



# Bring Your Own Device

## *2025 Information Booklet*



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## Overview

Technology is a driving force in the world today. It introduces remarkable opportunities for schools to expand what's possible for contemporary teaching and learning. Therefore, to meet the demands of 21<sup>st</sup> century education, Browns Plains State High School has transitioned to a Bring Your Own Device (BYOD or BYOx) model. All students at BPSHS are required to have their device with them every day. To ensure that all students have access to a suitable device, we offer the three device pathways below. Most families now choose the Bring Your Own Device (BYOD) option.

## Device Options

### Option 1: Bring Your Own Device (BYOD)

Students bring their personally owned device to access the Department's information and communication (ICT) network. Device must meet the minimum hardware requirements, and be used in accordance with the Student Code of Conduct.

### Option 2: School Owned Laptop Hire

We have a limited but adequate number of school owned laptops that we hire on an annual basis to students.

**FEE: \$180 per annum upfront.** School owned laptops can also be hired for \$50 per term.

Due to their reduced time at school in Term 4, Year 12 students will be charged as follows:

**FEE: \$150 per annum upfront.** Term 4 hire will be \$20 rather than the usual \$50.

### Option 3: Day Loan Laptop

Students who require access to a school laptop for less than a term, should apply for a day loan laptop. These laptops are usually loaned by students whose personal device is being repaired, or who need additional time to purchase their own device.

Day loan laptops are collected from the iCentre before the start of the school day 8:15-8:45am and returned after school 2:50-3:10pm. They are not to be taken home under any circumstances. Students approved to access a day loan laptop will receive the same device each day to provide continuity.

**FEE: \$10 per week.** The first fortnight is provided free of charge to allow students time to repair their own device without additional cost, if necessary.

### Damage Fees:

- Accidental damage 1<sup>st</sup> occurrence: \$62 repair excess fee.
- Accidental damage 2<sup>nd</sup> and following occurrences: full cost of repair up to \$400.
- Missing laptop and malicious/deliberate damage: full cost of repair or replacement up to \$500.
- Missing or damaged charger: \$35.

### Forgetting Devices

All students are expected to use one of the device options above. Students who do not bring a device to school will be sent to the iCentre to borrow a laptop free of charge, however they will receive a detention each day this occurs.

### Equity Laptops

You may apply for an equity laptop if you can provide evidence of financial circumstances that have impacted your ability to purchase a BYOx Device, or loan a school device. Approvals for access to a school device are at the discretion of the principal.

# Bring Your Own Device (BYOD)

## Device Selection

Before acquiring a device to use at school, ensure you are aware of the school's specification of appropriate device type, operating system and software. These specifications ensure the device is suitable to enable class activities, meet student needs, meet network requirements and promote safe and secure network access.

The BYOD portals below include devices which meet our specifications, with the option of adding Accidental Damage Protection (highly recommended). Many retailers offer specials throughout the year, which may make similar options more affordable. There are also several retailers who sell refurbished devices at a low cost including Computer Republic.

Queensland Computers

Portal link: <https://edu.queenslandcomputers.com.au/collections/brownsplainsshs>

Password: Brownsplains24

JB HiFi

Portal link: [www.jbeducation.com.au/byod](http://www.jbeducation.com.au/byod)

Password: BPSHSBYOD2025

## Minimum Hardware Requirements for Device Selection

The device selected **must** meet certain technical requirements. We recommend students have a device for about a three-year life cycle. If purchasing from a store, it is imperative to note the following **minimum specifications** before purchase to avoid wasted expenditure and disappointment:

Specifications	Device Specifications
Screen	Touchscreen with active stylus support
Platform	Laptop or Tablet: Windows (preferred) or Mac <i>Not supported: Chromebooks, Android</i>
Operating System	Windows 11 or later, MacOS 10.15 or later <i>Not supported: Chrome OS (Chromebook), Linux, Unix, Windows RT/7/8/8.1/10S</i> <i>(Free upgrade from Windows 10 'S' Mode to Full Windows 10)</i>
CPU	Minimum: Intel Celeron N100 Recommended: Intel Core i5 or equivalent
RAM	Minimum: 4GB RAM Recommended: 8GB RAM
Storage	Minimum: 128GB SSD Recommended: 256GB SSD or larger
Network	Minimum: 5.0 GHz capable (5GHz 802.11n) Recommended: 5.0 GHz capable (5GHz 802.11ac – Wifi5)
Screen Size	Minimum: 11 to 13 inch Recommended: 13 to 15 inch
Battery Life	Minimum: 6 hours Recommended: 10 hours
Ports	USB-C with charging, USB A 3.0, HDMI, Audio out
Keyboard	Mechanical keyboard. A touchscreen keyboard does not help with blind typing and therefore is not acceptable.
Anti-virus	Windows built-in anti-virus 'Defender' is sufficient and no additional anti-virus is necessary. <i>Not supported: trial versions of any anti-virus, AVG, Avast, Kaspersky, Bitdefender and Windows Firewall.</i>

<b>Accessories (strongly recommended)</b>	Protective Case, Wired headphones/earphones, Laptop Accidental Damage insurance
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*\*These specifications are for general, non-technical subjects. For senior technical subjects please see recommendations below.*

## Minimum vs Recommended

We provide two levels of requirements to help guide parents to choose the right device:

- **Minimum:** this is the minimum specifications to connect to our network and run basic software. It will provide a 'satisfactory' experience and devices may need to be replaced after around 2-3 years. Minimum requirements are not recommended for students in Year 10-12.
- **Recommended:** these devices will perform well on our network and run almost all software. Where possible, we advise trying to aim for these specifications. With care, these devices will be fit-for-purpose for 3-4 years.

The following devices are not supported:

- Phones (any type)
- Chromebook
- Android

### Note for Apple Mac computers

Apple Mac Computers are NOT the best purchasing choice for our BYOD program as sometimes there are compatibility issues with our network and our technicians do not have the background knowledge to support them. The majority of our teachers also only use Windows based machines and therefore, their problem-solving capability with a Mac device is limited. However, if you have recently purchased a MacBook and the student is a competent Mac user – we'll do our best to connect the device to our Microsoft Network.

## Subject Technical Recommendations

The following are the recommendations for subject specific requirements for BYOD.

Senior Subjects	Recommendation	More Information
<b>Music</b>	256GB SSD storage 8GB RAM memory	<a href="#">Sibelius system requirements</a>
<b>Information and Communications Technology and Visual Art</b>	256GB SSD storage 8GB RAM memory (16GB recommended) 2GB graphics card 1280 x 800 display	<a href="#">Adobe CC (Photoshop) system requirements</a>
<b>Media</b>	Intel 7th gen or newer processor 256GB storage (SSD) 8GB RAM memory (16GB recommended) 2GB graphics card Full HD /1920 x 1080 display USB-C with charging SD Card reader	<a href="#">Adobe CC (Premiere Pro) system requirements</a>
<b>Certificate III in Engineering Technical (CAD)</b>	8GB RAM memory (16GB recommended) 1920 x 1080 with true colour display 1 GB graphics card USB-C with charging	<a href="#">Autodesk CAD 2021 system requirements</a>

## Digital Inking

Students are encouraged to use a device that has digital ink capabilities. Using digital ink, students retain information more effectively and express themselves more freely than they can with a keyboard alone. Today's styluses allow paperless collaboration and enhance the communication of ideas. All options in our BYOD Vender Portals are suitable for digital inking.

## Accidental Damage Protection (ADP)

During a student's high school career, their device is almost certainly going to receive damage in some form.

It happens commonly and is inevitable as students set up and pack down their devices several times each day, travel to and from school (sometimes while raining), play at break time, and generally use their belongings with a little more force / less consideration than an adult otherwise would.

Even the most cautious student can experience a device accidentally knocked off a desk or a bag stepped on in haste, and there is not always someone to blame, or to pay, for any repairs.

