CHANCELLOR STATE COLLEGE
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2026
Laptop Use
Information and Procedures Handbook

Years 3 to 12

This handbook has been developed as a guide for parents and students to assist in making their own decisions about which BYOD device is best for their situation.

Please note: This handbook is subject to change, the most current handbook will always be available on the College website.

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Use of Laptops at Chancellor

Chancellor State College enriches 21st century education delivery through the purposeful integration of technology. More than just a method of retrieving information, technology is a powerful tool that enhances pedagogy, facilitates the creation and sharing of knowledge, and supports differentiated learning experiences. The use of laptops and other digital technologies at our college:

- Enhances independence and self-initiated learning among students
- Extends student learning beyond the classroom
- Promotes the development of 21st century teaching and learning

To support student success in a digital age, we encourage the effective use of laptops through three guiding principles:

- **Work Smarter:** Use digital tools to streamline tasks, stay organized, and manage learning efficiently.
- **Be Connected:** Collaborate with peers and teachers, access online resources, and stay engaged with the learning community.
- **Accelerate Learning:** Explore interactive content, deepen understanding through multimedia, and take charge of your educational journey.

ICT in the Australian Curriculum and Senior Curriculum

In the Australian Curriculum (ACARA), ICT (Information and Communication Technology) capability means learning how to use digital tools confidently and responsibly. Students use technology to find and share information, solve problems, create projects, and work with others. It helps a student to learn in smarter ways, adapt to new tech, and understand how to stay safe online. These skills are important not just for school, but for life at home, work, and in the community.

The Queensland Curriculum and Assessment Authority (QCAA) believes that being confident with technology is a key part of learning today. Students are encouraged to build skills in using digital tools, thinking critically about how technology works, and using it responsibly. These IT skills help students solve problems, work with others, and prepare for future jobs in a digital world.

Online service consent

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Education Queensland network. Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Consent to use these resources is collected through:

QParents - Download the app and create an account https://qparents.qld.edu.au/#/landing

Bring Your Own Device (BYOD)

Students in Years 3 to 12 are encouraged to bring their own laptop to school every day.

The BYOD device from home must fit the minimum hardware and software specifications as outlined in this handbook.

The College supplies students with:

- Wireless connectivity to part of our secured school network through the secured EQ Secured Network via a security certificate and network password
- Internet connection
- Access to learning materials
- Access to school printers through the EQ network via installation of software provided by the College

Parents are required to supply and are responsible for:

- Supplying a device that meets the minimum hardware and software specifications as outlined in this handbook.
- A laptop – it is highly recommended that the device provided is a laptop.
- Any repairs required.

The IT Department at Chancellor State College:

- Will provide assistance to connect the device to the EQ Secured Network
- Will not provide software or hardware repairs to the BYOD device as it is privately owned

Security of BYOD, Damage/Theft Insurance, Behaviour

Suggestions about ensuring the laptop is safe at school include:

- Keeping the laptop with you at all times – It is each student's responsibility to keep their laptop with them at all times.
- Consider engraving the device – Engraving the bottom of the laptop with the student's name ie First Name and Surname has helped College staff to locate lost laptops and return them to their owners.
- Home and Contents Insurance – Check with your Home and Contents Insurance company regarding damage or theft of the device.
- Inappropriate Behaviour – While the College will continue to deal with inappropriate behaviour in line with existing policies, the College is not liable for any damage or replacement costs incurred while the device is at school or travelling to and from school. Any student who does damage or steal another student's laptop may be disciplined according to the Student Code of Conduct.
- Short term storage in a locker – Lockers have been provided in the IT Foyer for any student to use for the temporary storage of their laptop.

BYOD – Conditions of Use

When using a privately owned laptop at Chancellor State College, or connecting it to the Education Queensland (EQ) network, we agree that:

- The device must at all times be connected to the EQ Secured Network when on College premises and in use. When connected to the EQ Secured Network, all activities will be logged. College ICT guidelines are to be followed in accordance with the completed and signed College ICT Agreement (signed on enrolment).

