North
Bundaberg
State High School

BYOx Scheme Policy and Handbook
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Foreword
This document has been prepared to offer guidance for those school community members wishing to know more about the Bring Your Own Device (BYOx) program a North Bundaberg State High School. Each section should be thoroughly read and understood before signing the connectivity request. The content of this handbook is subject to change and notifications will be communicated via the school’s website.

Questions related to material contained within can be directed to relevant personnel at the school by contacting the school directly.

Introduction

eLearning vision
The future is about access, anywhere learning and collaboration, both locally and globally. At North Bundaberg State High School, ICT is used for the following:

- Improved student learning outcomes by using technology that facilitates learning
- Normalising technology between school and home
- Improved motivation and increased engagement
- Opportunity to collaborate on projects with students across Australia/the world
- Developing mature digital citizens who embrace opportunity and responsibility
- Development of technological skills for increased employability
- Development of ethical decision making around the use of digital technology

What is a Bring Your Own Device (BYOx) scheme?
Students are able to provide their own device for ICT usage at school. The school provides access to the internet for the device and allows students to use the device in class to support teaching and learning. One of the rationales for the scheme is that students will be comfortable using a device that they "own" and manage themselves. They should be familiar with how it works and the software installed on the device.

North Bundaberg State High School is committed to moving students forward in a contemporary learning environment and a BYOx model will assist with this. Teaching staff work with students to ensure that they have access to relevant learning materials on the device of their choice.

Participation in the BYOx scheme
Parents and families in the BYOx scheme should read and understand the policies and procedures outlined in this document, as well as the relevant departmental guidelines. They should read, understand, sign and return the Responsible Use of ICT before the device is brought to school.
Minimum device specification
North Bundaberg’s BYOx program operates on a minimum-specification model, which means that no single make of device is preferred over another. Provided the device meets the minimum specifications outlined below, your student’s device should connect to the internet via the school’s service and allow your student to access sites such as The Learning Place in every classroom. Devices which do not meet the minimum specifications, usually older devices, may experience difficulties operating within the school.

When purchasing a device, please make sure you meet the minimum specifications. Mobile phones/smart phones are not acceptable devices for classroom use. The school will take no responsibility for the repair / maintenance or safety of the student’s device and parents should negotiate warranties or insurance with their choice of providers.

Laptop specifications

<table>
<thead>
<tr>
<th>Feature</th>
<th>Minimum Specifications</th>
<th>Recommended Specifications</th>
<th>High Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPU</td>
<td>Intel Core i3 or AMD Quad Core or equivalent</td>
<td>Intel Core i5 or AMD Quad Core or better</td>
<td>Intel Core i7 or AMD FX series of equivalent</td>
</tr>
<tr>
<td>Ram</td>
<td>4GB minimum</td>
<td>8Gb minimum</td>
<td>8Gb Minimum, 16Gb recommended</td>
</tr>
<tr>
<td>Graphics</td>
<td>Integrated/On board Intel graphics or equivalent</td>
<td>Intel Graphics card with dedicated memory or higher</td>
<td>Separate Graphics card with 2Gb minimum Graphics memory (Nvidia GeForce or AMD Radeon equivalent)</td>
</tr>
<tr>
<td>Storage</td>
<td>320Gb SD card &amp; multiple USB ports</td>
<td>500Gb or better- Optical drive (preferred) SD card &amp; multiple USB ports</td>
<td>1Tb or Better Hi Performance drive (7,200RPM 3.5” disk capable of 150mbs transfer rates)</td>
</tr>
<tr>
<td>Wireless</td>
<td>802.11b/g/n compatible -(no wired network provided)</td>
<td>802.11b/g/n compatible -(No wired network provided)</td>
<td>802.11 g/n/ac</td>
</tr>
<tr>
<td>Screen</td>
<td>13 – 15” recommended</td>
<td>13-15” recommended</td>
<td>15inch recommended</td>
</tr>
<tr>
<td>Battery</td>
<td>4.5 hour minimum battery life</td>
<td>6 hour minimum battery life</td>
<td>6hrs minimum battery life</td>
</tr>
<tr>
<td>Operating System</td>
<td>Windows 7 (64 bit) OR Mac OSX Mountain Lion or newer</td>
<td>Window 8.1OR Mac OSX Maverick or newer</td>
<td>Windows 8.1 / 10 or Mac OS X Maverick or better (OS X El Capitan)</td>
</tr>
<tr>
<td>Additional Software</td>
<td>• Microsoft Office 2010(with Word, Excel, PowerPoint)</td>
<td>Microsoft Office 2013 (Word, Excel and PowerPoint) or better</td>
<td>Microsoft Office 2013 (Word, Excel and PowerPoint) or better</td>
</tr>
<tr>
<td></td>
<td>• Open Office (with word processing, spread sheeting and presentation) or equivalent</td>
<td>• Internet Explorer 11, Safari or Google Chrome</td>
<td>• Internet Explorer 11, Safari or Google Chrome</td>
</tr>
<tr>
<td></td>
<td>• Internet Explorer 10, Safari or Google Chrome</td>
<td>• Adobe Reader</td>
<td>Adobe Reader</td>
</tr>
</tbody>
</table>

