

Senior Digital Device 2024 Policy Handbook

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The new QCE system is future focused on developing information, communication and technology skills, along with student being required to lead projects and investigations requiring online access for research. The principle goal of senior students having a digital device is to develop digital literacy.

Our goal is to produce engaged, robust citizens and lifelong learners capable of shaping our future and being able to control and use global technologies. In preparing students for the future each senior subject syllabi embeds 21st century skills of critical thinking, creative thinking, communication, collaboration and teamwork, personal and social skills, and Information Communication Technology (ICT) skills. These 'ICT skills' will be enhanced by students having a digital device to support their study in senior subjects.

Rationale

The senior subjects at Burnside State High are designed to cater to the needs of students.

Senior students using their digital device will learn;

- ICT Operations and concepts
- Accessing and analysing information
- Being productive users of technology
- Digital citizenship (being safe, positive and responsible online)

Digital Devices in the classroom are effective in supporting key elements of learning such as:

- Negotiation and risk taking
- Critical, creative and reflective thinking
- Problem solving
- Knowledge creation and management
- Interactivity
- Communication and collaboration
- Local and global networking
- Motivational learning
- Independent learning

Program Overview

Our focus is on technology as a tool for enhancing student engagement in learning. Teaching and learning will incorporate the use of the device during the school day.

The device is a powerful tool to engage students in learning, but certainly not the only learning tool engaging students. Hands on activities, pen and paper work, writing skills etc. will still be an integral part of each students' day.

Digital Device Details

Apple iPad Wi-fi 256GB

IPAD Case

AppleCare+ for iPad and two claim max (two year extended warranty)

Participation

Each Year 11 student at Burnside State High School in 2024 will be required to have an electronic device supplied by the school to assist in their senior studies.

Each student will be required to purchase the digital device supplied by the school to assist in their senior studies, however the exception to this is if a student continues to use their Horizons laptop rather than purchase a new electronic device.

Students who already have Horizons laptops are able to continue using them, even though the warranty has expired. If there are technical issues with the Horizons laptop it will be serviced by a school technician however any hardware replacement and maintenance fees will be communicated to the parent/guardian and if repaired, fees charged to the student's school account. Horizons students may not need to purchase a new electronic device while the Horizons laptop is used, however if the laptop no longer works they will need to purchase a new electronic device supplied by the school.

All Year 11 students possessing an Education Queensland digital device will have the ability to take their device home for study and as well as use while at school. This 24/7 access will provide a platform for students' to successfully complete their senior years and achieve the best possible outcome.

A senior student's new electronic device will cost approximately \$900.00 over two years. This is including an extended two year warranty. During Year 11 and 12 the school will manage the device, updates, apps and servicing. Students will not be able to add apps/programs not beneficial to their school study. Once the student ends their enrolment the device will be restored to factory settings.

Guidelines for Participation

Prior to devices being issued to students:

- Each device must be imaged with the permitted school image and registered in the school device database with a unique identifier against the students' ID.
- Full purchase cost for the digital device received prior to distribution of the device.
- The Digital Device Charter Agreement signed off by prospective students and parents.

Cost Ownership Model

The school will maintain ownership of the device whilst the student is enrolled at Burnside State High School. Students will be able to use it in the classroom and at home. If all financial obligations

have been met, the device is signed over to students at the conclusion of the student's education at Burnside State High School. The device will be restored to factory standard at the conclusion of the student's education at Burnside State High School.

This ownership model has the following benefits

- One to One everyday access and usage
- A school owned device has access to lower software licensing costs
- A school owned device gives more control over what is actually on the student's device and what it is used for
- A school owned device has access to the school network, school apps/programs and internet resources

Ownership Cycles

The device is owned by the school, and parents make a contribution to its cost in exchange for 24/7 access. The school manages repairs under warranty, technical support and software.

It is envisaged the device will be in use for the entirety of a student's senior high school education. After your student concludes their schooling at Burnside State High School, your student will assume full possession of the machine.

Fee for provision of digital device*

**these costs are subject to change due to availability in stock*

The following items and services are included in the Digital Device Package for students:

Apple iPad WiFi 9 th Gen - 256GB	\$639.82
Protective case	\$ 64.80
AppleCare+ for iPad and two claim max (Two year extended warranty)	\$73.70
Apple management software	\$10.85
GST	\$78.83
Total Cost	\$868

Note: The above is an approximate cost as the cost will change at any given time a purchase is made due to the fluctuation of the US exchange rate

Payment Cycles

It is envisaged the device will be in use for the entirety of a student's senior high school education. After your student concludes their schooling at Burnside State High School and full payment has been made, your child will assume full possession of the device and the school based filters will be removed which will enable the device to be unlocked.

