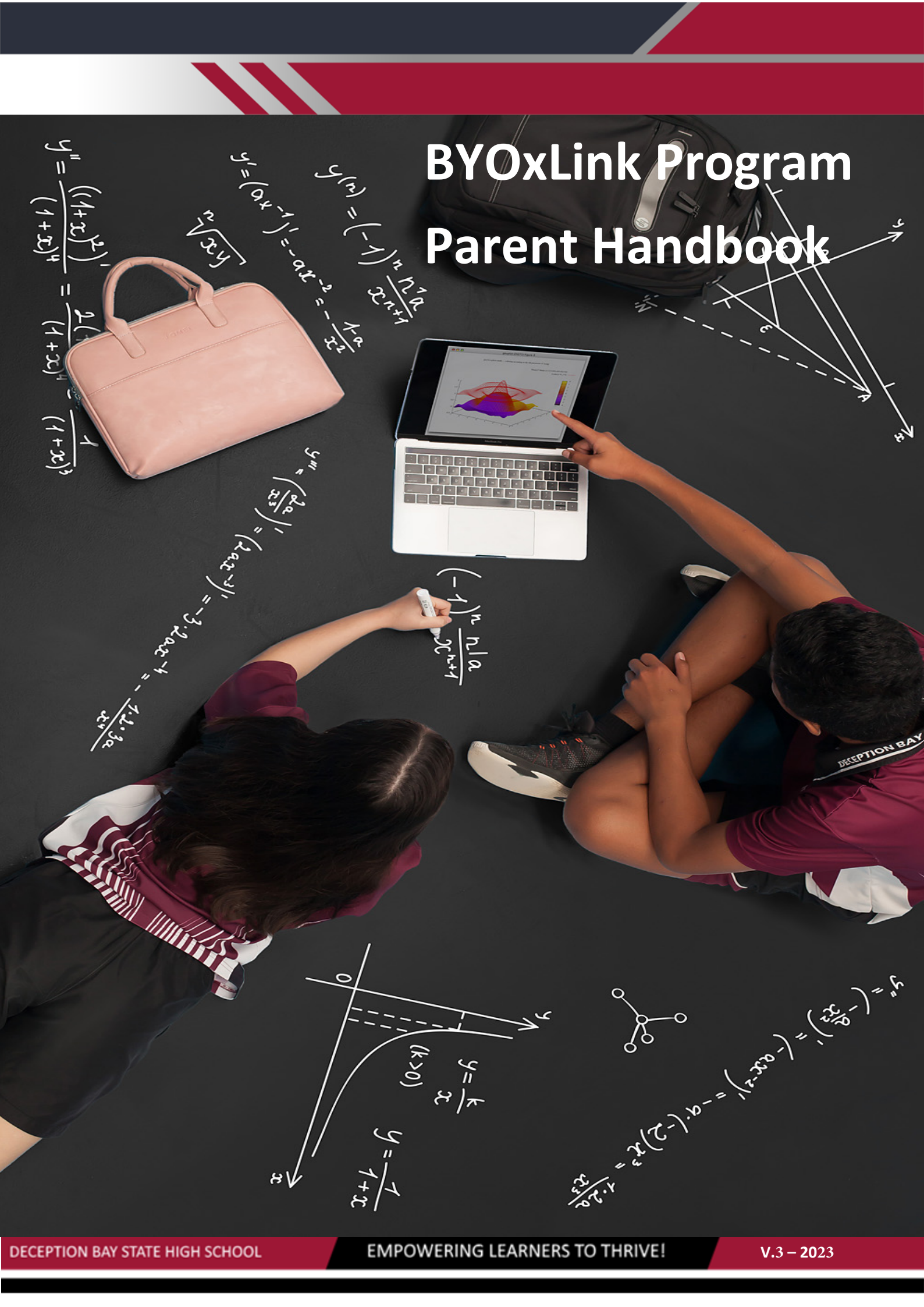


BYOxLink Program Parent Handbook



$$y'' = \frac{((1+x)^2)'}{(1+x)^4} = \frac{2(1+x)}{(1+x)^4} = \frac{2}{(1+x)^3}$$

