



Respectful Responsible Resilient Ready to Learn

BRING YOUR OWN DEVICE (BYOD) PROGRAM @ ROBINA SHS

STUDENT AND PARENT HANDBOOK



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Program Overview

Robina State High School is committed to a full implementation of BYO device in 2024 and beyond.

All students in **Years 7–12** must have their own device that meets the **minimum specifications** to access our network, resources, and curriculum.

BYOD recognises that different learners have different needs; **one device does not suit everyone.**

Devices are integrated into day-to-day learning. Most subjects use a **OneNote Class Notebook** with resources, videos, and links in one place and/or **QLearn** for short courses and some content delivery.

Benefits of BYOD @ Robina SHS

- Improves access to web-based research
 - Lifts digital literacy for teachers and students
 - Shifts towards knowledge construction, not just content delivery
 - Extends learning beyond the classroom
 - Builds appropriate and ethical online behaviour
 - Enables personalisation and continuous access to learning materials
 - Increases feedback and consultation opportunities with teachers
 - Provides engaging, interactive learning environments
 - Strengthens home-school links for parent engagement
 - Lets students bring prior knowledge and co-construct learning
 - Access to rich media and communication tools to collaborate locally/globally
 - Supports development of 21st-century skills and high productivity
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What Device?

Families choose and purchase a **primary learning device** that meets the specifications below. Our IT team will diagnose issues and advise on next steps (e.g., warranty/insurance). Students at school receive:

- Filtered internet (filtered approved content only)
- Access to classroom content
- School printers



Consider size and weight for daily carry.

We **cannot recommend a particular brand/model** due to the Public Sector Ethics Act 1994 (objective, independent, apolitical, impartial advice).

Minimum Device Recommendations

Specification	Junior/Senior General Use — Minimum	Junior/Senior General Use — Desirable	Specialised Senior Subjects — Minimum
RAM	8 GB	16 GB or higher	16 GB
Operating System	Windows 11 or macOS 10.15+	Windows 11 or macOS 10.15+	Windows 11 or macOS 10.15+
Battery Life	5 hours	8 hours	8 hours
Wireless	Wi-Fi 802.11n/ac (5 GHz)	Wi-Fi 802.11n/ac (5 GHz)	Wi-Fi 802.11n/ac (5 GHz)
Screen Size	11" minimum	13"+	13"+
Storage	128 GB+	256 GB+	500 GB+
External Ports	USB/USB-C, Audio Out	USB/USB-C, Audio Out	USB/USB-C, Audio Out

Examples of Devices that Meet General Minimum Specs

- **Lenovo IdeaPad 1i 14"** — Windows 11, Intel, 4 GB RAM, 128 GB, 14", 11-hr battery
- **Acer Aspire 3 Spin 14"** (2-in-1) — Windows 11, Intel, 8 GB RAM, 128 GB SSD, 14", 8-hr battery
- **HP Pavilion x360 14"** — Windows 11, Intel, 8 GB RAM, 256 GB, 14", 8-hr battery
- **MacBook Air 13"** — macOS, 8 GB RAM, 256 GB SSD, 13", 18-hr battery

Not compliant Devices:

- **Chromebooks**
- **Android Devices**

NOTE: Currently Base Level Microsoft Co-Pilot PCs (Snapdragon) are incompatible with printing and some Adobe Products.

Devices below minimum may have **connectivity issues** and limited access to curriculum/software.

iPads (for Years 7–9 Only & Not Recommended as Primary Device)

Students in **Years 7–9** may use an existing iPad but must understand the **limitations**:

- Cellular models **not recommended** (unfiltered internet; distraction risk)

Capabilities & Limitations:

- Connect to school internet: ✓
- Connect to Resource (G) Drive: ✗
- Use OneNote app: ✓
- Use OneDrive app: ✓
- Printing: ✗ (print from OneDrive on school PC)
- Specialised software: ✗

Recommended iPad extras: detachable keyboard, stylus/smart pencil, protective cover, extended warranty (AppleCare), accidental damage protection.

Required Software (All Devices)

Microsoft Office 365 (free via MIS ID/password):

1. Go to mis.eq.edu.au
2. Click **App Launcher** (top-left)
3. Click **Office 365**
4. Click **Install Office** (top-right)

Note: This won't be possible until the student has been issued a EQ username and password

Suggested Additional Software:

- PDF Reader: Adobe Acrobat Reader
 - Browsers: Google Chrome; Mozilla Firefox
 - Video: VLC Media Player
 - Audio: Audacity
 - Adobe Design Suite: licensed for subjects requiring it (PC/Mac). Students requiring Adobe will be issued a Licence by the school.
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Digital Literacy @ Robina

Primary platform: MS OneNote Class Notebook.

- Students may also use eLearning sites and Turnitin (Years 10–12).
- Students may also use QLearn for some short courses and content delivery
- Parents can view learning content/resources in OneNote.

OneNote — Key How-Tos:

- Access first time via **teacher email link** → Open in app (OneNote Desktop/2016)
- OR via owa.eq.edu.au → Tiles → OneNote → Shared with Me → Open in Desktop App
- **Sign in** with school email (e.g., jsmit1@eq.edu.au)
- Sync: Right-click Notebook title → **Sync This Notebook Now** (green sync icon)
- Navigate: Collaboration Space, Content Library, your section; green “back” button returns to Notebook list
- Switch Notebooks: Click OneNote title → list others; pin list if desired; close old notebooks (right-click → Close This Notebook)

Digital Citizenship & Online Safety

- Build a positive online reputation; mirror normal interpersonal expectations
- Passwords: Unique, confidential; change when prompted/compromised; log off shared desktops
- Email: Department email for learning; monitored for appropriateness
- Internet Filtering: Only on school Wi-Fi; no personal 3G/4G use on campus
- eSafety: esafety.gov.au and esafety.gov.au/iparent

Device Care, Backup, Insurance & Warranty

- **Backups:** Weekly (external drive; Windows Backup or macOS Time Machine) and / or Backup to school OneDrive Cloud storage
- **Care:** Bring fully charged, labelled device; use sleep mode when moving
- **Case/Carry Bag:** Strong, padded case/bag
- **Insurance:** Consider accidental damage cover; clarify inclusions
- **Warranty:** Extended warranty recommended; Average lifespan ~3 years
- **Repairs & Maintenance:** Family responsibility; Based on Warranty and Purchase Agreement
- **Security:** Stay with devices; use lockers when not needed; only use in class with teacher support



School Support & BYOD Policy

- IT staff diagnose issues, can fix any school based software issues and advise on warranty/insurance
- Watch **ICT support playlist** on Robina SHS YouTube for common fixes

Responsible Use Examples: research, collaboration, educational publishing

Irresponsible Use Examples: unlawful activity, offensive content, harassment, wasting resources, unsupervised chat, 3G/4G use in lessons, malware