BYOx - Information Handbook

BYOx at MacGregor SHS

BYOx is a program where students use a personally owned digital device within the MacGregor SHS network. The "X" stands for the device and all associated network capabilities.
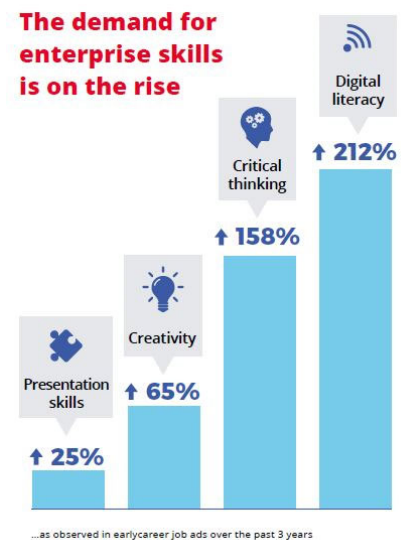
A successful enrolment at MacGregor SHS requires students to be connected every school day by having access to the school network with a suitable device. We have an equity program in place to assist families who need extra support and encourage families to work with us to provide their student with quality digital access as soon as possible at the start of the year.

Why Expand Digital Capabilities?

Research from the Foundation for Young Australians (FYA) has identified Digital Literacy as a high demand enterprise skill for the future. A dedicated group of MacGregor teachers continues to build a strategic plan for the use of Information Technology (IT) at MacGregor with this FYA and other research driving the agenda.

For students at MacGregor SHS, accessing a personal digital learning device at school is now essential preparation for pathways after school. All students are expected to have access to a personal Windows Based device.

A Windows Based device has distinct advantages such as being a content producing device as well as a content consumption device, having the ability to connect seamlessly to school based and cloud-based network drives including OneDrive and having the ability to print to designated student printers at school. Software such as Autodesk works exclusively on Windows.

The demand for enterprise skills is on the rise

Presentation skills ↑ 25%
Creativity ↑ 65%
Critical thinking ↑ 158%
Digital literacy ↑ 212%

...as observed in early career job ads over the past 3 years

Daymap and Microsoft Teams

Students will leverage heavily on software such as Daymap and Microsoft Teams to complete their learning tasks. These two web-based software will provide all students with the following:

- Diary for organisation.
- Class communication. Teacher to student, student to teacher and whole class posts.
- Student notices.
- Resources such as video clips, class notes and key unit documents.
- Assessment Planner. All student assessment tasks will be uploaded to Daymap, so assessment task timelines will be in real time.
- Assessment submission. Most assessment tasks will be submitted digitally via Daymap. This is vital preparation for the Senior QCE assessments.
- Feedback portal. Students will receive written, audio and video feedback.
- Highly engaging asynchronous learning spaces.

Learning with a Device

Our modern society requires learners to have seamless access to resources wherever these resources may be located. MacGregor SHS is responding to these educational demands by providing 24/7 access to teaching and learning materials. An effective Electronic Learning (or eLearning) strategy is critical if we are to successfully equip our students to excel in this environment. Therefore, eLearning is integral to curriculum delivery at MacGregor SHS.

Our Vision:

We believe in a school where Information Technology supports collaboration, communication, creativity, innovation and critical thinking to provide authentic learning experiences and opportunities.

IT Resource Levy

The skill of learning with technology is essential for the future generations. MacGregor SHS now requires all students to bring a device to school. We regard a device as an essential tool to be used in the learning process rather than an optional. All students will have a P&C approved Resource Enhancement Levy included in their fees for school services above what the government provides. This levy provides students with the following:

- Online Library Portal – 24/7 digital resources and online databases
- Digital video libraries – 24/7 access for revision, extension and study purposes
- Daymap – 24/7 communication and assessment Portal
- Improved 24/7 access to learning files through Office 365 and OneDrive-DET
- Digital learning platform(s) to augment and extend curriculum resources
- A range of software to enhance curriculum outcomes
- Printing and copying services as required
- Industrial standard licensed software otherwise inaccessible to individuals due to high cost

The annual IT Resource Levy is $70 per student and is payable with other school fees.
Access to enhanced curriculum resources may be restricted if the levy is not paid by the end of February.

Digital Citizenship

Digital devices are more pervasive than ever. How we interact with these devices and the digital world has a profound impact in our lives, especially in the lives of children whose views of the world are still being formed.

Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community.

