



2025 PARENT BYOD:LAPTOP HANDBOOK

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About the Program

At Yugumbir SS, we value 21st Century learning and we are excited to develop our students as digital, literate learners. The rollout of Version 9 of the Australian Curriculum embraces this approach to teaching and learning, and at Yugumbir we want to maximise opportunities for students to learn and create using a wide range of learning experiences and tools.

At Yugumbir all Year 4, 5 and 6 students are invited to be part of our BYOD LAPTOP Program. While it is not compulsory, it is highly desirable. Having consistent access to a learning device unlocks endless possibilities to collaborate, create and consume, putting students at the centre of their learning journey.



What will students need?

On entry to Year 4 we recommend families buy a new laptop to support technology updates and upgrades that will happen in the coming years. If you have a device that is already part of our BYOD program you do NOT need to purchase a new device. Please ensure the device is in good working order and has a case and headphones, the Buying Guide is provided on p.3. Second-hand devices are also suitable, see p.12 for more information.

When will my child bring their laptop to school in 2025?

Year 6	Wednesday 29th January (Day 2)
Year 5	Thursday 30th January (Day 3)
Year 4	Friday 31st January (Day 4)

Why are there different dates for students to bring their laptops?

In order to support a structured entry into the new school year, each year level will bring their laptop FOR THE FIRST TIME on the dates specified above. This will allow time for teachers and students to get to know one another and establish their 2025 classroom routines. The staggered start also allows our school-based technician to support students to connect to our school network in a timely manner.

Prior to students connecting to our school network, they must return a signed copy of the BYOD Laptop User Agreement Form.

Buying Guide

Device Part	Minimum Specifications
Device Type	Laptop: Windows based (with keyboard) <i>Not recommended: iOS/Mac (high technical skill essential)</i> <i>Not supported: Chromebook/Android</i>
Operating System	Windows 11 or Windows 10 Home/Pro <i>Not supported: Chrome OS, Linux, Unix, Windows RT/7/8/8.1/ 10'S'</i>
Processor	Intel Core i5
Memory	8GB RAM
Battery	10+ hours
Display	11-13 inch
Storage (SSD)	256GB *Students have one terabyte of cloud storage with OneDrive supplied by Department of Education
Network	Wifi 5 (5GHz 802.11ac)
Ports	USB-C with charging USB-A 3.0 HDMI Headphone out
Features	Built in Webcam Built in Microphone Built in Bluetooth Touch screen (recommended)
Accessories	Wired headphones Protective case: <ul style="list-style-type: none"> • Case size should match screen size of laptop (or close as possible) • Hard shell or cases with rigid corners are recommended minimising damage in the event of a drop (rigid corners minimise the chance of a broken screen which is the most likely cause of damage to devices) • Zipper • Handles/shoulder straps recommended for junior students Laptop Consider Accidental Damage Insurance

Minimum Software Requirements

Virus Protection	We recommend using Windows Defender (it is preinstalled on Windows 10 and 11 Devices). <i>Note: We do not recommend buying and installing Third party Antivirus software such as Norton, McAfee etc as these programs interfere with Education Department Internet Connectivity. They may also slow down the laptop significantly. If you choose to use these products, they will have to be turned off during school time. This is up to parents and guardians to manage. For this reason, we recommend Windows Defender as it does not interfere with the working order of devices on our network.</i>
Office Suite	e.g. Office 365 (supplied by Department of Education free to all students)
PDF Viewer	e.g. Adobe Acrobat Reader Free Version Reader Only
Internet Browser	e.g. Microsoft Edge

Possible laptop:

Dell Inspiron 15 3530 15.6" Full HD Laptop (Intel Core i5) [512GB]



Parent Setup Checklist for LAPTOP

☐ **Read** Department of Education ICT information (p. 14)

☐ **Read** YSS BYOD User Agreement (p.10)



☐ Ensure your child has a laptop in good working order to bring to school, a case and headphones.

