CALAMVALE
Community College
Building on Success

SECONDARY SCHOOL

BRING YOUR OWN DEVICE (BYOD)

INFORMATION AND PROCEDURES HANDBOOK 2027



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Introduction

The Digital Devices Handbook has been developed as a guide for parents and students regarding all matters related to digital devices at Calamvale Community College. As part of your child's enrolment agreement, families are encouraged to provide a suitable device to support their learning.

Calamvale Community College enables students to bring a personal device to school. The emphasis is on ensuring students can access digital technology and use it to enhance their learning.

It is important to remember that digital technologies are a tool for learning. Learning occurs when your student engages with content, practises skills, and develops understanding in a meaningful and effective way.

In the Secondary School we expect the following digital devices to be used:

Year 7, 8 students are encouraged to purchase devices as per specification or utilise an existing iPad that meets the minimum requirements outlined on page 7.

Year 9 students are encouraged to purchase laptops that will transition into senior secondary, as per specification on page 7.

Year 10 -12 students are encouraged to purchase laptops which will see them through their senior secondary schooling as per specifications on page 7.

The College's commitment to high-quality digital learning continues to evolve in line with contemporary education. Digital tools are now embedded across every aspect of teaching and learning, and their role will only expand as new technologies emerge. Our focus remains on empowering students to use technology purposefully, creatively and responsibly to deepen their understanding and extend their learning beyond the classroom.

Teachers will continue to refine their practice as lifelong learners, using digital tools where they add genuine value—supporting collaboration, personalising learning, and creating rich opportunities for students to demonstrate their knowledge and skills. This future-focused approach ensures students are equipped with the digital capabilities needed for success in an increasingly connected world.

eLearning Vision

Digital technology is an important tool that enhances teaching and supports student learning at Calamvale Community College. Devices help students access resources, collaborate, create and engage more deeply with their learning, both at school and at home.

Teachers use technology purposefully and in ways that align with clear learning intentions. Digital tools support differentiated learning, accessibility and inclusion, ensuring every student can engage successfully with the curriculum.

Students are expected to use technology responsibly and safely. A suitable device allows students to participate in:

- collaborative and creative learning activities
- online learning platforms
- communication and information sharing

Our approach to digital learning is future-focused and designed to give students the skills and confidence they need to thrive in an increasingly digital world.

Responsibilities

Calamvale Community College will:

- provide suitable school Wi-Fi connection and filtering system
- provide a blended educational environment
- model safe device and internet practices
- provide access to printer services
- ensure equitable access to devices through Student Technology Equity Partnership (STEP) Program

Students will:

- bring device fully charged each day
- show respect for other devices, work and privacy
- access technology as a responsible user
- access the internet through the College Wi-Fi network.

Parents / Caregivers will:

- provide a suitable device that meets the minimum device specifications and recommendations
- ensure quick maintenance turnaround for student device repairs
- purchase, install and update applications
- consider having appropriate insurance and warranty on personal devices as **Calamvale Community College is not liable for damage to your personal device.**

Device Specifications & Recommendations

Note on Device Recommendation

Device specification recommendations are divided into 2 categories: Minimum Device and Recommended Device. Students studying subjects in Year 9-12 such as Music, Art, Film and TV and Engineering require devices that can handle basic media and design production. Please look to the Recommended Device section for guidance. Lastly, students not studying any of the specific subjects mentioned above can look to any device that fits the Minimum Device guideline.

Things to Consider

Regardless which subjects studied, here are a few things to consider before purchasing a device:

- Battery Life: Devices should have enough battery life to last a whole school day, generally speaking this means at least 5 hours on a single charge.
- Currently the College Digital Device program only supports Microsoft Windows (11 and later), macOS and iOS. No Chrome OS, Linux or android support at present.
- It is recommended to purchase a carry bag/case and an external hard drive for backup purposes.

