Frenchville State School

Together we shape tomorrow

2025 Student BYOx Charter

Your guide to the BYOx Laptop Program

Contents

Key Terms

TWiST	our school resource centre - an acronym of our school vision *'Together We Shape Tomorrow'*.
ADP	Accidental Damage Protection
ADPT	Accidental Damage Protection and Theft
Triage	technician will diagnose problems to advise vendor
1-to-1	1 computer device / 1 student
RRP	Recommended Retail price
BYOx	Bring Your Own Device (parent funded)
SRS	Student Resource Scheme
NAPLAN	National Assessment Program – Literacy and Numeracy

Bring Your Own 'x' (BYOx) is a pathway supporting the delivery of 21st century learning. It is a term used to describe a digital device ownership model where students or staff use their personally-owned mobile devices to access the department's computer network.

Students and staff are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.

The BYOx 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.

The Department has carried out extensive BYOx research within Queensland state schools. The research built on and acknowledged the distance travelled in implementing 1-to-1 computer to student ratio classes across the state, and other major technology rollouts.

The Department has chosen to support the implementation of a BYOx model because:
- BYOx recognises the demand for seamless movement between school, work, home and play
- our BYOx program assists students to improve their learning outcomes in a contemporary educational setting
- assisting students to become responsible digital citizens enhances the teaching learning process and
- achievement of student outcomes as well as the skills and experiences that will prepare them for their future
- studies and careers.

School Vision

Frenchville State School has an established vision, *Together We Shape Tomorrow,*
preparing our students for an ever-changing tomorrow – a world where technology is changing exponentially, with an increasing need for digital literacy, and many jobs of the future unknown.

The school vision is complemented by our traditional values: *Pride, Honesty, Persistence*.

The Frenchville 1-to-1 program provides the opportunity for our students to enter a world of curriculum possibilities, promoting authentic engagement within a digitalised global society. Learning experiences across the school are purposefully designed to incorporate the use of information and communication technologies which enhance engagement. In this way, each student is supported to demonstrate the knowledge, skills, practices and attitudes necessary to be an engaged, robust 21st century citizen capable of shaping our shared tomorrow.

Rationale

Our curriculum is guided by the Australian Curriculum (https://v9.australiancurriculum.edu.au/) which identifies seven general capabilities. These capabilities, together with cross curriculum priorities, and the skills and knowledge of Learning areas, assist students to live and work successfully in the twenty-first century. One of these capabilities is **Digital Literacy**. The **Digital Technologies** learning area is also articulated in the Australian Curriculum.

Queensland's Department of Education, (DOE) has outlined digital priorities in the "Digital Services Plan 2024-2028".
(https://alt-qed.qed.qld.gov.au/our-publications/strategiesandplans/Documents/itb-digital-strategy.pdf)

At Frenchville we are committed to providing opportunities that support the development of these priorities. We believe our 1-to-1 program engages learners, differentiates for personalised learning, and promotes "anywhere, anytime learning".

Our BYOx program (parent funded) has minimum requirements (see P. 7) – this allows for consistency in teaching and learning, consistency in language, and consistency for technical support. While the program is PC based, students also undertake learning with iPads using school-owned devices from Prep.

What will learning look like in 2025

- In a class, <u>some students will have their own device</u> and <u>some will use school-owned devices</u>.

- Devices will be incorporated in whole class, small group, and independent activities as per curriculum requirements – school-owned devices will be sourced as needed – this may be using a bank of devices, or a computer lab.

- Devices will be utilised when deemed the most appropriate tool for learning – some days they will use their device a lot, some days they may not use their device.

- Students will use the internet, including email, and the Microsoft Office package to investigate, communicate, organise and collaborate.

- Students will use OneDrive for document management (e.g. saving work)

- Students will use "Apps" that have been sourced to support learning.

- Learning tasks may be in the classroom, or beyond e.g. TWiST, covered area, home, under a tree etc.

- Home tasks can be accessed on other home devices connected to the internet

- Induction session/s regarding use and care of devices will be conducted.

- Cybersafety and responsible digital citizenship will be embedded in lessons.

- Teaching of skills necessary for NAPLAN Online.

The program is not…

- just for Gifted & Talented students or the best behaved students – *Digital Literacy is for ALL students, and engaging all learners and catering for personalised learning across a range of learning styles and needs.*

- students on a laptop for the whole school day – *this is not a healthy practice and would not cover all curriculum requirements.*

- every student doing the same thing at the same time – *teachers have the flexibility to effectively differentiate the curriculum for individuals and groups of students. At various times during the day small groups may be working on their devices while other students undertake activities that require other forms of communication.*

- throwing out the "Basics" – *devices are used to engage learners and enhance literacy and numeracy outcomes. Our curriculum requires us to teach handwriting, spelling, grammar, punctuation, number facts and other basic skills. At times the laptops will be used as a tool for assisting the development of these basics. While there are spelling and grammar checks on a computer, students will still be taught the important skills of editing and proofreading.*

- computers replacing teachers – *instead, the device will provide opportunities to engage with teachers, receive feedback, communicate learning, and receive individual attention.*

- completing all assessment tasks on the computer – *assessment will involve a range of modes including written, spoken, collaborative, concrete, as well as digital.*

What to Do Next

If you have already decided not to purchase a device, there is no need to read on. If you wish to purchase later, you may do so at any time, referring back to this document. **Your child will access a school-owned device. School devices are shared and remain at school.**

Purchasing a device is not compulsory.

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Our annual budget has scope to purchase devices for students, ensuring students have shared, access to devices to achieve objectives of the Australian Curriculum.