Please note: some subjects may require additional features, please see the BYOx handbook for more info.
Tablet specifications:

<table>
<thead>
<tr>
<th>Feature</th>
<th>Minimum Specifications</th>
<th>Recommended Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Please note:</strong> some subjects may require additional features: please see your teacher for further information.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPU</td>
<td>Apple or Windows Tablet (e.g., iPad 2, Surface RT or better)</td>
<td>Apple Tablet (e.g., iPad 3, Surface Pro 2 or better)</td>
</tr>
<tr>
<td>Wireless</td>
<td>802.11b/g/n compatible</td>
<td>802.11b/g/n compatible</td>
</tr>
<tr>
<td>Storage</td>
<td>32Gb</td>
<td>64 Gb or better</td>
</tr>
<tr>
<td>Screen Size</td>
<td>Minimum 7.9”</td>
<td>Minimum 7.9”</td>
</tr>
<tr>
<td>Keyboard</td>
<td>Bluetooth or equivalent</td>
<td>Bluetooth or equivalent</td>
</tr>
<tr>
<td>Apps Requirements</td>
<td>Google Play or App Store Polaris, Office, Pages/ Numbers/Keynote etc. or equivalent word processing, spread sheeting and presentation apps, Chrome or Safari or equivalent web browser, PDF reader</td>
<td>Google Play or App Store Polaris, Office, Pages/ Numbers/Keynote etc. or equivalent word processing, spread sheeting and presentation apps, Chrome or Safari or equivalent web browser, PDF reader</td>
</tr>
<tr>
<td>Operating System</td>
<td>iOS 7.1 or Windows 8.1</td>
<td>iOS 8.1 upgradable or Windows 8.1</td>
</tr>
</tbody>
</table>
Choosing a device
Device selection is the responsibility of the parents and caregivers. Taking a copy of the minimum specifications to retail outlets is an appropriate way to begin the process. A portal is also available on our website which lists a variety of devices in a range of price brackets. The portal allows parents to select a device that has already been approved by the school and order online.

Can we provide advice?
The school cannot provide suggestions to parents and caregivers regarding various makes or models; nor will the school suggest one retail outlet over another. However, if required, the school can advise that a particular device will be suitable. Discussions about curriculum suitability can be held with appropriate staff at school. Students selecting subjects such as Media and Graphics in Year 11/12 may need to purchase a device with higher specifications.

Secondary devices
The school recognises that many students will often use a secondary device to supplement their learning. This may include a tablet or phone. Use of these will need to be considered by caregivers and students in relation to current school procedures so that it does not interfere with the operations of the school. The department and school have policies governing the appropriate use of these devices.

Software and applications
School-owned software may only be installed on school-owned devices. The responsibility for installing required software on personal devices, therefore, falls on the families providing the devices. Some subjects require subject-specific software, all of which have different licencing arrangements for private purchase. See appendices for information regarding the various subject-specific software requirements.
Back up
Technology failure is a fact of life and it is the responsibility of the student to ensure that their material is backed up regularly. The school will not be held responsible for loss of material or assessment on BYOx devices.

