SENIOR SCHOOL

BRING YOUR OWN DEVICE (BYOD)

INFORMATION AND PROCEDURES HANDBOOK 2024

CALAMVALE
Community College
Building on Success

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Foreword

The Digital Devices handbook has been updated and developed as a guide for parents and students about matters relating to digital devices at Calamvale Community College. Each family should thoroughly understand the content and follow all procedures. A part of your child's enrolment agreement you will be providing a suitable device for their learning.

Digital Devices at Calamvale Community College enables students to bring their personal devices to school. The emphasis is upon students having the opportunity to access digital technology and incorporate the advantage of this into their learning. It is always to be remembered that digital technology is a tool for learning, actual learning is your student engaging with content and mastering skills in a meaningful and effective manner.

Our plan for the College is to provide:

Year 7, 8   students are encouraged to purchase devices as per specification 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.

Introduction

The College's commitment to digital learning has not changed from that of previous years. Computers have been in classrooms for many years and over the past ten years the use of computers and other devices have grown in their application within and outside the classroom. Teachers as life-long learners will continue to focus on their curriculum and balance their teaching practice to best utilise digital devices in an educationally purposeful way.

Devices that are appropriate to the student educationally and developmentally and are able to transition seamlessly, learning from school to home and in between and take advantage of:

- evolving use of digital devices for collaboration and creating of knowledge
- extensive ability to share information locally and globally
- online educational environments

eLearning Vision

At Calamvale Community College technology is a tool that enhances pedagogy and allows differentiation in learning. Technology facilitates the creation and sharing of knowledge. Technology is more than a method of retrieving information.

Teacher emphasis is on learning intent and teachers use digital devices in the classroom in an educationally purposeful way to convey this intent.

Students access technology at Calamvale Community College as responsible users.

Charging of devices

Student will be expected to bring a fully charged device to school each day. Check device specifications for battery life reference or consult your technical support.

College Technical 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.

Insurance and Warranty

Families are strongly encouraged to have insurance and warranty on personal devices because **Calamvale Community College is not liable for damage to your personal device.**

Lockers

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

Wi-Fi and Cellular Connections

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.

3/4/5G 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 3/4/5G facility on their personally owned devices.

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

Microsoft Office 365

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 who want the free software will access through an active Managed Internet Service (MIS) login, school email account and password - contact their school's MIS Administrator or class teacher for help to activate MIS login.

OneDrive

All College students P-12 now access 1TB of cloud storage to store their schoolwork and resources. Use of this storage space aligns with the ICT Responsible Use Policy.

Printing

Students will be able to connect their device via their web browser to access printers.

Repairs and Maintenance

All maintenance for the devices, operating system, software and/or apps purchased by the family are the responsibility of the family. Families should ensure quick maintenance turnaround for student devices.

Secondary Device

We acknowledge that many of today's students interact with information and media on a variety of screens: Computer, IOS devices, Tablets and Television. Students are welcome to bring a secondary device, which is to be used in accordance with the ICT Responsible Use Policy and the Use of Personal Technology Devices policy Documents. Android security doesn't allow full permissions required for access to school network.

College technicians can assist with connecting the device to Wi-Fi, however, cannot support repairs and maintenance on this device. Please also refer to Insurance & Warranty page 4 for a second device.

Software and Applications

Installation and maintenance of personal software and applications are the responsibility of the family. 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. See Curriculum Software Requirements for core and subject software and application requirements.

Where student licences are available for software, College technicians located in the library will install software on personal devices.

Responsibilities…

… Of the College	… Of the Parent	… Of the Student
• provide suitable school WiFi connection and filtering system • provide a blended educational environment • model safe device and internet practices • provide access to lockers and printer services	• provide a suitable device • maintenance of device • purchase, install and update Applications • appropriate insurance and warranty	• bring device fully charged each day • show respect for other devices, work and privacy • access technology as a responsible user

Device Specifications & Recommendations

Note on Device Recommendation

Device specification recommendations are divided into 2 categories: Minimum Device and Recommended Device. If you are studying subjects such as Music, Art, Film and TV all of which require devices that can handle basic media and design production then look to the Recommended Device section for guidance. Lastly, if you are not studying any of the specific subjects mentioned above, any device that fits the Minimum Device guideline will work well for your needs.

Things to Consider

Regardless which subjects you will be doing, here are a few things you should consider before purchasing your device:

- Battery Life: Your device 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 (10 and later), macOS and IOS. No Chrome OS, Linux or android support at present.
- It is recommended that you budget for a carry bag and an external hard drive for backup purposes.

