



Clayfield College

BYOT Handbook



Let your light *shine*

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THE BYOT DIGITAL LEARNING PROGRAM

Clayfield College is committed to enhancing student learning by integrating relevant technologies into teaching and learning experiences. Our strategic intentions identify the need to, 'integrate IT (Information Technology) and other technologies across the curriculum to enhance learning within and beyond the educational context.' We are doing this through our compulsory BYOT Program, through which students will access, communicate, collaborate, and create in their daily learning experiences. Students from Years 1 to 12, under the direction of their teacher, are required to bring a device to school.

What is BYOT?

BYOT stands for Bring Your Own Technology (which is interchangeable with BYOD - Bring Your Own Device). It is an approach now being preferred in schools around the world, in which the technology that students already possess and use in their daily lives can be utilised in their educational environment to enhance their learning experiences.

Why BYOT?

Clayfield College believes that controlled, appropriate use of technologies will help our students to become:

- Information producers rather than consumers
- Self-directed learners and collaborative team players

We believe it is important to guide young people in developing the skills they will need to be productive, responsible digital citizens.

How does BYOT work?

Students are required to bring their own technology devices into the classroom. Students are able to access our filtered Internet through BYOT WiFi. It is expected that students will bring their devices to school fully charged each day. Students should not expect to be able to recharge in the classroom as there is limited access to power and it can create tripping hazards.

BYOT Requirements

Students from Years 1 – 12 will be expected to bring their own technology to school on a daily basis. BYOT devices are expected to be well maintained, up to date and fully charged. Devices must meet the minimum requirements for their particular year level.

Minimum specifications are as follows:

	2024
Year 1	BYOD iPad
Year 2	BYOD iPad
Year 3	BYOD Laptop
Year 4	BYOD Laptop
Year 5	BYOD Laptop
Year 6	BYOD Laptop
Year 7	BYOD Laptop
Year 8	BYOD Laptop
Year 9	BYOD Laptop
Year 10	BYOD Laptop
Year 11	BYOD Laptop
Year 12	BYOD Laptop

Year 1 - 2	iPad	
Device	iPad 64GB 10th generation or later (Wi-Fi only) or iPad Pro (Wi-Fi only) iPad Air 5 th generation (not an iPad mini)	
Essential Accessories	Bluetooth Keyboard and case or Keyboard Case	
Operating System	iOS 11.3 minimum	
Optional Accessories	Screen protection, Apple pen, Additional warranty AppleCare	
Software / Apps	As per class handout	
Year 3 - 6	Laptop Minimum	Laptop Optimum
Keyboard/Mouse	Full size physical keyboard Touch Pad	Full size physical keyboard Touch Pad
Storage Capacity	256 GB SSD	512 GB SSD or larger
Operating System	Windows 11 or macOS 12 or higher	Windows 11 or macOS 13 or higher
Minimum Battery Life	6 hours	8 + hours
Essential Accessory Requirements	Protective case/cover Wired Headphones	Protective case/cover Wired Headphones
RAM	16GB	16GB
Processing Power	Intel i5 11 th generation Processor	Intel i5 / i7 13 th generation Processor
Connectivity / Wireless	Intel or Broadcom 802.11ac or better	Intel or Broadcom Wireless 802.11ac or better

Year 7 - 9	Laptop Minimum	Laptop Optimum
Keyboard/Mouse	Full size physical keyboard Touch Pad	Full size physical keyboard Touch Pad
Storage Capacity	256 GB SSD	512 GB SSD or larger
Operating System	Windows 11 or macOS 12 or higher	Windows 11 or macOS 12 or higher
Minimum Battery Life	8 hours	8 + hours
Essential Accessory Requirements	Protective case/cover Wired Headphones	Protective case/cover Wired Headphones
RAM	16GB	16GB
Processing Power	Intel i5 11 th generation Processor	Intel i5 / i7 13 th generation Processor
Connectivity / Wireless	Intel or Broadcom 802.11ac or better	Intel or Broadcom Wireless 802.11ac or better
Year 10 - 12	Laptop Minimum	Laptop Optimum
Keyboard/Mouse	Full size physical keyboard Touch Pad	Full size physical keyboard Touch Pad
Storage Capacity	512 GB SSD	1 TB SSD or larger
Operating System	Windows 11 or macOS 12 or higher	Windows 11 or macOS 12 or higher
Minimum Battery Life	8 hours	8 + hours
Essential Accessory Requirements	Protective case/cover Headphones	Protective case/cover Headphones
RAM	16GB	16GB
Processing Power	Intel i5 11 th generation Processor	Intel i5 / i7 13 th generation Processor
Connectivity / Wireless	Intel or Broadcom 802.11ac or better	Intel or Broadcom Wireless 802.11ac or better

