

ANNANDALE STATE SCHOOL

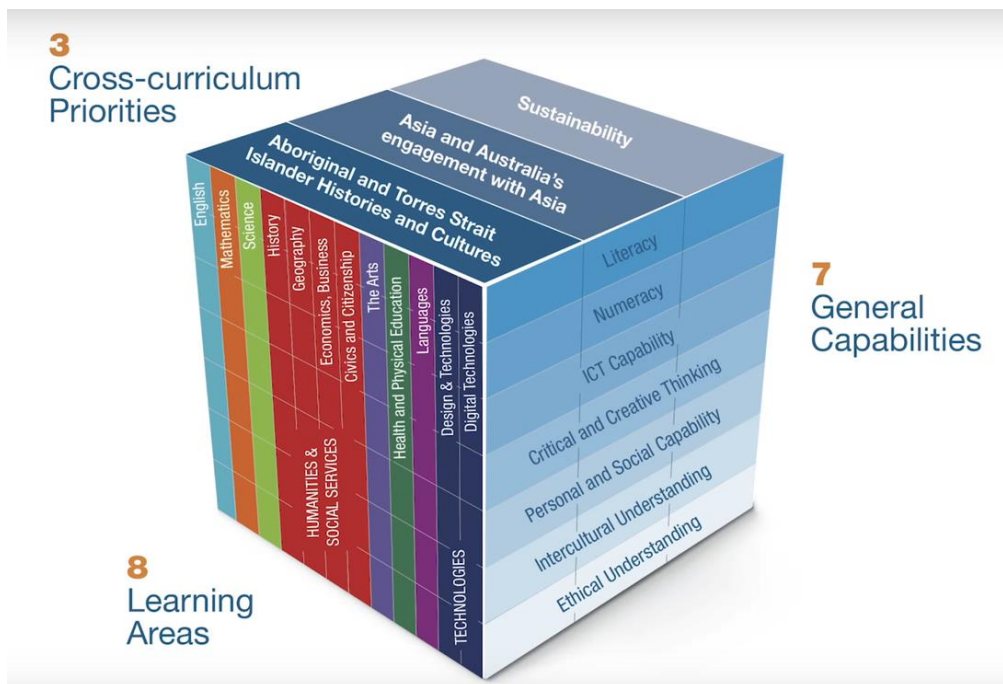


Bring Your Own Device (BYOD) LAPTOP INITIATIVE

Rationale

The use of Information and Communication Technologies (ICT) is changing relationships between people all over the world and changing how knowledge is created, published, stored, read, responded to and retrieved. This interconnectedness between communities of learners, workers, family and friends alters the fundamental skill set citizens need to participate in society.

The young develop digital literacy through both formal schooling experiences as well as from family, friends and community. In informal learning situations students learn from watching others, trial and error, asking friends, and by exploring options. How ICT becomes part of formal learning is important. Substituting white boards for blackboards does not improve student learning outcomes, teachers do.



Through the Australian Curriculum, students develop ICT capability as they learn to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school, and in their lives beyond school. The capability involves students in learning to make the most of the technologies available to them, adapting to new ways of doing things as technologies evolve and limiting the risks to themselves and others in a digital environment.

Students develop capability in using ICT for tasks associated with information access and management, information creation and presentation, problem solving, decision making, communication, creative expression, and empirical reasoning. This includes conducting research, creating multimedia information products, analysing data, designing solutions to problems, controlling processes and devices, and supporting computation while working independently and in collaboration with others.

Students develop knowledge, skills and dispositions around ICT and its use, and the ability to transfer these across environments and applications. They learn to use ICT with confidence, care and consideration, understanding its possibilities, limitations and impact on individuals, groups and communities. (Scope of ICT capability)

ICT General Capability across the Curriculum

ICT capability supports and enhances student learning across all areas of the curriculum. Students develop and apply ICT knowledge, skills and appropriate social and ethical protocols and practices to investigate, create and communicate, as well as developing their ability to manage and operate ICT to meet their learning needs.

Learning areas provide the content and contexts within which students develop and apply the knowledge, skills, behaviours and dispositions that comprise ICT capability.

Information and communication technology is represented in two ways in the Australian Curriculum: through the ICT capability that applies across all learning areas and within the Technologies curriculum through Digital technologies. The ICT capability will be revised to ensure consistency with the Technologies curriculum following its development.

The ICT capability is addressed through the learning areas and is identified wherever it is developed or applied in content descriptions. It is also identified where it offers opportunities to add depth and richness to student learning in content elaborations. A filter function on the Australian Curriculum website assists users to identify F–10 curriculum content where ICT capability has been identified. Teachers may find further opportunities to incorporate explicit teaching of ICT capability depending on their choice of activities. Students can also be encouraged to develop capability through personally relevant initiatives of their own design.