For this reason, the school always recommends ADP is added to your purchase of a new device, or taking out insurance if the device is pre-owned.

## Onboarding Student Devices

Before being able to use their device at school, students must complete the onboarding process at home. This process is simple, and gives students secure access to the IT network, printers, school email and mobile learning applications on their own device.

Our IT staff are unable to assist students with device issues unless this onboarding process has been attempted.

Existing Education Queensland students are able to onboard their device, provided they know their username and password, by following the instructions below.

<https://brownsplainsshs.eq.edu.au/curriculum/bring-your-own-device/onboarding-your-b-y-o-d>

## Support Provided by School

Students can seek support with their device at the iCentre before school and during breaks. The Browns Plains SHS BYOD program supports:

- Printing, filtered internet access, file access and OneDrive access while at school.
- Technical support to diagnose software issues relevant to school system. This is limited to the following: onboarding; printing; school account access; Office 365; school internet access; NAPLAN.
- Technical support may be offered to assist with diagnosing problems on a case-by-case basis. We will not repair any hardware issues, but may be able to recommend a course of action for repair (e.g. warranty or insurance claim).

## Storage of files

Microsoft OneDrive is an online data storage location dedicated and secured for Education Queensland schools. Using OneDrive will ensure that if a student's device is damaged, their files are still accessible from another device.

OneDrive allows students to save their files securely in the Microsoft Cloud infrastructure. Students can access their data using any device, giving unprecedented flexibility to complete learning tasks as they move between school and home.

## Software

Software installation is the responsibility of the student/parent/caregiver. The below software is provided **free of charge** by Education Queensland, or is already included in the Student Resource Scheme.

Required Software (included for free)		
Program	Installation Instructions	Download Link and Information
<b>Microsoft Office 365 (Word, PowerPoint, Excel, Outlook)</b>	Pre-installed on most devices. Download and install from the link if necessary. Log in using student's school username and password.	<a href="#">Office 365 Download Instructions</a>
<b>OneNote</b>	Pre-installed on some devices. Install using Office 365 if necessary. Log in using student's school username and password.	<a href="#">Office 365 Download Instructions</a>
<b>Microsoft Teams</b>	Download and install using the link. Ensure you download <b>Microsoft Teams for work or school</b> . Log in using student's school username and password.	<a href="#">Microsoft Teams Download</a>
<b>OneDrive</b>	Install using Office 365. See instruction to right "Using OneDrive".	<a href="#">Office 365 Download Instructions</a> <a href="#">What is OneDrive?</a> <a href="#">Using OneDrive</a>
<b>Microsoft Edge</b>	Pre-installed on Windows devices. <i>Not recommended: Firefox, Safari, Google Chrome.</i>	
Recommended Software (included in Student Resource Scheme)		
Program	Installation Instructions	Download Link and Information
<b>Adobe CC (Photoshop, Premier Pro, etc.)</b>	Download and instal from the link. Log in using student's school email. Students will need to reset their password on their first attempt at logging in.	<a href="#">Adobe CC Download Link</a>

## Lockers

Browns Plains State High School has lockers available for students to hire to help protect their devices and personal belongings. Students who would like to hire a locker can see the office staff for instructions and an application. Locker hire is \$40 per year with a \$20 refund if the locker it returned in an acceptable state.

## School Owned Laptop Hire

School laptops can be hired from a term, up to a full year. To hire a school laptop, please read through the important information, and complete the application using the QR code or the link below.

<https://forms.office.com/Pages/ResponsePage.aspx?id=xccAZrUWrOuekzI72MAdukiFCwVTKxdFuqaS5I55vzpUQkRTMVVSQjRCNzU3RjNNUjIENkpQUIVQRC4u>



## Day Loan Laptop

Students who require access to a school laptop for less than a term, should apply for a day loan laptop. These laptops are usually loaned by students whose personal device is being repaired, or who need additional time to purchase their own device. To request a day loan laptop, please read through the important information, and complete the application using the QR code or the link below.