☐ Set a password This is an Education Department requirement. **Your child must know this password.**

☐ Install the Intune Company Portal App - **this is a requirement for use of Laptop at school.** (p.5)



☐ Delete content or apps that are not needed.

☐ Label your child's Laptop, case and headphones clearly with their name.

Download Intune Company Portal App

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

Downloading and setting up Intune Company Portal

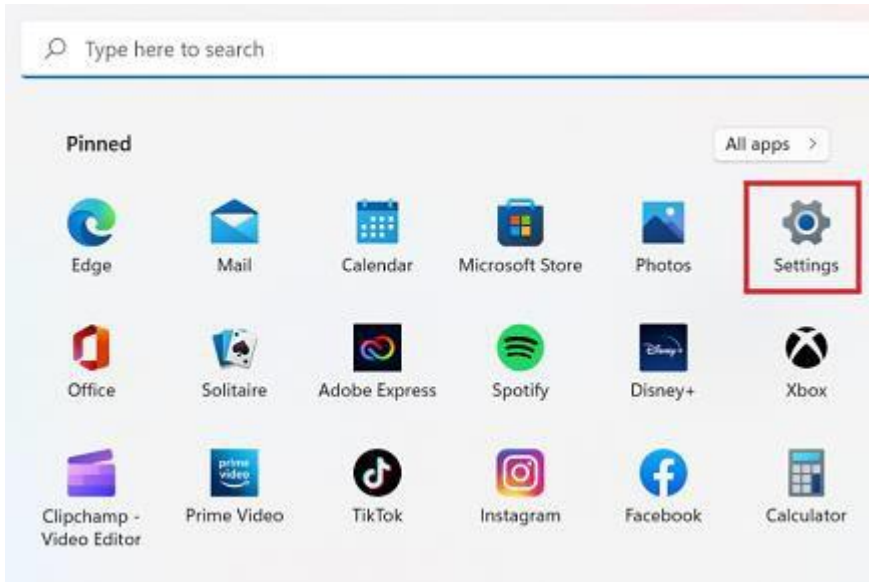


Step 1.

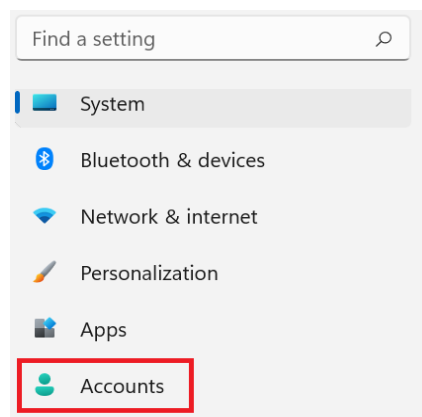
- a. Make sure you are connected to the Internet and select the **Windows** icon as shown.



