CENTENARY HEIGHTS
STATE HIGH SCHOOL

Safety - Respect - Learning

BRING YOUR OWN DEVICE (BYOD) PROGRAM

2024

PROGRAM BOOKLET

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WHAT IS BYOD?

BYOD stands for 'Bring Your Own Device'. This program permits students to bring their own device, within specifications, to school to support and further their education. It means devices such as personal laptops may now access school and Education Queensland networks where previously this has not been permitted. This makes working between home and school seamless for students.

The BYOD program assists parents to make informed choices on the appropriate technology to buy and supply for their child, while considering functionality, budget and family choice.

Information Technology (IT) devices are powerful means of differentiating and personalising a student's education, and student-owned devices facilitate student choice over which application best suits their learning and communication style. Teachers will work with students to ensure everyone can access and view a student's final work in appropriate formats as necessary.

It is mandatory for all students from Years 7 to 12 to bring a laptop to school and we encourage families to select and purchase a laptop with the specifications set out below to bring to school. This laptop will be for the student's personal use and is considered as their primary device. With this primary device we will continue to support students by diagnosing IT issues and consulting with families if further action is required. We make the following recommendations around laptop specifications and software as these meet the expectations the school requires of any IT devices students bring to school.

BYOD LAPTOP SPECIFICATION

Specification	Years 7, 8, 9		Years 10, 11, 12	
	Minimum	**Desirable**	**Minimum**	**Desirable**
Processor	I3 Intel or equivalent	I5 intel – faster processing speed	I3 intel	I5 Intel – faster processing speed
Ram	4GB	4GB	4GB	8GB
Operating System	Windows 10 or 11	Windows 10 or 11	Windows 10 or 11	Windows 10 or 11
Battery Life	6 hours	8 hours	6 hours	8 hours
Wireless	5GHz compatible	5GHz compatible	5GHz compatible	5GHz compatible
Screen size	11" +	11" +	11" +	11" +
Warranty	1 year minimum	1 year minimum	1 year minimum	1 year minimum
Accidental Damage Protection	Recommended	Recommended	Recommended	Recommended
External port	USB Audio out	USB Audio out	USB Audio out	USB Audio out

Windows and Mac laptops are suitable, but **not** Chromebooks, Surface RT, iPads or Android devices. Please check with us if you have any queries before purchase. Also please avoid laptops with **under 120 GB hard drives** as they will not load all the necessary software.

WHICH TO PURCHASE

If you are/plan on studying Music, Film & TV, Graphics, Engineering Technology or IPT the recommendation is to go for a higher spec machine to allow the running of the software packages required in these courses.

WHEN TO PURCHASE

It is recommended that all students will have an IT device ready for the first day of school. It is a good idea to purchase the device early so the student can become familiar with it and he/she is ready to commence learning.

CHOOSING YOUR DEVICE

We can understand and appreciate the uncertainties that may be associated with choosing the best device for your child. This documentation provides the minimum and desirable specifications that are required as well as examples of the majority of the popular brands that meet these specifications.

Unfortunately we are unable to recommend one particular device over another due to our adherence to the "Public Sector Ethics Act 1994" where we have a "duty to provide advice which is objective, independent, apolitical and impartial".

Should you have any specific questions in regards to a particular device please consult our IT staff and they will be happy to assist you. Our Network Administrator John Harman may be contacted on email john@eq.edu.au.

INSTALLATION FEE

The total cost for BYOD installation is $10 per student, which is for the Adobe Licence connection.

SOFTWARE

You do NOT need to purchase Office 365 or Adobe Products

Some shops will try to sell it to you as an extra… you do NOT need to pay for this.
- We can organise the installation of "Office 365" and "Adobe Creative Cloud" for you.

BACKING UP

Technology can fail and can be lost or stolen so it is extremely important that students have a backup plan in case things go wrong.

Backing up is easy. Once set up, data should be backed up automatically. Students need to check every once in a while to make sure their backups actually work. There are two main types of backup solutions.

Local Backup

Every week, students should copy their most important files onto an external hard drive or memory stick.

Students may use Windows backup (or Time Machine, if you have a Mac) to do this automatically.

Offsite Backup

This is another automatic backup or an external hard drive that is stored at another location, such as a friend or family's house. This protects the students' backup in case of theft, natural disaster or simple hardware failure.

CARE OF DEVICE

It is the responsibility of families to keep their chosen IT device in good working order to ensure minimal disruption to learning. It is expected that students bring their IT device to school each day fully charged. Each device 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.

If a student's laptop is in for repair for an extended period of time the school may have a loan laptop to support the student's ongoing learning. Loan laptops may be borrowed from the Textbook Office.

CASE / CARRY BAG

A strong carry case is a great way to protect the device from accidental damage like drops. Use a bag or case with adequate padding designed to hold a laptop.

INSURANCE

Purchasing insurance is a personal choice. When purchasing the laptop please learn about your options to purchase accidental damage protection for your IT device. This covers the device with accidental damage on and off the school campus. Fire, theft and acts of God are usually not covered under these programs and we request you include it in your personal or home insurance. The insurance may be purchased with your computer vendor or any insurance company. All insurance claims are required to be settled between you and the insurance company.

WARRANTY

Warranty should be negotiated with the seller at the time of purchase.

REPAIRS AND MAINTENANCE

All maintenance for the IT device, operating system, software and/or apps purchased by the family are the responsibility of the family. Families should ensure quick maintenance turnaround for student devices. Loan laptops may be available from the Textbook Office for use while repairs are occurring. The loan laptop will be booked out in the morning and returned that same afternoon, and is not to be taken home. Any repair costs for damage to the loan device will be charged to the student.

SCHOOL SUPPORT

Students are advised to see the school IT staff who will attempt to diagnose the fault. If this is not able to be resolved by staff, they can recommend a course of action for repair (eg warranty claims, insurance claim etc.)