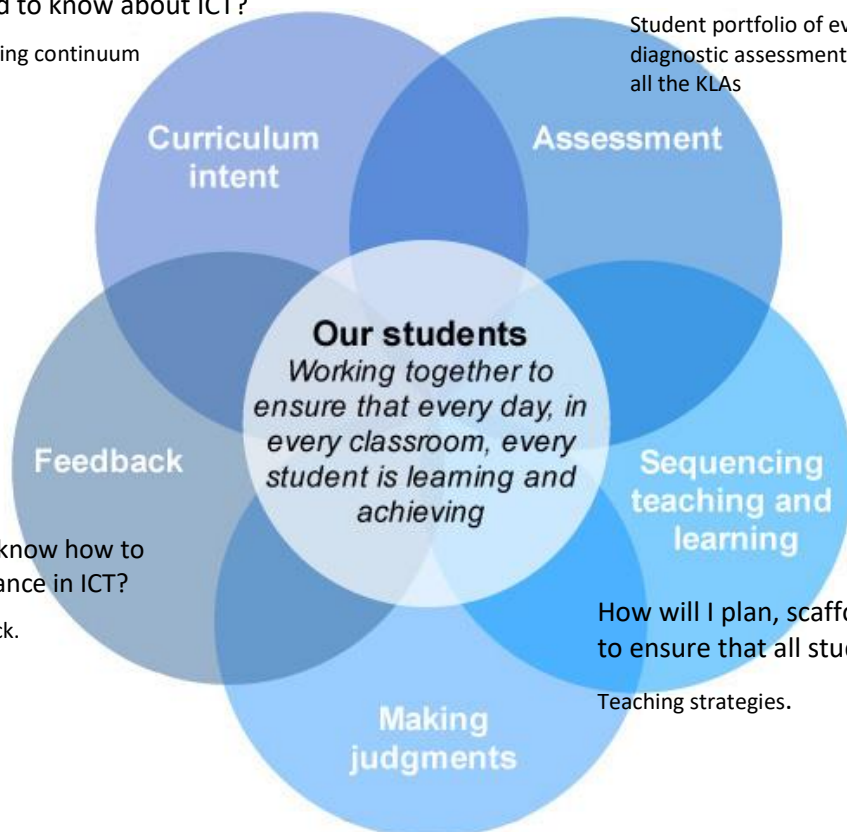
Planning for ICT in the classroom

What do students need to know about ICT?

Refer to ICT capability learning continuum

How will I confirm what students have learnt about ICT?

Student portfolio of evidence - work samples, diagnostic assessments, summative assessments in all the KLAS



Curriculum Program

Students will study the eight Learning Areas of the Australian Curriculum through units of work in :

- English
- Mathematics
- Science
- Humanities and Social Sciences (HASS)
- Technologies
- Health and Physical Education
- The Arts (Dance, Drama, Media, Music, Visual Art)
- Languages - Chinese

In each Learning Area unit, students will use ICT as a tool for learning, using five broad aspects.

The ICT capability learning continuum is organised into five interrelated elements:

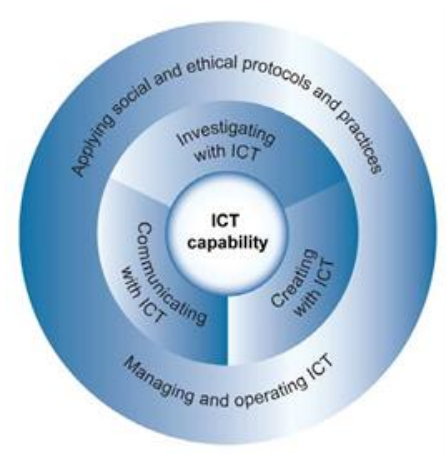
- Applying social and ethical protocols and practices when using ICT
- Investigating with ICT
- Creating with ICT
- Communicating with ICT
- Managing and operating ICT

These are used to clearly present the scope of ICT across curriculum areas.

General capabilities in the Australian Curriculum

<http://www.australiancurriculum.edu.au/GeneralCapabilities/Information-and-Communication-Technology-capability/Introduction/Introduction>

However, in the classroom, and in any real-life use of ICT, these five aspects work together in a variety of ways and are interdependent. They cannot be dealt with in isolation and need to be used flexibly.



ASPECTS	For use in Year 5 & 6 students:
Applying social and ethical protocols and practices	<p>Intellectual Property</p> <ul style="list-style-type: none"> • apply practices that comply with legal obligations regarding the ownership and use of information resources (for example naming sources, avoiding plagiarism, knowing what may or may not be copied) <p>Information Security</p> <ul style="list-style-type: none"> • apply strategies for protecting the security of personal information (for example checking integrity of web links) <p>Personal Security</p> <ul style="list-style-type: none"> • recognise the rights, identity, privacy and emotional safety of themselves and others when using ICT (for example understanding the dangers of providing personal information, recognising ways of using ICT that can result in cyberbullying) <p>ICT and Society</p> <ul style="list-style-type: none"> • explain the use of ICT at school and in the local community, and understand its impact on their lives (for example recognising the potential impact on health of prolonged electronic game playing)
Investigating with ICT	<p>Defining and planning information searches</p> <ul style="list-style-type: none"> • use appropriate ICT to identify and represent patterns in sets of information and to pose questions (for example using tables in word processing and charts in spreadsheets) <p>Locating and accessing data and information</p> <ul style="list-style-type: none"> • plan, locate (using search engines and basic search functions), retrieve and organise information in meaningful ways (for example searching within document – find/search/buttons/tabs; locating files within school directory; searching across web or within site) <p>Selecting and evaluating data and information</p> <ul style="list-style-type: none"> • assess the suitability of information using appropriate criteria (for example selecting the most useful/reliable/relevant digital resource from a set of three or four alternatives)
Creating with ICT	<p>Generating ideas, plans and processes</p> <ul style="list-style-type: none"> • use ICT effectively to record ideas, represent their thinking and plan solutions (for example using timeline software to plan processes; concept mapping and brainstorming software to generate key ideas) <p>Generating solutions to challenges and learning area tasks</p> <ul style="list-style-type: none"> • create digital solutions, independently or collaboratively, for particular audiences and purposes (for example manipulating images, text, video and sound for presentations; creating podcasts)
Communicating with ICT	<p>Collaborating, sharing and exchanging</p> <ul style="list-style-type: none"> • select and use appropriate ICT tools safely to share and exchange information and to collaborate with others (for example contributing to the content of a wiki; blogging and posting to bulletin boards) <p>Understanding and applying social protocols</p> <ul style="list-style-type: none"> • apply generally accepted social protocols when sharing information in online environments, considering different social and cultural contexts (for example not posting a photo without the owner’s permission; not revealing details of identity)

	<p>Applying techniques or strategies to ensure security of information</p> <ul style="list-style-type: none"> independently establish secure accounts for approved online environments (for example using non-predictable user names and passwords)
Managing and operating ICT	<p>Using ICT efficiently and ergonomically</p> <ul style="list-style-type: none"> use a range of devices ergonomically and with increasing efficiency, and use basic troubleshooting procedures to solve routine malfunctions (for example using printer queues, file servers, scanners, probes, digital cameras) <p>Selecting hardware and software</p> <ul style="list-style-type: none"> select from appropriate hardware and software to undertake specific tasks (for example selecting specific graphics software or graphic tools in word processors) <p>Understanding ICT systems</p> <ul style="list-style-type: none"> understand the uses of basic ICT system components (for example input – keyboard; process – central processing unit; output – display to monitor; storage – USB, hard drive) <p>Managing digital data</p> <ul style="list-style-type: none"> effectively manage and maintain files on different storage mediums – locally and on networks (for example saving/exporting data in files of different formats; routinely backing up and protecting data; moving a file from one location to another)

Assessment

At Annandale State School, assessment of student learning occurs as a routine part of the planning cycle. Class teachers play a central role in everyday classroom assessment for providing valid feedback for improvement in student learning.