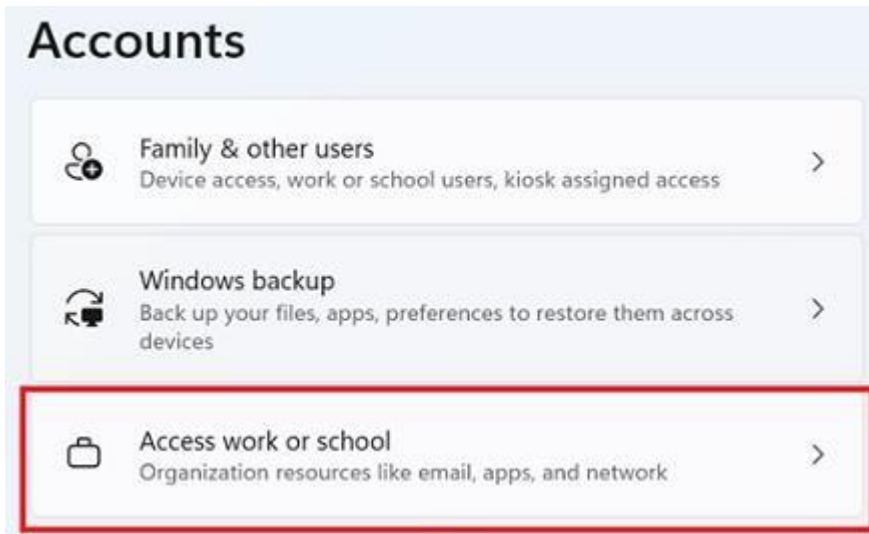
- b. Select the **Settings** icon



- c. Select **Accounts**



- d. Select **Access work or school**. If your or another account is already listed, select it and click **Disconnect**. Then Select **Connect**.



- e. Enter your school @eq.edu.au email address and select **Next**.

Set up a work or school account

You'll get access to resources like email, apps, and the network. Connecting means your work or school might control some things on this device, such as which settings you can change. For specific info about this, ask them.

mstaff78@eq.edu.au

This information will be supplied by school.

Next

- f. Enter your school username and password, accept the terms and conditions and click **Sign In**.

Managed Internet Service

Sign in with your username and password

Username *

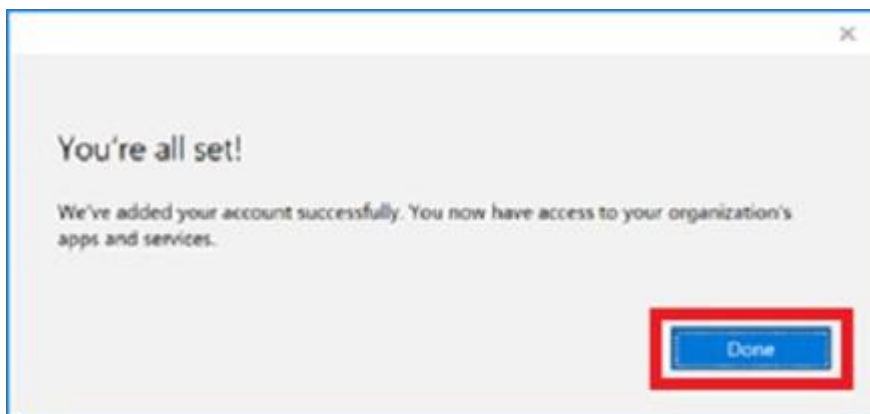
Password *

I agree to the [conditions of use](#)

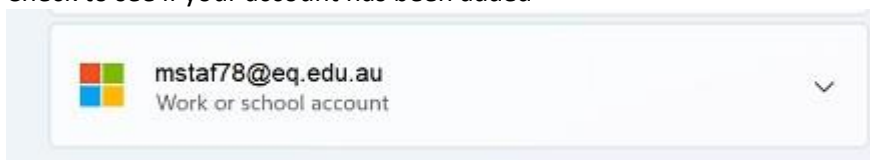
Sign in

[Change my password](#)