Note on Tablets and Hybrid Devices

Tablet and Hybrid devices, still carry a performance per dollar penalty when compared to traditional laptops. Be aware of this when comparing them with traditional laptops of the same price bracket.

Some keyboard arrangements for these hybrids may prove difficult to use as a "laptop" for an extended amount of time.

Be Aware of "Bargain" Laptops and Tablets

Tablet style PCs in the sub-$600 price range are now widely available. Be aware of their limitations:

Power: These tablets generally run low powered processors that can handle some web browsing and very light word processing, not much else on top of that considering digital curriculum requirements.

Storage: With anywhere between 32GB to 64GB of storage, these tablets expect the user to store everything in the cloud or carry an external drive.

These can be a secondary device in a pinch, but not really suitable as the main device at school.

Device Minimum Specifications

Entry level general purpose devices can be purchased for around $650. 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 grunt needed for such tasks.

CPU	Intel Pentium Core, or above AMD A series or above
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	$700

Device Recommended Specifications

If you are doing subjects such as Film and TV, Art, Music you 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 i3, and above AMD Ryzen 3 or above
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.

Curriculum Software Requirements

EVERY SUBJECT – CORE SOFTWARE

Function of Software	Examples for Windows devices	Examples for Mac devices
Word Processing	Microsoft Word	Pages, Microsoft Word
Spreadsheeting	Microsoft Excel	Numbers, Microsoft Excel
Presentations	Microsoft PowerPoint	Keynote, Microsoft PowerPoint
Media/Video Player	Windows Media Player, VLC Player	VLC Player
Internet Browser	Microsoft Edge, Google Chrome	Safari, Google Chrome
PDF Creator & Reader	Adobe Reader, Adobe Creator	Adobe Reader, Adobe Creator
Brainstorming Tool	Bubbl.us	Bubbl.us

EVERY SUBJECT – CORE SOFTWARE

Device	Subject	Software	Function	Software Access
Minimum Specifications Device	Accounting	MYOB	Specific accounting	MYOB Cloud – Provided by School
	Music	Audacity	Music composition-notation program of choice	Free
		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

Secondary Digital Device Checklist

Preparing Your Student To Bring Their Device To School

☐ Set up device including installation of any software.

☐ Discuss elements of the **CCC ICT Responsible Use Policy** and the expectations in the responsible use and behaviour by students, section of this policy

☐ Ensure that your child understands that they are **NOT to share** their device with other students.

☐ Ensure that your child understands that they are **NOT to capture photos, video or audio** unless advised to do so by their class teacher.

☐ Have purchased a **protective case/carry bag** for your child's device, which protects the device from moisture and bumps.

☐ Loaded the required software on your child's device as per the required software list, found in the Secondary School Digital Devices @ CCC Information and Procedures Handbook.

☐ Username and passwords will be provided after the start of the school year, unless otherwise already known

☐ **Wireless setup** to access the College Wi-Fi:
 1. Take device to Technicians in the Library during lunch breaks or after school

☐ **Email setup** to access school email, in a web browser go to www.owa.eq.edu.au and entre the student's username. The page will then redirect to the web Outlook 365 version. Save this page to favourites.

Please see the Technicians in the library during your first break or your class teacher if you experience difficulties with any items on this checklist.

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. Students authorised to use the school's computer system also have Internet and Electronic Mail access.

The use of devices and systems has been designed to help students keep up with the demands of the 21st century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for their future studies and career.

The Queensland Department of Education, Training and Employment deems the following to be <u>responsible</u> use and behaviour by a student:

- 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, parents or experts in relation to school work;
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the Department's e-learning environment.

The Queensland Department of Education, Training and Employment deems the following to be <u>irresponsible</u> use and behaviour by a student:

- use the IT resources in an unlawful manner
- download, distribute or publish offensive messages or pictures;
- insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and internet resources;
- damage any electronic devices, printers or the network equipment;
- commit plagiarism or violate copyright laws;
- use unsupervised internet chat;
- send chain letters or Spam e-mail (junk mail)
- access 3G/4G/5G networks during lesson time
- knowingly download viruses or any other programs capable of breaching the Department's networks security.

In addition to this Calamvale Community College states that:

- Users are responsible for the security, maintenance and integrity of their individually owned devices and their network accounts.