We provide students shared access to…

- 2 dedicated computer labs

- a Makerspace with a range of devices, and capacity to form a 3rd computer lab of laptops if required

- a shared class bank of iPads in Prep to Yr 4

- a shared class bank of laptops in Yr 4

- An "equity" bank of shared laptops for each Yr 5 & 6 class

- small banks of laptops and iPads for class borrowing

All school-owned devices are purchased on a share basis.

If a student has a parent funded BYOx device, the device is not to be shared – it is for owner access only.

A purchased BYOx device would be used for Yr 5 and for Yr 6.

Parents may opt in at any time to suit their family budget.

Selecting a Device (Specifications)

The following minimum specifications have been determined to suit learning activities (curriculum), affordability, technical support and infrastructure.

If you wish to bring a BYOx device to school, the device must meet the minimum specifications.

	Minimum Specifications	Exceeding Minimum Specifications
Screen	10"-11" screen (up to 14" is suitable, but be aware some devices with larger screens can be quite heavy)	Parents may decide to purchase a device that exceeds the minimum specifications. Reasons to do so may include: • They wish for the fastest device possible for their child • There may be a program suited to their specific learning needs that requires increased specifications e.e. voice to text programs (recommended consultation with class teacher and/or case manager). • They might intend the device to be used in secondary school and run more comlex programs such as design/drawing programs NB: some local high schools provide a laptop to students in Yr 7. Others may allow students to bring their own BYOx device. It is advised to research the destination high school for your child.
Operating System	**Windows 11** operating system (Home, Pro or Education) **Windows 11S is not supported** by the school ICT infrastructure. A free upgrade to the full version of Windows 11 is available through the Microsoft Store.	
RAM (Memory)	8Gb or more.	
Hard drive	256Gb or more (less will have difficulty supporting updates)	
Keyboard	Full keyboard	
Connectivity	WiFi enabled Bluetooth 4.0 or more recent	
Ports	3.5mm jack if using plug in headphones (not necessary if using Bluetooth or USB headphones)	
Battery	Battery: 8 hours or more	
Active anti-virus	Active anti-virus (students will be blocked from school network if anti-virus is not up-to-date). Windows Defender (part of Windows 11) is adequate – there is no need to buy anti-virus.	
Camera	At least 1 built-in webcam	
Warranty	2 year (Yr 5) or 1 year (Yr 6) extended warranty (to cover life of the program)	
Insurance	2 year (Yr 5) or 1 year (Yr 6) ADP or ADPT (to cover accidental damage and/or theft over life of the program). *May be organised at time of purchase, or covered under home contents insurance.* NB: ADP must be bought at time of purchase – it cannot be bought at a later time. Please check home insurance policy if planning to have device covered by home contents insurance (this may mean contacting your insurer) ADP = accidental damage protection ADPT = accidental damage protection and theft	

iPads are not supported in our BYOx program.

If you are unsure whether a device suits the program, please contact the school. Ensure you know the specifics about the device in question.

NOT COMPATIBLE: Chromebooks, Android, Mac, iPads

Purchasing a device is not compulsory.

Costs – Program is Parent Funded

The program is **BYOx** – this means parents can shop around to find the best price to match the specifications on P.7.

Devices are purchased externally to school finance systems. That means there is no invoice for the device.

A protective case must be purchased prior to bringing to school. A mouse is an optional purchase.

The school is funded for a technician for school-owned devices and other IT infrastructure. To provide support from our technician (triage only) a yearly fee, based at $10 per term, is invoiced. i.e. $40/year.

INSURANCE & WARRANTY
Our minimum specifications includes:
- **At least a 2 year (Yr 5) or 1 year (Yr 6) warranty**
- **At least 2 years (Yr 5) or 1 year (Yr 6) of Accidental Damage & Theft Protection**

These should be purchased at the time of purchasing the device.

IMPORTANT:
without a warranty and insurance the device is unprotected and all repairs or replacement are at the cost of the parents.

Purchasing a device is not compulsory.

If you are proceeding with purchasing a device for your child to support their learning at school, it is important that guidelines are set up for home use. Please ensure Responsibilities and Rules are followed at home.

The primary purpose for purchasing a device is for learning.

However, the device is privately owned, and parents may decide that games, movies and music can be played on the device **at home**.

If so, there must always be sufficient space for school work, and…
any games, movies and music must be legal copies and age appropriate.

"MUST DO" Checklist

The following are steps which must be undertaken at home prior to the device being brought to school…

- ❑ Purchase device as per specifications on P. 7.
- ❑ Investigate extended warranty and ADP until end of Year 6.
- ❑ Check if device will be covered in home contents insurance.

> If not done you are choosing for your child's device to be unprotected at school.

- ❑ Purchase protective case for device. (students only need 1 bag for school – ideally their laptop case should be able to fit in their school backpack).
- ❑ Ensure device is charged.
- ❑ Turn on device and follow prompts to set up device, including connecting to home WiFi.

> **IMPORTANT:**
> **Please ensure the student has administrator rights to their laptop i.e. set up in the student's name.**
>
> **Family settings should only be set up after they have connected at school for the first time.**

Ensure full version of Windows 11 is installed – <u>not 11S</u>. Go to https://www.pcworld.com/article/545076/how-to-switch-out-of-windows-11-in-s-mode.html or https://support.microsoft.com/en-au/windows/switching-out-of-s-mode-in-windows-4f56d9be-99ec-6983-119f-031bfb28a307#WindowsVersion=Windows_11 for instructions to get free upgrade if required.