Although parental control software is now made widely available by Microsoft and Apple as a standard feature (e.g. Microsoft Family), a coaching approach with good communication that fosters self-discipline is critical to equip your child into the digital future. BYOx program is a good opportunity for your child to practice and become a good digital citizen.

Summary of Responsibilities

School	Parents/Caregivers	Students
• provide suitable school Wi-Fi connection and filtering system • provide a blended educational environment • advise safe device and internet practices • provide access to printer services	• model and monitor safe device and internet practices • provide and maintain a suitable device • source appropriate insurance and warranty • purchase, install and update relevant software/applications	• bring device fully charged each day • show respect for others' devices, work and privacy • access technology as a Responsible User

Mobile Data Networks (e.g. 3G / 4G / 5G)

- Mobile networks can expose students to addictive internet content within the school grounds. Parents/Caregivers are to limit and monitor mobile usage, as the school cannot take responsibility for content consumed through personal mobile networks.

- Students found to be inappropriately using or providing access to a mobile network will be addressed through the school Responsible Behaviour Plan.

Cybersafety at School

To help protect students (and staff) from malicious web activity and inappropriate websites, the school operates a comprehensive web filtering system. Any device connected to the internet through the school network will have filtering applied.

Student Charter and Responsible Use Agreement

The student charter provides enhanced details of expectations related to the responsible use of technology at MacGregor SHS. By enrolling your device, both the caregivers and the student agree to the terms contained within this document.

Found on the school website, this agreement needs to be completed and emailed electronically or as a scanned copy to BYOx@macgregorshs.eq.edu.au

BYOx - Minimum Device Specifications

All students are expected to have a **Windows** device (laptop / notebook). The following device recommendations below are minimum specifications only.

For:	
Students purchasing a new device (All Year Levels)	• **Screen:** Touchscreen with active stylus support (not only capacitive stylus) • **Operating system (OS):** Windows 10 or later (if in S mode, please switch off) • **OS Display language:** English (Australia) • **Processor:** Intel 8th Generation i3 or equivalent • **RAM:** 8GB or higher • **Storage:** 256GB SSD • **Wireless:** 802.11ac adaptor - capable of connecting to a 5GHz network • **Ports:** at least one USB port, audio in/out to connect wired headphone / earpiece required for NAPLAN online test. • **Battery life:** 5 hours of continual use. The device should be shut down or put to hibernate when not being used to lower battery drain and heat generation. • **Keyboard:** comfortable mechanical keyboard. A touchscreen keyboard does not help with blind typing and therefore not acceptable. • **Anti-virus:** Windows built-in antivirus 'Defender'. • **Device Protection:** A protective case for the device. Given the highly dynamic school environment, it is strongly recommended an accidental damage protection (ADP) is purchased for your valuable device. • **Not supported (examples):** Chromebook, Android, Linux. Other preferable features to consider: larger screen (13inch+), reduced weight, wireless mouse, physical camera cover. Students taking subjects like Design, Engineering, Film & Television and Digital Solutions will require a higher performing Windows device to access specific software. In addition to the minimum recommendation above, the device is preferred to have 16GB RAM and 512GB SSD. A good device with great usability will serve senior students into higher education or life after school.
Students with an existing Windows Device (All Year Levels)	In general, a device more than 3 years old is considered unsuitable for school. Aged components tend to degrade efficiency and reliability, cause loss of precious class time and unnecessary frustration to learning. If you have an existing device and are unsure, please send photos of the device in a detailed email to us (see instructions in this URL: macG.link/checkBYO). Our IT staff offer practical advice on the suitability of the device in the school environment. For an existing BYOx Windows device previously used at the school, please take some time to examine its current condition. It is highly advisable to consider upgrading when the existing device is no longer effective as a learning tool. Please refer to the recommendation above when an upgrade is deemed necessary.

Purchasing and Set Up BYOx Devices

BYOx Device Enrolment Process

This process configures student BYOx devices to allow connection to the school network and resources. You will need current Education Queensland (EQ) username and password to proceed. For students new to EQ, your EQ network accounts need to be first set up. This can take time, especially at the beginning of the year, you will be informed separately.

If you do know your current EQ username and password, caregivers should ensure that the student BYOx device is enrolled by following easy step-by-step guides found on the school website: macG.link/macGBYOx, at your earliest convenience or before the school term commences. This can be completed anywhere, including at home during the holidays.

