School Device Program

Handbook

Version – DEC 2024

School Device Program Overview

Bremer State High School requires all students to bring an approved laptop device to school every day to access curriculum, assessment and school communications.

Bremer State High School has two concurrent School Device Programs. In 2025 the Year 7 & 8 cohorts have access to the **Computers for Students Program (CFS).** The remainder of the school (Year 9-12) participates in the **Bring Your Own 'x' (BYOx) Program.**

Computers for Students (CFS) Program (Year 7 & 8 2025)

This is a 3-year program, where students receive an ACER laptop with a 3-year warranty. This is a school owned laptop that, at the end of the 3-year period, is then owned by the student and family.

To access the Participation Agreements, please contact the relevant Dean of Students.

BYOx Program (Year 9-12 2025)

The BYOx acronym used by the department refers to the teaching and learning environment in Queensland state schools where personally owned laptop devices are used. **Mobile phones and Android devices are not acceptable.**

Bremer SHS has partnered with external suppliers who have Device Purchase Portals where they offer discounted laptop prices for our students.

BYOx specifications

Bremer SHS has partnered with external suppliers who have Device Purchase Portals where they offer discounted laptop prices for our students.

If families decide to not use the Device Purchase Portals, in order to provide a consistent experience for students, it is important the device meet the **minimum** specifications outlined below. This will ensure the device is able to connect to the Bremer State High School network, printing systems, and is suitable for class activities.

Memory (RAM)	8GB Minimum
Processor	Intel i3 or greater OR Ryzen 3 or greater
Storage	128 GB + SSD
Networking	Wireless: 802.11ax/ac/n
Battery	6-hour battery life
Operating System	Microsoft Windows 10/11, iOS 15+ or MacOS 12+
Antivirus	Any active and up to date antivirus. *(Free example: Microsoft Security Essentials)*
Note: Android Devices (including Chrome book) are not compatible.	

Extra considerations:

- Protective hard case to reduce the risk of a broken screen.

- Onsite warranty (next business day is recommended – having to send a PC away for a couple of weeks for a warranty repair can be frustrating).

- Accidental damage protection / insurance – may be offered at time of purchase.

- Back-up storage device (USB or External Hard Drive) to back up files on the laptop.

BYOx Software Requirements:

Software installation is the responsibility of the parent/caregiver (or student if independent). Valid licences 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 antivirus software has been installed, is running and is kept updated on the device.

Minimum Software Requirements

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 Bremer SHS network must have an active and up to date antivirus Free examples include:

- Microsoft Security Essentials

BYOx Device Connectivity:

Student private laptops connect to the Bremer State High School network through a Department of Education approved technical solution (BYOx Connect) that ensure security requirements are met. Under this solution, students are able to access the school network for file access and management, filtered internet and printing services.

Students will need to have an administrator account on their device in order to initially connect to the approved technical solution. After the device has been connected, the account can be converted back to a standard user account. This is to facilitate the security checks and certificate installations that need to take place in order to ensure devices are safe and secure.

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

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").

BYOx Technical Support:

Bremer State High School IT Technicians 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.

Technical Support:

	CONNECTION:	HARDWARE:	SOFTWARE:
Parents and Caregivers	✓ Home/external internet connection	✓	✓
Students	✓	✓	✓
School	✓ School provided internet connection		✓ School supplied software only
Device vendor/store		✓ See specifics of your warranty on purchase	

Device Care:

Students bring their own device for use at Bremer State High School at their own risk. The school will not be responsible for any loss, theft or damage to the device or data stored on the device. In circumstances where a device is damaged by abuse or malicious act of another student, the school will apply consequences in accordance with the Bremer State high School Responsible Behaviour Plan, however Bremer State High School is not liable for the reimbursement or replacement of the device.

Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device. It is advised that accidental damage and warranty policies are discussed at point of purchase to minimise financial impact and disruption to learning should a device not be operational.

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Suggestions for students to keep the laptop secure at school:

- Keep the laptop with you at all times. Do NOT leave it in your bag outside of classrooms
- Consider engraving the device – this will help identify any lost devices

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 Bremer State High School staff. 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.

Privacy and Confidentiality

Students must not use another student or staff member's username or password to access the school 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 school. 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.

Misuse and breaches of acceptable usage

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.

Standard school behaviour management procedures apply for misuse of any BYOx item. While at school, all material on the devices is subject to review by school staff. Students are to connect their device to the designated wireless network only. Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software mechanisms that are in place.

Bremer State High School reserves the right to restrict/remove access of personally owned 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 devices may result in disciplinary action, which includes, but is not limited to, the withdrawal of access to school supplied services.

Responsible use of Student Devices

Our goal is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines.

Responsibilities of stakeholders:

School

- Student Device Program induction — including information on (but not responsible for) connection, care of device at school, workplace health and safety, appropriate digital citizenship and cyber safety
- Network and printing connection at school (to print, students must be a current Student Resource Scheme member) and be up to date with payments of school fees
- Internet filtering (when connected via the school's computer network)
- Some technical support (please consult Technical Support section of this booklet)
- Some school-supplied software e.g. Microsoft Office 365
- Printing facilities (to print, students must up-to-date in the Student Resource Scheme)

Student

- Participation in Student Device Program induction
- Acknowledgement that the core purpose of device at school is for educational purposes
- Ensure that personal use is kept to a minimum, internet and online communication services are generally used for genuine curriculum and educational actives. Use of unauthorized programs and intentionally downloading unauthorized software, graphics or music that is not associated with learning, is not permitted
- 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)
- Technical support (please consult Technical Support section of this booklet)
- Maintaining a current back-up of data
- Charging of device at home
- 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 Agreement

Parents and caregivers
- 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 cyber safety with students
- Technical support (please consult Technical Support section of this booklet)
- Required software, including sufficient antivirus software
- Protective backpack or case for the device
- Adequate warranty and insurance of the device
- Understanding and signing the Agreement

The following are examples of responsible use of devices by students:

- Use devices for:
  - Engagement in class work and assignments set by teachers
  - Developing appropriate 21st Century knowledge, skills and behaviours
  - Authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by school staff
  - Conducting general research for school activities and projects
  - Communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned school work
  - Accessing online references such as dictionaries, encyclopaedias, etc.
  - Researching and learning through the school's eLearning environment
  - Ensuring the device is fully charged before bringing it to school to enable continuity of learning

What if I cannot afford a device?

Please see the Bremer State High School Temporary Loan Device Program for information regarding financial hardship and laptops.