- ❑ Ensure anti-virus is active – Windows Defender, part of Windows 11, is suitable and no extra cost.
- ❑ Connect to "Intune" – Intune is a secure mobile management system that allows the student to use school WiFi, emails, learning applications and websites on personal devices. (instructions on P. 18)
- ❑ Parent and student to read the Rules & Responsibilities (Pp. 10-13) together.
- ❑ Parent and student to read the school's <u>Student Code of Conduct</u> together (particularly Pp. 18, 19 & 23).

    https://frenchvilless.eq.edu.au/supportandresources/formsanddocuments/documents/school%20policies/2024-student-code-%20of-conduct.pdf

- ❑ Complete "Responsible Use Agreement (P 14) and "Student Resource Scheme" (P 16) and submit to class teacher prior to bringing device to school for the first time.
- ❑ Bring device to school (only if the above has been completed) no earlier than <u>Monday 10 February 2025</u>. If purchasing a device after this date, make contact with the school office after purchase.

Rules & Responsibilities

Student Responsibilities
- Abide by all school rules and laptop rules (see P. 12)
- Abide by 'Responsible Internet Usage Agreement' signed by students and parents upon enrolment.
- Acknowledge that the core purpose of device at school is for educational purposes.
- Bring device to school fully charged each day as specified by the class teacher.
- Care for own and others' devices.
- Undertake an induction program regarding the use and care of the device.
- appropriate digital citizenship and online safety (the eSafety website is a useful resource: https://www.esafety.gov.au)
- Undertake all learning activities to the best of their ability.
- Change passwords as required.
- Report problems to class teacher.
- Report breeches of the rules.
- Update anti-virus.
- Be an ambassador of the school at school and beyond the school, including in an online environment.
- Understand and sign the BYOx Charter Agreement.

Parent Responsibilities
- Ensure all minimum requirements of program are met, including minimum warranty and accidental damage and theft protection. (see previous pages).
- Fund all costs of program, including student resource scheme by due date.
- Monitor use of device at home (including online material, social media such as Facebook (age limit of 13+), emails, games, music & movies). (the following link provides valuable fact sheets relating to the use of specific social media apps… recommended reading for all parents) https://www.carlyryanfoundation.com/resources/fact-sheets (some examples pictured below)
- Ensure student has an appropriate place to use and store the device at home.
- Provide internet connectivity at home (not compulsory, but is not provided by the school).
- Personalise device as appropriate e.g. name, laptop skin (a sticker that covers the lid), single sticker etc.
- Acknowledge that the core purpose of device at school is for educational purposes.
- Provide internet filtering at home
- Report problems to class teacher
- Report breeches of the rules.
- Update anti-virus.
- Understand and sign the BYOx Charter Agreement.

The school's BYOx program supports the personally-owned mobile device in terms of access to:
- printing
- internet
- file access and storage
- support to connect devices to the school network

However, the school's BYOx program does not support personally-owned mobile devices in regard to:
- technical support (only "triage")
- charging of devices at school
- security, integrity, insurance and maintenance
- private network accounts including Microsoft accounts
- Microsoft Office and anti-virus updates (these must be done on a home network)

School Responsibilities
- Provide learning opportunities that integrate ICTs and the use of the device as per curriculum requirements.
- Provide an induction program.
- Educate about cybersafety and responsible digital citizenship.
- Provide sessions for staff, students and parents to upskill across the program.
- Provide internet connectivity at school.
- Provide internet filters to maximise the safety of students online. (*Although we cannot block 100% of undesirable sites due to the frequency of new site publishing and time taken for detection, it does greatly reduce the likelihood of students accidentally stumbling across such sites.*)
- Provide technical support to "triage" problems prior to advising vendor.
- Provide printing facilities.
- Monitor and evaluate program (focus on curriculum, pedagogy, cost, satisfaction, readiness for further BYOx etc)
- Representative to sign the BYOx Charter Agreement.

Laptop Rules for Students
The computer is your device – you can watch movies, play games, undertake learning activities and listen to music <u>at home</u> under the supervision of your parents or caregivers.

At school, we are bound by a number of policies to ensure the protection of our students, staff, infrastructure and Department of Education, including...

- *"Use of ICT Systems Procedure"*   *https://ppr.qed.qld.gov.au/pp/use-of-ict-systems-procedure*

- *"Use of Mobile Devices Procedure"*   https://ppr.qed.qld.gov.au/pp/use-of-mobile-devices-procedure

Our school rules apply in all school activities and programs…

Be Responsible	Be Respectful	Be Safe

If you do not comply with the school rules and the following rules, disciplinary action as per our school's **'Student Code of Conduct'** (available on school website) will be enacted.

1. Bring your <u>charged</u> laptop to school on the days required by your teacher.

2. At school, learning activities are only to be undertaken - movies, recreational games and music not associated with learning activities are not to be accessed.

3. Inappropriate content not suitable for children, including content in games, music, movies and websites are not to be brought into the school either on the computer device or in a portable storage device such as a USB.

4. You should not attempt to access, produce or distribute inappropriate content, including via the internet. (inappropriate includes content that is illegal, pornographic, fraudulent, defamatory, offensive, indecent, threatening, infected with viruses or breeches copyright)

5. In particular you must not use the device (or any internet services to which it may be connected) to bully, harass or be unkind to other persons.

6. You must not tell anyone your passwords (except your parents).

7. You are responsible for the security and care of your device – this includes before and after school – ensure your bag is placed down gently and is away from traffic.

8. You are responsible for backing-up all necessary data. The School is not responsible for any data loss. Therefore please ensure all your school work and important documents are backed up onto USB stick, external hard drive, or other device.

9. You must not open, or allow anyone else to open, the hardware case of your device – if there is a fault it should be reported to the school technician.

