

BYOx Responsible Use Policy

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This document defines the Responsible Use Policy for student use of all BYOx devices at Rosewood State High School. Its main purpose is to encourage the mature and responsible use through the provision of clear usage guidelines.

The Department of Education deems the following to be responsible 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;
- researching and learning through the Department's e-learning environment.

The Department of Education deems the following to be irresponsible 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 or send chain letters or Spam e-mail (junk mail)
- access mobile / cellular data networks during school time which bypasses school filters

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In addition to this Rosewood State High School states that:

- Users are responsible for the security, maintenance and integrity of their individually owned devices and their network accounts.
- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised drives or files or to access other people's devices without permission.
- 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.
- Copying of software, information, graphics, or other data files may violate copyright laws and students may be subject to prosecution from agencies to enforce such copyrights.
- Devices must not be used to display or disseminate material that could cause offense to others.

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BYOx Specifications

In order to provide a consistent experience for students, it is important the device meets the **minimum** specifications outlined below. This will ensure the device is able to connect to the Rosewood State High School network, printing systems, and is suitable for class activities.

Memory (RAM)	8Gb minimum
Storage	240Gb + SSD
Specs	Intel Chip i3/i7 – 2.3GHz
	2Gb Dedicated Graphics
	14" Display - FHD
	USB 3.0
Networking	Wireless: 5.0 GHz
Battery	6 hour battery life
Operating System	Microsoft Windows 10/11, iOS 11+
Antivirus	Any active and up to date antivirus (laptop won't connect to our network if it fails a virus software check)

Note: Macbook – not recommended

Android Devices (including Chrome Book) are not compatible

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Minimum software requirements

Software installation is the responsibility of the parent/caregiver (or student if independent). Valid licenses are required for all software present on the device.

Access to the department's ICT network is provided only if the device meets the department's security requirements, which, at a minimum, requires that anti-virus software has been installed, is running and is kept updated on the device.

Office 365 Suite

All Queensland State School students have access to the Microsoft Office suite of software (e.g. Word, Excel, PowerPoint etc.) for FREE. Instructions to access, download and install this software are available from <https://education.qld.gov.au/parents-and-carers/school-information/internet-at-school>

Virus Protection

All devices that connect to the Rosewood SHS network must have an active and up to date antivirus. Free examples include:

- Microsoft Security Essentials
- Avast Free Antivirus
- Avira Free Antivirus

Parents/guardians should be aware the use of private laptops enable access at home and other out of school networks and internet services, which may not be secure or include filtering. Rosewood State High School takes no responsibility for security issues or content accessed by students using private network or internet services on private devices at any time.

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Device Charging

It is the responsibility of the student to bring their laptop to school **fully charged every day**. Failure to bring laptops fully charged each day will impact on student learning and their ability to participate in class activities. Students will **NOT** be able to charge laptops in classrooms. This is primarily due to workplace health and safety issues (eg cables being a trip hazard, power cables not “tested and tagged”).

Technical Support

A Rosewood State High School IT Technician will provide support for connectivity of laptops to the school network. Every attempt will be made to connect devices which meet the minimum specifications, assuming there are no technical or other issues outside their control. All other technical issues will be the responsibility of the parent/caregiver and student. Vendor and technical support turnaround times should be considered when purchasing and seeking repairs for devices.

	CONNECTION:	HARDWARE:	SOFTWARE:
Parents and Caregivers	✓ Home/external internet connection	✓	✓
Students	✓	✓	✓
School	✓ School provided internet connection		✓ School supplied software only

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Responsible Use Agreement

The following is to be read and completed by both the **STUDENT** and **PARENT/CAREGIVER**:

- I have read and understood the BYOx Responsible Use Policy and the school Student Code of Conduct.
- I agree to abide by the guidelines outlined in both documents.
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the BYOx Responsible Use Policy and the Student Code of Conduct, will result in consequences relative to the behaviour.

Student's Name _____

Year _____

Student's Signature _____

Date __/__/__

EQ ID _____

Parent/Carer's Name _____

Parent/Carer's Signature _____

Date __/__/__

This form **MUST** be returned to the Finance Office before the device can be connected.

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