Local backup
Backups of student documents should be made at least each week, and even more regularly during peak periods of assessment, i.e. when a lot of assessment is due or being worked on. Procedures for this will vary from device to device but there should be the provision to copy files to an SD card, external hard drive or USB disk.

Periodically, a separate backup should be made and stored off-site, e.g. at a relative’s house.

Cloud backup
There are a number of online services which allow users to backup their files to “the cloud”. These usually require the end-user to register with the site, providing a username and password, and sometimes installing an application to copy the files from the device to the service. Some providers include Dropbox, Evernote, Google and Microsoft. Some of these services may not be accessible from within the school intranet.

The school does not recommend any particular service and End User Licence Agreements and Privacy Agreements should be read carefully before creating an account.

Caring for the device
It is the responsibility of families to keep their chosen ICT device in good working order to ensure minimal disruption to learning.

Each device and carry case/bag should be clearly labelled with the student’s name.

Students should take care to put their device to sleep when moving around, as failure to do so can damage the hard drive and potentially lose files. Choosing a device with a solid state drive (SSD) can alleviate some of these issues.

Security of devices
The security of the device remains the responsibility of the student. The school provides some lockers but these are on a first come, first served basis. Maintaining a vigilant disposition towards the device is important. Keeping the device with the student at all times is vital.

Charging devices
Students will be expected to bring a fully-charged device to school each day. There will be little provision for charging personal devices at school and families should consult with suppliers regarding battery life to ensure that the device they choose has sufficient charge to last the school day.
**Cases**
A strong carry case is one of the most effective ways to provide some protection for the device from accidental damage like drops. Use a bag or case with adequate padding designed to hold a laptop.

**Insurance**
Insurance for personal devices is the responsibility of the family. There are a number of aspects which should be considered, including accidental damage protection. This should cover the device both on and off site. Fire, theft and “acts of God” are usually not covered in these policies and the device should be included in the family home or contents policy. All insurance claims must be settled between families and the respective insurance companies (if purchasing via our portal, insurance is included in the cost and most repairs can be done on site).

**Warranty**
Most devices will only come with a minimal manufacturer’s warranty and families should consider an extended warranty and ensure they are familiar with the conditions of this warranty.

**Protecting the school**
Any personal device brought on-site is required to have up-to-date anti-virus software installed on it. Devices may be inspected periodically to ensure compliance with this requirement. If the school suspects there is very inappropriate content on a student’s device, we reserve the right to inspect the device to ensure compliance with our ICT Agreement.

**Repairs and maintenance**
All maintenance on personal devices is the responsibility of the family. This includes issues related to software, including the operating system. Families should speak to their vendors regarding turnaround times and warranty claims. Emergency day loan devices may be available from the Resource Centre for use while repairs are occurring, though this will be dependent on the number of devices available at that time.

**School support**
The school will provide a limited amount of technical support (via the IT Support desk), located in Reprographics. In most cases, they will suggest a suitable course of action for families to take, such as warranty claim, insurance claim, etc.

**Using the devices at school**
**WiFi and 3G/4G**
Connection to the school wi-fi allows access to the internet, which is filtered and monitored by the department. Standard department filters will screen usage and access.

3G/4G access is not filtered by the department so should be disconnected and not used at school. The ICT Agreement that students sign when enrolling should be adhered to at all times. A copy of the ICT Agreement is in the appendix.

**Printing**
There will be no provision to print straight from personal devices as this would require a connection to the school’s print servers on the network. Assessment items can be emailed to staff instead of being printed in most cases. Printing should be done at home wherever possible. There are devices
school which can be used to access the printers. Some of the printing devices at school will also allow printing from USB drives.

**Student access to ICTs at North Bundaberg State High School**

**3 Options**

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 2a</th>
</tr>
</thead>
<tbody>
<tr>
<td>BYOx program (Years 7-12)</td>
<td>Take home program (Years 11-12)</td>
<td>Take home program (Years 7-10)</td>
</tr>
<tr>
<td>Cost: $20 per annum</td>
<td>Cost: $120 per annum</td>
<td>Cost: $120 per annum</td>
</tr>
<tr>
<td>BYO request form (p. 14) and fees due: 5/2/16</td>
<td>Charter and fees due: 5/2/16</td>
<td>Charter and fees due: 5/2/16</td>
</tr>
</tbody>
</table>

The BYOx program must fit the minimum specifications as outlined in this handbook. These devices will be able to connect to our wifi network. The annual fee includes:
- Internet connection
- Access to learning materials
- Some technical support

The take home program will only be offered to students in Year 11 and 12 for first round.