10. You must take all necessary steps to prevent a virus from infecting your device, including monitoring data that is downloaded or uploaded from the Internet, and virus checking any USB drives in the Laptop.

11. You must regularly update your anti-virus.

12. When not in use, the device must be stored securely in its protective case and in your school bag. Follow your teacher's instructions about storing your device.

13. Images or sound captured by personal technology devices on the school premises or elsewhere must not be disseminated to others for the purpose of causing embarrassment to individuals or the School – this would be deemed bullying or harassment. The School has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.

All students will be required to sign a 'Responsible Use Agreement' form as proof they understand their rights and responsibilities within the program.

Device Care

The student is responsible for taking care of and securing the device and accessories in accordance with school policy and guidelines. Responsibility for loss or damage of a device at home, in transit or at school belongs to the student.

Accidental damage and warranty policies (minimum 2 years) are a requirement of the program to minimise financial impact and disruption to learning should a device not be operational. Personal home and contents insurance may cover accidental damage and theft, therefore it is advised to consult your policy. (warranty & ADPT details available on purchasing portal, ACER website, and school website).

General precautions
- Food or drink should never be placed near the device.
- Plugs, 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.
- Don't place pressure on the lid of the device when it is closed.
- Avoid placing anything on the keyboard before closing the lid.
- 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.
- Don't clean the screen with a household cleaning product.

Student Resource Scheme (see P. 15)

A payment of $40 per year ($10 per term) is required for the school to support the program.

The payment is used to cover costs of technical support.

The payment will apply for each year, regardless of when in the year the device is first brought to school. e.g. if the device is brought to school in September, the cost will still be $40.

Frenchville State School
Student BYOx Charter 2025
Responsible Use Agreement

The following is to be read and completed by both the STUDENT and PARENT/CAREGIVER:

- I have read and understood the BYOx Charter and the Student Code of Conduct.

- I agree to abide by the expectations outlined in both documents.

- I am aware that non-compliance or irresponsible behaviour, as per the intent of the BYOx Charter and the Student Code of Conduct, will result in consequences relative to the behaviour.

Student's name: _____ **Class:** _____

Student's signature: _____ **Date:** ___ / ___ / ___

Parent:

- I agree to the above, and also give permission for school technicians to troubleshoot hardware faults and install drivers as necessary.

- I understand that it is my responsibility to: ensure antivirus and Microsoft Office are up-to-date, ensure operating system is set up, organise repairs (if bought from a private vendor), monitor my child's use at home, and apply internet filters at home as appropriate.

Parent/caregiver's name: _____

Parent/caregiver's signature: _____ **Date:** ___ / ___ / ___

School Representative's name: _____

School Representative's signature: _____ **Date:** ___ / ___ / ___

Student Resource Scheme
What's included

What is provided by the Queensland Government?
The Queensland Government supports children's education by providing funding for instruction (teachers), facilities (school grounds and buildings, internet, network, printers), and administration (staff to run the school). Funding for schools does not extend to individual student resources such as textbooks, equipment for personal use (e.g. personal devices), and many items used by the student in the classroom.

The Types of resources that will be included are:
- **Provided by the school –** access to school technician

The Fee
The cost of the program is **$40.00 per year**. Please note this cost is applicable regardless of the time of year you enter into the program.

If you are not satisfied that the SRS fee represents good value for money, you may choose not to participate in the SRS program. If that is the case, please select "NO" on the Participation Agreement Form indicating that you do not wish to participate. If you choose not to participate, your child will use the shared, class devices.

Cost

BYOx SRS for 2025 & 2026	
2024	**$40.00**
2025	**$40.00**

The SRS can be paid by instalments however, **the full amount for 1 year's participation must be paid by week 10 of Term 3 each year.**

Financial Difficulty
If you would like to participate, but are experiencing financial difficulties, please contact the school to arrange an appointment to discuss options. Any information that you provide will be confidential.

Financial Management
Any unpaid invoices will be managed according to the departments' Debt Management Procedure and may result in the student being excluded from the scheme and/or from participating in extra-curricular activities until payments are made.

Contact us
If you have any queries regarding the SRS and its inclusions, please contact Bill Smith, Deputy Principal on 07 4931 5333 or email admin@frenchvilless.eq.edu.au

BYOx
Student Resource Scheme
Participation Agreement Form

The Student Resource Scheme

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the reverse side of the form.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new SRS form (checking the "No" box). Any new Participation Agreement Form submitted and received by the school will supersede the previous form lodged.

Parents can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school.

If parents have not completed and returned the form before the due date, the school will take the view that the parent does not wish to participate.

Payment

On agreeing to participate in the BYOx SRS, a parent agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

☐ **Yes**

| **$40 in Yr 5.** |
| **$40 in Yr 6.** |

I wish to participate in the BYOx Student Resource Scheme

I have read and understand the Terms and Conditions of the scheme (see next page) and agree to abide by them and to pay the participation fee in accordance with the selected payment arrangement.

I understand that I can opt out of participation in the SRS in any year by competing a new Participation Agreement Form and selecting "No".

I wish to make payment each year by:

☐ A single payment
☐ Term instalments (paid over the first 3 terms)
☐ An instalment plan as negotiated with the school

An invoice for $80 will be generated if joining in Yr 5. An invoice for $40 will be generated if joining in Yr 6.

Please contact the school to arrange

☐ I am experiencing financial hardship and wish to meet with the school to discuss my options (see clauses 33-37)

☐ **No**

I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme.

I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school.

I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form and selecting "Yes".

Student Details

I agree to the above made selection, until such point as I inform the school otherwise.