The purposes of assessment are to:

- ❖ Build an overall picture of the development of an individual child
- ❖ Make point in time judgements
- ❖ Inform reporting
- ❖ Reflect to inform future planning
- ❖ Provide feedback to student to students about their learning

Standards and Criteria sheets are developed using a five-point scale as a part of the planning process to allow consistent judgement across a number of classes. Each planned task has an accompanying standards and criteria sheet. A structured moderation process confirms uniform understanding of the achievements of students. State-wide and national point-in-time assessments provide a fuller picture of student achievement.

Assessment for ICT occurs within the tasks developed for all Key Learning Areas. ICT is NOT assessed as a separate Learning Area.

Structure of Classes

The Bring Your Own Device (BYOD) Laptop Initiative is open to every student in Year 5 and 6 at Annandale State School. Students who enrol in Year 5 or 6 at the school during the year will also be invited to participate in the initiative. New enrolments will be informed of the BYOD initiative during the enrolment meeting with the Deputy Principal 3 -6. Parents with a student in Year 5 or 6 without a laptop, may choose to participate in the initiative at any time through the year by requesting a meeting with the Deputy Principal 3-6.

Years 5 and 6 classes will have a combination of students with and without BYOD laptops. Students without BYOD laptops will have access to school computers both in the classroom and in computer labs.

On arrival at school, students will be expected to keep their laptops with them until the classroom is opened. Once the classroom is open students are expected to keep their laptops in the locked classroom until 2.50pm. Each student will take home their laptop at the end of each day. Laptops are not to be used outside the classroom.

Nomination and Participation Process

- Complete **Form 1 - Expression of Interest** - No other requirements
- School invites students to commit to BYO Laptop Initiative – **Form 2 – Acceptance letter**
- Return **Form 3 - BYO Student Agreement - Commitment** and pay Technical Support Fee within 4 weeks of acceptance
- To continue in the program in the following year, the whole fee is applicable
- No refunds available

Join the program in Term:	Technical Support Fee Payable:	Due Date
1	\$150.00	4 weeks after receipt of Invoice
2	\$120.00	
3	\$80.00	
4	\$40.00	

- Student brings laptop to school with **Form 4 - Laptop Registration** completed and handed to class teacher
- Technical support Officer will ensure the laptop meets the required specifications and will then join the laptop to the department's network. If the laptop does not meet the specifications, the Deputy Principal 3 – 6 will contact the parent and the laptop will be deemed unsuitable for school use
- The fee is payable each year the student is in the initiative

Current students without a BYOD laptop and new enrolments can join initiative by requesting a meeting with the Deputy Principal 3-6.

Games, Music and Video Policy

- The BYOD laptop is a private device that is accessing a school network
- Students are only allowed to store music, video and games on USBs, not on the school network drive, unless part of a learning unit.
- Students are not allowed to play music, video and games in the classroom, unless part of a learning unit

Managed Internet Service (MIS) Tracking and Unacceptable Usage

All internet usage at Annandale SS is tracked by the Managed Internet Service (MIS). A word scan function operates to scan all emails leaving Annandale boxes and will intercept any emails that are considered to have inappropriate language. Also, internet search queries and visited sites are tracked to ensure the internet is utilised responsibly.

Advice to students:

- All students who access the school internet and intranet must have a signed internet agreement. This is signed as part of the school's enrolment procedure.
- All students are informed directly about the standards of appropriate use of computers and internet while they are at school. This occurs at the beginning of the year and students are given regular reminders throughout the year. This is deemed a warning.
- If unapproved usage or security breach occurs, the student(s) in question will be:
 - denied access to the school internet and intranet for a period of **two** weeks and the student(s) laptop is left at home. This is deemed a first offence. A written notice will be forwarded to the student(s) parents; and
- If unapproved usage or security breach occurs again, the student(s) in question will be:
 - asked to show cause why the student(s) should continue to be allowed internet and intranet access while in BYOD initiative.

BYOD Laptop

BYOD laptops that are brought to school to use in the initiative MUST meet the minimum specifications shown below to be connected to the school and department network.

BYOD laptops are required to be registered with the school when the device is brought to school at the beginning of the year. The BYOD laptop will be inspected by the school's BYOD technician before they are connected. If the device does not meet the minimum specifications shown below, the Deputy Principal will contact the parent and the device will not be able to be used by the student at school.

BYOD LAPTOP - MINIMUM SPECIFICATIONS

NOTE: Tablets / iPads / Android / Chromebook / Stream / Surface devices or Apple Mac laptops are **NOT** included in the BYO Laptop Initiative.

MICROSOFT WINDOWS LAPTOP DEVICES ONLY

*Students require full administrator rights on their machines. Please no guest or restricted user accounts