- g. Select **Done**

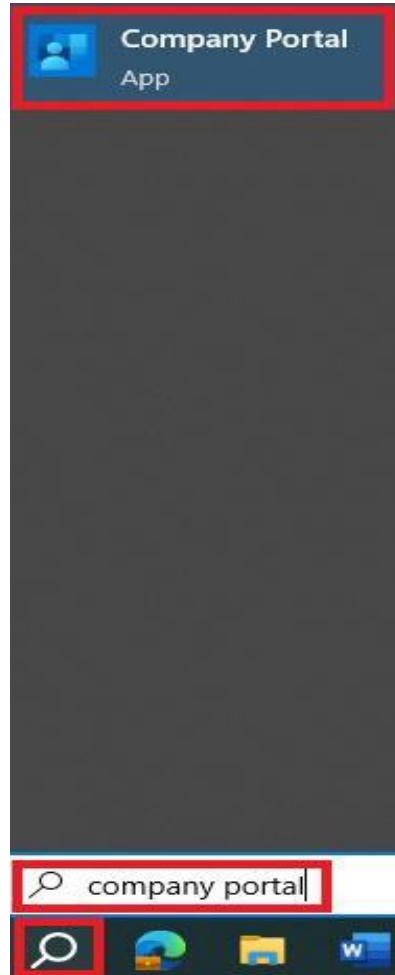


- h. Check to see if your account has been added



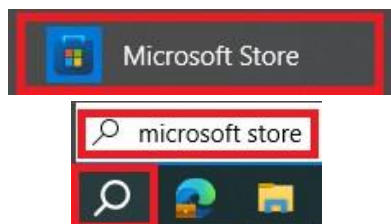
Step 2. Logging into Intune Company Portal

- a. Click the Search Icon at the bottom left of the screen and type in **Company Portal**.

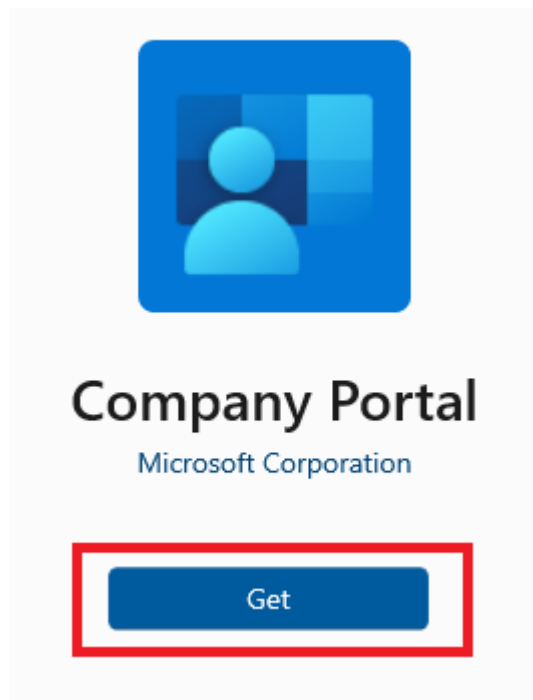
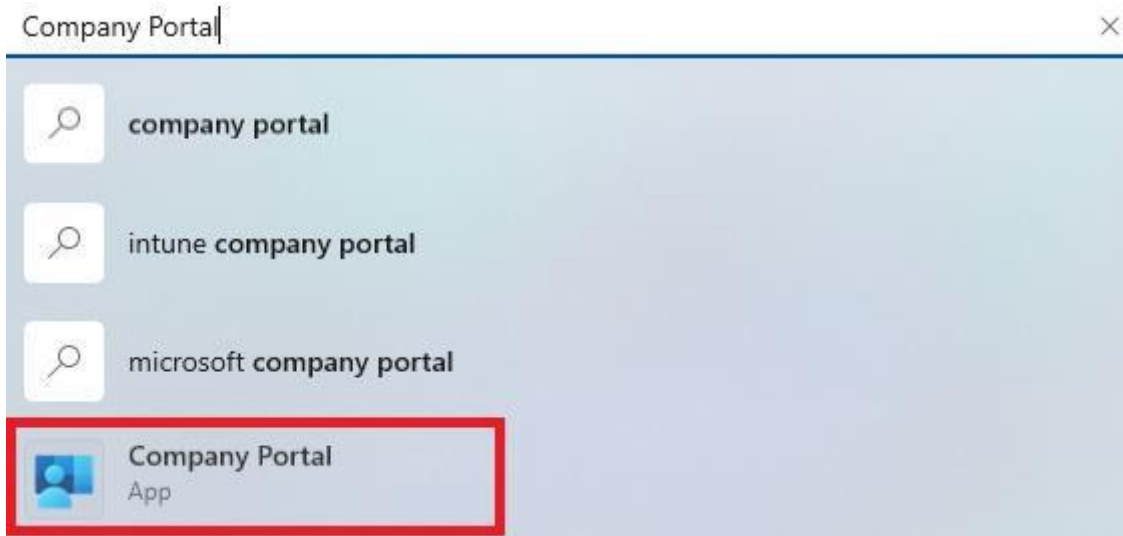


If requested, sign in with your school username and password. You have now completed enrolling your device!