Learning to Use Digital Devices

MacGregor SHS supports your interest in protecting students while on their BYOx devices or mobile phones. We have identified below options known to work conditionally:

For Windows BYOx devices: Microsoft Family - You will need to set up two Microsoft accounts, one for yourself, and one for your child. DO NOT use your child's EQ email (username@eq.edu.au) address, but a personal one instead. Please whitelist our onboarding web portal sites msftconnecttest.com/redirect and guestportal.byo.eq.edu.au

For mobile phones: Family Zone and other parental control solutions of your choice. **Note**: Most of parental control solutions DO NOT work within the EQ network, please dedicate their use on personal mobile networks only, NOT on BYOx devices which connect to EQ network for learning.

Retailer Recommendations

- While trying to make choosing a BYOx easy, MacGregor SHS has no affiliation with any retailers. The vendors listened to our needs and tailored their purchasing portals to offer devices that meet our recommendation. Please see the BYOx section of the school website for more details.

Warranty and Insurance – Damaged Devices

- We advise that accidental damage and warranty policies be discussed prior to purchase to minimise financial impact and disruption to learning should accident happens.
- Families are responsible for device repairs under warranty or through insurance policies.
- While repairs are in progress, students can apply for a short-term loan device. An application form is available on the school website.

Beware of 'Bargain' Devices

- Many cheaper devices appear to have good value for money, but do not meet our minimum specifications. They typically have inferior or aged components, shorter battery life or poor customer support. Please avoid.

Apple Devices

- MacGregor SHS operates in a Microsoft environment provided by the Department of Education to enhance learning. Apple devices are limited within this environment.
- MacOS and iOS may have compatibility issues with some software used at the school.

Further Information Related to BYOx Devices

Anti-Virus Protection

- All BYOx devices must have antivirus protection installed and regularly updated.
- Windows is already equipped with Windows Defender which provides adequate virus and malware protection. Additional antivirus software is not necessary.
- Do not leave expired trial versions of antivirus software on a device. Please uninstall.

Software

- Windows devices use Edge as the default Internet browser. We recommended you install Firefox as a backup browser.
- Every state school student across Queensland can download and install the Microsoft Office 365 Professional Plus Suite to their personal devices for free.
- Install Office from portal.office.com/account#installs or follow the link found on the MacGregor SHS website.
- The BYOx program also enables students to install Adobe Creative Cloud Suite on their own device according to curriculum requirements.

Administrator Account

- An administrator (typically the purchaser of the BYOx device) needs to be present during the device enrolment process, or students need to be given the administrator access to the device. This temporary access can be removed once connected.

Student Printing

Students can print from their BYOx devices to designated printers around the school. In most cases, students are issued with enough printing credit to last the year. The printer will indicate and deduct the amount of credit that is needed for each printing job. If more is needed, students can "top up" their printing credit with a cash payment at Student Services and present their receipt to Tech Connect. This system is intended to minimise unnecessary printing.

School Technical Support

- Students can seek assistance with their device at Tech Connect in F Block before school and during breaks.
- Any device hardware issues will be examined by Tech Connect to diagnose the fault. However, assistance is limited to operating system problems. Any hardware repairs performed will void warranties and therefore will not be performed at Tech Connect. If it cannot be resolved, Tech Connect will recommend a course of action for repair (e.g. warranty or insurance claim).
- Families should consider insurance and warranty options when purchasing a device. This is a personal choice for BYOx.
- Tech Connect will strive to fix all connectivity issues in the shortest possible time.

BYOx Equity Policy

The MacGregor SHS BYOx policy, like all similar programs in an educational setting, imposes a financial cost on students and their families. At the same time, the program can only function if all students have access to an appropriate device. While the personal device is an essential educational tool, it is understood that there may be difficulties for some families in genuine cases of hardship.

MacGregor SHS will:

1) Ensure that device minimum specifications are designed to allow for a range of device options to be considered.

2) Assess applications for assistance in meeting the BYOx requirements on a case-by-case basis. Due consideration will be given to all facts including:

   - The level of assistance required
   - The year level of the student
   - The subjects being studied by the student
   - The technology already available to the student at school and at home
   - Current financial commitments and arrangements with the school

3) Consult with the parent/caregiver to determine what form any assistance will take.

4) Consider a range of alternatives for providing device access for students including:

   - Loan/hire of a device for up to a fortnight to allow a personal device to be acquired
   - Loan/hire of a device for up to a term in significant hardship cases
   - Other solution approved by the Principal