Operating System: Windows 10 or 11 Home or Pro	No Windows 10 S – Windows 10 S laptops must be upgraded to Windows 10 Home BEFORE use at school.
Processor: Recommended Core i5 or AMD equivalent or better.	Varies with make and model <i>Must be powerful enough to run operating system, virus protection and Microsoft Office. When purchasing be sure to ask this question.</i>
RAM / Memory: 8GB minimum	<i>Must be powerful enough to run operating system, virus protection and Microsoft Office. When purchasing be sure to ask this question.</i>
Display/ Screen Size: 11.6" to 15.6"	11.6" is a mini laptop 15.6" is a standard laptop
Storage: 256GB minimum	Please no eMMC (embedded MultiMedia card) storage OR 32GB, 64 GB or 128GB
Optical/ DVD/Bluray Drives: Standard	Optional and are not a requirement for BYOD, however are standard on many laptops.
Graphics and Sound: - Standard - Headphones with microphone required	Standard graphic cards both integrated and dedicated are suitable for BYOD. <i>Must be powerful enough to run operating system, virus protection and Microsoft Office and standard definition mp4 video with sound. When purchasing be sure to ask this question.</i> Please purchase a set of USB headphones with a microphone appropriate to your device
USB ports: Minimum of 2	USB 2.0 or 3.0 is acceptable.
Bluetooth: Standard	Standard on most machines
Network: Wireless	Standard WIFI on most machines. Should not be an extra feature.
Software - Microsoft Office 365 (FREE) - Virus Protection (FREE) - Adobe Acrobat Reader (FREE)	Microsoft Office 365 – Free for all EQ students. Must be downloaded at home. Instructions will be provided. Virus Protection – Free. Choose one of the following: https://www.avast.com/en-au/index#pc https://www.avg.com/en-au/ppc/protection-offer-comparison-04 https://www.avira.com/en/downloads (Do not leave devices unprotected while waiting for the commencement of the school year. Infected machines can be costly to repair.) Adobe Acrobat Reader – Free to download here https://www.adobe.com/au/acrobat/pdf-reader.html
Carry bag: Backpack or carry bag style	No sleeves or pouches. Select a backpack or carry bag that offers MAXIMUM protection for laptops
USB: 2 x 64GB USB	One USB for school work One USB for games, photos, multimedia for home use
Optional extras: Mouse Second charger Office Chair	Mouse – Wired preferred – Wireless is acceptable but may need to be changed if wireless signals clash in classroom environment. Second charger – one for school and one for home. Student office chair – to be brought into school, remains student's property.

Software

Microsoft Office

Each laptop will require the Microsoft Office 365 suite of programs available free to students. The programs in the suite are Word, Excel, Powerpoint, One Note. Microsoft Office 365 suite must be downloaded at home. The download is blocked on school sites due to the bandwidth required.

Additional Programs

Additional programs may include Adobe, Photostory and producer and will be downloaded from the Microsoft website by the school's BYOD technician as required.

Anti-Virus Protection

All BYOD laptops connected to the school's network MUST have an active Anti-virus Program. There are many free anti-virus programs that are compatible with the Managed Operating Environment (MOE) the department utilises.

<https://www.avast.com/en-au/index#pc>

<https://www.avg.com/en-au/ppc/protection-offer-comparison-04>

<https://www.avira.com/en/downloads>

Do not leave devices unprotected while waiting for the commencement of the school year. Infected machines can be costly to repair.

Communication / Support

- <https://www.familyzone.com/anz/families>
- Students access the Learning Place for Ed Studios, Learning Objects, chats, blogs, wikis. This is a fully protected area whilst online.
- All emails are monitored by school - inappropriate emails, locked out for period of time
- Internet searches and usage is monitored and can be reported
- Computers are audited for MP3, video, music and games files

School Network & Device Setup

- The school will provide a 1GB switch connection to a server and a 512kb broadband connection
- Computers will be networked utilizing wireless 802.11 (g) and following OEM protocols
- All computers will need anti-virus software protection
- Laptop chargers will need to be tested and tagged to be used in the school environment. This is done twice a year at the school or can be done privately at parent expense

Laptop Issues

Parents are responsible for arranging warranty and repairs for their child's laptop. The school's BYOD technician is responsible for software and connection issues.

Care will be taken to ensure laptops are safe at school however, laptops are brought to school at the student's own risk.

Consider your insurance options. Laptops may be added to contents insurance or you can take out separate cover with your purchase. Also consider extended warranty options with your purchase.

Other Purchases

- Removable USB Drive (2 x 8GB Please make sure it is a good brand – one for school and one for home).
- Protective carry – bag. Backpack style is preferred. Do not purchase sleeves or pouches as they do not provide enough protection.
- Office chair (optional) that can be brought to school. Remains the property of the student.
- Consider purchasing a second charger – one for home and one for school.
- Mouse – wired preferred
- Headphones with microphone
- Support Levy **each year** for maintenance on class laptops - \$150.00 (or agreed pro-rata amount) to be paid within 4 weeks of accepting a place in the BYOD initiative.

APPENDIX

1. Form 1 – Expression of Interest
2. Form 2 - Acceptance Letter
3. Form 3 – BYOD Student Agreement - Commitment
4. Form 4 – Laptop Registration Form
5. Laptop Specifications
6. Installing Microsoft Office - instructions



Year 5 & 6 – BYO Laptop Initiative

Form 1 - Expression of Interest

I would like to nominate my child _____ (name) in _____
(current class) to participate in the Bring Your Own Laptop Initiative.

I understand that:

- The laptop **MUST** meet the following minimum specifications required by Annandale SS to be able to access the department's network:
 - Laptop with a minimum 11.3" screen
 - 8GB/256GB SSD
 - Windows 10 Home or Pro (NOT Windows S) or Windows 11
 - Recommended Core i3 or AMDA4 equivalent or better
 - Accessories: 2 x USB, Headphones with microphone, protective bag, mouse, office chair (optional)
- Upon acceptance into the initiative, I agree to pay a fee of \$150.00 (or agreed pro-rata amount) per year to employ a school BYOD technician to support students with laptops. An invoice will be emailed with the offer of acceptance and must be paid within 4 weeks of accepting the offer.
- The school's BYOD Technician supports software and connection issues only
- I will be responsible for arranging warranty claims, repairs and maintenance of the laptop
- The laptop must have an antivirus program active for the duration of participation in the initiative
 - <https://www.avast.com/en-au/index#pc>
 - <https://www.avg.com/en-au/ppc/protection-offer-comparison-04>
 - <https://www.avira.com/en/downloads>
- My child will be in a class of students with and without BYOD laptops
- My student must abide by the School's Student Agreement-Commitment, BYOD Policy, Internet Usage Agreement and Student Code of Conduct
- I will commit to purchasing a suitable laptop and provide the school with the laptop specifications as per Form 4 - Student Laptop Registration when the device is brought to school.