Note: Devices not meeting these minimum specifications include smartphones, eReaders and Chrome Tablets, (for example: Kindle, Kindle Fire, Nook). If unsure if a piece of technology is not sufficient – please approach IT team with your enquiry.

Special Consideration: Students undertaking Graphics courses are strongly advised to use a Laptop with the Optimum capabilities listed in the Graphics Laptop Minimum Specifications table). There are components of the curriculum that are only compatible under a Windows Operating System.

New Devices

For those parents who wish to update their child's current device, Clayfield College has sources bulk buying support from JB HiFi. Parents have the opportunity to purchase and choose from a variety of devices.

Portal Link: <https://byod.jbhifi.education/>
2025 School Code: CLAYFIELD2025

FREQUENTLY ASKED QUESTIONS

GENERAL FAQ

Are students required to bring in a personally owned device, or is this optional?

Students are required to bring in a personally owned device each day in the same way that they are required to bring other learning support materials like textbooks, pencils, notebooks, etc. It is not optional.

Will devices be used in every class?

Whether or not a device is used in class on any given day depends entirely upon the teacher's judgment about the best tools to use for instruction.

Who is paying for the devices?

The devices will be purchased, owned and maintained by the families.

Are students expected to use the devices at both school and home?

Yes. One of the goals of BYOT is continuous access as a way to build information literacy. This means access to the learning tools on a device at home and school. Some homework assignments will require students to use a digital device, while other homework assignments will not.

What about printing?

Students are able to print using the school's Web Print service using their web browser. Students upload files for printing and are then able to release the printing on the Learning Resource Centre printers. Students are provided a print allowance each year which parents can top-up if it is consumed.

If a student already owns a device, do they need a new one?

No, as long as the device is functioning properly and is able to meet the minimum hardware requirements for their current year level.

What are the minimum BYOT Specifications?

Minimum system specifications for our BYOT program are driven by curricular objectives from across our classes. Our vision is that Clayfield College students acquire the skills necessary to select and manage digital tools that will empower them in all phases of the learning process including research, problem solving, content creation, communication and collaboration. Students and families may already have a device that meets these requirements, may upgrade a current device to meet these requirements or may purchase a new device to meet these requirements.

What software do students need on their devices?

For the most part, an up-to-date browser and an office suite is all that is required for day-to-day operations.

iPads for Primary years 1 and 2 – seek classroom handout from Year level Teacher

What software and help will Clayfield College provide for students for the BYOT program?

Currently, while enrolled into Clayfield College, using their student code and password students will be able to download and install:

- Microsoft Office suite
- Adobe Creative Cloud suite (year 7 and above) or Adobe Acrobat Reader (Year 3 to 6)

All the documentation for students is available at <https://lighthouse.clayfield.qld.edu.au> for them to access and read.

CONNECTIVITY FAQ

Can my BYOT device connect to the internet at school through the Clayfield College network?

All students in the BYOT program have the opportunity to connect to the Clayfield College School wireless infrastructure. This connection will give BYOT students devices access to internal and internet resources via our filtered gateway. In order to access the wireless network, students must agree to the Acceptable IT Use Policy prior to On-boarding their device.

Clayfield College IT Services reserves the right to refuse or revoke access to the wireless network.

What about Students/Family: Personal 4G/5G Network Access at school?

