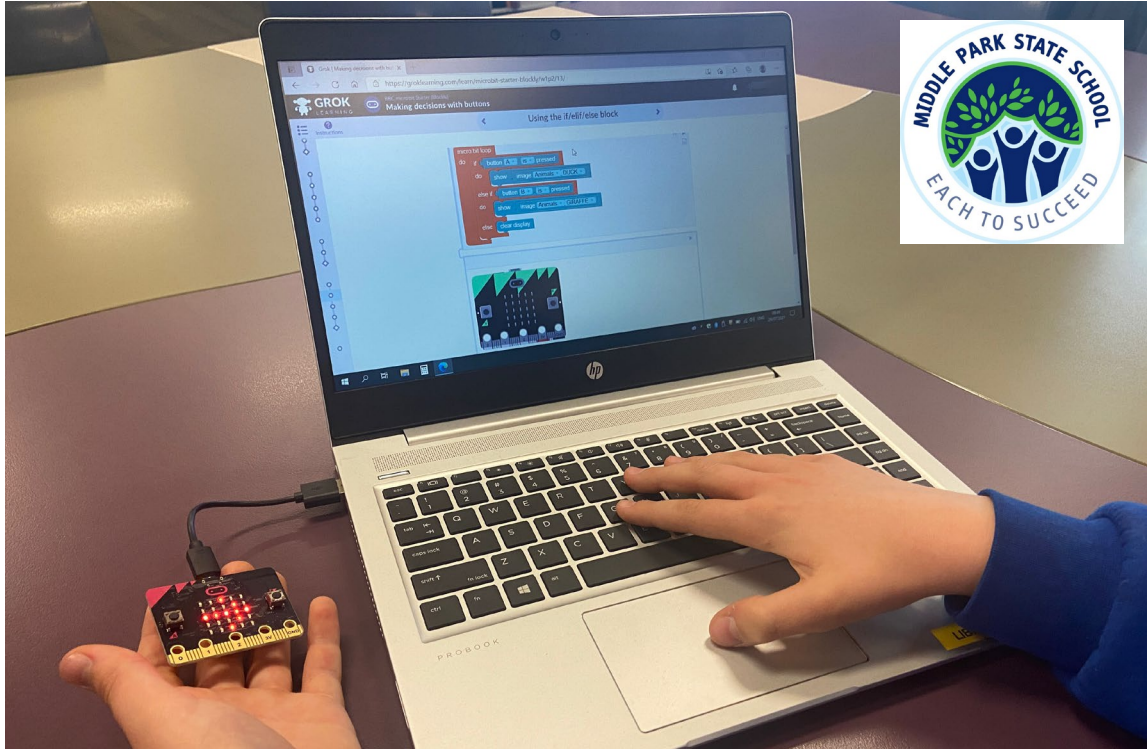


# Middle Park State School



## 2024 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

## BACKGROUND

Middle Park State School's BYOD Program started with a pilot 1:1 Year Two iPad class in 2015. Over the years we extended this program to encompass all Year 2 to 6 classes by 2018. Over 90% of our Year Two to Five students currently participate in this program where an iPad is brought to school as a tool for learning.

## PURPOSE FOR YEAR 6 LAPTOP PROGRAM

Over time we have received feedback on our choice of device from parents, teachers and students. This informed our decision to trial a Year 6 Laptop Program for the 2022 school year. We are continuing on this path for 2024.

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 are asking Year 6 families to commence bringing a laptop to school a year earlier so that we can support a successful transition to high school.

We still believe that iPads are an excellent tool for the primary school years and continue to be an effective companion tool for the high school years and beyond. However, 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
- 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.

## CONTACT

Any questions about our Year 6 Laptop Program can be directed to [byox@middleparkss.eq.edu.au](mailto:byox@middleparkss.eq.edu.au)

# LAPTOP SELECTION

Windows 10 or 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](mailto: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 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.

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

*\*Windows 10S is a cut down version of Windows 10 and not suitable for use at school. If you purchase a device with Windows 10S you will be required to manually upgrade to the full version of Windows 10.*

**For advice on how to set up laptop, please refer to document, '2024 Year 6 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 ‘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 will be educated in the proper care and appropriate use of their laptops. Laptops inside protective shells/sleeves, are to be placed inside 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, ADP for accidental 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 will not be permitted to be brought to 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

Virus software must be installed and up-to-date in order to join and remain on our school network. Windows Defender comes preinstalled with Windows 10 and 11 and works well.

## WEB FILTERING

All laptops connected to the internet through the school network will 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

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


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 Safety) but also understand that web filtering is no substitute for parental supervision.

