

BYOx Charter 2023



MANGO HILL
STATE SECONDARY COLLEGE



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Program Overview

The curriculum we present should be individualised to suit learning strengths, differentiated to meet academic need, and structured in a way that encourages and values our students' creative passions. We strive to provide this within 'real world', meaningful contexts in a way that will develop the varied skills our students will need in order to be successful in the 21st Century.

We believe a thriving BYOX program is a key tool that will help us achieve this goal in our school. In the key areas of explicit numeracy and literacy teaching, our students will have 1-to-1 access to the curriculum our teachers deliver.

Mango Hill State Secondary College utilised a BYOX Program to ensure students have 1-to-1 access to key digital resources and REAL Learning experiences within the College. A Bring Your Own iPad (BYOX iPad) program for Junior Secondary (Years 7-9) and Bring Your Own Laptop (BYOX Laptop) program for Senior Secondary (Years 10-12) enables students to bring to the college select technology devices outlined in the specifications information provided.

BYOX is a digital device ownership model where students use their personally owned devices to access the department's information and communication (ICT) network, and encompasses the personally owned device as well as the software, applications, connectivity and carriage service associated with the device.

Purpose and Goals

The College's pedagogy and curriculum is specifically designed to facilitate deeper engagement in the learning process, access higher order thinking skills and accelerate student-driven learning. Our goal is to assist students to become responsible digital citizens, enhance the teaching learning process and achievement of student outcomes, and provide students with the skills and experiences that will prepare them for their future studies and careers.

At Mango Hill State Secondary College, our goal is to develop a sustainable, long term plan where one to one 1-to-1 technology is used to transform student learning. Our BYOX program allows students to access vast storages of information quickly and intuitively for personal and collaborative use, promoting inquiry and student-centred learning. A thriving BYOX program opens avenues of communication between all stakeholders of a student's learning, ensuring transparency, collaboration and accountability.

What are the benefits of a BYOX program?

- 1-to-1 technology access ensures equity and enables teachers to plan for best use of technology
- Provide opportunities for student voice in the use of multimedia to explore, research, think, synthesize, analyse, evaluate, communicate and express ideas
- Differentiation of learning materials specific to student needs
- The promotion of creativity with tools previously unavailable
- The promotion of independent learning
- Establishing peer learning and student experts
- The enhancing of problem solving skills
- The promotion of responsible digital citizenship



Software and Apps

The college will recommend software applications in order to meet the curriculum needs of particular subjects. Parents/carers may be required to install and support the appropriate use of the software in accordance with guidelines provided by the college. This includes the understanding that software may need to be removed from the device upon the cancellation of student enrolment, transfer or graduation.

In order to use the device at the college there are also **a number of apps/programs and settings that must be maintained by the parent/carers and/or student**. Where possible, digital textbooks will also be used. These books have additional functionality for note-taking and interactive resources.

A list of apps and key software programs is included in the college resource list and BYOx Device Guide, publicised in Term 4 for the following school year. Most will be free; however there may be some that will have a small cost. The college will advise parents/carers if any new apps or books are required during the year.

Technical support

iServices staff may require access to student devices at times, to perform device troubleshooting, install or audit college related software. Students or parents/carers are required to provide login access to staff with an admin level account if required for this purpose. The table below outlines the responsibilities of the college, parents and the device vendor regarding technical support.

	Connection	Hardware	Software
Parents and Caregivers	✓ (home-provided internet connection)	✓	✓
Students	✓	✓	✓
College	✓ (limited to provided internet connection)		✓ (limited to college-based software arrangements)
Device vendor		✓ (see specifics of warranty on purchase)	

Damage or loss of equipment

The student is responsible for taking care of and securing the device. Responsibility for loss or damage of a device (including theft) at home, in transit, or at the college, belongs to the student. Arranging repair of faulty or damaged personally owned devices is the responsibility of students, parents/carers. Independent advice should be sought regarding inclusion of the device in home and contents insurance policy or separate policy. It is advised that accidental damage and warranty policies are discussed with the retailer to minimise the financial impact and disruption to learning if a device is not operational.



Third Party Website Consent

The use of web-based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes. At Mango Hill State Secondary College, we use the best technology has to offer to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web based, cloud and/or app services to improve learning outcomes.

Our College wishes to utilise the third party web based service providers listed below to aid students learning. For your child to use these services, their teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. Registration may include disclosing the following information about your student:

- Student Name
- Student ID
- Student email
- Year group
- Age
- Class Teacher

Third Party Consent is renewed annually as a part of the College Digital Learning Contract. This is sent to all enrolled students at the start of the academic school year. The online Third Party Consent survey and Digital Learner Contract must be submitted for students to have access to the College network.

We need your permission for the registration and use of these sites by your student. It is not compulsory for you to provide this consent – If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the college.

It is important that you understand the reasons that these websites collect this information, what will be done with it, who may have access to it and where the data is stored. This information can be found in the hyperlinks below referring to each website's terms and conditions and/or privacy policy.

Privacy Notice

The Department of Education and Training is collecting your personal information on this form in order to obtain consent for disclosure of a student's personal information to facilitate registration and use of third party web based software identified on the form. The information will be used and disclosed by authorised College employees for the purposes outlined on the form.

Student personal information collected on this may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your child's school in the first instance.

Digital Learning Contract

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services. These expectations are agreed to in an annual process in which students and parents/care givers agree to behavioural expectations outlined in this charter and the Digital Learning Contract.



Digital citizenship

Students should be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves, and the way they treat others online.

Students should be mindful that the content and behaviours they have online are easily searchable and accessible. This content may form a permanent online record into the future. Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community.

Parents are requested to ensure that their child understands this responsibility and expectation. The college's Student Code of Conduct also supports students by providing college related expectations, guidelines and consequences.