Personal 4G and 5G connectivity: Mobile phones, iPads with 5G, laptops and other BYO technology have the ability to utilise 4G and 5G network systems (Telstra, Optus, Virgin, Vodafone etc.). This provides the users with anywhere, anytime internet access. These personal systems are beyond the control of Clayfield College IT Services and as such cannot be monitored\filtered. If a parent provides a 4G or 5G phone or a data plan for their student – Clayfield College cannot be held responsible for the content or any related charges associated with that service. This is the responsibility of the parent/student. If the student uses 4G or 5G mediums to access internet resources, they must still adhere to the Acceptable User Policy while on campus.

Clayfield College staff members reserve the right to request that a student disable their 4G/5G connection.

Creating personal HOTSPOTS: Creating an AD-HOC personal hotspot is seen as a rogue network/threat on our monitoring systems and as such is prohibited. Violators may have their devices confiscated, their participation in the BYOT program restricted, and be subject to other disciplinary action.

Students who are expected to hand in their mobile phones should not be using these for connecting to provide Internet access whilst at school.

RESPONSIBILITIES FAQ

What are my obligations as a student in the BYOT program?

Students from Years 1 – 12 will be expected to bring their own technology to school on a daily basis. BYOT devices are expected to be well maintained, up to date and fully charged. Devices must meet the minimum requirements for their particular year level.

Who is responsible for the maintenance and updates of the devices?

All maintenance for the BYOT device, operating system, software and/or apps purchased by the family/student is the responsibility of the family/student. Families/students should ensure a quick maintenance turnaround for any student devices issues. Loan devices may be available from the Clayfield College IT Services Helpdesk for emergency situations for a limited period of time - and at the discretion of the IT Services team.

What happens if the BYOT device is lost or stolen?

Clayfield College is not responsible for any loss, damage or theft of student-owned devices. We advise keeping track of the device's serial number, model and type for insurance purposes. As with any incident of theft or vandalism it should be reported immediately to a staff member. An "at school" loan machine may be provided during this time to ensure the student has minimal interruption to learning.

What access controls will the school implement?

On campus, students are encouraged to connect and utilise the schools filtered wireless network. If the student uses 3G or 4G mediums to access internet resources, they must still adhere to the Acceptable Use Policy while on campus. Clayfield College staff may request that the student turns off the access to other network providers.

What access controls should parents implement?

The use of the device outside of the school is at the discretion of the parent/family. We strongly encourage you to work as a family to set ground rules for the care, maintenance, and usage of the devices. We also strongly encourage families to set ground rules about the use of games, chat programs or other social networking sites while students are using their device at home. The school will work in partnership with families to promote and enhance ethical, safe and responsible use of technology. Building digital citizenship is the responsibility of both the school and family.

If you feel the need to install monitoring software, parental controls on your students' device, be sure not to interfere with controls around resources that will be utilized at school such as youtube.com etc. If in doubt, seek advice from the Year level teacher or IT helpdesk.

Are students required to back up their devices?

It is critical that students have a backup of computer data. For this reason, Clayfield College IT Services recommends using cloud-based, schools OneDrive to back-up data. OneDrive will allow students to back up laptops folders, including documents, images, music and other important files to the cloud storage.

PROTOCOLS FAQ

May students install software on their devices?

Yes. If students have administrative rights to their devices they may install their own applications, provided that such applications do not violate the school's acceptable use policy. We encourage that the device updates are installed regularly and that the device is restarted at regular intervals for updates to install correctly.

Do students have to install Antivirus?

It is strongly recommended that a current generation Antivirus/Malware solution be installed on the device PRIOR and for the duration of connectivity to the Clayfield College network. Our current recommendation is the built in Defender antivirus for windows and that Apple devices as a minimum have a free antivirus software solution installed. IT Services is more than happy to assist with installation. If a compromised BYO device is found on the network, IT Services reserves the right to revoke access until such time as the device is fixed.

What if I forget to charge the battery and it goes flat at School? Do students have access to power outlets throughout the day?

