



Bring Your Own Device (BYOx) is a pathway supporting the delivery of 21st century learning. It is a term used to describe a digital device ownership model where students use their personally-owned computers at school. At Toowoomba SHS, all students in year 7, 8 and 9 in 2023 will be part of the BYOx program and must have a device. BYOx allows better integration of technology in the classroom and seamless movement between classrooms and home. It assists students by improving their learning outcomes in a contemporary educational setting and enables them to become responsible digital citizens. It is proven that BYOx enhances the teaching and learning process and achievement of student outcomes as well as providing the skills and experiences that will prepare students for their future studies and careers.

Device selection

Toowoomba SHS recommends a Microsoft Windows 10 laptop. Apple MacBook is supported however some school software may not be compatible. Google Chromebooks are **not** supported and do not work on our network.

The most important place to start when selecting device hardware is the CPU. Six tiers are described below, starting from the slowest CPU at tier 1 and going up to the fastest CPU at tier 6. Each tier brings an increase in cost. The minimum tier for a BYOx device is tier 1, and tier 3 is the recommended tier. Tier 4 or above are quite powerful and are not required for mainstream subjects, however a tier 4 device may be useful for students planning on studying subjects such as year 9-10 Digital Technologies, senior IT subjects or film and media.

Tier 1: Intel Celeron, Intel Pentium, AMD 3020e (**minimum**)

Tier 2: AMD Athlon

Tier 3: Intel i3 (**recommended**)

Tier 4: AMD Ryzen 3, Intel i5

Tier 5: AMD Ryzen 5, AMD Ryzen 7

Tier 6: Intel i7

Note that these tiers can be subjective and are based on hardware available as of November 2022. If the device you are looking at has a CPU not mentioned above, please contact the Head of Department Digital Technologies and eLearning if you would like further information.

Once you have settled on the CPU, a minimum of 4GB of RAM and a solid state hard drive (SSD) at least 120GB in size is required. A 64GB hard drive is not large enough to hold all the programs used at Toowoomba SHS. For better performance, it is recommended that the device has 8GB of RAM and at least a 240GB solid state hard drive. The device should also be as portable as possible and have good battery life. Touch screen is not a requirement.

The brand of the device is not important. The school is unable to recommend one particular device or brand over another due to our adherence to the Public Sector Ethics Act 1994 where we have a “duty to provide advice which is objective, independent, apolitical and impartial”, however you can contact the Head of Department Digital Technologies and eLearning at the school to discuss possible options. The school is also unable to recommend a particular retailer.

The approximate cost of a device fitting the minimum specifications should be about \$500, and about \$800 for a device fitting the recommended specifications. Be aware that some retailers may attempt to upsell you to a more expensive device – there is no need to spend thousands of dollars on a student device.

If you already own an older device or are looking at purchasing a second hand device, you can contact the Head of Department Digital Technologies and eLearning if you would like to check to see if it meets the school’s requirements.

Peripherals

Headphones will need to be used with the device. These can be inexpensive (eg \$2).

A mouse (wired or wireless) is required for some aspects of the curriculum where a touch pad is difficult to use.

A strong carry case for the device is recommended to prevent damage in transit.

Software

A student's BYOx device must have a valid and legal operating system. This is usually pre-installed when the device is purchased. Paid antivirus software is not required as antivirus software is built into the operating system.

Students must also install Microsoft Office, which is available to download free of charge by visiting portal.office.com on the device and logging in using the student's school email address and password.

Adobe Creative Cloud is also required and is available to students free of charge from account.adobe.com by entering the student's school email address, clicking the forgotten password link to set the password, and downloading the Creative Cloud app, which then allows you to install any part of the Adobe suite.

Note that these programs are only available after the school year begins.

Connectivity

BYOx devices can be connected to the school wifi which provides internet at school. Students can also print from their device to designated printers in the school. Home internet connectivity is not provided by the school.

Responsible usage

Students in year 7, 8 and 9 are required to bring their device to school every day. The device should be charged each night to ensure it doesn't go flat during the day. Limited charging facilities are available in the school library.

Whilst the school can provide lockers suitable for storing devices, the student is responsible for taking care of and securing the device and accessories. Responsibility for loss or damage of a device at home, in transit or at school rests with the student. You should obtain your own advice regarding inclusion in your home and contents insurance policy. It is advised that accidental damage and warranty policies are discussed at point of purchase. You should also enquire about the device warranty and be aware of your rights under the Australian Consumer Law (which generally mean that purchasing an extended warranty is not required).

Students must ensure they have a process of backing up data securely. Otherwise, should a hardware or software fault occur, assignments and the products of other class activities may be lost. The student is responsible for the backup of all data. Students should use Microsoft OneDrive to store all their files, which is provided free of charge. The school cannot monitor student device usage in real time, however all material on the device is subject to audit by authorised school staff if deemed necessary. If at any stage there is a police request, the school may be required to provide the authorities with access to the device and personal holdings associated with its use.

Borrowing a device

The school recognises that not all families are able to purchase a device outright immediately. In the first instance, you may choose to investigate finance options provided by the retailer that allow you to pay the device off. If this is not possible, the school has the facility to temporarily loan devices on a daily basis for families who can demonstrate financial hardship. The device cannot be taken home.

If you require further information about the BYOx program, you can contact Richard Kelly, Head of Department Digital Technologies and eLearning, by phoning the school or emailing rkell1@eq.edu.au

Responsible use of BYOx charter

Responsibilities of stakeholders involved in the BYOx program:

School

- BYOx program induction — including information on (but not responsible for) connection, care of device at school, workplace health and safety, appropriate digital citizenship and cybersafety
- network connection at school
- internet filtering (when connected via the school's computer network)
- some limited technical support (please consult technical support table below)
- some school-supplied software e.g. Adobe Creative Cloud, Microsoft Office 365
- printing facilities
- provide day loan devices by negotiation

Student

- participation in BYOx program induction
- acknowledgement that core purpose of device at school is for educational purposes
- care of device
- appropriate digital citizenship and online safety
- security and password protection — password must be difficult enough so as not to 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)
- maintaining a current back-up of data
- charging of device (while not at school)
- abiding by intellectual property and copyright laws (including software/media piracy)
- internet filtering (when not connected to the school's network)
- ensuring personal login account will not be shared with another student, and device will not be shared with another student for any reason
- understanding and signing the BYOx Charter Agreement

Parents and caregivers

- participation in BYOx program induction
- acknowledgement that core purpose of device at school is for educational purposes
- internet filtering (when not connected to the school's network)
- encourage and support appropriate digital citizenship and cybersafety with students
- some technical support (please consult technical support table below)
- required software, including sufficient anti-virus software
- protective backpack or case for the device
- adequate warranty and insurance of the device
- understanding and signing the BYOx Charter Agreement

As part of the enrolment agreement to enrol at Toowoomba State High School:

- I have read and understood the BYOx documentation
- I agree to abide by the guidelines outlined in this document
- I am aware that non-compliance or irresponsible behaviour may result in access to the BYOx network being suspended or cancelled and other behaviour consequences may apply