The student will receive:
- An Acer Iconia W701 tablet.
- School licenced software
- Accidental Damage Protection
- Technical support

This program will be phased out by the end of 2017.

In 2016, students and new enrolments in Years 7 to 10 will be offered the remainder of devices not taken up by the Year 11/12s. As there is a limited amount of these devices in the school, they will be offered on a first come, first served basis.

Students will receive the same access and facilities as the Take Home Program (Option 2).

This program will be phased out by the end of 2017.

**Please note:** Fees and associated paperwork for all programs due at the end of Week 2, 2016 (5 Feb). If opting into the hired devices program, preference will be given to Years 11/12 first, followed by Years 7-10. Should no payment or paperwork be received by Year 11/12 students by 5 Feb, 2016, devices will be distributed to Years 7-10 in order of receipt.

**Equity pool**

The school recognises that not every family will be able to provide ICT devices for their student. The equity pool is a means of ensuring that all students have access to devices at some stage of their education to supplement their learning in the classroom. The equity pool will consist of left over devices in the school and will be available to take home on a term by term basis. This pool is very limited, with less than 50 devices available. To apply for the equity pool, a letter will need to be submitted to the Principal.

**Emergency hire**

The school will have a number of devices available in the Library for use at school only. Devices are for daily loan only and must be hired from the library before 8:45am and returned by 3:05pm. These devices are not for overnight hire and must not leave the school grounds.
Appendix A – Software
Please ensure your BYOx device has the following free software/apps downloaded.

Software

<table>
<thead>
<tr>
<th>Software</th>
<th>Function</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS Office (or equivalent)</td>
<td>Word processing, PowerPoint presentations, spread sheets / graphs,</td>
<td>Microsoft Office 365 free student download <a href="http://education.qld.gov.au/learningplace/">http://education.qld.gov.au/learningplace/</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>OpenOffice (available from <a href="https://www.openoffice.org/download/">https://www.openoffice.org/download/</a>)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OpenOffice is a suite of programs largely-compatible with Microsoft files</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kingsoft Office (<a href="http://www.kingsoftstore.com/index">http://www.kingsoftstore.com/index</a>)</td>
</tr>
<tr>
<td>Internet browsers</td>
<td>Accessing webpages</td>
<td>Internet Explorer: <a href="http://www.microsoft.com">www.microsoft.com</a></td>
</tr>
<tr>
<td>Image editing</td>
<td>Editing / manipulating photos and images</td>
<td>Paint.net: <a href="http://www.getpaint.net/index.html">http://www.getpaint.net/index.html</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Gimp: <a href="https://www.gimp.org/">https://www.gimp.org/</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Irfanview: <a href="http://www.irfanview.com/">http://www.irfanview.com/</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inkscape: <a href="https://inkscape.org/en/">https://inkscape.org/en/</a></td>
</tr>
<tr>
<td>Audio recorder</td>
<td>Audio recording</td>
<td>Audacity (<a href="http://audacity.sourceforge.net/download/">http://audacity.sourceforge.net/download/</a>)</td>
</tr>
<tr>
<td>Adobe reader</td>
<td>Accessing PDFs</td>
<td><a href="https://get.adobe.com/reader/">https://get.adobe.com/reader/</a> or in the app store.</td>
</tr>
<tr>
<td>Video players</td>
<td>Playing video</td>
<td>Quicktime Player (<a href="http://www.apple.com/quicktime/download/">http://www.apple.com/quicktime/download/</a>)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VLC Player (<a href="http://www.videolan.org/vlc/">http://www.videolan.org/vlc/</a>)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clickview Player (<a href="http://www.clickview.com.au">http://www.clickview.com.au</a>)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Malwarebytes (<a href="http://www.malwarebytes.org">http://www.malwarebytes.org</a>)</td>
</tr>
</tbody>
</table>