Students are expected to charge their devices each night and bring it fully charged to school the following day. There will be limited provisions for students to recharge during the course of a school day. Parents/Students are strongly advised to purchase devices with the latest chipsets that extend battery life. Students are also advised to engage power saving features in their operating systems. Students are expected to use their devices in a way that conserves power so that they are available for use during classes.

What happens if a BYO device has issues? Where can I go for help?

Clayfield College IT Services prides itself on providing a knowledgeable service to all our users. Students can come to the IT Services helpdesk and where possible, we will give guidance and advice on how to solve a variety of issues in the BYOT program. Students are encouraged to have recent backups of their data at all times. Students may be provided with a loan device for short durations while their devices are being privately repaired by the family. For hardware, we recommend that families purchase an extended warranty for their device at the time of purchase.

Do students still have access to Clayfield College storage for home drives under BYOT?

No. Students are encouraged to use their allocated MICROSOFT CLOUD STORAGE OneDrive location for all Curriculum based files (not for personal storage).

TERMS AND CONDITIONS

This agreement sets out the obligations of the participants (students and parents / guardians) in relation to the Clayfield College School BYOT Digital Learning Program.

The terms and conditions of the program should be read in conjunction with the Clayfield College School IT Code of Conduct.

1. Access to the Program

- 1.1. Students from Year 1 through to Year 12 are required to bring a device as part of the program.
- 1.2. A user is required to accept full responsibility for their use of IT resources. In addition, students must adhere to the “code of conduct” policies.

2. Equipment

- 2.1. The device must meet all the requirements of the Minimum Device Specification outlined in the current BYOT Handbook. This includes meeting any required physical device characteristics and having the listed software installed.
- 2.2. Students bring their own device for use Clayfield College School at their own risk.
- 2.3. Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.
- 2.4. Students are responsible for:
 - Taking due care of the device in accordance with operating manuals.
 - Adhering to the IT Code of Conduct
 - Save all data securely. All electronic data and resources used for school coursework must be stored on the school provided OneDrive storage which is installed as part of the Microsoft Office solution licensed by the College and provided to all students. Students must not rely on the continued integrity of data stored on their device storage drive.
 - Clearly labelling/marketing their device so as to identify it amongst similar devices.
- 2.5. For the removal of any doubt, Clayfield College will not be responsible for any loss, theft or damage to:
 - the device
 - data stored on the device while the device is at school or during a school-related activity, absolutely, in negligence or otherwise

3. Conditions

- 3.1. Participants must bring the device to school each day.
- 3.2. Participants must ensure that the device is fully charged each night before it is brought to school.
- 3.3. The student is responsible for keeping his or her device in their possession or properly securing it, at all times. Clayfield College Staff are not responsible for the security or condition of student’s personal devices.
- 3.4. The student is responsible for the proper care of personal technology devices, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use the device.
- 3.5. Clayfield College staff reserve the right to confiscate and/or inspect personal technology devices if there is reason to believe that it was used to violate our policies, administrative procedures, school rules, or for general misconduct.
- 3.6. Violations may result in the loss of privilege to use personal technology in school, and/or disciplinary and legal action, as appropriate.
- 3.7. The student must comply with Clayfield College staff member requests to refrain from using a device, verify/display the screen, or to power down (turn off) the device.
- 3.8. Students may not use any devices to record, transmit or post photos or video of a person without their knowledge and consent. Images, video, and audio files recorded at school may not be transmitted or posted at any time, without the permission of a Clayfield College Staff member.
- 3.9. The student should only use personal technology devices with consent and under the supervision of a Clayfield College staff member.
- 3.10. All users are encouraged to utilize the schools secured wireless network to access the Internet. If a student utilizes their own private 3G & 4G wireless connections via USB Dongles, tethering other technologies such as phones, inbuilt 3G and 4G technology on BYOT, the parent and student acknowledge that the school is not responsible for any content accessed.
- 3.11. While at school the device is to be securely stored in a locker or remain physically in the possession of the student to whom it has been issued.
- 3.12. Clayfield College has no responsibility for the integrity of files, preferences, or configurations stored locally on the device.
- 3.13. Participants are required to use the device only according to the Clayfield College IT Code of Conduct and the expectations which form part of the participant’s overriding conditions of enrolment.