- The device will only be used for educational purposes when connected to and using College services.

- Chancellor State College will only provide technical support to enable connectivity to the EQ Secured Network that provides access to student files required for class, internet and printing services.

- It is the responsibility of the student to ensure that the private laptop is secured when not in use. Chancellor State College takes no responsibility for theft, loss, vandalism, damage or unauthorised access to private laptops.

- It is advisable that BYOD devices are charged at home and ready for use and learning.

- BYOD devices must contain a virus scanner with up to date data virus definitions. For Windows devices, the College recommends the built-in Microsoft Defender Antivirus, free with Windows 11.

- It is the responsibility of the student to back up data on the private laptop eg to external hard drive or USB.

- Chancellor State College and Education Queensland reserves the right to restrict access and use of any private laptop used on the College campus, whether it is connected to the EQ network or not. Access to the network and permission to use the private laptop on College grounds will be withdrawn as a consequence of any inappropriate use and/or security breach. Cloud Based Services such as iCloud, Google Drive or Dropbox must not be used at school to store, send or access information at school.

BYOD Hardware and Software Minimum Specifications

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The College recommends that all laptops used by students meet the minimum specifications below to enable suitability for curriculum based activities. The minimum specifications provided reflect the requirements for connection to the EQ Secured Network. Our College Computer Technicians will make every effort to enable connectivity of devices which meet these minimum specifications, assuming there are no technical or other issues outside of their control. An attempt will be made to connect other devices, but parents and students should be aware that connectivity may not be possible if there are technical or other issues.

Local Administrator rights are required at connection time.

Apple computers are used in the Visual and Performing Arts faculties at this point in time. Student subject choices and interests should be considered when deciding whether to purchase a Windows or Apple laptop.

Year 3 to 12 Laptop (Tick boxes are provided beside each specification for use when purchasing)	
Standard Laptop	**Multimedia/High End Laptop** Suited for senior students studying Film, Television and New Media.
- Operating System: Windows 11 - Processor: Quad-core processor - Memory (RAM): 8GB - Storage: Minimum 256GB - Battery Life: Capable of lasting a full school day - Wireless Connectivity: Must support 5GHz Wi-Fi	- Operating System: Windows 11 - Processor: Quad-core processor - Memory (RAM): 16GB - Storage: 256GB-512GB SSD - Battery Life: Capable of lasting a full school day - Wireless Connectivity: Must support 5GHz Wi-Fi

Apple Mac Device
Must be capable of updating to the latest MacOS

Unsupported Devices
The following devices are not supported for use:

- Chromebooks

- Android devices

- Co-Pilot+ PCs and other devices using ARM-based processors

- Windows S Mode

Frequently Asked Questions

Will I need to bring the device to school every day?
Yes. Laptops are essential tools in each classroom.

How do I protect my BYOD device?
It is the student's responsibility to have their device with them at all times. Protective equipment such as bags or cases need to be organised by the parent and student to keep these devices safe while at school, and travelling to and from school. It is the responsibility of the student to look after the device while at school and kept securely in bags. Lockers are available in the IT Foyer for temporary storage of devices.

Do I need to back up?
Yes. It is the student's responsibility at all times to back up all files. The school assessment policy clearly states that loss of data due to technology problems is not an acceptable reason for assessment extensions.

We already have a device at home; can I use it at school?
Yes, hardware and software minimum specifications are provided in this document.

Will every device work inside the Education Queensland network?
No. Some devices with low specifications have been found to not connect to the EQ network. These devices may have difficulty with the security filters used by Education Queensland.

Will the school assist me with network connection settings at school?
Limited assistance will be provided. Students will be provided with a handout of instructions and videos available from the IT Help Desk at school. School technicians will visit classes at the beginning of the year to assist students connect their BYO device to the network. Students can also visit the IT Help Desk before and after school and during break times.

Will the school protect the device from virus attacks?
Virus protection remains the responsibility of the owner. We recommend using the Microsoft Security Centre for Windows-based devices.

