CHANCELLOR STATE COLLEGE
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2024
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 use of technology. It is a tool that enhances pedagogy, facilitates the creation and sharing of knowledge and allows differentiation in learning. Technology is more than a method of retrieving information.

The use of a laptop and other technologies:
- Enhances independence and self-initiated learning among students
- Extends student learning beyond the classroom
- Promotes the development of 21st Century teaching and learning
- Enables the delivery of ICT as an Australian Curriculum general capability

ICT in the Australian Curriculum

ICT is represented in the Australian Curriculum as a general capability:
- Competence in ICT
  - Students **develop ICT competence** as they learn to use ICT effectively and appropriately when investigating, creating and communicating ideas and information at school, at home, at work and in their communities. (ACARA, 2010)

ICT in Senior Curriculum

The Queensland Curriculum and Assessment Authority (QCAA) has identified and defined a set of 21st century skills based on national and international research about the skills students need in the 21st century. These skills include critical thinking, creative thinking, communication, collaboration and teamwork, personal and social skills, and **information and communication technologies (ICT)** skills.

The 21st century skills will help prepare Queensland students by giving them the knowledge, skills and confidence they need to be equipped for the demands of higher education, work and life, and to participate effectively in the community and the economy in a complex and rapidly changing world.

Bring Your Own Device (BYOD)

Students in Years 3 to 12 are expected 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 BYOD Gateway via a security certificate and network password
- Internet connection
- Access to learning materials
- Access to school printers through the Gateway 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 BYOD Gateway
- 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.
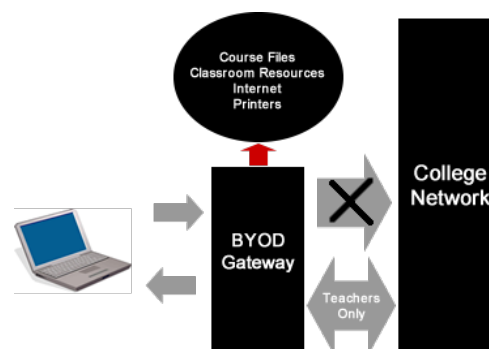
BYOD – Conditions of Use

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

- The device must at all times be connected to the BYOD Gateway when on College premises and in use. When connected to the BYOD Gateway, all activities will be logged. College ICT guidelines are to be followed in accordance with the completed and signed College ICT Agreement (signed on enrollment)
- 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 College network via the BYOD Gateway 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.
- BYOD devices must not be charged using College power outlets or by plugging into College owned computers. All private laptops must be brought to school fully charged.
- It is the responsibility of the student to back up data on the private laptop eg to an external hard drive or USB. Students can also access free Microsoft OneDrive file storage at school. Follow the link for instructions. **OneDrive**
- Any software purchased under Education Queensland agreements must be removed from the private laptop as per the conditions of the agreement. This includes if the student leaves Chancellor State College. Any privately owned software installed on the laptop must be age appropriate, follow copyright legislation and not cause offence.
- Chancellor State College and the Education Department reserves the right to restrict access and use of any private laptop used on the College campus, whether it is connected to the College network or not. Access to the College 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 or Dropbox must not be used at school to store, send or access information at school.

How the BYOD Gateway Works

Borrowing a Stay at School Laptop – Conditions of Use

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Chancellor State College has a fleet of laptops available for any Secondary Campus student to borrow on a daily basis. College owned laptops are available for Primary Campus students to use at school in classrooms and the library.

About Stay at School Laptops:

- Stay at School laptops are available for borrowing at the IT Help Desk in L Block from 8.00am each day and must be returned by 3.30pm on the same day.
- Students must present their student card in order to borrow a stay at school laptop.
- The laptop must stay at school.
- The laptop must be returned to the IT Help Desk in L Block by 3.30pm on the day it was borrowed.
- The borrower and their parent is responsible for any damage to the laptop and agree to pay for any repair cost. Stay at School laptops are checked for damage by IT staff every day upon return.
- All policies and guidelines as per the Student Code of Conduct apply to the use of a stay at school laptop.
- If the laptop is lost while borrowed, the cost of replacing it will be required.