A \$450.00 deposit (\$250 is non-refundable) will need to be paid with the charter agreement form. Remaining payment will need to be made prior to the student collecting their device at the start of the school year.

Paid by – Term 4 Week 4w 2023 (Year 10)	\$450.00 (\$250 is non-refundable)
Paid by – Term 1 Week 1 2024 (Year 11)	Remaining balance after final costings

Any device with payments outstanding will be retained at the school until payment is made or a payment plan is arranged.

An alternative schedule of payment can be negotiated and needs to be signed off by parents/guardians and the Principal, as well as a BPOINT direct debit schedule set up and validated before students receive the device to take home. Please do not hesitate to contact the school office to make an appointment to discuss the various payment options available to support parents/guardians under financial pressure.

If a student joins the program late, for example a student enrolls at the school after Year 11 begins, they will be required to pay the full amount prior to being issued with a device.

If a student leaves the school early so they are no longer enrolled in Year 11 and 12 the student will assume ownership of the device and school-based filters will be removed which will enable the device to be unlocked.

Student Induction

A student induction program will be mandatory. This will be completed in class time at the commencement of the program.

Induction programs will cover:

- Care/maintenance of the devices
- Roles and responsibilities
- Restrictions
- Policies/procedures
- Liabilities
- Other relevant issues.

Students will be given a full induction during class time to ensure they are familiar with their roles and responsibilities.

Private Devices

As part of the Managed Operating Environment (MOE) operating system, private devices can not be connected to the school network. The school does not have the infrastructure to network and connect private devices. The policy has been enacted to ensure quality of service to all students and to support State Government policy.

Other factors influencing this decision include:

- Continuity of service (repairing devices on-site within agreed time-frames);
- Continuity of service (provision of loan devices as part of the repair process);
- Single operating platform which is upgraded on a whole school basis;
- Nominated software loads which vary for each student level;
- Dynamic upgrades with additional software titles as part of the program;

Peripherals

To receive full educational benefit from the use of the digital devices it is highly recommended students have access to the internet at home. It is highly recommended that parents have in place procedures to monitor and ensure students are safe and secure whilst on the internet.

Students may benefit from having a keyboard that can be used with their iPad particularly if they have a number of subjects that require assessment to be typed. Bluetooth keyboards that allow the iPad to remain in its school case is highly recommended. Other high quality keyboard and case that are packaged as one need to be preapproved regards the protection given to the iPad. This preapproval should be organised with the Computer Technicians before being purchased or there is a risk that the keyboard and case may not be allowed to be used.

- Data Backup- Students are responsible for ensuring their work is backed up. This will protect any data that they will have on the machine. It is imperative students have a routine to protect any work that is being done. It is strongly advised that students use their one drive access for regular back up.
- Digital Device Case- Students must use the case provided by the school for protection of the device. If students wish to use other methods of protection i.e. change the case, it must be designed to protect equipment and approved by the computer technicians.

Warranty

Burnside State High School has taken out extended warranty for the digital devices in this program. The school handles any claims on behalf of the students and in doing so passes on any costs incurred as per the policy shown below. The schedule is a guide to what the parents can expect but in general the school is bound by the Product Disclosure Statement which outlines the terms and conditions of the insurance and will pass on charges accordingly.

Students in Year 11 will have AppleCare+ for iPad to cover the iPad over Year 11 and 12.

An up to date policy can be found at <https://www.apple.com/au/legal/sales-support/applecare/applecareplus/au/>

Loss or Theft

In the event that a device is lost or stolen, the student must report the loss to the main administration office. It is then the responsibility of parents/guardians and students to report the loss/theft to the nearest police station and provide the school with a crime report number. As stated above: There is no cover for loss or theft of the devices and so parents are strongly urged to take out their own insurance for these events (eg add the digital device to your home and contents policy).

A guide for parents as to how much repairs are likely to be are shown in the following schedule:

Schedule of Costs

Category	Description	Cost
Warranty Claims	Faulty parts or manufacturing issues	Nil
Accidental Damage	Two incidents of Accidental Damage coverage (one Accidental Damage claim per year).	Each incident is subject to a \$65 service fee.
Non-warranty Damage	Minor repair includes any (1) component, excluding repair or replacement of LCD screen	Quote and invoice
	If two (2) or more components require replacement then this may be deemed a 'Major' repair	Quote and invoice
	Major repair, including repair or replacement of LCD screen	Quote and invoice
	Beyond Economical Repair	Replacement Cost
	Unreturned Device	Replacement Cost
Loss or Theft	Parents are to organise own insurance	

If the device is stolen outside of the school, the parent/caregiver will need to report the incident to the police and ensure they have the Police Crime Number and Statutory Declaration (usually completed with the police) when informing the school.