Note: If Company Portal does not show up when searching for it, you will need to download it manually. Click the Search Icon and type in **Microsoft Store** and Click on it. See below:



In the Microsoft Store, search for **Company Portal**, click on it and then click **Get**. Repeat Step 2a once downloaded.



2025 YSS BYOD User Agreement



Families are in partnership with the school to ensure that laptops are for learning. In order to support the successful integration of laptops as learning tools both students and parents have responsibilities. Please read and sign the following agreement:

Students will:

- keep laptop in my bag before and after school
- use laptop for learning at school so I will only use SCHOOL Software while at school
- bring my laptop with 100% battery every day
- send emails as directed by my teacher
- not take photos/videos/recordings unless directed by a teacher
- not upload or share any school work unless directed by a teacher
- keep my laptop in my case when not in use
- leave laptop inside during break times
- leave phones and smart watches at the office during the school day



If I do not follow these student expectations, I understand that:

- my parents may be notified.
- I may lose the privilege of using my laptop at school for a period of time and I will still need to complete my school work in other ways.
- YSS Student Code of Conduct will be used to inform any necessary actions.

Student Name:	Class:	Date:
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Parents will:

- set up my child's Laptop using the information provided in Parent Setup Checklist
- support my child to leave any phones or smartwatches (connecting to outside networks) at the school office during school hours
- communicate with classroom teacher about BYOD as needed
- continue to contact the school office for any communications required with your student during the day

Parent Name:	Parent Signature:	Date:
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SETTING UP and MANAGING Laptop

Why BYOD at YSS?

- ICT Capabilities are woven throughout The Australian Curriculum and as such your child's creativity and capability can be furthered with our BYOD Program, preparing them for a positive employment future.
- 1:1 Laptop environment enables learning to be personalised for your child and provides them with access to a wider range of tools to support and enhance learning.
- A personally-owned laptop allows your child to share their learning with you, and to access a wider range of digital tools for homework, strengthening the link between home and school. Communication between your child, parent and teacher will be positively influenced using a laptop.
- A Laptop will support your child to demonstrate what they know and can do in much broader ways, supporting further opportunities for high order thinking and critical and creative thinking, better preparing your child for their future.

Who is responsible for managing the laptop?

Parents and students are responsible for managing and maintaining Laptops for school use. This means that updates and app downloads will need to be completed at home. Students may be asked to remove any software which are not necessary for learning, if it is interrupting learning or taking up storage space on the laptop which is necessary for learning tasks.

Can we install virus protection software?

We recommend using Windows Defender (it is preinstalled on Windows 10 and 11 Devices).

*Note: We **do not** recommend buying and installing Third party Antivirus software such as Norton, McAfee etc as these programs interfere with Education Department Internet Connectivity. They may also slow down the laptop significantly. If you choose to use these products, they will have to be turned off during school time. This is up to parents and guardians to manage. For this reason, we recommend Windows Defender as it does not interfere with the working order of devices on our network.*

Who is responsible for damages to BYOD laptops?

Students will move from class to class with their laptops e.g. for lesson with a specialist teacher, and class teachers sometimes use outdoor spaces for learning, so this means that a sturdy case is required to protect the laptop. Student expectations are in place to prevent foreseeable problems and damage, however, from time-to-time accidents may occur. If these incidents occur these will be dealt with on a case-by-case basis. Laptops can be added to home and contents insurance policies. For further information on this contact your insurance provider.

Do I still need to purchase books and stationery?

Yes. In order to provide a balanced education, students will still need pencils, workbooks and other stationery. Please purchase materials outlined on the relevant booklist.