Student name: _____ Year level: _____

Parent name: _____

Parent signature: _____ Date: _____

School use only:

Negotiated instalments: _____ Approved by: _____

Queensland Government

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Terms and Conditions

Definition
1. Reference to a "parent" is in accordance with the definition in the Education (General Provisions) Act 2006 and refers equally to an independent student.

Purpose of the SRS
2. In accordance with the Act, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

Participation in the SRS
5. Participation in the SRS is optional and parents are under no obligation to participate.
6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
9. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS. 12. Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.
14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro- rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds.

Non-Participation in the SRS
15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

The Resources
19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.

20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school maybe:
    - retained by the student and used at their discretion; or
    - used/consumed by the student in the classroom; or
    - hired to the student for their personal use for a specified period of time.
22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
23. Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements
28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
29. Payment of the participation fee must be made as per the payment methods nominated by the school.
30. Any concessions relating to the participation fee will be at the discretion of the Principal.

Debt Management
31. Payment of the participation fee is a requirement for continued participation in the SRS.
32. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's Debt Management Procedure https://ppr.qed.qld.gov.au/pp/debt-management-procedure

Parents' Experiencing Financial Hardship
33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
35. The onus of proof of financial hardship is on the parent.
36. The school may require annual proof of continuing financial hardship.
37. All discussions will be held in the strictest confidence.

Additional Information Textbook and Resource Allowance (TRA)
- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department's website for current TRA rates https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment

Queensland Government

Enrolling BYOx into INTUNE

IMPORTANT:
Please ensure the student has administrator rights to their laptop i.e. set up in the student's name.

Family settings should only be set up after they have connected at school for the first time. (refer "Must Do Checklist" P. 9)

Introduction

Intune is a secure mobile management system that allows you to use school Wi-Fi, emails, learning applications and websites on personal devices.

These instructions will show you how to enrol a BYO Windows device into Intune and install an application. This process may take up to 15 minutes to complete.

Before you start, please have ready the email address and password that has been supplied to you by the school. If you do not have this information, you will not be able to successfully complete the installation. Please contact your school to obtain these details.

These instructions are for Windows 11 and above. You may find some of the screens look different to the ones provided here if you have an older version of Windows or there are changes made to Intune.

If the installation fails at any time, please re-open the Intune app and try again.

Please note: If you have any problems with installing Intune or using it afterwards, please contact your school for assistance.

Instructions

Step 1 – Install Intune

a. Connect to the internet and select the Windows icon at the bottom of your screen.

b. Select the **Settings** icon.

18
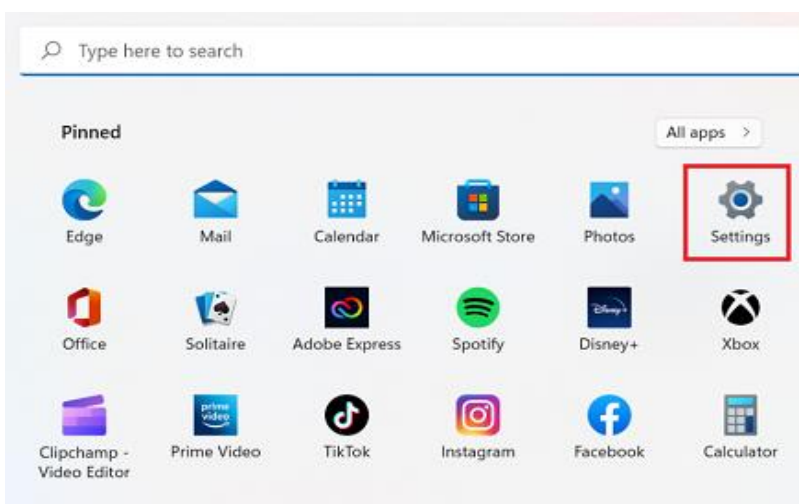
Instructions continued...

c. Select **Accounts**.
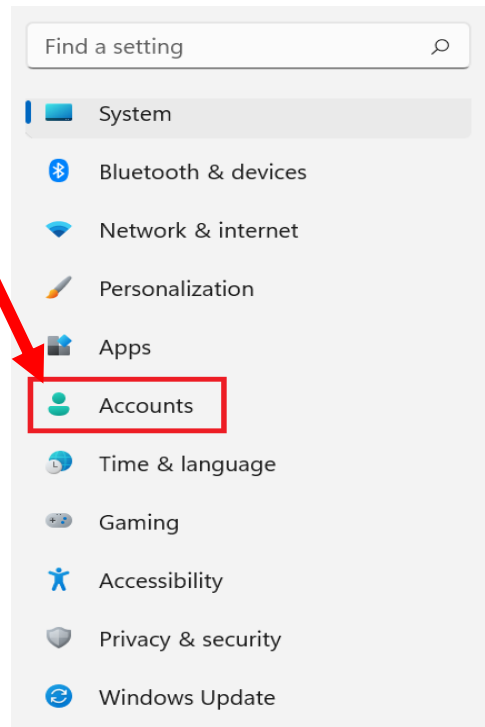
d. Select **Access work or school**. If your account is already listed, select it and then select **Disconnect**. Then select **Connect**.
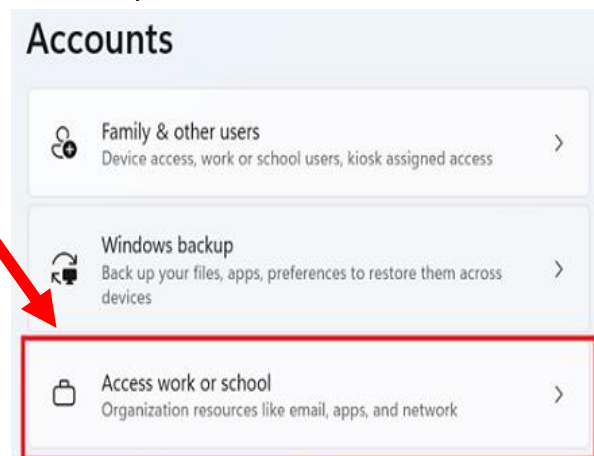
e. Enter your school @eq.edu.au email address and select **Next**.