These terms and conditions may be amended from time to time as required at the discretion of Clayfield College

IT CODE OF CONDUCT

Information and Communication Technologies are an integral part of teaching and learning at Clayfield College. Clayfield College seeks to provide all users with secure and timely access to relevant digital tools, online services and digital resources (IT resources and services). The purpose of the IT Code of Conduct is to communicate a clear statement to students of their responsibilities, what constitutes acceptable and unacceptable use, and to express the commitment of the school to providing and maintaining a secure, effective and reliable IT infrastructure which supports teaching and learning.

Ethical Use

Clayfield College IT resources and services are provided to promote educational excellence by facilitating resource sharing, innovation and communication. Clayfield College students are expected to use all digital tools, online services and digital resources in a responsible, ethical and legal manner, demonstrating respect for others and an appreciation of the right to learn of all students.

- The use of the Clayfield IT resources and services is primarily for educational purposes and their use must be consistent with the mission, ethos, and educational objectives of the School
- Use of Clayfield College IT resources and services must not jeopardise the fair, safe and productive IT environment of the School community, nor the School's operations, resources and reputation
- School IT resources and services must not be used unlawfully or for an unlawful purpose
- Some reasonable personal use of IT resources and services may be allowed, but as a privilege and not a right. If that privilege is abused it will be treated as a breach of the IT Code of Conduct

Access

- All students are entitled to access the IT resources and services provided by Clayfield College and teachers have the right and responsibility to manage student use of School IT resources and services to ensure safe, fair and equitable access
- To ensure fair and equitable access the School may impose quotas on the use of IT resources and services including print, file storage, email and internet download
- Where quotas exist students are expected to comply with them. If a student exceeds any of their quotas they may be temporarily prevented from using the affected School IC resources and services
- When a student's enrolment ceases, they are no longer authorised to have access to Clayfield College IT resources and services and their account will be disabled for a set period, and then deleted
- Students may have their IT access suspended immediately where there is a suspected breach of Clayfield College policies

User Responsibilities

Any action that disrupts or is likely to disrupt the learning environment or interfere with the operation of the School is classified as inappropriate use. This includes any action that is in breach of any law, including photography without permission of those being filmed. The use of an IT to bully, intimidate, threaten or otherwise harass any person through any SMS or text message, photograph, video or other data transfer system available is inappropriate and will represent a breach of the IT Code of Conduct.

- Students must ensure that their Clayfield username and password is secure at all times. Students must only access Clayfield College IT resources and services using their own username and password and are responsible for all activity initiated from their account
- Students must not create, send, store, upload, access, use, solicit, publish or link to:
 - Offensive, obscene, profane or indecent images or material
 - Material likely to cause annoyance, inconvenience or distress to others
 - Discriminating or sexually harassing material or messages that create an intimidating or hostile learning environment for others
 - Malicious software such as viruses, worms or hacking software
- Any observed security weakness in, or threat to, Clayfield College IT resources and services and any known or suspected breach of the IT Code of Conduct must be reported to the IT Help Desk

Use and Operation – General

- Students must operate IT resources and services in a responsible manner and only adjust settings, cables and connections when instructed to by a teacher
- To ensure that important work is not lost, it is essential that students save regularly while working and back up their important files
- All Clayfield College IT resources are to be kept free of stickers and clean of graffiti at all times
- Students are to advise the teacher of any problem with IT resources and services immediately and report any issues with School resources to their teacher or the IT Help Desk
- Students may not install software onto School IT resources not directly issued to them (i.e. laboratory computers)
- No network gaming is allowed on the School network

