff members to monitor and access my device.
- Being on the teacher-assigned app/program or task at all times.
- Having the discipline to not use email or home apps/programs (including messaging/social media) during school time, unless directed by a teacher.
- Using school email for school purposes only.
- Making sure my device is at school every day and is fully charged.
- Making sure my device is 'school ready' with apps/programs and internet tabs from the previous day closed.
- Having desktop wallpaper suitable for primary school.
- Removing content from the previous school year.
- Submitting my own original work (AI tools only allowed when teacher directed).

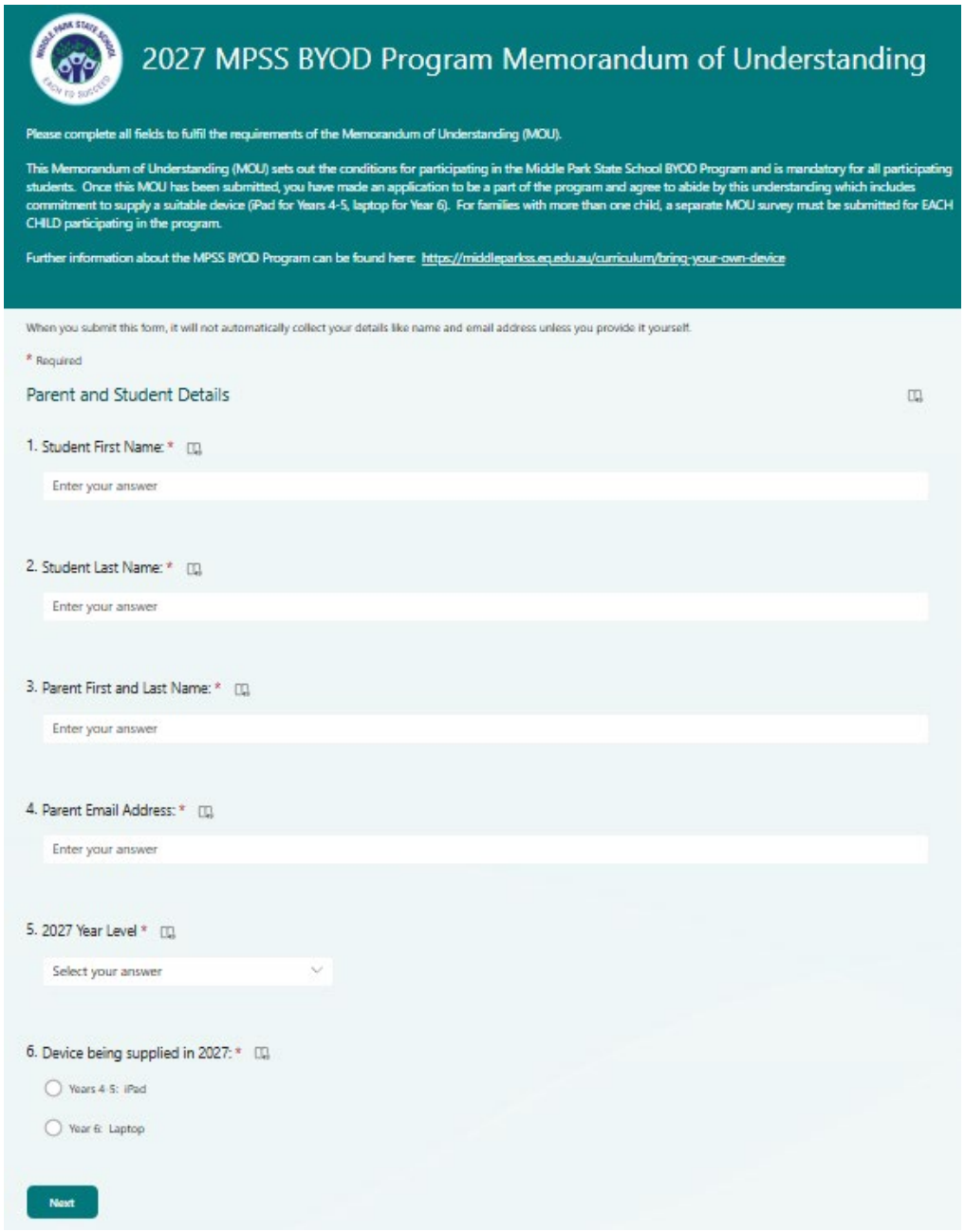
I understand that if the above guidelines are not followed, a consequence will be applied in accordance with the Student Code of Conduct.

