



BYOD Learning Program

Bring Your Own Device Handbook

2025

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At Grammar, we aim to meet these objectives, and to be effective, research has shown that BYOD programs need to ensure:

- each student has individual access to his or her own device that can be accessed anytime, anywhere
- students can bring the learning tools they are comfortable and familiar with
- we encourage students to be content creators, not just content consumers
- there is access to the internet enabled through a reliable wireless network

BYOD Requirements

Students from Years 5 to 12 will be expected to bring their own technology to school daily. BYOD devices are expected to be well maintained, up-to-date and fully charged. Devices must meet the minimum requirements for their particular year level. Students undertaking Graphics courses in senior levels should read special considerations.

Minimum specifications are as follows:

Year Level	BYOD Laptop
Year 5 – Year 6	BYOD Laptop (Windows preferred)
Year 7 – Year 8 – Year 9 – Year 10 – Year 11 – Year 12	BYOD Laptop

Year 5	Laptop Minimum
Device	Windows laptop (preferred)
Storage capacity	256 GB SSD
Operating System	Windows 11 (please note not windows S)
Minimum Battery Life	6 hours+
Recommended Accessories	Laptop bag & Headphones

Creating personal HOTSPOTS: Creating an AD-HOC personal hotspot is seen as a rogue network/threat on our monitoring systems and as such is prohibited. Violators may have their devices confiscated, their participation in the BYOD program restricted, and be subject to other disciplinary action.

Responsibilities FAQ

What are my obligations as a student in the BYOD program?

Students from Years 5 – 12 will be expected to bring their own technology to school on a daily basis. BYOD devices are expected to be well maintained, up-to-date and fully charged. Devices must meet the minimum requirements for their particular year level. All students must read and sign the BYOD Terms and Conditions. Part of this agreement is to read, acknowledge and adhere to the ICT Code of Conduct and all relevant student policies. **This** code of conduct is applicable to use of Grammar and personal devices.

Who is responsible for the maintenance and updates of the devices?

All maintenance for the BYOD device, operating system, software and/or apps purchased by the family/student is the responsibility of the family/student. Families/students should ensure a quick maintenance turnaround for any student devices issues. Loan devices may be available from the Grammar ICT Services Helpdesk for emergency situations for a limited period of time - and at the discretion of the ICT Services team.

What happens if the BYOD device is lost, stolen or damaged?

Sunshine Coast Grammar School is not responsible for any loss, damage or theft of student-owned devices. ~~W~~damaged

Terms and Conditions

This agreement sets out the obligations of the participants (students and parents/guardians) in relation to the Sunshine Coast Grammar School BYOD Digital Learning Program.

The terms and conditions of the program should be read in conjunction with the Sunshine Coast Grammar School ICT Code of Conduct.

1. Access to the Program

- 1.1. Students from Year 5 through to Year 12 are required to bring a device as part of the program.
- 1.2. A user is required to accept full responsibility for their use of ICT resources. In addition, students must adhere to the "Code of Conduct" policies.

2. Equipment

- 2.1. The device must meet all the requirements of the Minimum Device Specification outlined in the current BYOD Handbook. This includes meeting any required physical device characteristics and the having the listed software installed.
- 2.2. Students bring their own device for use at Sunshine Coast Grammar School at their own risk.
- 2.3. Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.
- 2.4. Students are responsible for:
 - Taking due care of the device in accordance with operating manuals.
 - Adhering to the ICT Code of Conduct
 - Backing up all data securely. All electronic data and resources used for school coursework must be stored on another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.
 - Clearly labelling/marketing their device.
- 2.5. For the removal of any doubt, Sunshine Coast Grammar School will not be responsible for any loss, theft or damage to:
 - the device
 - data stored on the device while the device is at school or during a school-related activity, absolutely, in negligence or otherwise

3. Conditions

- 3.1. Participants must bring the device to school each day.
- 3.2. Participants must ensure that the device is fully charged each night before it is brought to school.
- 3.3. The student is responsible for keeping his or her device in their possession or properly securing it, at all times. Grammar Staff are not responsible for the security or condition of student's personal devices.
- 3.4. The student is responsible for the proper care of personal technology devices, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use the device.
- 3.5. Grammar staff reserve

- 3.8. Students may not use any devices to record, transmit or post photos or video of a person without their knowledge and consent. Images, video, and audio files recorded at school may not be transmitted or posted at any time, without the permission of a Grammar Staff member.
- 3.9. The student should only use personal technology devices

Access

All students are entitled to access the ICT resources and services provided by Grammar and teachers have the right and responsibility to manage student use of School ICT resources and services to ensure safe, fair and equitable access

To ensure fair and equitable access the School may impose quotas on the use of ICT resources and services including print, file storage, email and internet download

Where quotas exist, students are expected to comply with them. If a student exceeds any of their quotas, they may be temporarily prevented from using the affected School ICT resources and services

When a student's enrolment ceases, they are no longer authorised to have access to Grammar ICT resources and services and their account will be disabled for a set period, and then deleted

Students may have their ICT access suspended immediately where there is a suspected breach of Grammar policies

User Responsibilities

Any action that disrupts or is likely to disrupt the learning environment or interfere with the operation of the School is classified as inappropriate use. This includes any action that is in breach of any law, including photography without permission of those being filmed. The use of an ICT to bully, intimidate, threaten or otherwise harass any person through any SMS or text message, photograph, video or other data transfer system available is inappropriate and will represent a breach of the ICT Code of Conduct.

intimidating Students must ensure that their Grammar username and password is always secure. Students must only access Grammar ICT resources and services using their own username and password and are responsible for all activity initiated from their account

Students must not create, send, store, upload, access, use, solicit, publish or link to:

- l Offensive, obscene, profane or indecent images or material
- l Material likely to cause annoyance, inconvenience or distress to others
- l Discriminating or sexually harassing material or messages that create an intimidating or hostile learning environment for others
- l Malicious software such as viruses, worms or hacking software

Any observed security weakness in, or threat to, Grammar ICT resources and services and any known or suspected breach of the ICT Code of Conduct must be reported to the ICT Help Desk.

Use and Operation – General

Students must operate ICT resources and services in a responsible manner and only adjust settings, cables and connections when instructed to by a teacher

To ensure that important work is not lost, it is essential that students save regularly while working and back up their important files

All Grammar ICT resources are always to be kept free of stickers and clean of graffiti

Students are to advise the teacher of any problem with ICT resources and services immediately and report any issues with School resources to their teacher or the ICT Help Desk