Conditions of this policy are as follows:

- The school must be notified immediately if a school owned device is lost or missing ;
- Insurance does not cover vandalism or wilful damage;
- It is the user's responsibility to report any lost or stolen devices to the nearest police station and provide the school with a crime report number.

Loan/Replacement Digital Devices

As part of the senior digital device agreement "hot swap" devices are available. There are a limited number of 'hot swap' devices. The student is responsible for notifying the IT Technician of the loan requirements. If a device has technical issues the school will endeavour to provide a loan for the student to ensure continuity of learning. The school will facilitate the maintenance of the original device as expediently as possible.

Carry Cases

Students must use a school approved protective case/shell at all times. Due to the nature of the digital devices students will not be required to carry a number of traditional textbooks. Some texts will be provided online rather than hardcopy textbooks. However damage can occur if books, stationery etc. is not placed/stored appropriately along with the device in the student's bag. It is the students' responsibility to care for the device and they will be held responsible for any damage.

Transport of device and school bags

Students will be advised in regard to the most appropriate care and attention they should give their devices when travelling. Students are expected to follow this advice.

Software and Copyright

Each device will be loaded with a Burnside State High School approved software image configured for use on the school network. The image will contain the applications as requested by teachers.

The school as part of Education Queensland has been able to negotiate very competitive and reasonable license fees that are not available to private individuals outside the educational environment. Each year the school also pays licensing fees on some of the software that is installed on the devices.

The school 1-to-1 machines comprise a variety of software packages as part of our Managed Operating Environment (MOE). These include Apple management software, standard Apple software and curriculum specific software licensed to our school.

Students may request that applications be loaded onto machines. Students must have a teacher who can vouch for its educational value. Students must complete the request form and it must be deemed appropriate. This student software service will have clear procedures set out by Education Queensland and the MOE technical support team that must be adhered to.

Internet Usage

The school, as part of Education Queensland network, uses recognised products to filter access to web pages while at the school. Although it 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. All Burnside State High School students are required to sign a responsible internet and network usage agreement which clearly outlines unacceptable and inappropriate usage. Appropriate use of the internet service is closely monitored and the MIS (Managed Internet Service) provides inappropriate content blocking by a regularly updated list of categories and sites. Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from our network.

As the digital device provides families with an Education Queensland owned device, all participants must be aware that regardless of whether usage occurs at school or in the home environment all aspects of the Computer Use Agreement must be adhered to.

Users and Security

The school's password policy requires users to change their password every 42 days. Our network audit logs contain information on the user logging in, the computer which is attempting to log in and various other parameters. This information can, and will, be used to track user access and usage. Students are forbidden to share passwords with other students.

Non-school applications and files

Games- There are significant educational benefits from some games. However, many games can be unproductive and distracting to student learning. Burnside State High School's staff may include educational games on the list of installed applications to be provided with the devices.

Technical Support

It is important that the school maintains an effective log of all problems and issues regarding the use of devices at all times, and also reports on those on a regular basis. **It is imperative that students report any faults/issues with their device promptly to the on-site technician so that issues are resolved quickly and do not become bigger over time.**

The onsite technician is currently available to all students every day. The on-site technician is available to students before school and at recess breaks during those days.

All issues must be dealt with using technical support endorsed by the school; any third party efforts to repair faults will result in warranty being voided. In the event that a breakdown or problem occurs over a holiday or weekend period, the device will be checked on the next available school day.

Repeated requests for technical support which may indicate a failure on behalf of the user to maintain/ use the device or peripherals in an appropriate and responsible manner, may result in a surcharge being applied by the school to have ongoing technical issues resolved.

The school cannot support inappropriate/ irresponsible student use of devices.

Power Issues

Device batteries have the capacity to last for the equivalent of a school day. It is expected that students will bring their device from home fully charged.

Caring for your Device

Advice will be provided to students to ensure participants care for their device appropriately. It is expected that students care for their device at all times, for example no food and drink should be consumed in the close vicinity of the device. If it is identified that a pattern of not caring for the device emerges by any student, additional costs may be incurred to have technical issues rectified if they have resulted from inappropriate/ irresponsible student usage.

Students are not permitted to personalise the external appearance of their device in any way (eg stickers or marker drawings etc).

Failure to comply with the Senior Digital Device Policy provisions could result in the recall of the digital device and/or loss of access for home use.