$$\sqrt[n]{xy}$$

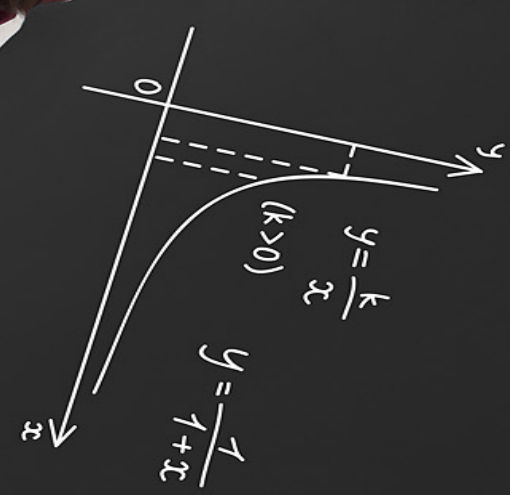
$$y' = (ax^{-1})' = -ax^{-2} = -\frac{1-a}{2x}$$

$$y^{(n)} = (-1)^n \frac{n! a}{x^{n+1}}$$



$$y''' = \left(\frac{2a}{x^3}\right)' = (2ax^{-3})' = -3 \cdot 2ax^{-4} = -\frac{1 \cdot 2 \cdot 3a}{x^4}$$

$$(-1)^n \frac{n! a}{x^{n+1}}$$



$$y_0 = \left(\frac{9}{x^3}\right)' = (-3x^{-2})' = -9 \cdot (-2) \cdot x^{-3} = \frac{7 \cdot 2 \cdot 9}{x^3}$$

BYOxLink Overview

The way in which we learn, access, share and manage information is changing rapidly. There is an increasing need for students to access external learning content, collaborate with others in their educational pathway, and be proficient with the use of computer technologies. As a school we have a responsibility to prepare our young people for the future world that they enter into.

Bring Your Own 'x' (BYOxLink) is a new pathway supporting the delivery of 21st century learning. The BYOxLink acronym used by the department refers to the teaching and learning environment in Queensland state schools where personally owned mobile devices are used. The 'x' in BYOx represents more than a personally owned mobile device; it also includes software, applications, connectivity or carriage service.

Deception Bay State High School understands that technology is a tool that enhances teaching and learning experiences, allows for the creation and sharing of knowledge, and allows students to learn at their own pace. The use of technology is more than a method of searching for information.

We have chosen to support the implementation of a BYOxLink model because:

- BYOxLink recognises the demand for seamless movement between school, work, home and play
- Our BYOxLink program assists students to improve their learning outcomes in a contemporary educational setting
- The program enhances independence and self-initiated learning amongst students
- The program will assist students in learning how to become responsible when using technology
- The program will give students the skills and experiences that will prepare them for their future studies and careers

BYOxLink at Deception Bay State High School

Year 7-9 Extension, Year 10, 11 & 12 students will be required to participate in the BYOxLink program. This program requires students to bring a suitable digital device such as a laptop to school to support learning in their chosen subject areas. Students that do not have access to a device, can apply for a school equity laptop to accommodate their learning requirements. **NB: Mobile phones, iPads and Android devices are not acceptable.**

Students using their own device will be:

- Operating in a digital classroom – Accessing lesson material, assessment and a dedicated student working space that can be used to collate notes, conduct research and online learning
- Using software and processes that are consistent with industry practice, preparing our learners for career development and the workforce
- Have the opportunity to receive electronic feedback on learning and assessment from teachers

In order to provide a consistent experience for students, it is important the device meet the **minimum** specifications outlined below. This will ensure the device is able to connect to the Deception Bay State High School network, printing systems, and is suitable for class activities.

If financial circumstances allow, the recommended specifications (right column) will allow for increased speed and capabilities. This will offer your child a better experience and last longer.

(Tick boxes are provided beside each specification for use when purchasing)