Subject-specific software
Below is a list of specialty software available for use at school on school machines.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Specific software</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>MYOB</td>
<td>Accounting software</td>
</tr>
<tr>
<td>Graphics</td>
<td>Autodesk AutoCAD, Inventor, Revit</td>
<td>Industry standard graphics software</td>
</tr>
<tr>
<td>Music</td>
<td>Sibelius</td>
<td>Music notation software</td>
</tr>
<tr>
<td>Maths</td>
<td>FX Graph</td>
<td>Graphing software</td>
</tr>
<tr>
<td>Media / FTV</td>
<td>Adobe Suite</td>
<td>Photo editing and design tools</td>
</tr>
</tbody>
</table>

There are a number of suitable alternatives available as free downloads on the internet. Visit http://alternativeto.net/ for a comprehensive list of free downloadable software.
Appendix B – ICT Agreement

NORTH BUNDABERG STATE HIGH SCHOOL

Student ICT and Internet
Acceptable Use Agreement Form

The following agreement covers student’s use of Information Communication and Technology (ICT) facilities at North Bundaberg State High School for the term of the students’ enrolment. ICT facilities are provided to students for educational purposes only. These facilities include access to the Internet, Email, School Intranet, Department Intranet and school network. Students may use these facilities for class work, research, the preparation of assignments and authorised electronic communication. Resources provided include computers and peripherals, colour and mono-chrome printing, digital imaging devices (scanners, digital still and video cameras) and access to the local school network for storage of student electronic files.

Both staff and students at North Bundaberg State High School have a duty of care to ensure that resources are protected from harm and that users are not exposed to material that are considered offensive or illegal. Parents and Students should carefully read the conditions outlined in this document. To be granted access to the school’s ICT resources, students must agree to abide by the school’s Acceptable Use Agreement.

ACCEPTABLE/APPROPRIATE USE CONDITIONS

1. Students using the ICT facilities may only do so under the supervision of school staff. Any student not following staff instructions may have further access restricted or denied.
2. Privacy and Network security is to be observed. Students must not under any circumstances, access personal files belonging to others, software or areas of the network which are not designated for their use.
3. The sharing of passwords is a security risk. Students must not give their password to other students or log in with another user's name under any circumstances.
4. All users are to log off when leaving a computer.
5. Only software purchased or approved by the school, and installed by the school, can be used on school equipment.
6. Software copyright is to be followed at all times. It is illegal to copy or distribute school software. Software from home or other sources is not to be copied, installed or used on school equipment.
7. Copyright of materials from electronic resources is to be observed at all times.
8. Students are not to cause disruption to class activities by unauthorised broadcast messages across the school network.
9. Printing of materials of a personal nature or un-associated with school activities is not permitted unless approval is sought from a school staff member. This may incur a charge for printing material costs.
10. The use of portable storage devices (USB drives, MP3 Players, External hard disk drives) is permitted for the transfer of school related files to and from the school network. The storage and/or transfer of unauthorised software and other inappropriate material to the school network are not permitted under any circumstances.
11. Privately owned devices (phones, laptops, PDAs, etc) are not to be connected to the school network at any time.
12. The use of the Internet, Intranet and Email is for educational, and research purposes only:
   - Deliberate attempts to look for and use material that is illegal or which would be considered as offensive, disrespectful, threatening or discriminatory is not permitted. Only materials required for school activities as directed by staff may be downloaded. This includes
downloading of music, movie and other large multimedia files. Students, who unknowingly navigate to a web site that contains material as described above, must clear their screen and notify their teacher immediately.

- Students must not use inappropriate language or harass others when communicating online.
- Privacy and ownership of others’ work and materials from web sites must be respected at all times.
- The use of direct communications such as on-line chat facilities must only be carried out under the direct supervision of a staff member and must only be part of authorised educational on-line activities.
- This agreement acknowledges that there are times where a student may be required to provide personal details e.g. registering for authorised on-line activities. Such details are not to be provided by the student unless permission is given by his/her teacher.