Student's name: _____ Student's class: _____

Student's signature: _____

PARENT MEMORANDUM OF UNDERSTANDING

All students entering the BYOD Laptop Program are required to complete the electronic Memorandum of Understanding (MOU) which sets out the conditions for participation. Here is the MOU survey link for completion: **https://forms.cloud.microsoft/r/RmjEKgF8iq**



2027 MPSS BYOD Program Memorandum of Understanding

Please complete all fields to fulfil the requirements of the Memorandum of Understanding (MOU).

This Memorandum of Understanding (MOU) sets out the conditions for participating in the Middle Park State School BYOD Program and is mandatory for all participating students. Once this MOU has been submitted, you have made an application to be a part of the program and agree to abide by this understanding which includes commitment to supply a suitable device (iPad for Years 4-5, laptop for Year 6). For families with more than one child, a separate MOU survey must be submitted for EACH CHILD participating in the program.

Further information about the MPSS BYOD Program can be found here: https://middleparkss.eq.edu.au/curriculum/bring-your-own-device

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* Required

Parent and Student Details

1. Student First Name: *

Enter your answer

2. Student Last Name: *

Enter your answer

3. Parent First and Last Name: *

Enter your answer

4. Parent Email Address: *

Enter your answer

5. 2027 Year Level *

Select your answer

6. Device being supplied in 2027: *

- Years 4-5: iPad
- Year 6: Laptop

Next

FREQUENTLY ASKED QUESTIONS

WHAT ADVICE CAN YOU GIVE AROUND THE BEST LAPTOP TO PURCHASE?

Device selection and specifications advice is identified in the 'Laptop Selection' section of this document (Page 3). An option to purchase through a vendor portal is provided on our BYOD webpage https://middleparkss.eq.edu.au/curriculum/bring-your-own-device. This option should not be considered a recommendation, but an example of suitable choices. Families should consider budget, interests, future high school, capabilities and levels of responsibility and make a device choice to suit.

I HAVE AN OLD LAPTOP AT HOME – CAN I GIVE THIS TO MY CHILD TO USE?

Yes, provided the device meets the specifications identified in the 'Laptop Selection' section of this document (Page 3).

CAN I DOWNLOAD APPS OR SOFTWARE NOT RELATED TO SCHOOL?

Yes, however be mindful of the potential distraction other apps/software may cause during school hours and hard drive space used, leading to slower performance. We recommend saving home apps/inside a home folder to reduce distractions. Please remember, the core purpose of the device is for learning.

WHAT DO I DO IF OUR LAPTOP NEEDS WARRANTY OR DAMAGE REPAIRS?

Parents/Guardians are responsible for organising warranty claims or repair of damage. We recommend an extended warranty for 3 years at the time of purchase. We are happy to accommodate vendors onsite to repair devices. This must be arranged by families and communicated to the eLearning Coordinator on byox@middleparkss.eq.edu.au .

WILL THE LAPTOP NEED TO BE SENT TO SCHOOL EACH DAY?

Laptops are to come to school every day, fully charged, unless notified otherwise (e.g. Sports carnivals).

WILL MY CHILD STILL UNDERTAKE HANDWRITING AND USE PENCIL AND PAPER?

Handwriting and book work still occur at all year levels, as is a requirement of the Australian Curriculum. We aim to have a balance between traditional pencil and paper tasks and working innovatively with technology. There is no fixed time allocated for laptop use. Teachers utilise laptops when they are the best tool for the task at hand.

WHAT HAPPENS IF A STUDENT USES A DEVICE INAPPROPRIATELY?

The 'Student Device Acceptable Use Guidelines' for students and 'Memorandum of Understanding' for parents, outline expectations of use and the 'Student Code of Conduct' outlines consequences for inappropriate use.

ONCE I HAVE A LAPTOP, WHAT ARE THE NEXT STEPS?

For setup instructions and timelines, please refer to the document, '2027 Laptop Setup and Software Instructions', found on our BYOD webpage here.

I HAVE FURTHER QUESTIONS – WHERE CAN I DIRECT THEM?

Our BYOD webpage contains links to all relevant BYOD files:
https://middleparkss.eq.edu.au/curriculum/bring-your-own-device

If you cannot find an answer to your question here, you should direct your query to byox@middleparkss.eq.edu.au