NOTE: Failure to return the laptop may result in the student not being allowed to borrow a school laptop.

Web Based Services Consent

Permission to Use Cloud, Web Based and App Services

Cloud, Web Based and App Services are used to support curriculum delivery at Chancellor State College. Spelling City, Mathletics and MangaHigh are examples of these services.

All web based services in use have undergone a risk assessment by the Queensland Government Service Centre. Teachers in charge of these activities will have read the risk assessment and will constantly monitor use and immediately cancel the activity should any concern be raised. Students and parents are asked to report any concerns with any web based activity to their teacher immediately.

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. Please note the College does **NOT** support the following Anti-Virus programs: Norton Family, AVG, Avast and TotalAV

4G/5G/Hotspot Services?
Private 4G or 5G services are prohibitied from use at school.

Does the school provide software for my BYOD device?
The Microsoft Office Suite is available free of charge for five student downloads at home. Specialist software required for some subjects will be provided to students enrolled in those courses.

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.

Can I bring my charger to school?
All chargers are to be left at home. It is the student's responsibility to attend school every day with a fully charged laptop.

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.

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 BYOD Gateway. 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. Please note the following device types and software are **NOT** supported on the school network: Chromebooks and Android devices. Norton Family, AVG, Avast and TotalAV Anti-Virus software.

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 ICT, Film and Graphics courses.
HARDWARE APPLE LAPTOP ☐ Must be running the latest Mac OS (operating system) ☐ Mac devices and applications are update-dependent. Provided the Mac is capable of running the latest Mac updates it will be compatible with the Chancellor State College BYOD Network. WINDOWS LAPTOP ☐ 11 inch screen Minimum ☐ Intel Pentium Processor (Quad Core) or AMD equivalent (Minimum) ☐ 8Gb RAM ☐ 256Gb Minimum ☐ 2 USB ports ☐ Wi-Fi 802.11ac **(support of 5GHz Wi-Fi is essential)** ☐ Integrated speakers and microphone with headphone ports (standard in laptops) ☐ US Keyboard with full size keys within the footprint ☐ 1 x integrated pointing device e.g. Touchpad or Mouse ☐ Latest Windows 10 or 11 operating system (minimum) with built-in Microsoft Defender Antivirus program ☐ 6 cell battery– ensure battery is minimum 6 hour ☐ Hard or protective shell laptop case to suit model. ## SOFTWARE ☐ Microsoft 365 – free download for students. Link available on the College website. ☐ PDF Reader Note: Students studying subjects that require specialist software will be provided with information on how to download it and/or licensing.	**HARDWARE** APPLE LAPTOP ☐ Must be running the latest Mac OS (operating system) ☐ Mac devices and applications are update-dependent. Provided the Mac is capable of running the latest Mac updates it will be compatible with the Chancellor State College BYOD Network. WINDOWS LAPTOP ☐ 13 inch screen Minimum ☐ Intel Core I5 Processor Minimum or AMD equivalent ☐ 8Gb RAM Minimum / 16Gb Recommended ☐ 256Gb SSD Minimum ☐ 2 USB ports ☐ Wi-Fi 802.11ac **(support of 5GHz Wi-Fi is essential)** ☐ Integrated speakers and microphone with headphone ports (standard in laptops) ☐ US Keyboard with full size keys within the footprint ☐ 1 x integrated pointing device e.g. Touchpad or Mouse ☐ Latest Windows 10 or 11 operating system (minimum) with built-in Microsoft Defender Antivirus program ☐ 6 cell battery– ensure battery is minimum 6 hour ☐ Hard or protective shell laptop case to suit model. ## SOFTWARE ☐ Microsoft 365 - free download for students. Link available on the College website. ☐ PDF Reader Note: Students studying subjects that require specialist software will be provided with information on how to download it and/or licensing.

Note: Most local retailers are now selling laptops with Windows 10 S Mode as the pre-installed operating system (OS). This OS locks the computer down to a state where the user is unable to install any programs that are not from the windows store.

This version of Windows is not compatible with our schools BYOD program. However you can choose to switch out of S mode at no extra charge. Switching out of Windows 10 S mode guide