Bring Your Own Device Program (BYOD)

Our school vision is for all Craigslea students to be active citizens in a global society. Our school is driven by the belief that active citizens in a global society are nurtured in a respectful and dynamic learning culture.

At Craigslea SHS, it is expected that all our students participate in the Bring Your Own Device (BYOD) program, which empowers them to engage with the world around them, promoting intellectual curiosity and striving for personal excellence.

What is a BYOD program?

A BYOD (Bring Your Own Device) program is an initiative where students bring their own laptops to use for educational purposes in school. This allows students to access digital resources, collaborate with classmates, and engage in learning activities using their own familiar technology. Additionally, students may continue to access many of the materials on their device when away from the school's network.

What can students access through their device?

Students have access to digital learning platforms and modules such as:

- QLearn (Education Queensland's online learning system)
- Microsoft 365 suite (includes Word, Excel, PowerPoint and more)
- OneNote (digital notetaking)
- OneDrive (includes 1TB of secure online storage per student for school work)
- ClickView video service
- Adobe Creative Cloud suite (includes Photoshop, Lightroom and more)
- Campion MyConnect2 (for electronic versions of student textbooks)

Craigslea will continue to maintain appropriate levels of access to computing labs and facilities for specialist courses, such as Design and Digital Technologies & Performing and Visual Arts.

Purpose of this Document:

This document gives you all you need to know about our BYOD program at Craigslea. Please read this carefully as it contains important information on device requirements.

After reading, if you have any concerns regarding devices or requirements for the program, please email helpdesk@craigsleashs.eq.edu.au. Craigslea's IT team is happy to answer any questions you may have.

Minimum/Recommended BYO Device Specifications

The below table outlines the minimum and recommended specifications supported by CSHS BYOD.

Please note: Students with devices that do not meet the minimum specifications will have issues connecting to and using the school's network, significantly impacting learning. IT support may also be limited.

	Windows	Apple Mac
Screen Size/Resolution	12" screen or larger (measured diagonally), minimum 1080p (Full HD) resolution.	
Processor	**Intel** – Core i3 *minimum*, i5/Ultra 5 or better *recommended* (must be at least quad-core) **AMD** – Ryzen R3 *minimum,* R5 or better *recommended*	**Apple** – M1 or newer recommended (Intel Macs are typically far outpaced by the M-series with performance and battery life, but can be used)
Memory (RAM)	8GB *minimum*, 16GB *recommended*	
Storage	256GB SSD *minimum*, 512GB or more *recommended*. eMMC or HDD (Hard Drive) storage is **highly discouraged** due to significantly lower performance.	
Operating System	**Windows 10** *minimum*, **Windows 11** *recommended* (S Mode *not* supported)	**macOS** – Sonoma 14 or later. Older versions may encounter compatibility problems.
Wireless	Dual-band Wi-Fi capable (can connect to 5GHz Wi-Fi networks). Devices with Wi-Fi 5, 6, 6E or 7 (aka. AC, AX) compatibility will meet this requirement.	
Ports/Extra Features	Physical keyboard, at least 1 USB-C port supporting display output, headphone/3.5mm port (or a headphone adaptor), built-in microphone, webcam	
Battery	Minimum of 8+ hours, recommended capacity of at least 45WHr (watt-hours). **Note:** Some laptop makers will overstate the true battery life of their device. It is recommended to seek third-party reviews and testing of a particular device to verify that battery life is good enough to last the school day.	

Battery Life

Devices *must* be fully charged, or charged enough to last, before the start of every school day. Significant class disruptions will occur if the device runs out of charge before the end of the day.

It is the student and parent's responsibility to ensure that the device has sufficient battery life to last the school day.

Alternative Devices

Device types such as Chromebooks and Android tablets (i.e., Samsung Galaxy Tab) are **not supported** in the BYOD program. Linux devices are also not supported at this time. This is due to the limited compatibility these devices have with the Departmental network.

Additionally, it is **not recommended** to use an Apple iPad as a BYOD device, however they are allowed to be used in Years 7 and 8. For Year 9 and above, iPads are **not** to be used as a primary BYO device. Further details about the use of iPads as a BYO device are available in the FAQ section at the end of this document.

Recommended Additional Equipment

- Headphones/earphones with a microphone
- USB flash drive of at least 32GB for backing-up schoolwork
- Laptop Case/Sleeve (soft or hard shell)

Selecting a Device

A key benefit of the BYOD program is the ability to tailor a device to your student's needs. If possible, it is recommended to test devices in-person to determine if the device's build quality, keyboard, screen size and other features would suit your student's needs.

To aid in this, the below table outlines some of the key features to look for in a device. These features are *not* required to successfully use a device for most schoolwork, however may help your child's learning in some subjects.