Device Minimum Specifications

Entry-level general-purpose devices can be purchased for around $750. These devices can handle day to day tasks around the College such as word processing, spreadsheets, presentations, email and web browsing. It should handle elementary media production such as simple photo touch up and editing short video clips. Do not count on these to handle serious media production as they lack the processing power needed for such tasks. Existing iPads can also be utilised in Years 7 & 8.

Laptop

CPU	Intel Core, AMD Ryzen or Snapdragon
Memory	8GB
Hard Drive	120GB Solid State Drive
Other Considerations	Screen size of 10” and up is recommended Minimum 5 hour battery life Dual Band Wireless that Supports 5Ghz Band (The Schools Wi-Fi connection only supports 5ghz)
Expect to pay	$750

Existing iPad

- Screen size 9.7" or above.
- Support for 64-bit application
- Maintain 8 Hours battery life or above
- No broken screens
- Support iPadOS 27

As of June 2026, the following iPad models, in good condition, are suitable for the BYOD program:

- iPad Air 5th generation or later (2022 or later)
- iPad 9th generation or later (2021 or later)
- iPad Pro 11-inch 2nd generation or later (2020 or later)
- iPad Pro 12.9-inch 4th generation or later (2020 or later)

Device Recommended Specifications

Students studying subjects such as Film and TV, Art, Music, Engineering, may wish to invest in a device that is more capable than the general device category. Advanced features such as touch screen and stylus support may be beneficial for some creative tasks but not required.

CPU	Intel Core i5 or AMD Ryzen 5
Memory	16GB
Hard Drive	200 GB Solid State drive
Other Considerations	10” plus in screen size recommended will full HD display will make media production software easier to work with. Dual Band Wireless that Supports 5Ghz Band (The Schools Wi-Fi connection only supports 5ghz)
Expect to pay	$1200 and up

Chromebook and tablets, which run Chrome OS, or Android are NOT SUPPORTED by Calamvale Community College.

Setup & Onboarding

What is BYOx Link

The department's bring your own device (BYOx) technical service, BYOx Link, allows students to securely access the IT network, school email and online applications on their own devices. It provides seamless access to digital learning resources between school and home.

The department has selected Microsoft Intune as its mobile device management (MDM) tool. Student owned devices in schools that use BYOx Link need to enrol into the Microsoft Intune Company Portal (Intune). Intune allows the department to distribute a wireless network profile for secure access to the school network. It also facilitates a self-service portal for curriculum related applications and utility for student's BYO devices.

How to Onboard Your Device

Visit the School website to access video guides showing how to Onboard Windows 11, MacOS and iPadOS devices. It is recommended families enrol the device at home.

https://calamvalecc.eq.edu.au/extra-curricular/computer-and-internet/byox-link

ICT Responsible Use Policy

Families are asked to sign the ICT Responsible Use Policy at enrolment. This ensures that students, parents and the school are aware of the expectations for use of ICT systems, including BYOx devices. This Policy is included on pages 9-12.

Use at School

Curriculum Requirements

Installation and maintenance of personal software and applications are the responsibility of families. Genuine versions of software need to be installed to ensure updates. Some subjects require the use of subject specific software, all of which have different licencing arrangements for private purchase. Where student licences are available for software, College technicians located in the library will install software on personal devices.

EVERY SUBJECT CORE SOFTWARE

Software	Function	Software Access
Microsoft Word	Word Processing	All state school students from Prep to Year 12 can now download multiple free copies of the Microsoft Office 365 Suite to their personal home and mobile computer equipment. Students log into the Microsoft Programs using their Managed Internet Service (MIS) Login, school email account and password.
Microsoft Excel	Spreadsheeting	
Microsoft PowerPoint	Presentations	
Microsoft Outlook	Email	
Microsoft OneNote	Lesson Content	
Microsoft OneDrive	Cloud Storage	
Windows Media Player, VLC Player	Media/Video Player	Free
Microsoft Edge, Google Chrome	Internet Browser	Free
Adobe Reader, Adobe Creator	PDF Creator & Reader	Free
Bubbl.us	Brainstorming Tool	Free