(Tick boxes are provided beside each specification for use when purchasing)			
		MINIMUM SPECIFICATIONS	RECOMMENDED SPECIFICATIONS
<input type="checkbox"/>	SCREEN SIZE	11"	13"-15"
<input type="checkbox"/>	PROCESSOR	Intel Pentium Processor / AMD A Series	Intel i3 / i5 Processor / AMD Ryzen Series
<input type="checkbox"/>	MEMORY (RAM)	4GB RAM	8GB RAM
<input type="checkbox"/>	HARD DRIVE / (SSD)	128GB Hard Drive or 128GB SSD	256GB SSD or above
<input type="checkbox"/>	WIRELESS (WiFi)	802.11n Compatible (To connect to school wireless)	802.11n Compatible (To connect to school wireless)
<input type="checkbox"/>	WEBCAM	Yes	Yes
<input type="checkbox"/>	BLUETOOTH	Yes	Yes
<input type="checkbox"/>	HDMI PORT	Yes	Yes
<input type="checkbox"/>	USB PORTS	2 Ports Minimum	2 Ports Minimum
<input type="checkbox"/>	AUDIO	Integrated speakers and microphone w/ headphone ports	Integrated speakers and microphone with headphone ports
<input type="checkbox"/>	KEYBOARD	US Keyboard with full size keys within the footprint	US Keyboard with full size keys within the footprint
<input type="checkbox"/>	MOUSE:	1 x integrated pointing device e.g. Touchpad or Mouse	1 x integrated pointing device e.g. Touchpad or Mouse
<input type="checkbox"/>	OPERATING SYSTEM	Windows 10 Home / Pro / Education or Mac OS X 10.13.6 "High Sierra" or above NOTE: Windows 10 S or Chrome OS are not supported	Windows 10 Home / Pro / Education or Mac OS X 10.13.6 "High Sierra" or above NOTE: Windows 10 S or Chrome OS are not supported
<input type="checkbox"/>	BATTERY	Minimum 6 hrs To ensure battery can cover a whole day at school.	Minimum 6 hrs To ensure battery can cover a whole day at school.
<input type="checkbox"/>	WARRANTY	1 Year Warranty	3 Year Warranty with Accidental Damage Protection
<input type="checkbox"/>	CASE:	Hard or protective shell laptop case to suit model.	Hard or protective shell laptop case to suit model.
SOFTWARE			
Microsoft Office 2013 or Microsoft 365 including OneNote - Available for five free downloads. Instructions on how to download Office 365 can be accessed at https://learningplace.education.qld.gov.au/microsoft-office-software			
<input type="checkbox"/>	PLEASE NOTE: Students studying subjects that require specialist software will be provided with information on how to download it and/or licencing.		

Extra considerations:

- Protective hard case to reduce the risk of a broken screen (do not be tempted to buy a soft laptop sleeve).
- Onsite warranty (next business day is recommended – having to send a PC away for a couple of weeks for a warranty repair can be frustrating).
- Accidental damage protection / insurance – may be offered at time of purchase.
- Back-up storage device (USB or External Hard Drive) to back up files on the laptop.

Purchasing Considerations:

It is recommended that parents/caregivers contact a range of computer vendors and consider the 'total cost of ownership' including warranty, technical support arrangements and hardware components which will contribute to the life of the laptop. The cheapest laptop to buy is generally not the most suitable option once the above mentioned are considered.

The school takes no responsibility for any private laptop purchasing and/or finance arrangements. All issues with laptop purchases or technical issues must be taken up with the vendor/supplier.

Suggested Devices

Please see the Deception Bay SHS BYOLink Exemplar Devices document for exemplar devices. These devices are merely examples based upon the DBSHS specifications list. They are in no way recommended as devices of choice by Deception Bay State High School.

These devices are not mandatory or required. Parents/caregivers are responsible to purchase a device that meets the minimum required specifications.

What if I cannot afford a device?

Please see the Deception Bay State High School (BYOx) Equity Policy form for more information regarding financial hardship and equity devices.

Software Requirements:

Software installation is the responsibility of the parent/caregiver (or student in independent). Valid licences are required for all software present on the device.

Access to the department's ICT network is provided only if the device meets the department's security requirements, which, at a minimum, requires that anti-virus software has been installed, is running and is kept updated on the device.

Minimum Software Requirements

Office 365 Suite

'Microsoft Office Advantage' allows students to install the Office suite of software (e.g. Word, Excel, PowerPoint etc.) for FREE. Instructions to download, install and activate this software are available from <http://education.qld.gov.au/learningplace/help/home-computer-support.pdf>

Virus Protection

All devices that connect to the Deception Bay SHS network must have an active and up to date antivirus. Free examples of antivirus software include:

- Microsoft Security Essentials
- Avast Free Antivirus
- Avira Free Antivirus

Device Connectivity:

Student private laptops connect to the Deception Bay State High School network through a Department of Education approved technical solution (BYOx) that ensure security requirements are met. Under this solution, students are able to access the school network for file access and management, filtered internet and printing services.