13. Students must not use the IT resources in an unlawful manner.
14. Students must not deliberately waste printing and Internet resources.
15. Students must not damage computers, printers or the network equipment.

Note: Deliberate misuse of computer equipment and software or deliberate breaches of the conditions of this agreement may result in access restrictions to ICT facilities by the student(s) involved and may result in discipline by school administration.

BY SIGNING THIS AGREEMENT AND USING THE EQUIPMENT AND RESOURCES OF NORTH BUNDABERG STATE HIGH SCHOOL, THE STUDENT AGREES TO ABIDE BY THESE CONDITIONS.

PARENT

I understand the Conditions under which ICT facilities are made available and agree to those conditions. I understand that my child may be accessing the Internet for educational purposes or in accordance with this Agreement. I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students. I understand that any use of ICT facilities contrary to this Agreement, or generally, will be treated as a breach of the school discipline and shall be dealt with accordingly. I understand that the school reserves the right to vary the terms of this Agreement to accommodate unforeseen circumstances relating to the use of ICT facilities by students. Variations shall be in writing signed by the school Principal, and shall be distributed to students and shall take effect accordingly.

Please Print (Parent / Guardian) Name:___________________________________________
Address:____________________________________________________________________
Signature:_______________________

STUDENT

I agree to abide by the conditions outlined in the school’s Acceptable Use Agreement. I have had this document explained to me and I am fully aware of my responsibilities with regard to the use of ICT facilities at North Bundaberg State High School.

Please Print (Student) Name:___________________________________________________
Signature:________________________
Agreement signed this _______ day of _____________________ 20_____.

12 | P a g e
BYOx Student Participation and Connectivity Request

This form is to be completed by parent/guardian of the student participating in North Bundaberg State High School’s BYOx program as outlined in the *Bring Your Own Device (BYOx) Information and Procedures Handbook* and in accordance with the school Responsible Use of ICT Policy. The BYOx program strives to ensure North Bundaberg State High School students are afforded the very best educational opportunities that will keep them alongside their counterparts in Australia and overseas. Consequently, the school supports students to become responsible digital citizens, by enhancing not only their learning in the classroom, but also the development of skills to prepare them for their future studies and career.

I, ................................................................................................................. (Parent/Guardian PRINT)

permit ........................................................................................................... (student PRINT)
in ........................................................................... (RAS class) to participate in the North Bundaberg State High School BYOx program as outlined in the *Bring Your Own Device (BYOx) Information and Procedures Handbook* and in accordance with the school Responsible Use of ICT Policy. I understand and acknowledge my responsibilities and those of the school by signing this.

**Student’s Name:** ...................................................................................... **Year Level:** ........

(PLEASE PRINT)

**Student’s Signature:** .............................................................................. **Date:** / /

**Parent’s/Guardian’s Name:** ........................................................................

(PLEASE PRINT)

**Parent’s/Guardian’s Signature:** ................................................................. **Date:** / /

I have purchased the following device for my student:

<table>
<thead>
<tr>
<th>Device details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MAKE, e.g. Dell, Apple, HP, etc.</td>
<td></td>
</tr>
<tr>
<td>MODEL, e.g.</td>
<td></td>
</tr>
<tr>
<td>SERIAL NUMBER</td>
<td></td>
</tr>
<tr>
<td>OPERATING SYSTEM, e.g. Windows 8 or Mac OSX Mountain Lion</td>
<td></td>
</tr>
<tr>
<td>MAC ADDRESS for both WIRED and WIRELESS (Instructions: <a href="http://m.wikihow.com/Find-the-MAC-Address-of-Your-Computer">http://m.wikihow.com/Find-the-MAC-Address-of-Your-Computer</a>)</td>
<td>WIRED:</td>
</tr>
<tr>
<td></td>
<td>WIRELESS:</td>
</tr>
<tr>
<td>SECURITY SOFTWARE INSTALLED (Details, version)</td>
<td></td>
</tr>
</tbody>
</table>

If the above device is substituted a new *BYOx Student Participation and Connection Request* form will need to be completed and signed prior to connection of the new device.

**OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Student Name (PRINT)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS ID</td>
<td></td>
</tr>
</tbody>
</table>

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