

WOODRIDGE
STATE HIGH SCHOOL

Bring Your Own Device (BYOD) Policy *and* Online Learning



Empowered, Resilient... World Changing!

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Woodridge State High School – BYOD Policy and Online Learning

1. Preparing Our Students

At Woodridge State High School, we believe ICT enhances teaching and learning by fostering collaboration, creativity, critical thinking, and authentic learning experiences. Student-owned devices allow personalised learning, enabling each student to choose applications that suit their learning and communication style. By adopting a Bring Your Own Device (BYOD) approach, we give families control over the choice of laptop their child uses at school, supporting engagement, independence, and tailored learning opportunities.

2. Bring Your Own Device (BYOD)

Students at Woodridge State High School are required to bring their own devices to support learning. BYOD classrooms help students stay organised, collaborate, and manage their work. Key tools include:

- QLearn: Access lessons, assignments, resources, and feedback anytime, anywhere.
- OneNote: Take notes, add images, record audio, collaborate with classmates, and personalise digital folders.
- Outlook: Communicate with teachers and classmates, and use the calendar to organise lessons, deadlines, and assessment dates.

Students also have access to a free Microsoft Office 365 subscription, which includes one terabyte of cloud storage with OneDrive and Office applications such as Word, Excel, PowerPoint, and Outlook.

3. Device Requirements and Accessories

Students require a laptop or tablet that meets the following minimum and recommended specifications. These specifications are for general, non-technical subjects. Senior technical subjects may require higher specifications.

Feature	Minimum Requirement
Device Type	Laptop or tablet with physical keyboard - HP, Dell, Lenovo, and Asus are recommended for durability, support, and warranty. Chromebooks and Android tablets are not recommended as these devices do not connect to the school network.
Operating System	Windows 11 Home or Pro, iOS/Mac
Processor	Latest Intel Pentium / Intel Core i3 (2019+/9th Gen+)
RAM	8GB
Storage (SSD)	128GB
Battery Life	10+ hours
Display	12–15" screen
Wi-Fi	Wi-Fi 5 (5GHz 802.11ac)
Features	Webcam, microphone, Bluetooth, USB-A 3.0, USB-C with charging (highly recommended), HDMI, headphone out
Accessories	Protective case, wired headphones/earphones, laptop accidental damage insurance (considered essential)

5. BYOD Purchase Options

Below are recommended stores and contact details for purchasing BYOD devices:



Harvey Norman Browns Plains —  3380 0600



<https://www.harveynorman.com.au/>



JB Hi Fi Loganholme —  3451 9600



<https://www.jbhifi.com.au/>



Office Works Underwood —  3809 5600



<https://www.officeworks.com.au/>



Substation 33 —  3826 1533



www.substation33.com.au/digital-divide

Each store provides:

- Payment plans starting at \$10/week via Zip, AfterPay, or store interest-free options
- Online delivery or click-and-collect options
- Staff support for BYOD device selection

6. Network Connection and Setting Up Your Device

6.1 Network Connection Process:

- The IT Technician will connect the student's device to the network
- The IT Technician team are located in the Library
- Students can access the IT Technician Team before school, at lunch times and after school
- For student IT support, please email: Support@woodridgeshs.eq.edu.au



Students must ensure their devices are properly set up to access the school network and learning resources.

6.2 Device Setup Checklist:

- Charge Device – Fully charge your device before bringing it to school.
- Connect to Wi-Fi – Join the school's secure Wi-Fi network using your assigned login credentials.
- Install Microsoft Office 365 – Access your free Office 365 subscription and OneDrive cloud storage (1TB).
- Update Software – Ensure your operating system and applications are up to date.
- Install Recommended Applications – Add apps required for curriculum subjects as instructed by teachers.
- Enable Security – Activate antivirus software, firewalls, and secure passwords.
- Backup Data – Regularly back up files to OneDrive or an external storage device.
- Test Device – Confirm the device connects to school systems (Wi-Fi, QLearn, OneDrive, and email).
- Protect Device – Use a protective case and avoid leaving devices unattended.
- Ensure Camera and Microphone are working for all online learning lessons

7. Responsible Use of BYOD - Student Usage of Computers, Internet, Intranet and Email

The below defines the Responsible Use of BYOD specifically student use of all internet devices at Woodridge State High School. Its main purpose is to encourage the mature and responsible use through the provision of clear usage guidelines for both the Bring Your Own Device (BYOD) and student usage of computers, internet, intranet and email.