Instructions continued...

f. Please enter your username, password, accept the terms and conditions, and **Sign in**.

g. Please select **Done**.
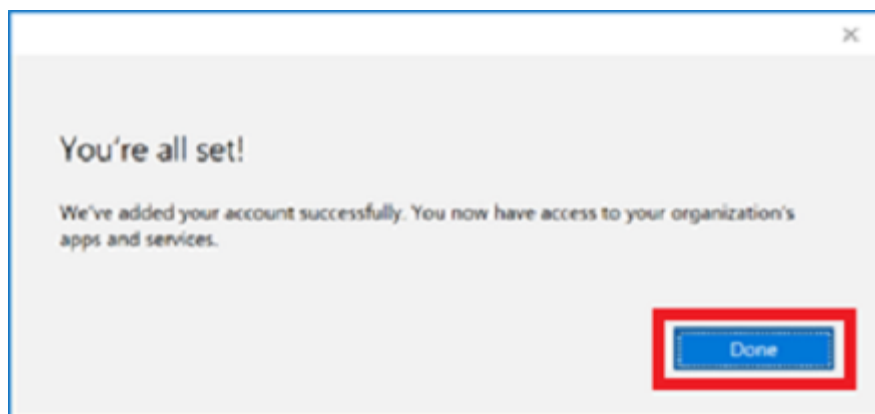
h. Check your account has been added. Your account details will be displayed.
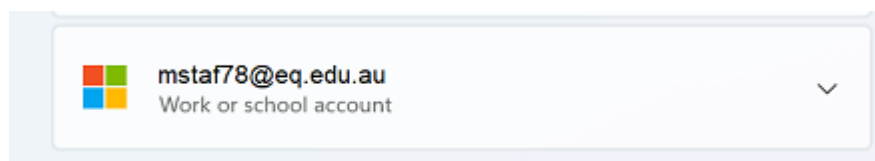
Instructions continued...

Step 2 – Install apps

a. Select the **Windows icon** at the bottom screen, and then open the Company Portal application. If requested, sign in with your school user name and password.
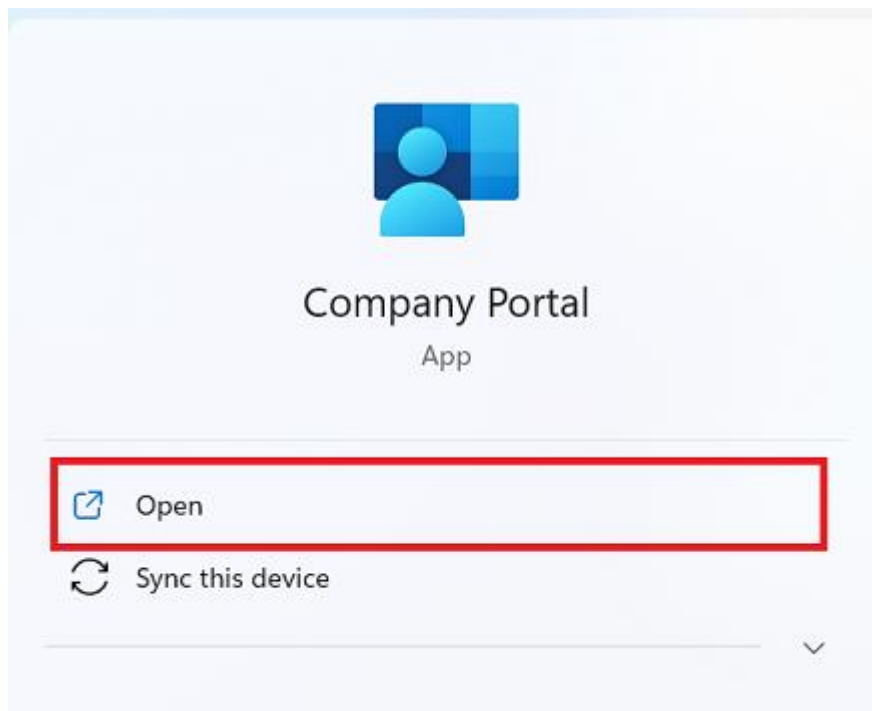
If the "Company Portal" app is not installed, either.

1. Leave the laptop on an connected to your network and wait until it is automatically installed, or

2. Open the "Microsoft Store", enter your child's Department of Education username and password, search for "Company Portal", and download and install it.