<https://forms.office.com/Pages/ResponsePage.aspx?id=xccAZrUWr0uekzI72MAdukiFCwVTKxdFuqaS5I55vzpUN05FNTNCNUtVVkVIRTAxMjIzSzFaR0NKUi4u>



## Equity Laptops

The Browns Plains SHS BYOD 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.

Equity loans may be provided to your student, if you can provide evidence of financial circumstances that have impacted your ability to purchase a BYOD device. You will need to provide evidence of the unforeseen circumstance and how this has impacted your capacity to provide a BYOD device.

Use of an equity device may be provided when an unforeseen change to your financial circumstance has reduced your capacity to purchase or replace a BYOD device. An unforeseen circumstance may include illness, unemployment, changed employment conditions, family breakdown or death.

The following financial circumstances ARE NOT considered to be unforeseen:

- The requirement to purchase a device or other school fees
- Family living expenses, such as rent, health insurance or loan repayments; or
- Paying for the education of other children or an adult student

To apply for an equity laptop, please read through the important information, and complete the application using the QR code or the link below.

<https://forms.office.com/Pages/ResponsePage.aspx?id=xccAZrUWr0uekzI72MAdukiFCwVTKxdFuqaS5I55vzpUREZRMU9JOVRCTUNCSlg1ODcyVTIyQIRWUC4u>





## eSafety for Parents

Learning online allows many great new experiences and opportunities for students to discover and explore, but unrestricted and unsupervised access to the internet can be harmful to your child.

Browns Plains SHS supports targeted, purposeful, and restricted use of devices for learning at school and at home. While the school does not install any monitoring or filtering software on student's personal devices, at school our secure WiFi network provides a strong layer of protection from inappropriate content.

Where we see the vast majority of unsafe internet activity is on mobile phones (or devices using a mobile hotspot) and while at home.

As parents and educators, we have a responsibility to provide safe environments for our students. This can seem impossible when accounts can be locked with passwords or screens turned from view, but simple tools can not only keep students safe, but bring you together as a family as well.

## Information & resources for Parents

Navigating device addiction, cyberbullying, adult content, or having hard-to-have personal conversations with your child can be a tricky situation to navigate, especially if you don't feel like a digital expert yourself.

That's where the eSafety Commissioner ([www.esafety.gov.au/parents](http://www.esafety.gov.au/parents)) can help. You can also follow the eSafety Facebook page. There's lots of information on how to tackle sensitive issues respectfully, supporting your child to feel empowered online and sharing their issues with you when things go wrong. It's your guidebook to a safe and supportive online environment for the whole family.

## Set up good habits and parental controls

Establishing some common-sense controls for your home and child's devices can result in healthy habits:

- Create agreed rules on how technology should be used at home and ...then stick to it.
- Customise WiFi or Internet Service Provider (ISP) settings to filter/monitor activity on your network
- Set screen-time limits, or designate 'devices allowed' timeframes to encourage devices to be used effectively.
- Use personal devices in shared rooms only, or set 'open door' policies if devices are allowed in bedrooms.
- Check new mobile apps and games are appropriate before allowing your child to sign-up and start using them.
- Use and learn technology together with your child, building trust and open communication.

## Microsoft Family Safety app

Microsoft Family Safety is an app that works across all your child's devices, including Windows computers, iPads, iPhones and Android devices.

It's a great app that helps parents

- Set screen time limits
- Set app or game limits (even on Xbox)
- Filter content
- See activity & health reports
- Locate family members

As a school, we highly recommend using parental controls such as the Microsoft Family Safety app on your child's devices – it's a simple way to protect them from unsafe situations online.

## **ICT Acceptable Usage Agreement**

The ICT Acceptable Usage Agreement contains all the information and agreement (contract) that was signed by all students and parents/carers at enrolment. Each family should thoroughly read and understand the content in relation to acceptable usage of ICT facilities and devices (including BYOD) at Browns Plains State High School. This document can be found on the school website:

[brownsplainsshs.eq.edu.au/curriculum/bring-your-own-device](https://brownsplainsshs.eq.edu.au/curriculum/bring-your-own-device)