- Users are required to register their personally owned device/s using the Student Participation and Connectivity Request form, prior to connecting to the school network and to create a password to protect their account. This password should be difficult enough so as not to be guessed by other users and under no circumstances should passwords be divulged to any other user on the system. If users have any reason to suspect that their account security may have been compromised or tampered with, it should be reported immediately to Technical Support.

- Information dispatched from the school network is a reflection on how the global community perceives the school. All students using the systems are encouraged to show that they are positive ambassadors for Calamvale Community College. No obscene, inflammatory, racist, discriminatory or derogatory language should be used in electronic mail or any other form of network communication.

- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.

- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.

- Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.

- Students need to understand copying of software, information, graphics, or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

- The school will educate students regarding cyber bullying, safe Internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to behave in line with these safe practices.

- Any inappropriate material will be removed from personally owned devices before bringing the devices to school and such material will not be shared with other students.

- It is recommended families are responsible for providing their own individual insurance on privately owned electronic devices, to assure to always have a working device.

- Consequences may be deemed necessary if students break the ICT Responsible Use Policy.

Appropriate Use of Social Media

1. Calamvale Community College embraces the amazing opportunities that technology and the internet provide to students for learning, being creative and socialising online. Use of online communication and social media sites and apps can provide positive social development experiences through an opportunity to develop friendships and shape identities.

2. When used safely, social media sites and apps such as Facebook, Twitter and Instagram can provide positive opportunities for social learning and development. However, inappropriate, or misguided, use can lead to negative outcomes for the user and others.

3. Calamvale Community College is committed to promoting the responsible and positive use of social media sites and apps.

4. No student of Calamvale Community College will face disciplinary action for simply having an account on Facebook or other social media site.

5. As is set out in Appendix 2 "Procedures for Preventing and Responding to Incidents of Bullying (including Cyberbullying), Harassment or Victimisation", it is unacceptable for students to bully, harass or victimise another person whether within (School name's) grounds or while online. Inappropriate online behaviours can have a negative impact on student learning and the good order and management of Calamvale Community College – whether those behaviours occur during or outside school hours.

6. This policy reflects the importance of students at Calamvale Community College engaging in appropriate online behaviour.

Role of Social Media

7. The majority of young people use social media sites and apps on a daily basis for school work, entertainment and to keep in contact with friends. Unfortunately, some young people misuse social media technologies and engage in cyberbullying.

8. Social media by its nature will result in the disclosure and sharing of personal information. By signing up for a social media account, users are providing their personal information.

9. Students need to remember that the internet is a free space and many social media sites and apps, like Twitter, have limited restrictions placed upon allowable content and regulated procedures for the removal of concerning posts.

10. Social media sites and apps are designed to share online content widely and rapidly. Once students place information and/or pictures online, they have little to no control over how that content is used.

11. The internet reaches a global audience. Even if students think that comments or photos have been deleted, there can be archived records of the material that will continue to be searchable into the future.

12. Inappropriate online behaviour has the potential to embarrass and affect students, others and the school for years to come.

Appropriate Use of Social Media

13. Students of Calamvale Community College are expected to engage in the appropriate use of social media. Specific examples of appropriate use of social media sites and apps include:
    - Ensuring that personal information, such as full name, address, phone number, school name and location or anyone else's personal information, is not shared.
    - Thinking about what they want to say or post, and how it could be interpreted by others, before putting it online. Remember, once content is posted online you lose control over it. Students should not post content online that they would be uncomfortable saying or showing to their parents' face or shouting in a crowded room.
    - Remembering that it can be difficult to work out whether messages typed on social media sites and apps are meant to be funny or sarcastic. Tone of voice and context is often lost which can lead to unintended consequences. If students think a message may be misinterpreted, they should be cautious and make the decision not to post it.

- Never provoking, or engaging with, another user who is displaying inappropriate or abusive behaviour. There is no need to respond to a cyberbully. Students should report cyberbullying concerns to a teacher and allow the teacher to record and deal with the online concern.

14. If inappropriate online behaviour impacts on the good order and management of Calamvale Community College, the school may impose disciplinary consequences for that behaviour regardless of whether the behaviour occurs during or outside of school hours.

15. Disciplinary consequences could include suspension and/or exclusion. In serious cases of inappropriate online behaviour, the school may also make a report to the police for further investigation.

16. Calamvale Community College will not become involved in concerns of cyberbullying or inappropriate online behaviour where the incident in question does not impact upon the good order and management of the school. For example, where cyberbullying occurs between a student of this school and a student of another school outside school hours. Such an incident will be a matter for parents and/or police to resolve.