b. Select **Show all** to see the apps your school has indicated you require.
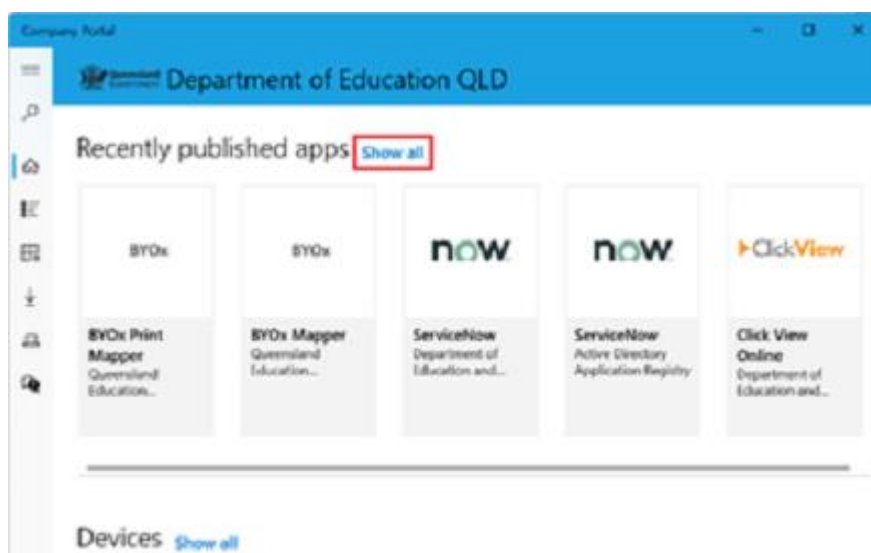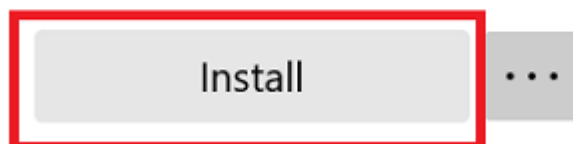
Instructions continued...

c. Select and app to install. In the example, we will use BYOx Mapper.
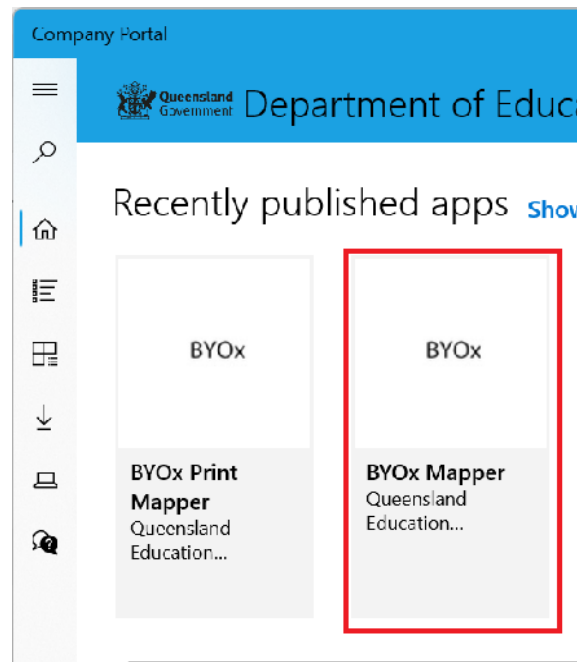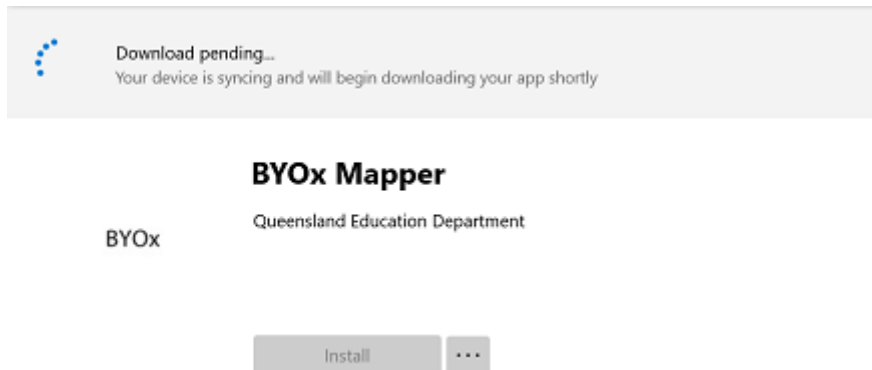

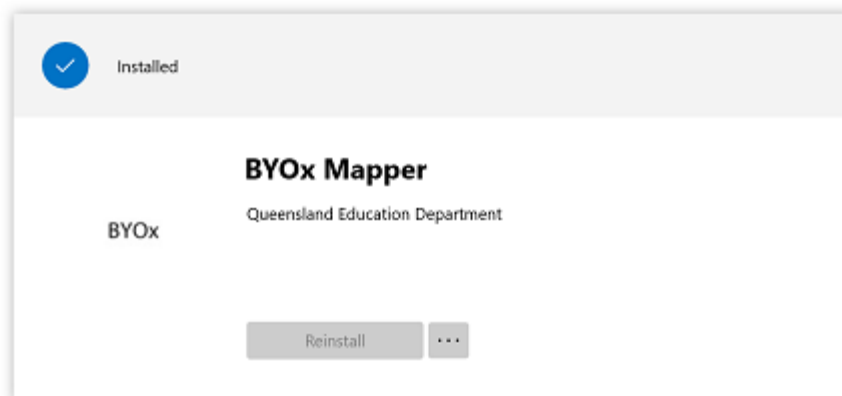d. Select the **Install** button.
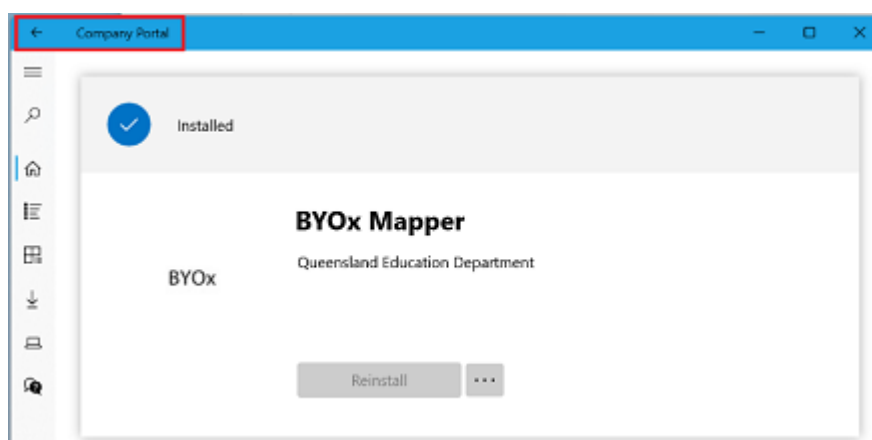
Instructions continued...