Students will need to have an administrator account on their device in order to initially connect to the approved technical solution. After the device has been connected, the account can be converted back to a standard user account. This is to facilitate the security checks and certificate installations that need to take place in order to ensure devices are safe and secure.

Parents/guardians should be aware the private laptops enable access to home and other out of school networks and internet services, which may not be secure or include filtering. Deception Bay State High School takes no responsibility for security issues or content accessed by students using private network or internet services on private devices at any time.

Device Charging:

It is the responsibility of the student to bring their laptop to school fully charged every day. Failure to bring laptops fully charged each day will impact on student learning and their ability to participate in class activities.

Technical Support:

Deception Bay State High School IT Technicians will provide support for connectivity of laptops to the school network. Every attempt will be made to connect devices which meet the minimum specifications, assuming there are no technical or other issues outside their control. All other technical issues will be the responsibility of the parent/caregiver and student. Vendor and technical support turnaround times should be considered when purchasing and seeking repairs for devices.

Technical Support:

	Connection:	Hardware:	Software:
Parents and Caregivers	✓ (home-provided internet connection)	✓	✓
Students	✓	✓	✓
Deception Bay State High School	✓ school provided internet connection	(dependent on school-based hardware arrangements)	✓ (some school-based software arrangements)
Device vendor		✓ (see specifics of warranty on purchase)	

Device Care:

Students bring their own device for use at Deception Bay State High School at their own risk. The school will not be responsible for any loss, theft or damage to the device or data stored on the device. In circumstances where a device is damaged by abuse or malicious act of another student, the school will apply consequences in accordance with the Deception Bay State High School Student Code of Conduct, however Deception Bay State High School is not liable for the reimbursement or replacement of the device.

Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device. It is advised that accidental damage and warranty policies are discussed at point of purchase to minimise financial impact and disruption to learning should a device not be operational.

Suggestions for students to keep the laptop secure at school:

- Keep the laptop with you at all times. **Do not** leave it in your bag outside of classrooms
- Short-term storage is available in our Tech Room which is located in AR09 for the **temporary** storage of their laptops (e.g. safekeeping during a practical lesson or at lunchtimes). Students can safely secure their laptop for the duration of the practical lesson and remove it at the end.
- Consider engraving the device – this will help identify any lost devices

General precautions

- Food or drink should never be placed near the device
- Cords and cables should be inserted and removed carefully
- Devices should be carried within their protective case where appropriate
- Carrying devices with the screen open should be avoided
- Ensure the battery is fully charged each day
- Turn the device off before placing it in its bag

Protecting the screen

- Avoid poking at the screen — even a touch screen only requires a light touch
- Do not carry the device by the screen – carry it holding the base of the laptop
- Do not place pressure on the lid of the device when it is closed
- Avoid placing anything on the keyboard before closing the screen
- Avoid placing anything in the carry case that could press against the cover
- Only clean the screen with a clean, soft, dry cloth or an anti-static cloth
- Do not clean the screen with a household cleaning product

Data security and back-ups

Students must ensure they have a process of backing up data securely. Otherwise, should a hardware or software fault occur, assignments and the products of other class activities may be lost. The student is responsible for the backup of all data. All files must be scanned using appropriate anti-virus software before being downloaded to the department's ICT network.

Students are also able to save data locally to their device for use away from the school network. The backup of this data is the responsibility of the student and should be backed-up on an external device, such as an external hard drive or USB drive.

Students should also be aware that, in the event that any repairs need to be carried out the service agents might not guarantee the security or retention of the data. For example, the contents of the device may be deleted and the storage media reformatted.

Through the "Microsoft Office Advantage", students have access to OneDrive for Students. This is a cloud-based service that is linked to their Office 365 Suite and school log in details. It is recommended that all students back up their files in their OneDrive.

Monitoring and Reporting

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user.

All material on the device is subject to audit by authorised Deception Bay State High School staff. If at any stage there is a police request, the school may be required to provide the authorities with access to the device and personal holdings associated with its use.

Privacy and Confidentiality

Students must not use another student or staff member's username or password to access the school network or another student's device, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.

Additionally, students should not divulge personal information via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission. Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services.