Intellectual property and copyright

Students should never plagiarise information and should observe appropriate copyright clearance, including acknowledging the original author or source of any information, images, audio etc. used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged. Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

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.

Passwords

Use of the college's ICT network is secured with a username and password. The 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).

The password should be changed regularly, as well as when prompted by the department or when known by another user. Students should also set a password for access to their BYOx device and keep it private.

Personal accounts are not to be shared. Students should not allow others to use their personal account for any reason. Students should log off at the end of each session to ensure no one else can use their account or device.

Parents/carers may also choose to maintain a password on a personally-owned device for access to the device in the event their student forgets their password or if access is required for technical support. Some devices may support the use of parental controls with such use being the responsibility of the parent/carer.



Privacy and confidentiality

Students must not use another student or staff member's username or password to access the college network or another student's device, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.

Additionally, students should not divulge personal information via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the college. It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission. Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.

Web filtering

The internet has become a powerful tool for teaching and learning, however students need to be careful and vigilant regarding some web content. At all times students, while using ICT facilities and devices, will be required to act in line with the requirements of the Code of School Behaviour, and any specific rules of the college. To help protect students (and staff) from malicious web activity and inappropriate websites, the college operates a comprehensive web filtering system. Any device connected to the internet through the college network will have filtering applied.

The filtering system provides a layer of protection to staff and students against:

- inappropriate web pages
- spyware and malware
- peer-to-peer sessions
- scams and identity theft.

This purpose-built web filtering solution takes a precautionary approach to blocking websites including those that do not disclose information about their purpose and content. The college's filtering approach represents global best-practice in internet protection measures. However, despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed. Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Students are required to report any internet site accessed that is considered inappropriate. Any suspected security breach involving students, users from other schools, or from outside the Queensland DET network must also be reported to the college.

The personally-owned devices have access to home and other out of school internet services and those services may not include any internet filtering. Parents and caregivers are encouraged to install a local filtering application on the student's device for when they are connected in locations other than the college. Parents/caregivers are responsible for appropriate internet use by students outside the college.



Monitoring and reporting

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user. All material on the device is subject to audit by authorised college staff. If at any stage there is a police request, the college may be required to provide the authorities with access to the device and personal holdings associated with its use.

Cybersafety

If a student believes they have received a computer virus, spam (unsolicited email), or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent or caregiver as soon as is possible. Students must also seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

Students must never initiate or knowingly forward emails, or other online content, containing:

- a message sent to them in confidence
- a computer virus or attachment that is capable of damaging the recipients' computer
- chain letters or hoax emails
- spam (such as unsolicited advertising).

Students must never send, post or publish:

- inappropriate or unlawful content which is offensive, abusive or discriminatory
- threats, bullying or harassment of another person
- sexually explicit or sexually suggestive content or correspondence
- false or defamatory information about a person or organisation.

Parents, caregivers and students are encouraged to read the department's Cybersafety and Cyberbullying guide for parents and caregivers.

Misuse and breaches of Digital Learning Contract

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services.

The college reserves the right to restrict/remove access of personally owned mobile devices to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned mobile devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access to college supplied services.

Acceptable and unacceptable usage is outlined in the Digital Learning Contract which is completed by each student at the beginning of the academic school year and is renewed on an annual basis. Breaches of this contract may result in intervention from the College leadership team.



FAQs

Whose responsibility is the device? The student is responsible for the device. MHSSC is not liable for any damage or loss and it is recommended that parents/caregivers add the device to their home and contents insurance.

What kind of contract or agreement needs to be signed? Each year, key permissions and agreements must be signed to remain current. This includes a Digital Learning Agreement that needs to be signed by all students involved in the program and their parents as well as Third Party Website and Application agreements specific to programs or websites that require key information about our learners.

Will Mango Hill State Secondary College take any responsibility for non-school data 'lost'? No. Students assume ultimate responsibility for their own data files and should back up their data at least once a week in order to effectively protect their information.

Will an Internet filter be installed on the BYOD device? No. The BYOD device does not have a filter installed, however students are automatically filtered when they connect at the College by the Managed Internet Service (MIS).

Can I purchase mobile internet for my child to use at school? No. Students have full network access almost anywhere on College grounds. The use of a portable hotspots means students can get access to an unfiltered and unprotected internet access and is breach of our Digital Learning Contract.

Does the device require antivirus software? Yes. The Department of Education and Training has negotiated with Symantec to offer state school students discounted anti-virus software. Students can log into the Learning Place to find out more. Look for the 'Exclusive security offer'.

Will there be a place where my child can leave the device unattended during a school day? No. Students have full responsibility of their device whilst on campus.

Can my child use an android-based tablet? Unfortunately, android-based tablets have limited capability within the College network. As we cannot guarantee connection, we recommend students use an iPad or Laptop.

Can my child install their own computer games and other personal software? Yes. It is the student's responsibility, in association with their parent or guardian, to install the required apps onto their device. It recommended they **own** the software before installing it on their device, all software and content must be appropriate and aligned to the Digital Learning Agreement. You must also ensure adequate memory available to engage in all educational requirements.

Will students have access to technical support? No. iServices staff can provide limited technical support regarding College connectivity, however, due to liability issues IT technicians or teachers will not be able to provide any further support on student owned devices.

Can students still access Microsoft Office 365? Yes. Students can also download Microsoft Office 2016 free of charge on up to five tablets/smartphones and five compatible PCs and Macs. To download onto a tablet simply download the app and sign in with the student's school email address. For PC and Mac, visit portal.office.com and login using the student's school email address and follow onscreen process.

Who can I contact at MHSSC regarding the BYOx program? For further information contact our iServices team at helpdesk@mangohillssc.eq.edu.au