PLEASE RETURN COMPLETED EXPRESSION OF INTERST TO STUDENT RECEPTION BY DUE DATE

Parent / Caregiver Name: _____

Signature: _____

Date: _____

Annandale State School



Independent Public School

Cnr Oleander and Yolanda Drive Annandale Queensland 4814

E: principal@annandaless.eq.edu.au

W: annandaless.eq.edu.au

P: (07) 47295111

Date:

Dear Parent / Caregiver,

This letter is to confirm that your child has been accepted into Annandale State School's BYO laptop initiative. Congratulations on choosing to take part in this initiative. Parents and students must accept full responsibility for the laptop, much as they would for a musical instrument.

You have agreed to purchase a laptop that meets the attached **specifications** to be allowed to connect to the department's network. You have also agreed to pay a \$150.00 fee/year (or agreed pro-rata amount) to employ a school BYO laptop technician. This fee is due within 4 weeks of acceptance. An invoice is attached to this offer.

Your child **MUST** bring their laptop to school along with **Form 4 - Laptop Registration Form** prior to the laptop being connected to the school network. Our school technician will be starting work on confirming specifications, checking anti-virus protections, configuring the laptop to connect on our school network and downloading software from the first day of school. Note: Anti-Virus and Office 365 must be downloaded at home. See attached specifications and instructions.

Please return the attached **Form 3 - BYOD Student Agreement - Commitment** to Student Reception and pay the invoice for the technician fee within 4 weeks of the acceptance. Include your receipt number on your signed agreement.

Regards,

Ms Jeanette Mudie
Deputy Principal 3 – 6

ANNANDALE STATE SCHOOL

FORM 3 - BYOD STUDENT AGREEMENT – COMMITMENT

This document outlines the conditions upon which entry to the BYOD Initiative is based. This agreement has been established to protect the integrity of the initiative and to facilitate a manageable classroom learning practice. It is recognised that the laptops are privately purchased and owned however, in order for the initiative to be implemented successfully, parents and students must comply with the following requirements.

1. BYOD laptop must meet the school's specifications.
2. Students will be required to maintain the Managed Operating Environment including an established Start Menu, as supplied by Annandale State School. Annandale SS reserves the right to re-image the computer when the standard setup has been altered to maintain the integrity of the school's system. The laptop will be returned to its original state at the end of Year 6 or prior to the student leaving Annandale State School.
3. Students will be responsible for the backup of data on a regular basis via a memory stick and prior to re imaging. Students are responsible for securing their passwords. Any attempt to access the Administration password or another student's profile /password will be treated as a security breach.
4. Computers must not be made a member of any other domain or workgroup in such a way that it removes the computer from the school's network or interferes with its operation on the school network.
5. All software loaded onto the laptop must be legally licensed. Proof of license will need to be produced if requested.
6. Students must not interfere in any way with the work of other students within the classroom or network. This includes a ban on non-curricular activity, sending messages across the network, playing games or music without permission, touching or using any other student's computer without prior permission. Netiquette and safe practices discussed with students at the beginning of the year must be followed. Students are only allowed to store music, video and games on USBs, not on the computer hard drive, unless part of a learning unit.
7. Students are responsible for the security of their laptops before and after school and must take their laptops home each day. Students bring laptops to school at their own risk. The school will provide measures to keep the laptops safe within the classroom only. (Parents should organise insurance for their child's laptop).
8. Laptops must have antivirus protection. Students must update regularly or setup automatic updates.
10. Teachers and parents reserve the right to inspect any area of the laptop to check student progress.
11. Students must not access inappropriate content on the internet at school or home. Students must not send on or forward inappropriate content accessed or received from another source on the internet to another individual. Accessing inappropriate content at home or school will be treated as a security breach and may result in parent / school informing the police.

Breaches of the above agreement will result in a loss of privileges depending on the nature and/or frequency of the breach as per the Student Code of Conduct and BYOD policy.

Ms Jeanette Mudie
Deputy Principal/ ICT coordinator

STUDENT NAME: _____

- We/I accept/do not accept the offer to participate in the BYOD laptop initiative.
- We/I agree to purchase a laptop that meets the school's specifications.
- My child will comply with all school and departmental policies (this agreement, BYOD policy, Internet Usage Agreement & Student Code of Conduct).
- We/I agree to pay, within 4 weeks of acceptance letter, a **\$150 per year** contribution (or agreed pro-rata amount) to employ a technician to support students with BYO laptops.
- We acknowledge and agree that the student brings the laptop to school at their own risk and that responsibility for the laptop remains with the student.
- We/I agree to all terms and conditions indicated in this contract.

Signed: _____ Date: _____

(Parent/Guardian)

Signed: _____ Date: _____

I have paid the \$150.00 (or agreed pro-rata amount) support fee.

Date paid: _____

Receipt No. _____



Form 4 - Laptop Registration Form

This form must be signed and **returned to the school office in Term 1 Week 1 or within 1 week of enrolment**, before the device can be connected to the school network. Note both the parent/caregiver and student must have read the Student Agreement, BYOD Policy, Internet Usage Agreement and Student Code of Conduct and signed the agreement form.

In signing this form, I acknowledge that:

- I have read and understood the Student Agreement, BYOD Policy, Internet Usage Agreement and Student Code of Conduct.
- I agree to abide by the guidelines outlined in all documents.
- I am aware that non-compliance with school policies while using my BYOD device will result in relevant consequences.