What apps will my child need on their laptop?

The only app required is Intune Company Portal. This app will be used to manage school apps for students. Students will primarily be using Microsoft apps including Word, Powerpoint, OneNote and Sharepoint. Students will learn further skills around researching using a web browser and other built-in functions of these devices.

When will the device need to be replaced?

If families choose to purchase the new laptop in Year 4, this device will remain suitable for use at school for at least 3 years. This means that laptops purchased for use in Year 4 will continue to be suitable to the end of Year 6.

Can my child use a second-hand laptop or a hand-me-down?

Yes. Students use a second-hand device for the BYOD program. Please ensure that the previous user is signed out of all Microsoft Office products to support a smooth transition to the new user.

Can we install social media software?

No. Most social media apps are NOT age appropriate, for example a 9-year-old should have apps that are recommended for 9-year-olds and under. All Social Media Apps including, but not limited to Facebook, Instagram, Tik Tok, Fortnite and Snapchat are not to be installed.

The Carly Ryan Foundation offers app guides for parents:

<https://www.carlyryanfoundation.com/resources/fact-sheets> and the Apple App Store provides recommended age limits.

The eSafety Commission offers great support information and resources for parents

<https://www.esafety.gov.au/parents>

How can I get school support for laptop if I need it?

We cannot help with hardware issues as devices are owned by families. However, our on-site technician can support with school network access and Microsoft software. If you need support, please contact us at byod@yugumbirss.eq.edu.au

LEARNING WITH Laptops

Will my child still be using pencil and paper for learning?

Yes. Laptops do not replace all aspects of learning. For example, handwriting features in the Australian Curriculum, so this will be taught. At Yugumbir, laptops are a tool for learning, just as pencil and paper are, so teachers will select the best tool to suit the needs of students and the learning intention.

How will teachers monitor what my child is doing on their laptop?

All Education Queensland Wi-Fi users are monitored. State Schools access Managed Operating Environment (MOE). This means that web searching and emails are filtered and traceable for both students and staff.

How often will my child use their laptop in class?

Laptops are an incredible learning tool and teachers will select the most appropriate learning tool to suit the learning intentions and needs of students. This means that laptop use will vary from day to day.

What will students do with their laptops?

The Australian Curriculum provides a huge range of opportunities for students to demonstrate their learning with digital products. Throughout our BYOD journey we will support students to create, collaborate and consume. The options are limitless and teachers facilitate these opportunities for students.

What if my child does not bring a laptop to school?

If your child is unable to bring a laptop to school, that's ok. Classrooms will be provided with a small number of equity devices for students to access. These devices may be shared between students and cannot be taken home. This is managed by the classroom teacher to distribute devices as and when needed. This means that some times students may not have access to an equity device.

Can my child access 'games' and other software during school time?

No. Students will not be allowed to access 'games' or other software that they have on their laptop during school time. At school we want the laptops to be used for learning and regarded by students as a learning tool.

Responsible Use of ICT (Department of Education)

School-specific ICT responsible use procedure

The [Use of ICT systems](#) procedure provides direction to school principals around formulating a school procedure on access to the department's/school's ICT services, facilities and devices for parents and/or students to understand and acknowledge. This may take the form of a procedure, policy, statement or guideline and may require consultation with the school community. Acknowledging through signing seeks to support an understanding of what is lawful, ethical and safe behaviour when using or accessing the department's network and facilities by students and their parents. Principals may seek sign-off either on enrolment of students or alternatively at the start of each school year. Students should be reminded of their responsibilities at the beginning of each school year.

The following dot points are to assist schools to formulate their own procedure. Further guidance on drafting this section can be sought from the [Use of ICT facilities and devices guideline](#).

Purpose statement

- Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.
- Schools are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program.
- School students, only with the approval of the principal, may be permitted limited connection of personally-owned mobile devices to the department's network, where this benefits the student's educational program.