e. A downloading message will be displayed during instrallation.


f. The app has finished installing.

g. To check your app has installed, select **Installed apps** and see it in the list. Click the back arrow Company Portal to install additional apps, repeating steps b to g.
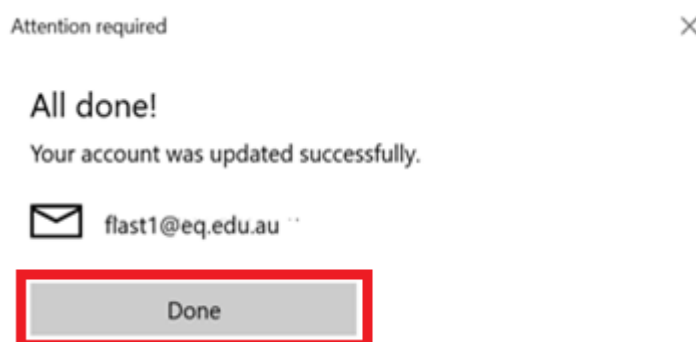
Instructions continued...

Step 3 – Set up your mail account

a. Open your mail app by selecting the **Windows icon** then selecting the **Mail icon** at the bottom of the screen. You will see your school EQ email account listed. If you do not, please note it may take up to 20 minutes, depending o your device and internet connection. Please select **Fix Account**.
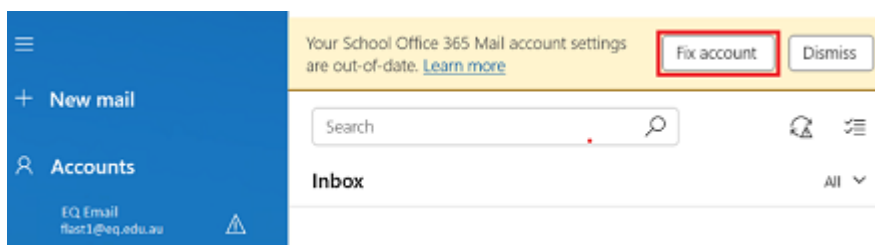
b. The All done! Screen will be displayed. Select **Done**. Your mail account has been set up for use and you can now send and receive emails from your school mail account.

BYOx Troubleshooting

Issue	Possible Solutions
Laptop has Windows 10 Support for Windows 10 will end in October 2025. After October 14, 2025, Windows 10 will no longer be supported. All devices that connect to QLD Department of Education networks must be running Windows 11 by this time.	If your PC meets the minimum hardware requirements and is eligible to upgrade directly to Windows 11, you might have already received a notification about upgrading. To check if your PC is eligible for the free upgrade go to… **Start** > **Settings** > **Update & Security** > **Windows Update** and select **Check for updates**. Then install update if available.
Laptop is in Windows 11"S" Mode "S" mode restricts device from obtaining apps outside the Windows Store. The laptop needs an app from the Education Department's Company Portal, so… Laptop needs to be Windows 11.	The following links explain how to upgrade Windows 11S to Windows 11. https://www.pcworld.com/article/545076/how-to-switch-out-of-windows-11-in-s-mode.html or https://support.microsoft.com/en-au/windows/switching-out-of-s-mode-in-windows-4f56d9be-99ec-6983-119f-031bfb28a307#WindowsVersion=Windows_11
Anti-Virus is not active Many new devices come with a 3 month trial anti-virus e.g. McAfee The BYOx laptop must have active anti-virus. The device cannot have 2 anti-virus programs running – they work against each other.	**COST**: renew trial anti-virus, or subscribe to other anti-virus program, or… **FREE**: 1. Uninstall trial version software 2. Switch on Windows Defender **How do I open Microsoft Defender?** 1. Click on the Start button. 2. Click on Settings. 3. Click on Update & Security. 4. Click on Windows Security. 5. Click on Virus & threat protection.
Unable to access "Company Portal" to get BYOx Mapper BYOx Mapper is needed every day to logon to school networks. All BYOx devices need to see this icon. See P. 18.	• Laptop maybe in "S" mode (refer above) • Student requires school Username and password (contact class teacher if student has forgotten) • Laptop may be in Family Sharing, or have Parental Controls (refer below) • Check that your device is set to install apps from 'Anywhere' – go to "settings", Open "Apps", under "Choose where to get your apps", change the setting to "Anywhere".
"Family Sharing" is on.	The student must be the administrator for the device. (refer P. 9 of BYOx handbook). Once BYOx mapper has been installed, family sharing can be turned on. Another option: change age of student in Family Sharing to "Any"
No Microsoft Office 365 Apps e.g. Word, PowerPoint, Excel, OneNote, OneDrive These will be regularly used at school.	Go to www.office.com and sign in with school email account (contact class teacher if student has forgotten) *(Note: all QLD DoE students have free, licensed, student access to Microsoft Office)* 1. Click on the **Install and more** and select **Install Microsoft 365 apps** 2. Click **Install Office** to download and then run the Office 365 Installer
Computer is slow or programs not opening.. • Maybe too many apps trying to open • Maybe spam	• Windows Updates • Close or delete apps • Reinstall Windows

☐ Agreement form required (P. 14 handbook)   ☐ SRS form required (P. 16 handbook)

Comment (if required):

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