STUDENT DETAILS		
Student name	MIS-ID	Class
Student signature	Date	
Parent/caregiver name		
Parent/caregiver signature	Date	
DEVICE DETAILS:		
	Parent to complete	School Technician Check/Comments
Brand: (E.G. Acer)		
Model: (E.G. Aspire A515-51G)		
Specifications: Minimum - Processor: Recommended Core i3 or AMDA4 equivalent or better. RAM / Memory: 8GB minimum Storage: 256GB minimum Display/ Screen Size: 11.6" to 15.6"	Processor: RAM / Memory: Storage: Display/ Screen Size:	
Anti-virus program: (Avast, AVG, Avira)		
Office-suite: (Office 365)		
Note that this BYOD application / agreement will be considered to continue as long as: <ul style="list-style-type: none"> • the student is currently enrolled at the school • the student meets the school's behaviour and educational expectations • the student complies with our BYOD Policy and the department's Acceptable Computer Use and Internet Access Policy <p><i>Also note that should the student acquire a new/replacement BYOD device, this BYOD Registration Form must be resubmitted, providing the school with updated device details. Failure to do so, will result in the new device being unable to connect to the school's ICT infrastructure. Other consequences may also apply.</i></p>		School Technician Suitable / Not suitable Name : Signature : Date :



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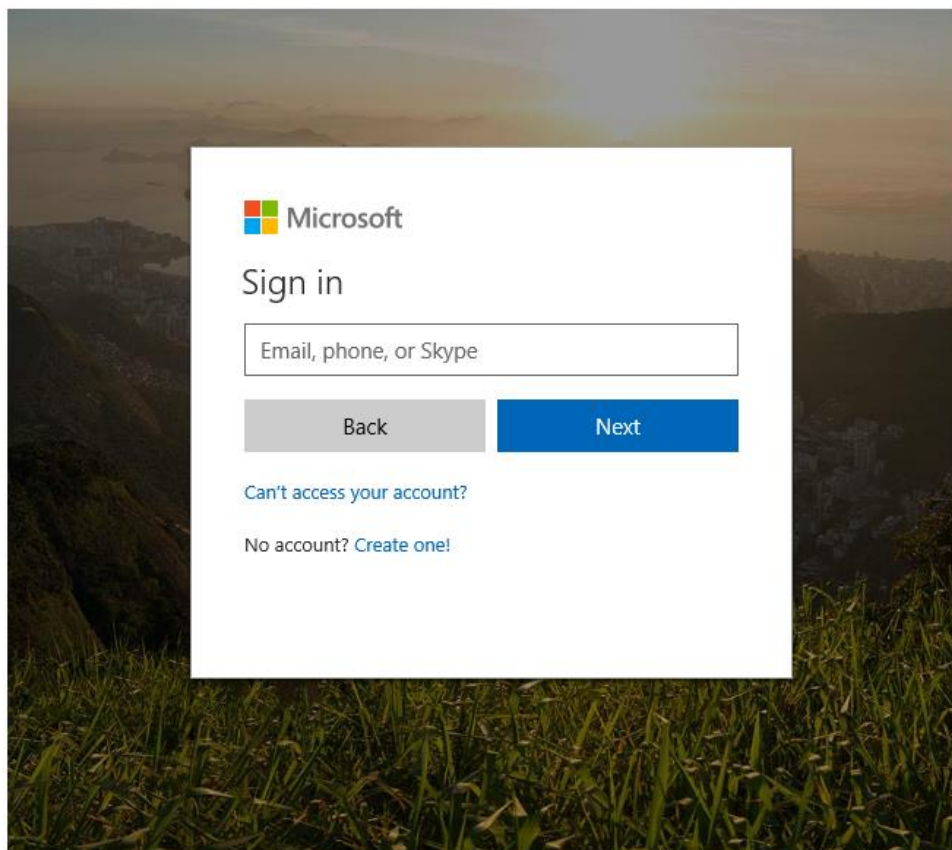
*Students require full administrator rights on their machines. Please no guest or restricted user accounts

Operating System: Windows 10 or Windows 11 Home or Pro	No Windows 10 S – Windows 10 S laptops must be upgraded to Windows 10 Home BEFORE use at school.
Processor: Recommended Core i3 or AMD A4 equivalent or better.	Varies with make and model <i>Must be powerful enough to run operating system, virus protection and Microsoft Office. When purchasing be sure to ask this question.</i>
RAM / Memory: 8GB minimum	<i>Must be powerful enough to run operating system, virus protection and Microsoft Office. When purchasing be sure to ask this question.</i>
Display/ Screen Size: 11.6" to 15.6"	11.6" is a mini laptop 15.6" is a standard laptop
Storage: 256GB minimum	Please no eMMC (embedded MultiMedia card) storage OR 32GB, 64 GB or 128GB
Optical/ DVD/Bluray Drives: Standard	Optional and are not a requirement for BYOD, however are standard on many laptops.
Graphics and Sound: - Standard - Headphones with microphone required	Standard graphic cards both integrated and dedicated are suitable for BYOD. <i>Must be powerful enough to run operating system, virus protection and Microsoft Office and standard definition mp4 video with sound. When purchasing be sure to ask this question.</i> Please purchase a set of USB headphones with a microphone appropriate to your device
USB ports: Minimum of 2	USB 2.0 or 3.0 is acceptable.
Bluetooth: Standard	Standard on most machines
Network: Wireless	Standard WIFI on most machines. Should not be an extra feature.
Software - Microsoft Office 365 (FREE) - Virus Protection (FREE) - Adobe Acrobat Reader (FREE)	Microsoft Office 365 – Free for all EQ students. Must be downloaded at home. Instructions will be provided. Virus Protection – Free. Choose one of the following: https://www.avast.com/en-au/index#pc https://www.avg.com/en-au/ppc/protection-offer-comparison-04 https://www.avira.com/en/downloads (Do not leave devices unprotected while waiting for the commencement of the school year. Infected machines can be costly to repair.) Adobe Acrobat Reader – Free to download here https://www.adobe.com/au/acrobat/pdf-reader.html
Carry bag: Backpack or carry bag style	No sleeves or pouches. Select a backpack or carry bag that offers MAXIMUM protection for laptops
USB: 2 x 64GB USB	One USB for school work One USB for games, photos, multimedia for home use
Optional extras: Mouse Second charger Office chair	Mouse – Wired preferred – Wireless is acceptable but may need to be changed if wireless signals clash in classroom environment. Second charger – one for school and one for home. Student office chair – to be brought into school, remains student's property.