Considerations	Features to look for
Performance	
Students interested in technical/graphical subjects (Design, Digital Technologies etc.) and who want to work creatively (music production, art/illustration etc.) will want more performance in a device.	• Power and speed: consider 16GB of RAM and a newer, faster processor • Storage: 512GB SSD or more may be needed for storing many large media files/applications
Functionality	
Students interested in taking digital notes and/or illustration will want more flexibility from their device.	• Touchscreen with digital pen support and pressure sensitivity • "2-in-1" or detachable form factor
Creating videos, music, scientific data logging etc.	• Good quality microphone and camera • Multiple USB ports and a port for display output
Portability	
Ultra-portability could be of concern if your child: • walks long distances to/from school • uses public transport • cannot comfortably carry more weight	• Higher portability – smaller screen size, less weight • Less moving parts (no spinning hard-drive or optical drive)
Durability	
Concerns about device damage or failure over time (accidents happen, but they happen to some people more often!).	• Less moving parts (no spinning hard-drive or optical drive) • High chassis build quality and anti-pick/spill resistant keyboards • Hard-shell case/sleeve for daily transport • Extended warranty and accidental damage protection

Software for Students

As a part of the Student Resources Scheme (SRS), students will have access to a variety of software to use on their BYO devices. Available to all students is the Microsoft 365 Suite (formerly known as Office) along with Adobe Creative Cloud. Other specialist software, such as Autodesk Inventor/Revit, will become available depending on the subjects your student chooses to take.

Microsoft 365

The Microsoft 365 Suite contains the following software:

- Word
- Excel
- PowerPoint
- OneNote
- Outlook
- OneDrive (1TB per student)

All Education Queensland students are entitled to 5 **free** copies of the Microsoft 365 Suite for download on their personal devices. This includes BYO devices as well as mobile devices, such as a phone or tablet.

To download Microsoft 365 on a BYO device, students will need to use their MIS login details provided by the school to sign-in to the link below:

https://portal.office.com/account/?ref=MeControl#installs

They can then follow the on-screen instructions to install the desktop apps onto their device.

Students commencing at Craigslea from outside of Education Queensland will receive their MIS login details in the first week of school. Students who previously attended an Education Queensland school will only need to change their password before logging-in, as their username will likely already be known. Students will be guided through this process with their teachers and IT.

Important: Please install the Microsoft 365 Suite at home, as soon as your student's login details are known. This will ensure that there are less disruptions to classroom teaching, as the software required to complete classwork is ready to use and not needing to be installed during valuable class time.

Please also be aware that since Microsoft 365 is available for free to students, there is no need to purchase a personal or family Microsoft 365 subscription.

Adobe Creative Cloud

Through the Student Resources Scheme, Craigslea has purchased Adobe Creative Cloud licenses for every student. Creative Cloud can be installed onto a BYO device, along with activating any of the Creative Cloud apps for use on a school computer. Some of the most commonly used apps included in the suite are:

- Photoshop
- Lightroom (Creative Cloud and Classic)
- Illustrator
- Dreamweaver
- Acrobat Pro

Students who are interested in installing the Creative Cloud apps onto their device are encouraged to speak to their relevant subject teacher or IT. The process will involve making an Adobe account using the student's school email address, giving them the ability to use Creative Cloud apps on up to two devices at once.

Backing Up Schoolwork

As careful as one can be with protecting their device from damage, either physically or logically, there is always a risk of losing access to important schoolwork through loss, theft or data corruption. Therefore, it is critically important that students maintain regular backups of their schoolwork. There are a few different methods to achieve this, outlined below.

Physical, Local Backup

Regularly use an external USB flash drive or HDD/SSD to copy over your schoolwork. You can either set this up to be automatic (depending on device), or manually complete this back-up. Ideally, this should be completed daily, however *at least* weekly backups should be sufficient in most cases.

Physical, Off-site Backup

Similar to a local backup, this should be completed at regular intervals with another copy of the data kept at a location *away* from home. This protects your data in the case of theft, natural disaster or device failure.

Cloud Backup (Recommended)

A Cloud Backup is the easiest and least expensive method for Education Queensland students. This simply involves installing Microsoft OneDrive (free for students with Microsoft 365) and signing into your school account, after which files can be copied over to OneDrive to be stored securely on Australian Microsoft servers.

The recommended method of saving schoolwork is to work on a file saved directly in OneDrive, as that allows automatic, stress-free backups to be maintained without much extra effort. Tutorials on how to use OneDrive effectively will be available to students within the first few weeks of term.

Antivirus

On a Windows-based device, the built-in Microsoft Defender provides great protection for student devices both at school and home, and is also what school-owned devices use. Due to this, it is not necessary for third-party antivirus software to be installed on a BYO device. If using a third-party antivirus product, please be aware that students may at times be presented with erroneous warnings about the security of the school's network and internal websites. This is due to Education Queensland's internet filtering blocking some antivirus software from being able to "phone-home". If your student is impacted by this, it is recommended to **delete/uninstall** the third-party antivirus and use Microsoft Defender to prevent further disruption.

On an Apple Mac, it is **not recommended** to install a third-party Antivirus program, as most behave erratically or do not provide meaningful protection beyond what Apple includes in macOS. To stay safe, it is recommended to only install applications from trusted sources and block websites from sending notifications, as malicious software and fake browser notifications are common sources of Mac malware.