7.1 Acceptable Use

The Queensland Department of Education deems the following to be responsible and acceptable use and behaviour by a student:

- 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
- Use email for appropriate communication to assist with school studies
- Communicating or collaborating with other students, teachers, parents or experts in relation to schoolwork
- Researching and learning through the Department's eLearning environment

7.2 Unacceptable Use

The Queensland Department of Education deems the following to be unacceptable and irresponsible use and behaviour by a student:

Students must not:

- Use the IT resources in an unlawful manner
- Download, distribute or publish offensive messages or pictures
- Insult, harass or attack others or use obscene or abusive language
- Deliberately waste orienting and internet resources
- Damage any electronic devices, printers or the network equipment
- Commit plagiarism or violate copyright laws
- Use unsupervised internet chat or send chain letters or Spam email (junk mail)
- Access mobile/cellular data networks during school time which bypasses school filters
- Use unauthorised programs (e.g. VPNs) for the purposes of bypassing internet filtering restrictions

All unacceptable behaviours will be actioned in line with the [Student Code of Conduct](#).

7.3 Additional Responsibilities

- Users are responsible for the security, maintenance and integrity of their individually owned devices and their network accounts
- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised drives or files or access other people's devices without permission
- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher

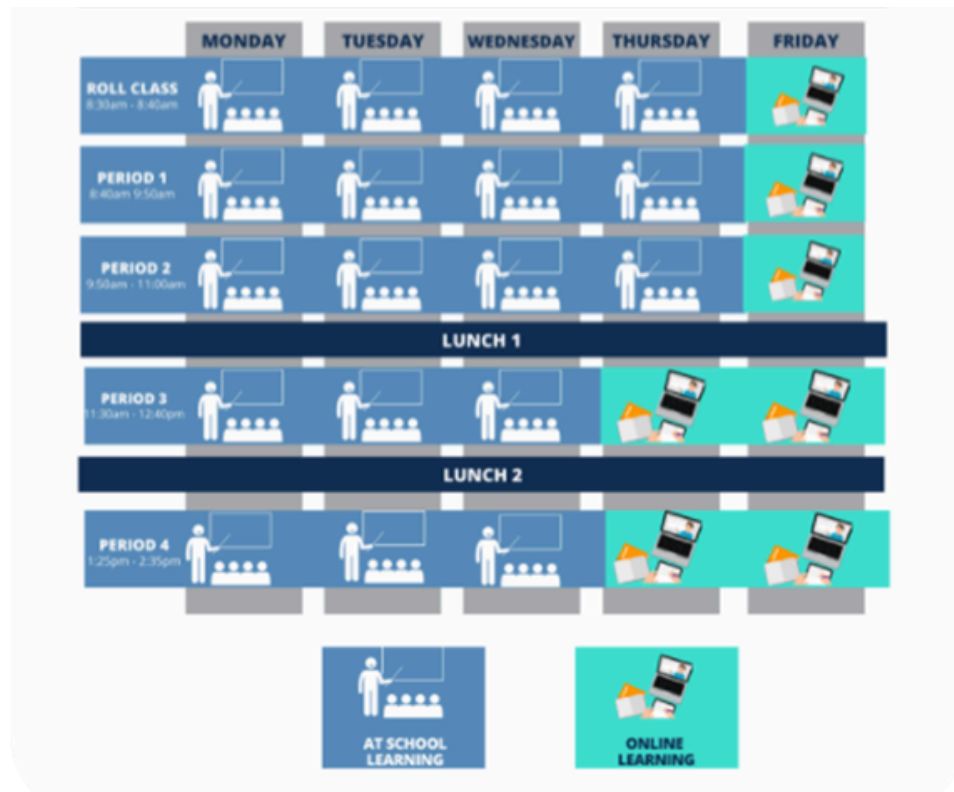
7.4 Online Learning

During Thursday Period 3 and Period 4, and for all lessons on Friday, Year 11 & 12 students access their lessons through the online platform QLearn using their BYOD devices.

The Online Flexible Timetable has been in place at the school since 2020 and has led to increased growth in terms of academic achievement for our students and also fosters independence and self-management.

At times, students may need to remain at school to undertake online learning. For these occasions, we ask that parents/guardian inform the school in advance and students use the Passtab application found on SharePoint to sign in/sign out of school.

Year 11 & 12 Flexible Learning Timetable visual:



Online Learning Expectations:

1. Login to every timetabled lesson.
2. ALL online learning lessons require students to have cameras turned on throughout the entirety of the lesson and working microphones.
3. Actively participate in lessons and submit required coursework.
4. Be contactable through Microsoft Teams at all times by Woodridge State High School Staff.
5. Check emails and student notices each morning and login to the Absent Teacher QLearn if your teacher is absent during your lesson.
6. Absent student process will be followed in the event of illness.

8. Support and Compliance

- Students are responsible for device care, software updates, and protection.
- The school is not liable for loss, theft, or damage of personal devices.
- Non-compliance with the BYOD policy may result in restricted network access or disciplinary action under the [Student Code of Conduct](#).