Use and Operation – BYOT Digital Learning Program

- Students are required to bring their BYO device to school each day or as directed by the School
- Students are to ensure that their BYO devices fully charged for the commencement of each school day
- Students are expected to take their BYO devices to every class unless directed otherwise by the teacher
- The students should ensure their BYO devices are never be left unattended
- Students should remain alert at all times to the security of the device, and should not draw the attention of strangers to the presence of the device in the school bag
- Students may install files, software and devices onto their BYO devices (only) as required as long as:
 - The files, software and devices do not adversely affect the performance of the device
 - the installation does not infringe or violate copyright laws
 - the files, software and devices do not contravene the ethos and expectations of the School
- Students may be required to provide software licences or proof of ownership / purchase for any installed files or software found on a student's device
- Students are not permitted to network their BYO devices for the purpose of network gaming, or file sharing beyond that which is required by School staff
- Students must adhere to the laws concerning copyright and other intellectual property rights
- Downloading and storage of illegally obtained music and other unapproved files/software is strictly prohibited
- Use of the BYO devices camera and sound recorder at school is restricted to educational use as directed by a teacher. Students are not permitted to use the camera or sound recorder at school unless instructed to do so by a teacher
- Internet Filtering does not extend outside of the school grounds or users with 3G and 4G access. Responsibility for safe use of the internet outside of the School network remains the responsibility of the parent / guardian

Internet and Email Responsibilities

Internet access will be made available onsite for the purpose of communication, research, and education. The School will endeavour to provide Internet access that is safe and appropriate for the maturity level and needs of student users.

- Internet and email services are provided as an educational research tool and must not be used to visit inappropriate sites or online game sites
- Use of email and other communications technologies should respect and practice the principles of Clayfield College. This includes:
 - Communicating only in ways that are appropriate and respectful. Harassing, insulting, defaming or attacking others through any digital communication amounts to cyber-bullying and is not acceptable
 - Not using vulgar or obscene language in any electronic communication
 - Not sending emails or posting comments that contain information which is abusive, impolite, offensive, defamatory, inaccurate or illegal
 - Not sending spam, chain letters, or other mass unsolicited mailings
- Internet sites should be visited only when the content is likely to be acceptable within the ethos and guidelines of the School. Inappropriate sites visited by accident should be closed and immediately reported to the supervising teacher or IT Help Desk
- Access to the internet is filtered and monitored. Inappropriate sites include, but are not limited to:

- Sites that are illegal
- Are pornographic or contain inappropriate or obscene sexual material
- Advocate hate or violence
- Advocate racism, sexism, or gender bias
- Contain discriminatory material
- Offer inappropriate games or software
- Retrieval, viewing or posting of any material that is explicit, obscene, violent or offensive via the school's network is prohibited
- Bullying or harassment via the use of IT resources and services will not be tolerated
- Students must respect and protect the privacy of others. This includes:
 - Not viewing, using or copying passwords, data, or networks to which they are not authorised
 - Not distributing private information in any form (including through emails, photographs, mobile phones and the Internet) about others or themselves
 - Students must not use or send obscene language
 - Students must not divulge home addresses, telephone numbers, EFTPOS or Credit Card Numbers
- Internet Filtering does not extend outside of the school grounds. Responsibility for safe use of the internet outside of the Clayfield College network remains the responsibility of the parent /guardian
- To ensure that their privacy is protected students should be especially vigilant if they access the internet outside of the Clayfield College filtered and protected network.

Monitoring

- The school will monitor student accounts and student use of IT resources and services to maintain a secure IT environment
- The school reserves the right to monitor, log, collect and analyse the activities of students in their usage of IT resources and services
- The school reserves the right to investigate any and all aspects of its IT resources and services if it is suspected that any student is violating this Policy or any other School Policy
- The school may take any action it considers necessary to remedy immediate threats to IT infrastructure or security, including suspending student accounts and/or disconnecting or disabling relevant IT resources or other equipment, with or without prior notice
- The school will, where possible, block or filter any network traffic that potentially breaches this policy or is potentially illegal

Consequences

- Minor breaches of this Policy will be addressed by the relevant Clayfield College staff member in line with Clayfield College behaviour policies and the student account may be suspended if deemed appropriate
- Ongoing or serious breaches of the IT Code of Conduct may result in further disciplinary action including suspension and exclusion

The intent of this policy is to make clear certain uses, which are and are not appropriate, but not to exhaustively list all such possible uses. Clayfield College may, at any time, make a determination that particular uses are or are not appropriate.