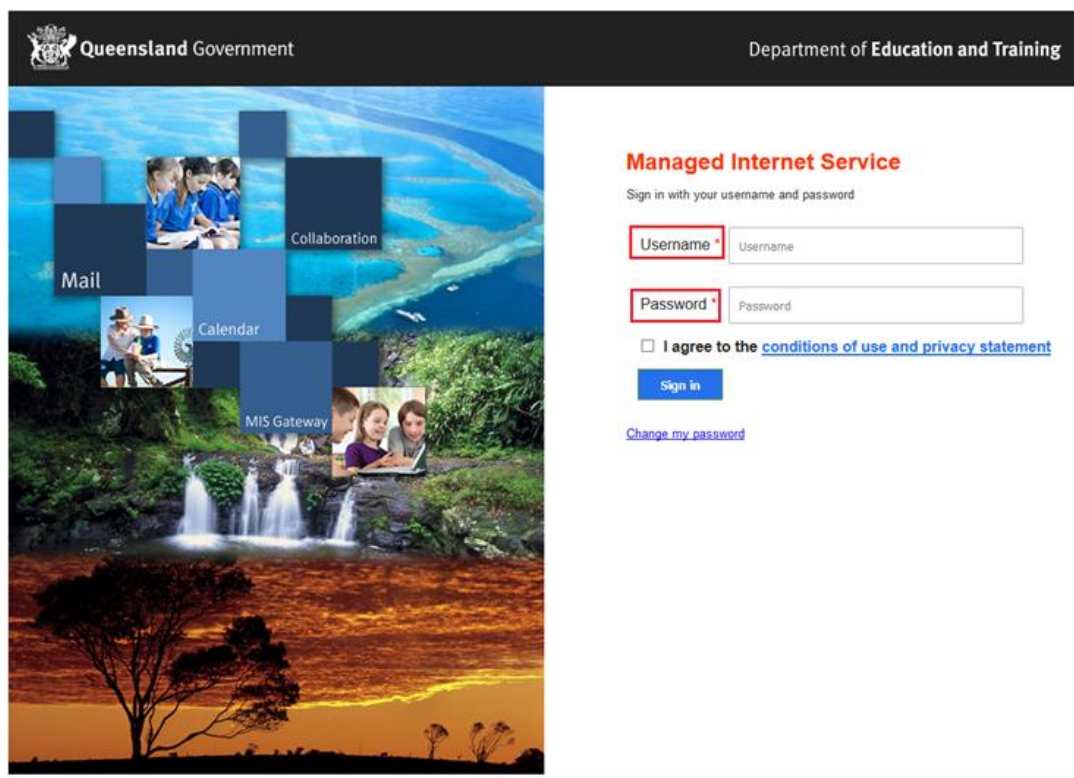
Download, update to and install Office 365

Important Information: This is not available to download from the School networks, it must be done from home.

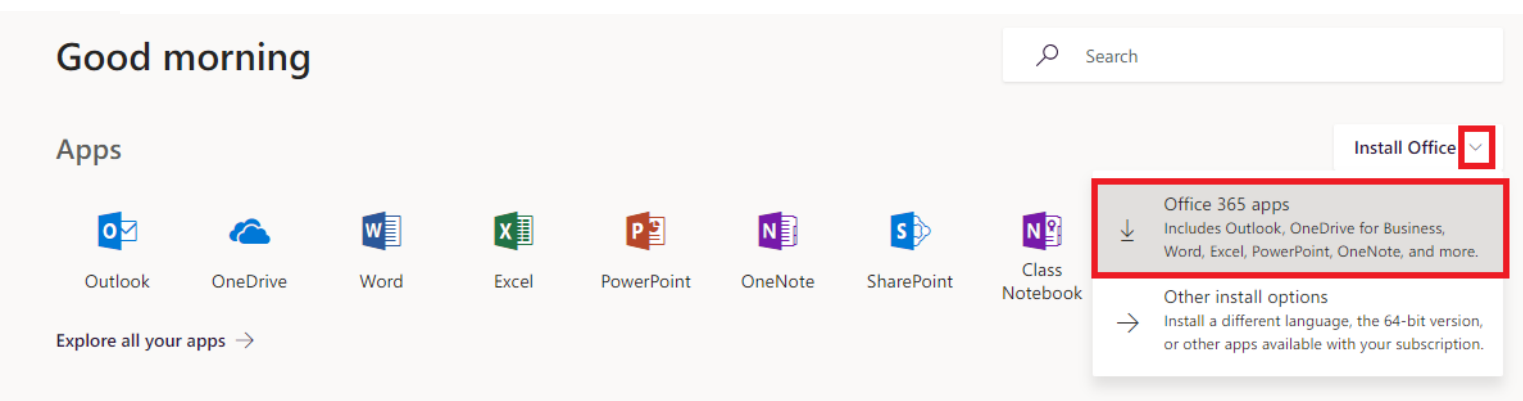
1. **Open** internet browser and **navigate to** <http://office.com>
2. In the top right corner **click** on "Sign in"
3. In the Username field, **type** in your student's EQ (e.g. jsmith1@eq.edu.au) email address and **click** "next".



4. You will be prompted for your Microsoft Account username and password on the online authentication page. Type your username and password. Students must be administrators of their own laptop for this to occur.
5. **Click** Login



- In the top right corner, click on the "Install office apps" then "Office O365", if you cannot see this install button, please contact the school.

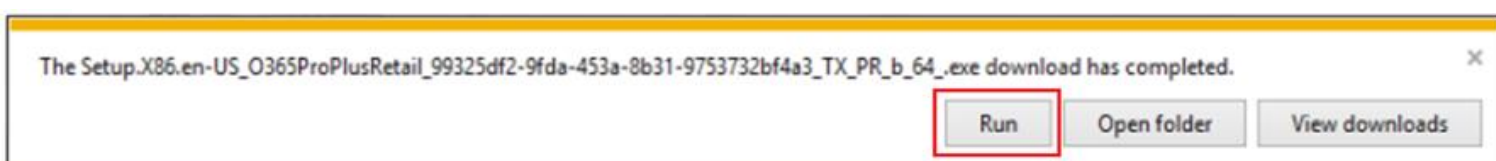


7. A pop up message will appear prompting you to run or save the .exe file. Ensure that the source is as per below - *c2rsetup.officeapps.live.com*.

- Click** on 'Save'. The file will automatically begin to download.