SUBJECT SPECIFIC SOFTWARE

Device	Subject	Software	Function	Software Access
Minimum Specifications Device	Accounting	MYOB	Specific accounting	MYOB Cloud – Provided by School
	Music	Ableton	Music recording, editing and mixing audio and creating podcasts	Software package school provided
	PE	Kinovea	Biomechanical analysis	Free
	Visual Arts	Adobe Design & Web K-12 Suite	Photoshop, Illustrator, InDesign, Acrobat XI Pro, Photoshop Elements, Dreamweaver, Flash Professional, Fireworks, Edge Animate, Muse, Media Encoder, Premiere Pro, After Effects	Software package school provided
Recommended Specifications Device	Film, TV & New Media	Final Cut Pro X	Professional video editing application	Software package school provided
		Adobe Design & Web K-12 Suite	Photoshop, Illustrator, InDesign, Acrobat XI Pro, Photoshop Elements, Dreamweaver, Flash Professional, Fireworks, Edge Animate, Muse, Media Encoder, Premiere Pro, After Effects	Software package school provided
	Engineering	Autodesk Inventor	3D technical design, prototyping and testing.	Software package school provided

Tech Support

If a technical issue arises, we advise students to see the College technicians in the library, staff who will attempt to diagnose the fault. If this is not able to be resolved by College technician staff, they can recommend a course of action for repair (eg. warranty claim, insurance claim etc.). Technical Support is available during both lunch breaks and after school during library hours.

Expectations for Use

Approved devices that meet the outlined specifications and will recognise the College Wi-Fi network will be able to connect. Standard EQ internet security filters will screen usage and access.

4/5G ability should be disabled in all devices as this function, when activated, allows students to bypass the EQ internet security filters. The College will take no responsibility for the content accessed by students using 4/5G facility on their personally owned devices.

**** HOTSPOTTING is not a suitable practice as students bypass the security and Wi-Fi filters.**

Lockers

Students access lockers via Student Services with a $20 deposit. Students provide their own suitable sturdy lock.

Student Technology Equity Partnership (STEP) Initiative

Calamvale Community College is committed to ensuring every student can access high-quality digital learning tools, in line with our whole-school focus on inclusion, engagement and equitable access to curriculum delivery. Where a student does not currently have access to a suitable digital device for learning, the College provides support through the Student Technology Equity Partnership (STEP) Initiative).

STEP is a Queensland Government program designed to assist students who may experience financial or social barriers that limit their access to a digital learning device. The initiative ensures eligible students can participate fully in learning at school and at home, supporting the College's strategic priority of building a culture of engagement and belonging for all learners.

All STEP devices remain the property of Calamvale Community College for the duration of their lifespan. This allows the College to:

- manage and maintain devices to a consistent standard
- organise repairs and warranty claims
- manage accidental damage protection where applicable
- ensure that devices meet curriculum and digital-pedagogy requirements.

Devices are hired to students annually, with continued access dependent on appropriate care and responsible use in line with the College's ICT policies and expectations.

Families who wish to apply for a loan device may complete the STEP Application Annually. Application forms can be requested from student's Year Level Coordinator or Year Level Deputy. Once applications are submitted, the College will assess eligibility and contact families regarding next steps.

Where families are experiencing financial hardship, a confidential discussion can be arranged with the school to support the application process.

ICT Responsible Use Policy

This document defines the Responsible Use Policy for student use of the Calamvale Community College Computer Systems. Its main purpose is to encourage the mature and responsible use of the facilities available to the students through the provision of clear usage guidelines.

Purpose statement

- Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.
- Schools are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program.
- School students, only with the approval of the principal, may be permitted limited connection of personally-owned devices to the department's network, where this benefits the student's educational program.