Many device manufacturers bundle antivirus software trials (such as McAfee, Norton, Avast, Kaspersky) with their new computers. It is recommended to **uninstall** this software before attempting to use the device at school, as it will likely cause trouble when installing school apps and may impact the device's performance.

Care of Device

It is the responsibility of families and students to keep their devices in good working order, so that disruption to learning is minimised. It is recommended to label the device in case of loss or theft.

Devices **must** be fully charged (or charged enough to last the day) before coming to school. Students will have very limited opportunities to charge their device while at school.

Case/Bag

It is **highly recommended** that the device be transported in at least a soft-shell bag/case/sleeve when travelling around the school campus and when travelling to/from home. Hard-shell cases are preferred; however, we understand the extra bulk may not be suitable for all students and devices.

Insurance/Warranty

The purchase of Accidental Damage Protection or Extended Warranty is highly recommended to provide extra peace of mind during device ownership, and to maximise its service life. Please ensure that the extent of the coverage is known at the time of purchase to minimise disappointment in the event of loss, theft or deliberate damage, as most policies do not cover these. Any insurance or warranty claims must be made between you and the manufacturer, retailer or insurance company.

Repairs/Maintenance

All maintenance and repairs for the device and its operating system are the responsibility of the family. If issues arise with software purchased by the school, IT will endeavour to resolve the issue as soon as possible, however for all other software it is the responsibility of the family to maintain.

While a BYO device is being repaired, students will have the ability to pick-up a short-term loan laptop to use until the BYO device is returned, provided sufficient loan devices are available. These loan devices must be treated with the upmost care to ensure they can be used for other students in the future, and are to be returned immediately upon the BYO device's return. Any damage to these devices may be invoiced to families for payment.

Software Updates

Please ensure that all software and the operating system are kept up-to-date. This will ensure that the device's security is not compromised and students do not miss out on new features that may aid learning.

Internet Access at School

The school provides filtered internet access to students through the use of a proxy. As per the school's BYO use agreement, students are **not** to use a personal hotspot, VPN or other proxy-avoidance techniques while at school.

School IT Support

Craigslea's IT support team aim to help with as many requests as possible, and are available throughout the school day to provide support. Please do not hesitate to bring a device to the IT room in H Block if support is required, as most problems can be solved quickly and easily and will therefore reduce future disruptions.

Please be aware that problems related to BYO device *hardware* can typically not be resolved at school. However, if possible, a diagnosis of any issues with the device will be performed to assist families with finding appropriate support options.

Frequently Asked Questions

Why are iPads not a recommended device?

In previous years of the BYOD program, iPads were endorsed by the school for Years 7 and 8. As computing requirements have changed over time, iPads are no longer recommended as a primary device due to the increased technical support required, lack of specialist software compatibility (Autodesk, Adobe etc.) and typically, no promotion of physical typing skills. However, iPads can be used as a *supplementary* device along with a compliant Windows/Mac device.

Years 7 and 8 may use an existing iPad from their Primary School, but please **do not purchase** a new iPad for these students as iPads are not to be used in Years 9-12. If used, the iPad **must** have a physical keyboard.

Students that currently use an iPad at Craigslea will *not* be expected to immediately replace it with a Windows or Mac laptop, and support will still be available for these students. However, if the device becomes damaged or is underperforming for the student's schoolwork, it is *highly recommended* to replace it with a device that meets or exceeds the minimum requirements outlined in this document.

Will a device purchased in Year 7 be suitable as a device for Year 10 and above?

Typically, devices purchased for a BYOD program have a reasonable life expectancy of 3-5 years. If the device purchased in Junior Secondary exceeded the minimum specifications, it is likely the device can be used during Senior Secondary, provided the device is still in good working order. In this scenario, it is recommended to seek a battery replacement (if possible) so that the device can continue to last a full day. If an extended warranty was purchased and the terms of the policy allow, you may be entitled to have this replacement completed for free or a small fee.

As a student's needs change over time, you may find that certain subjects will require a different class of laptop than was used previously. If the current device is causing issues, it would be ideal to either upgrade components such as memory and storage in the current device (if supported) or to purchase a new device to see the student through the rest of their schooling.

We want to use parental controls on the device. Will this work at school?

Parental controls can be an important tool in monitoring the usage of a student's device, along with restricting any unwanted features or content. While we do not discourage the use of parental controls on a student's device, we would also like to outline some key controls/restrictions that will likely interfere with the usage of the device while at school:

- **Device "Administrator" rights:** Due to the process of device on-boarding to connect to the school network, it is required that the user account is set as an "Administrator". This action alone can break some parental control tools, however is necessary so that the student can access the internet and other learning resources while at school. The school's network is heavily filtered and constantly monitored, so inappropriate content cannot be accessed even if parental controls are disabled.
- **Allowing password/PIN changes:** The device on-boarding process will fail if the device has a restriction on changing a password or PIN. Please ensure that these restrictions are not in place before bringing the device to school.
- **Allowing installation of applications:** Students may be required to install additional software after the initial on-boarding, so it is not recommended to block the installation of apps. If a student requires certain software in order to complete their schoolwork, it is expected that this restriction will be temporarily disabled to complete installation.