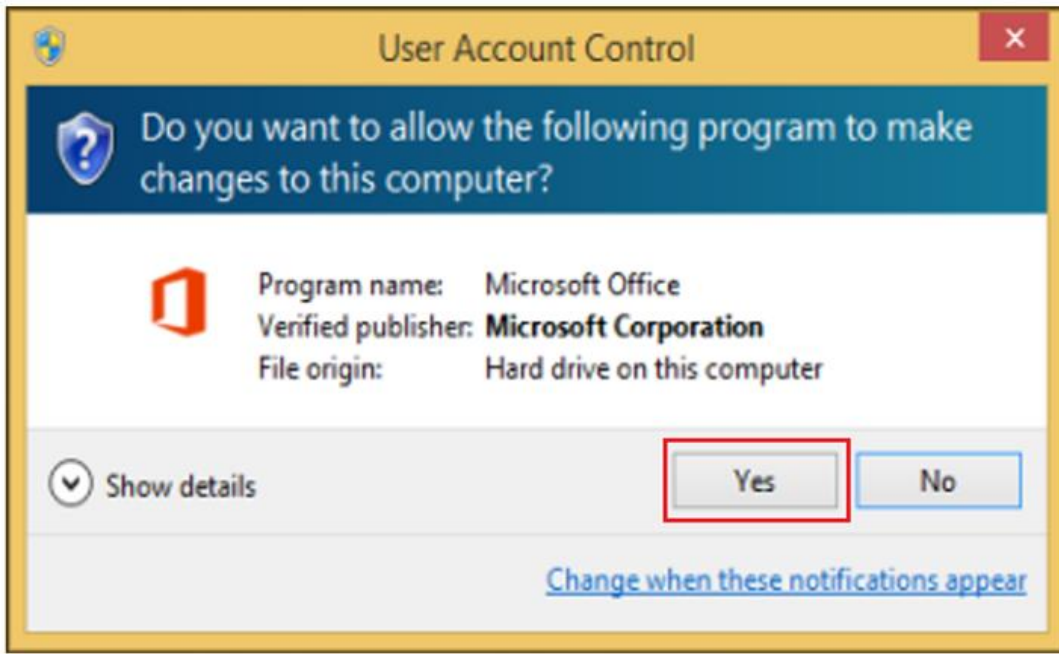


- When the file has completed downloading, **click** on 'Run'.

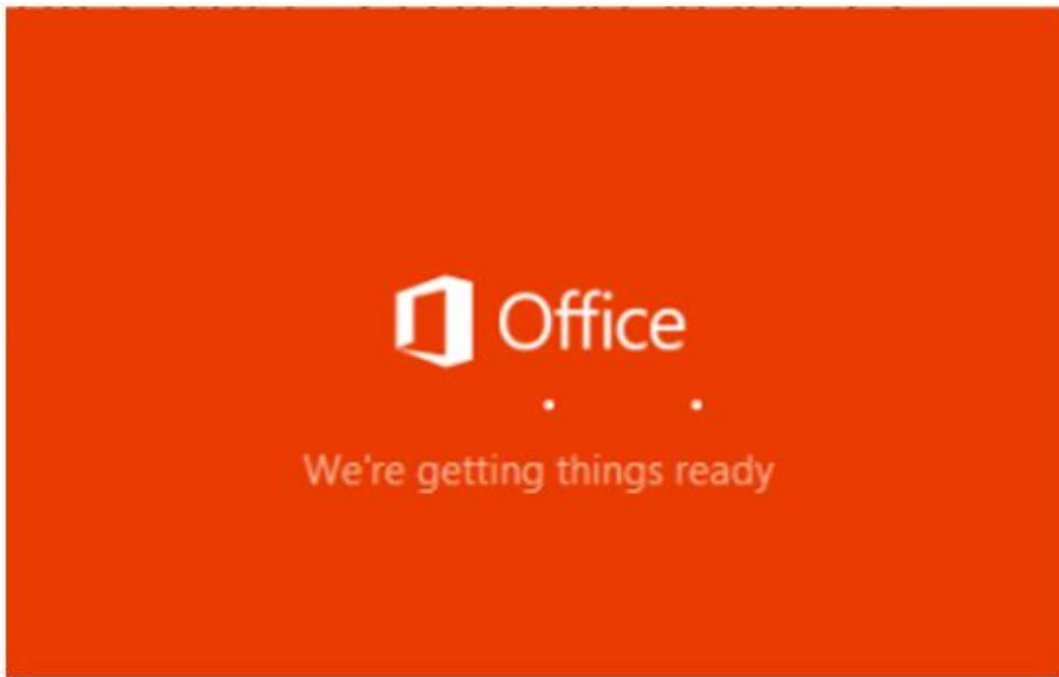


Please note this file is approx. 2gb and may take a while to download depending on your bandwidth speed.

10. You will be prompted with a message to make changes to your computer. **Select** 'Yes'.



11. Office will start downloading.



You will also see the office icon pop up on the task bar.



12. Office 365 will start to install onto your computer, wait for this to finish.

Note: If you currently have Office 2013 installed, ensure all Microsoft applications are closed during the installation. You may be prompted to close all Microsoft applications if they are still open.



Installing Office

We'll be done in just a moment.

13. You will be prompted with the Microsoft Office License Agreement. **View** Agreement and **click** Accept

First things first.

This product also comes with Office Automatic Updates.

[Learn more](#)

By clicking "Accept" you agree to the Microsoft Office License Agreement.
[View Agreement](#)

Accept

14. After Office 365 finishes installing, a message will appear to inform it has completed. **Click** 'Close'.



You're all set! Office is installed now

Click Start > down-arrow.

Close

After you click close, we recommend restarting your computer to ensure all changes have applied successfully.

When you start an Office app that's not activated, you'll be prompted to sign in to Office. Be sure to sign in using your @eq (school account)

Your Microsoft Office 365 software is now ready for you to use. This software is only for personal devices and will remain available as long as you're a Queensland state school staff member, or employed by the department (corporate).

IF YOU HAVE TROUBLE INSTALLING OFFICE 365 , SUPPORT WILL BE AVAILABLE UPON RETURN TO SCHOOL, HOWEVER OFFICE 365 CANNOT BE DOWNLOADED AT SCHOOL.