Laws and Consequences of Inappropriate Online Behaviour and Cyberbullying

17. Inappropriate online behaviour may in certain circumstances constitute a criminal offence. Both the Criminal Code Act 1995 (Cth) and the Criminal Code Act 1899 (Qld) contain relevant provisions applicable to cyberbullying.

18. The Commonwealth Criminal Code outlines a number of criminal offences concerning telecommunications services. The most relevant offence for cyberbullying is "using a carriage service to menace, harass or cause offence to another person".

19. The Queensland Criminal Code contains several applicable sections for cyberbullying. Potential relevant criminal offences are:
    - Unlawful stalking
    - Computer hacking and misuse
    - Possession of child exploitation material
    - Involving a child in making child exploitation material
    - Making child exploitation material
    - Distribution of child exploitation material
    - Criminal Defamation

20. There are significant penalties for these offences.

21. Calamvale Community College strives to create positive environments for all students at all times of the day, including while online. To help in achieving this goal, Calamvale Community College expects its students to engage in positive online behaviours.

Some examples of a minor breach:
Misuse of technological device at school by recording of friends, playing on the wrong App/Software.

An example of a major breach:
Recording of other's inappropriate behaviour, recording staff

Some examples of a criminal breach:
Uploading videos and/or pictures involving the College or it's students or staff from the College.

Use of Personal Technology Devices

Calamvale Community College

The Use of Personal Technology Devices* at School

This policy reflects the importance the school places on students displaying courtesy, consideration and respect for others whenever they are using personal technology devices.

Students are discouraged from bringing valuable personal technology devices such as cameras, smartphones or MP3 players to school as there is a risk of damage or theft. The College will not be held accountable for any damage, loss or theft of such devices.

However, the school recognises the prevalence and convenience of mobile technology and the necessity to allow students restricted use in the school environment to prepare them to be responsible digital citizens. Teachers, in accordance with the College's ePedagogy framework are encouraged to facilitate a curriculum focussed blended learning environment for their students. This on occasions may include the use of mobile phones.

<u>**Responsible use and appropriate etiquette**</u> **by students may include:**

- Ensuring phones are out of sight, switched off or on silent on assembly and in class unless instructed by a teacher.
- Appropriate use during class after permissions have been given by the teacher.
- Use at morning tea and lunch breaks and before/after school is permitted.

<u>**Irresponsible use and etiquette**</u> **by students may include:**

- Text messages containing obscene language and/or threats of violence that may amount to bullying and/or harassment or even stalking, and will subject the sender to discipline and possible referral to police. Students receiving such text messages at school, should ensure they keep the message as evidence and bring the matter to the attention of the school office.
- Inappropriate/illegal use of social media and/or internet (including bullying and cyberbullying) that infers negative connotations or brings about disrepute of the school name, staff within the school or other students. This includes breaches which occur out of school hours and/or are off campus.
- Recording inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) to disseminate to others (including distribution by phone or internet posting)
- Recording people and/or events without their knowledge or consent. This type of behaviour is misaligned with the College's respectful values and is a breach of personal privacy/trust.
- Even where consent is obtained for such recording, the school will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying[1], including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.

- Students must not record images/voice anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy).
- Recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children). This behaviour is against the law and if detected by the school will result in a referral to the police. In such cases police may take possession of such devices for their investigation and students and parents will be advised to contact Queensland Police Service (QPS) directly.

In addition to the policy, students should note:

Assumption of cheating

Personal technology devices may not be taken into or used by students at exams or during class assessment unless clearly permitted by staff. Staff will assume students in possession of such devices during exams or assessments are cheating. Disciplinary action will be taken against any student who is caught using a personal technology device to cheat during exams or assessments.

Recording Private Conversations and the Invasion of Privacy Act 1971

It is important that all members of the school community understand that under the Invasion of Privacy Act 1971, 'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others.

Special Circumstances Arrangement

Students who require the use of a personal assistive technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or for a special project) should negotiate a special circumstances arrangement with the Deputy Principal or Principal.

Inappropriate behaviour outside of school hours

Students may receive disciplinary consequences for bullying or cyberbullying or other inappropriate online behaviour that occurs out of school hours, and affects the good order and management of the school.

- *Personal Technology Devices include, but are not limited to the following devices; portable gaming devices, the iPhone, iPod, iPod Touch or iPad, Tamagotchi® and similar games, laptop computers, PDAs, Blackberries®, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones and devices of a similar nature.*

Misuse of personal or school technological devices will result in consequences as outlined in the Responsible Behaviour Plan.