Authorisation and controls

The Principal reserves the right to restrict student access to the school's ICT services, facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program. For example, a student with restricted school network access may be allocated a stand-alone computer to continue their educational program activities.

The Department of Education monitors access to and use of its network. For example, email and internet monitoring occurs to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's network by any personal mobile device if there is any suspicion that the integrity of the network might be at risk.

Responsibilities for using the school's ICT facilities and devices

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the [Student Code of Conduct](#).
- Students are to be aware of occupational health and safety issues when using computers and other learning devices.
- Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school-owned or school-provided mobile device.
- The school will [educate students](#) (DoE employees only) regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to adopt these safe practices.
- Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so that it cannot be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).
- Students cannot use another student's or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home or local drive, email or accessing unauthorised network drives or systems. Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

- Students need to understand that copying software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from enforcement agencies.

Responsibilities for using a personal mobile device on the department's network

- Prior to using any personally-owned mobile device, students must seek approval from the school principal to ensure it reflects the department's security requirements.
- Students are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.
- Where possible, appropriate anti-virus software has been installed and is being managed.
- Students must follow any advice provided on best security requirements e.g. password protection (see [iSecurity](#) (DoE employees only) website for details).
- Students and parents are to employ caution with the use of personal mobile devices particularly as these devices can store significant numbers of files some of which may be unacceptable at school e.g. games and 'exe' files. An 'exe' file ends with the extension '.exe' otherwise known as an executable file. These files can install undesirable, inappropriate or malicious software or programs.
- Any inappropriate material or unlicensed software must be removed from personal mobile devices before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the mobile device being [confiscated](#) by school employees, with its collection/return to occur at the end of the school day where the mobile device is not required for further investigation.

Acceptable/appropriate use/behaviour by a student

It is acceptable for students while at school to:

- use mobile devices for:
 - assigned class work and assignments set by teachers
 - developing appropriate literacy, communication and information skills
 - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
 - conducting general research for school activities and projects
 - communicating or collaborating with other students, teachers, their parents or experts in relation to school work
 - accessing online references such as dictionaries, encyclopaedias, etc.
 - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a mobile device
- switch off and place out of sight the mobile device during classes, when these devices are not being used in a teacher-directed activity to enhance learning
- use their personal mobile device for private use before or after school, or during recess and lunch breaks, in accordance with [Student Code of Conduct](#)
- seek teacher's approval where they wish to use a mobile device under special circumstances.

Unacceptable/inappropriate use/behaviour by a student

It is unacceptable for students while at school to:

- use a mobile device in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions regarding the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)

- share their own or others' personal information and/or images which could result in risk to themselves or another person's safety
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras inappropriately, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use the mobile phone (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school employees.

Sign-off

The sign-off process for school students and their parents/guardians should occur on enrolment and annually. The following is a suggested format, with the signature block to be placed at the end of the agreement.

Please note: Children from Prep to Year 3 inclusively are exempt from signing the student section below.

Student:

I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the school's ICT services, facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.

Specifically in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/guardians.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the school's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's [Student Code of Conduct](#), which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this procedure/policy/statement/guideline and the [Student Code of Conduct](#).

Parent or Guardian:

I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information from around the world; that the school cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT services, facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.

I understand that the school is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device.

I understand that the school may remotely access the departmentally-owned student computer or mobile device for management purposes.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the [Student Code of Conduct](#). This may include loss of access and usage of the school's ICT services, facilities and devices for some time.

I have read and understood this procedure/policy/statement/guideline and the [Student Code of Conduct](#).

I agree to abide by the above rules / the procedure/policy/statement/guideline.

_____ (Parent/Guardian's name)

_____ (Parent/Guardian's signature) _____ (Date)

The Department of Education through its [Information privacy and right to information](#) procedure is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Qld\)](#) in order to ensure:

- appropriate usage of the school network
- appropriate usage of personal mobile devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its [Information privacy and right to information](#) procedure. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.