

Parents wishing to participate in the College BYOD Laptop program should read and understand this document and the College ICT Policy, Mobile & Electronic Device Policy and Responsible Behaviour Plan (found on the College website) before signing the BYOD Laptop Student Participation Form.

All Devices **must meet** the College BYOD *Minimum Requirements*; devices that do not meet the requirements will not be connected to College resources.

Minimum Hardware Requirements	
Platform	PC, Tablet PC or Mac
Screen Size	11" Screen or Above
Processor	Intel i3 or above AMD Athlon II or above
RAM	4GB or above
Hard Drive	128GB or above
Operating Systems	Windows 8.1 or 10 Mac OSX Yosemite and above Not Supported (iOS, Android, Windows RT or Linux)
Wireless	Capable of 5ghz
Features	Keyboard, USB Port, headphone port
Battery Life	5 hour+ and above

Minimum Software Requirements	
Antivirus	An up to date version of a trusted Antivirus Software Suite
PDF Viewer	Adobe Acrobat Reader
Plugins	Java, Adobe Flash Player
Internet Browser	e.g. Internet Explorer, Microsoft Edge Google Chrome, Firefox, Safari
3D Modelling / Drawing	SketchUp www.sketchup.com

Program Fees

The College charges a \$30.00 p.a. non-refundable / transferable program fee to cover the licence fees charged by Education Queensland to connect a BYOD device to the College's wireless infrastructure.

Student Resource Scheme

It is a requirement of the BYOD program that payments toward the Student Resource Scheme are paid as per the College payment calendar. If payments fall into arrears, the College will remove access to

software and resources until you are financial with the College.

Lost / Stolen and Damaged Laptops

Students are responsible for ensuring laptops are secure at all times, it is recommended that students do not leave their devices unattended in public places. The College is not responsible for any damage to student devices and will not be accountable for any lost or stolen student devices or property.

Insurance (Own Insurance Policy)

When purchasing your laptop please look at options to purchase accidental damage protection for your IT device. ADP covers your device with accidental damage on and off the school campus. Fire, theft and acts of God are usually not covered under these programs and we request you to include it in your personal or home insurance. The insurance can be purchased with your computer vendor or any insurance company. All insurance claims must be settled between you and the insurance company. Statistically, 60% of repairs at the college are considered non-warranty. e.g. repairing a cracked screen from a drop. Purchasing insurance for your BYOD is a personal choice.

Warranty

It is recommended that your device is covered by an extended warranty, statistically a computer will require, on average, 2.5 repairs during its 3-year life cycle.

Administrative Account

All students are required to have **Administrative Access** to their BYOD device to allow connection and installation of college resources

Wireless Networking

The College uses the 5Ghz wireless band as it provides a more stable connection and less interference. All BYOD Devices must be capable of connecting to a 5Ghz Wireless Network, the college will be unable to connect devices that do not support 5Ghz. If you are unsure consult the manufacturers website. (Some lower cost laptops do not support 5Ghz Wireless.)

Battery Life / Charging of devices

Students will be expected to bring a fully charged BYOD to school each day. It is recommended that when purchasing a device that battery life is taken into consideration. Check Device Specifications for battery life reference or consult your technical support. Please note there are a limited number of power points installed in classrooms.

Case / Carry Bag

A strong carry case is recommended to protect your device from accidental damage like drops. It is expected that all students will use a bag or case designed to hold a laptop with adequate padding when moving around the College.

Repairs and Maintenance

All maintenance for the IT device, 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. A limited number of Loan laptops may be available from the IT office for use while repairs are occurring; this must be pre-arranged with the College's IT Department.

Backing Up

Technology Devices can fail, be lost or stolen so it is extremely important that students backup their important files to an external device such as a USB Memory Stick or External Hard Drive.

College Technical Support

The College provides minimal IT Support for BYOD Devices. If you run into a problem, students are advised to see the College IT staff who will attempt to diagnose the fault. If the problem is not able to be resolved by College IT Staff they may recommend a course of action for repair (eg. Re-install windows, warranty claim, insurance claim etc.)

Internet Access

The College provides secured filtered access to the Internet via its high speed wireless network. Student access to the internet is governed by the College's *ICT Policy and Responsible Behaviour Plan*. The College reminds the parent/guardian of their obligations under this agreement.

3/4G ability e.g. USB Dongles, should be disabled or not brought to school 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 3/4G facility on their personally owned devices.

Mobile Device Management

The College enrolls all BYOD devices in the College's Mobile Device Management System to enable remote installation of College Resources.

Digital Textbooks

A digital copy of the College Textbooks will be loaded onto BYOD devices where families have joined the College Student Resources Scheme.

Textbooks must not be copied or transferred, for any reason at all, without prior written consent from the College. Unauthorised use may breach copyright laws and the Parent/Guardian may be held liable for any damages incurred.

College Software

Some subjects require the use of subject specific software, all of which have different licencing arrangements. Where required the College may load subject specific software where student licences are available, licencing arrangements for subject specific software will be managed by the College IT Department and relevant Head of Department. **Microsoft Office** is included under this arrangement.

Specialist software loaded by the college must not be copied or transferred, for any reason at all, without prior written consent from the College. Unauthorised use may breach copyright laws and the Parent/Guardian may be held liable for any damages incurred.

Device Monitoring

When connect the College's network all data transmissions sent and received are monitored and logged by the Department of Education. This includes but is not limited to Internet History and Email Transmissions

The College may install monitoring software on BYOD Laptops. This software is only active while onsite at the College and will monitor and log information such as current open applications.

Content on Devices

The Parent/Guardian must ensure that all content on the BYOD laptop is licensed, legally obtained and meeting the guidelines outlined in the *College's ICT Policy and Responsible Behaviour Plan*. (Found on College Website)

The College reserves the right to audit BYOD Laptops and remove content from devices that has not been legally obtained or does not meet the *College's ICT Policy or Responsible Behaviour Plan*.