Does the school provide software for my BYOD device?
The Microsoft 365 Suite is available free of charge for five student downloads at home.

Can I take my BYOD device to IT for repair?
The IT Department cannot perform any software or hardware repairs on a privately owned device.

Will the school assist me with home internet connection settings and issues?
No. Your home internet provider or local computer technician can assist you with these enquiries.

Will the teacher be able to provide technical support in class?
No. The IT Help Desk is open before and after school and during break times to assist students connect their BYO devices to the network.

What is deemed inappropriate?
All illegal (unlicensed) software; pirated music or videos; defamatory documents, or images, or any content not suitable for viewing by persons under the age of 18 are deemed inappropriate.

2026 Equity Laptop Program - Extenuating Circumstances

Under this provision you may apply for use of a school device if a student is otherwise unable to access one due to extenuating circumstances. Extenuating circumstances may include financial hardship, illness, changed employment or living conditions, family issues or any other issue preventing access to a device. A representative from the year level team (Year Coordinator, HOD, Deputy Principal) will contact you to discuss this application so that the best support can be offered.

The following financial circumstances ARE NOT considered to be extenuating:
- BYOx device is left at home
- Personal preference for a different device
- Minor software issues or routine maintenance/updates that can be resolved
- Battery not holding charge

These situations are generally considered manageable and do not typically qualify for the loan of a school device under the Equity Policy. We would, however recommend getting in touch with the IT Department for assistance with these situations.

By completing this application form you are agreeing to the following processes:

- Approvals for access to a school device are at the discretion of the Principal or delegate
- Any successful equity application will only apply for the period where you do not have the capacity to supply a BYOx device. It is not ongoing
- During the setup and allocation process the laptop will be verified by the IT Department to ensure the device is in good condition
- Return the laptop at the end of the school day
- While in possession of laptop students are solely responsible for its care and protection at all times. The device is not to be loaned or shared with other students
- Any physical or software issues with the laptop need to be reported to IT straight away
- Please note, if accepted a laptop will be provided for temporary student use and will remain the property of the school. Where a laptop is damaged due to negligence or not returned, the parent/caregiver will be contacted and may be issued an invoice and required to pay the repair or replacement cost

2026
Application for Temporary Use of a School Laptop

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To be eligible to access a school managed device, please complete the following form and return to the IT Department in person or email to School_Laptops@chancellorsc.edu.au

Student Name: _____   Year Level: _____

Chancellor State College is a BYOx school. The school's Equity Policy supports all students to have access to a learning device. Approvals for access to a school device is at the discretion of the Principal or delegate.

Access to a school owned device can be granted under the following provisions (please tick):

☐ **Extenuating Circumstances**
Cost-free arrangement allows student from families with extenuating circumstances access a laptop until circumstances improve and a personal laptop is purchased. Examples include financial hardship, illness, changed employment or living conditions, family issues or any other issue preventing access to a device.   You will be contacted by a Year Level representative to discuss potential support

☐ **Broken/Unusable BYOx**
If your student's BYOx laptop is damaged and requires repair or replacement, a day-loan school laptop may be available free of charge. Availability is not guaranteed due to a limited number of spare devices.

INDEMNITY

Where a loan laptop is damaged / lost due to negligence or not returned, the parent/caregiver will be contacted and may be issued an invoice and required to pay the repair or replacement cost.

Fair wear and tear excepted, and for the duration of this transfer, I/we agree to indemnify Education Queensland against loss or damage from any cause whatsoever, to the equipment detailed herein and, in the event of damage to restore and deliver such equipment to Education Queensland, in the condition in which it was received, or to replace the damaged equipment with other equipment of equivalent functionality.

Name of parent/guardian: _____

Signature: _____   **Date:** ____ / ____ / ____

Office use only: **Principal or Delegate Approval** Please enter details of this form into the BYOx Equity List and inform **Accounts**	**Approver Name:** …………………………. **Signature:** ………………………………. **Date Approved:** / / **Review Date** / /