Responsibilities for using the school's ICT facilities and devices

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the Student Code of Conduct.
- Students are to be aware of occupational health and safety issues when using computers and other learning devices.
- Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school-owned or school-provided devices.
- The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to adopt these safe practices.
- Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so that it cannot 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).
- Students cannot use another student’s or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home or local drive, email or accessing unauthorised network drives or systems. Additionally, students should not divulge personal information (e.g. 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.
- Students need to understand that copying software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from enforcement agencies.

Responsibilities for using a personal device on the department's network

- Prior to using any personally-owned device, students must seek approval from the school principal to ensure it reflects the department's security requirements.
- Students are responsible for the security, integrity, insurance and maintenance of their personal devices and their private network accounts.
- Where possible, appropriate anti-virus software has been installed and is being managed.
- Students must follow any advice provided on best security requirements e.g. password protection (see iSecurity website for details).
- Students and parents are to employ caution with the use of personal devices particularly as these devices can store significant numbers of files some of which may be unacceptable at school e.g. games and 'exe' files. An 'exe' file ends with the extension '.exe' otherwise known as an executable file. These files can install undesirable, inappropriate or malicious software or programs.
- Any inappropriate material or unlicensed software must be removed from personal devices before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the device being confiscated by school employees, with its collection/return to occur at the end of the school day where the device is not required for further investigation.

Acceptable/appropriate use/behaviour by a student

It is acceptable for students while at school to:

- use devices for:
  - assigned class work and assignments set by teachers
  - developing appropriate literacy, communication and information skills
  - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
  - conducting general research for school activities and projects
  - communicating or collaborating with other students, teachers, their parents or experts in relation to school work
  - accessing online references such as dictionaries, encyclopaedias, etc.
  - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a device
- switch off and place out of sight the device during classes, when these devices are not being used in a teacher-directed activity to enhance learning
- use their personal device for private use before or after school and during lunch breaks, in accordance with Student Code of Conduct
- seek teacher's approval where they wish to use a device under special circumstances.

Unacceptable/inappropriate use/behaviour by a student

It is unacceptable for students while at school to:

- use a device in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment

- commit plagiarism or violate copyright laws
- ignore teacher directions regarding the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- share their own or others' personal information and/or images which could result in risk to themselves or another person's safety
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras inappropriately, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use the phone (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use devices at exams or during class assessment unless expressly permitted by school employees.

Student Agreement

I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the school's ICT services, facilities and devices:

- **I will** use it only for educational purposes;
- **I will** not undertake or look for anything that is illegal, dangerous or offensive; and
- **I will** not reveal my password or allow anyone else to use my school account.

Specifically in relation to internet usage, should any offensive information appear on my screen **I will** close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at school, **I will** tell my teacher. If I receive any at home, **I will** tell my parents/guardians.

When using email or the internet **I will not**:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the school's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours can impact on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's Student Code of Conduct, which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this procedure/policy/statement/guideline and the Student Code of Conduct.

I agree to abide by the above policy.

_____ (Student's name)

_____ (Student's signature) _____ (Date)

Parent or Guardian Agreement:

I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regard to internet access, I understand that this will give my child access to information from around the world; that the school cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT services, facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.

I understand that the school is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device.

I understand that the school may remotely access the departmentally-owned student computer or mobile device for management purposes.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) under the school rules.

I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the Student Code of Conduct. This may include loss of access and usage of the school's ICT services, facilities and devices for some time.

I have read and understood this procedure/policy/statement/guideline and the Student Code of Conduct.

I agree to abide by the above policy.

_____ (Parent/Guardian's name)

_____ (Parent/Guardian's signature) _____ (Date)

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THIS IS A WORKING DOCUMENT AND MAY BE UPDATED THROUGHOUT THE YEAR.

Newest version will be available form the College website.

A message will be communicated via the newsletter and social media sites when amendments are made.