# STUDENT ACCEPTABLE USE GUIDELINES

All students are to view, understand and sign the Student Acceptable Use Guidelines at school. The poster is displayed in classrooms.

**2024 Student Device Acceptable Use Guidelines  
BYOD iPad and Laptop Programs**



*To be a LEADER . . .*

I will **'Be Proactive'** by:

- Leaving my device safely inside the classroom unless I am with a teacher.
- Using my device away from food and drinks.
- Reporting any problems or breakages to a teacher immediately.
- Taking and sharing photos, videos and sound recordings ONLY when granted permission by my teacher and by those featured in the recordings.
- Viewing and sharing content, only when it is safe and suitable for school purposes.
- Accessing ONLY my own accounts, not others.
- Allowing staff members access to my device.

I will **'Begin with the end in mind'** by:

- Following classroom and teacher rules when handling my device.
- Keeping passwords and personal details private.
- 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.
- Being on the teacher-assigned app/program or task at all times.

I will **'Put first things first'** by:

- Keeping my device safe in my bag on the way to and from school/OSHC.
- 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.
- Removing content from the previous school year.

I will **'Think Win-Win'** by:

- Observing cyber safety rules to keep myself and others safe online.
- Handling ONLY my own device.
- Creating and sharing content that is positive and respectful.


*I understand that if the above actions 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:  
<https://forms.office.com/r/kEBtvY6pwb>



## Parent Memorandum of Understanding BYOD Device Program 2024

**iPad Years 2-5, Laptop Year 6**

**To be completed online by scanning code or clicking here:**  
<https://forms.office.com/r/kEBtvY6pwb>



**As a parent of a child in a BYOD class I agree to the following:**

- I will supply a device and case/sleeve according to the minimum specifications.
- I will ensure device is fully charged ready for each school day (charging not available at school).
- I take full responsibility for the device if it is damaged or malfunctions.
- I will replace or repair the device as soon as possible if damaged or lost.
- I will update and maintain apps, programs and system updates as required by the school. This includes removing content from previous years to allow adequate storage for class work.
- I will monitor use of home apps, programs and accounts to ensure age ratings are adhered to and created content is respectful.
- Where Screen Time or similar parental controls are set, I will ensure all school apps/programs are available between 8:30am and 3:00pm.
- I agree not to communicate with my child via their device during the school day.

Child's first and last name: \_\_\_\_\_

Year Level in 2023: \_\_\_\_\_

Parent name/s: \_\_\_\_\_

Parent email address: \_\_\_\_\_

Signed: \_\_\_\_\_

## FREQUENTLY ASKED QUESTIONS

### *WHAT ADVICE CAN YOU GIVE ON THE BEST LAPTOP TO PURCHASE?*

The school's advice on device selection and specifications is identified in the 'Laptop Selection' section of this document (Page 3). Options to purchase through vendor portals are provided on our BYOD webpage <https://middleparkss.eq.edu.au/curriculum/bring-your-own-device>. These options should not be considered recommendations, but examples 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).

### *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](mailto: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).

### *HOW OFTEN WILL LAPTOPS BE USED IN CLASS?*

There is no fixed time allocated. Teachers utilise laptops when they are the best tool for the task at hand.

### *WILL MY CHILD STILL UNDERTAKE HANDWRITING AND USE PEN AND PAPER?*

Handwriting and book work still occurs at all year levels. We aim to have a balance between traditional pen and paper tasks and working innovatively with technology.

### *IS THERE AN AGREEMENT I NEED TO SIGN BEFORE MY CHILD CAN USE A BYOD LAPTOP AT SCHOOL?*

Yes, parents need to complete the '2024 Parent MOU BYOD Program' [survey link](#) which outlines the conditions of the program. Students also learn about, understand and sign our '2024 Student Device Acceptable Use Guidelines' before being connected to our school network.



### *WHAT HAPPENS IF MY CHILD USES THEIR DEVICE INAPPROPRIATELY?*

Inappropriate device use will result in consequences as per the 'Student Code of Conduct. This may include parent notification and/or removal of device for a period of time.

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

For setup instructions and timelines, please refer to the document, 'Laptop Setup and Software Instructions', found on our BYOD webpage [here](#).

### *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/software shortcuts away from the desktop to reduce distractions. Please remember, the core purpose of the device is for the education of your child.

### *WHAT HAPPENS IF I AM UNABLE TO PROVIDE A LAPTOP FOR MY CHILD?*

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.

### *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](mailto:byox@middleparkss.eq.edu.au)