

## **BRING YOUR OWN DEVICE INFORMATION**

At Atherton State High School, all students are required to bring a laptop to school each day as part of our BYOD program. This ensures they have access to essential digital tools for learning.

Families can choose to purchase their own device or take advantage of our School-Owned Long-Term Student Laptop Hire Program, which provides an alternative for those who prefer to hire a device through the school. Details about device requirements and the necessary forms for the hire program are included in this document.

## **LAPTOP - BYOX - DEVICE REQUIREMENTS**

### ***As a guide for parents we have provided the following advice:***

The student/parent/carer pays for the following equipment:

- The device (including keyboard)
- Antivirus software (free versions available)

Optional additional equipment:

- A good carry case or protective sleeve (highly recommended)
- Any specialised accessories or software (user's choice depending on senior subject selection)

### ***The school (EQ) provides each student's device with:***

- Office 365 Suite of programs (Word, Excel, PowerPoint etc.)
- An email account and program
- BYOX Connect Service (connects to secure school network and internet and adjusts security setting for safe use of device (<https://byox.eq.edu.au/byox-connect/Pages/default.aspx>))
- Access to learning portals (e.g. learning place)
- Other teaching and learning resources and selected online content
- Server and/or cloud storage

### ***Device Specification***

- Device can either be a laptop or a tablet (Tablet must have an external keyboard)
- Screen should not be less than 11"
- Processor should be at least an i3
- Operating memory should be 4GB (RAM) or greater
- Hard drive should be at least 128 GB
- Device must have WI-FI capabilities to connect to the school's internet
- Antivirus software
- Wireless mouse

*If any items that you have purchased were not utilised in learning for some reason please feed this information back to us so we can review and improve our resources list.*

## SCHOOL OWNED LONG-TERM STUDENT LAPTOP HIRE INFORMATION

A 21st century education is about giving students the skills they need to succeed in this new world, and helping them grow the confidence to practice those skills. With so much information readily available to them, 21st century skills focus more on making sense of that information, sharing, and using it in smart ways.

Atherton State High School runs a laptop program, whereby the majority of students participate in the Bring Your Own Device (BYOD) option. We also offer a number of FUJITSU Notebook LIFEBOOK E5411/A available for annual hire through the school. The following link gives further detail of the device available

<https://www.fujitsu.com/hk/products/computing/pc/ap/notebooks/lifebook-e5411a/>

Please note: Provision for financial hardship for families can be requested via the School Owned Long-Term Student Laptop Hire process. Any financial support requests are determined on an individual basis, and may include a payment plan option.

### OPTION 1:

- BYOD (Bring Your Own Device) It is a term used to describe a digital device ownership model where students use their personally owned mobile devices (excluding smart phones) to access the Department's information and communication (ICT) network.
- The majority of our students take up this option.
- Access to the Department's ICT network is provided only if the mobile device meets the Department's security requirements which, at a minimum, requires that anti-virus software (Windows OS Defender meets this requirement) is running and is kept updated on the device.

### OPTION 2:

- Annual School Owned Long-Term Laptop Hire for students across all year levels. All students have the option to hire a laptop through the school on an annual/bi annual or tri annual basis.
- The paperwork that follows this information (EQ11 and ASHS Laptop Hire Scheme Agreement) must be completed and returned to the school either via email to [principal@athertonshs.eq.edu.au](mailto:principal@athertonshs.eq.edu.au) or in hard copy to school reception at L block.
- Once the laptop hire is approved, an invoice will be generated by the school and emailed to parents or carers. When the annual hire payment of Two Hundred and Fifty Dollars (\$250.00) is paid in full or a payment plan is in place with a minimum contribution of Twenty-Five Dollars (\$25.00) per month, the laptop will be allocated to the student.
- The laptop hire payment of Two Hundred and Fifty Dollars (\$250.00) covers the laptop hire for the period from first day to the last day of any given school year inclusive. Through negotiation, a new annual agreement can be reached should the hire be required over multiple consecutive years.
- Pro-rata refunds are based on a full school term, not part thereof (\$62.50 term). New enrolments throughout the year are charged in the same manner.
- This fee is non-refundable once the laptop has been collected.
- Should a school owned laptop be accidentally damaged, a \$55 repair excess fee will be charged and should a laptop go missing and not be recoverable, there is a \$250 fee towards replacement. The same applies for malicious/deliberate damage. A fee of \$25 will also be incurred if the case or charger are lost or broken.
- All laptops used in the Atherton State High School Owned Long-Term Student Laptop Hire are the property of the Queensland Department of Education (DoE). The scheme only supports school-procured and owned ICT being provided to students for educational use at school and at home in these circumstances.
- Note: Provision for financial assistance to access the school owned long-term laptop hire scheme. An application can be sent directly via email to [principal@athertonshs.eq.edu.au](mailto:principal@athertonshs.eq.edu.au) or hard copy letter via the student services staff Attention: Principal, Laptop Hire application. The correspondence should include your name and the name of your child, their grade and reason for the application for financial assistance as well as any other information or documentation that you feel is necessary to support your request. Applications will be approved by the principal or their delegate on a confidential and needs only basis.

## SCHOOL OWNED LONG-TERM STUDENT LAPTOP HIRE AGREEMENT

Before the laptop can be issued, the signed Atherton State High School Laptop Hire Agreement must be returned and the invoice payment arrangements settled with the finance department. All current school fees must also be paid or have a negotiated payment plan in place with the school finance department.

Laptop repairs or hardware faults are to be reported to the IT Department within 24hrs. Should you have a query or like to report a fault, please email [ICT@athertonshs.eq.edu.au](mailto:ICT@athertonshs.eq.edu.au) .

In signing below, I acknowledge:

- I understand and agree with all of the conditions detailed in the Atherton State High School student laptop hire program
- Laptops will include a protective bag and power cord. If the protective bag or power cord are lost or damaged a replacement fee of \$25 will be incurred
- Laptops will be commercial grade and include anti-virus and all educational software needed for classes
- Accidental Damage will incur a \$55 excess for repaired works and a replacement cost of \$250 if not able to be repaired (claims deemed non-accidental will incur full repair costs).
- Students can expect to receive the laptop within a week of payment and approval.
- Loss or theft of a device needs to be reported to the school within 24hrs. Theft will require a police report to be filed
- Upgrades or dismantling the laptop in any way is not permitted.
- The school may ask for the return of the laptop for any reason, for example, to upgrade software, inspect for hardware or software operational performance, or if there is suspected misuse of the laptop.
- I will be loaning the laptop while enrolled at ASHS for: a single year, two-year period or three-year period as indicated (please circle your choice here)

### Student Responsibilities and Terms and Conditions

- Leased laptop computers must be used in accordance with warranty conditions so as not to negate the vendor's warranty.
- Food and drink should never be placed near the device.
- Cords and cables should be treated carefully when inserting and removing from power.
- Devices are to be carried between locations in the laptop bag provided.
- It is the student's responsibility to ensure their device is fully charged each day.
- Ensure the device is closed fully when not in use.
- Do not put pressure on the lid when closed or have excessive items in the laptop bag that could cause scratching or damage.
- Avoid placing anything on the keyboard before closing the lid.
- Only clean the screen with a clean, soft, dry, or anti-static cloth.
- Don't clean the screen with a household cleaning product.
- The school reserves the right to restrict access or temporarily confiscate electronic devices if a breach of these policies occur, or in the reasonable opinion of a staff member, the presence or potential use of an electronic device by an individual would put themselves, others, or the school at risk of harm, in a position of liability, or unduly affect the school's learning environment.

Student Name

Parent Initial

Date