Standard school behaviour management procedures apply for misuse of any BYOLink item. While at school, all material on the devices is subject to review by school staff. Students are to connect their device to the designated wireless network only. Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software mechanisms that are in place.

Deception Bay State High School reserves the right to restrict/remove access of personally owned mobile devices to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned mobile devices may result in disciplinary action, which includes, but is not limited to, the withdrawal of access to school supplied services.

Responsible use of BYOxLink

Our goal is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines.

Responsibilities of stakeholders involved in the BYOxLink program:

School

- BYOxLink program induction — including information on (but not responsible for) connection, care of device at school, workplace health and safety, appropriate digital citizenship and cyber safety
- Network and printing connection at school (to print, students must be a current Student Resource Scheme member) and be up to date with payments of school fees
- Internet filtering (when connected via the school's computer network)
- Some technical support (please consult Technical Support section of this booklet)
- Some school-supplied software e.g. Microsoft Office 365
- Printing facilities (to print, students must be up-to-date in the Student Resource Scheme)

Student

- Participation in BYOxLink program induction
- Acknowledgement that the core purpose of device at school is for educational purposes
- Ensure that personal use is kept to a minimum, internet and online communication services are generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted
- Care of device
- Appropriate digital citizenship and online safety
- Security and password protection — password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students)
- Technical support (please consult Technical Support section of this booklet)
- Maintaining a current back-up of data
- Charging of device at home
- Abiding by intellectual property and copyright laws (including software / media piracy)
- Internet filtering (when not connected to the school's network)
- Ensuring personal login account will not be shared with another student, and device will not be shared with another student for any reason
- Understanding and signing the BYOxLink Charter Agreement

Parents and caregivers

- Acknowledgement that core purpose of device at school is for educational purposes
- Internet filtering (when not connected to the school's network)
- Encourage and support appropriate digital citizenship and cyber safety with students
- Technical support (please consult Technical Support section of this booklet)
- Required software, including sufficient anti-virus software
- Protective backpack or hard case for the device
- Adequate warranty and insurance of the device
- Understanding and signing the BYOXLink Student Charter

The following are examples of responsible use of devices by students:

- Use mobile devices for:
 - Engagement in class work and assignments set by teachers
 - Developing appropriate 21st Century knowledge, skills and behaviours
 - Authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by school staff
 - Conducting general research for school activities and projects
 - Communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned school work
 - Accessing online references such as dictionaries, encyclopaedias, etc.
 - Researching and learning through the school's eLearning environment
 - Ensuring the device is fully charged before bringing it to school to enable continuity of learning
- Be courteous, considerate and respectful of others when using a mobile device
- Switch off and place out of sight the mobile device during classes, where these devices are not being used in a teacher directed activity to enhance learning
- Use the personal mobile device for private use before or after school, or during recess and lunch breaks
- Seek teacher's approval where they wish to use a mobile device under special circumstances

The following are examples of irresponsible use of devices by students:

- Using the device in an unlawful manner
- Creating, participating in or circulating content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- Disabling settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- Downloading (or using unauthorised software for), distributing or publishing of offensive messages or pictures
- Using obscene, inflammatory, racist, discriminatory or derogatory language
- Using language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- Insulting, harassing or attacking others or using obscene or abusive language
- Deliberately wasting printing and Internet resources
- Intentionally damaging any devices, accessories, peripherals, printers or network equipment
- Committing plagiarism or violating copyright laws
- Using unsupervised internet chat
- Sending chain letters or spam email (junk mail)
- Accessing private 3G/4G/5G networks during lesson time (e.g. creating a hotspot)
- Knowingly downloading viruses or any other programs capable of breaching the department's network security
- Using the mobile device's camera anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- Invading someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- Using the mobile device (including those with Bluetooth functionality) to cheat during exams or assessments
- Taking into or use mobile devices at exams or during class assessment unless expressly permitted by school staff

In addition to this:

Information sent from the Deception Bay State High School network contributes to the community perception of the school. All students using our ICT facilities are encouraged to conduct themselves as positive ambassadors for our school.

- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.
- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.
- Students need to understand copying of software, information, graphics, or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
- Parents and caregivers need to be aware that damage to mobile devices owned by other students or staff may result in significant consequences in relation to breaches of expectations and guidelines in the school's Code of Conduct.
- The school will educate students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to incorporate these safe practices in their daily behaviour at school.