



## Burnett State College

65 Pineapple Street, Gayndah Qld 4625  
PO Box 111, Gayndah Qld 4625  
Phone: 07 41613888  
Fax: 07 41613800

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### Burnett State College Laptop Scheme

Parents of students in **Year 8 Thunder – Year 12**, will have the option of choosing from three different laptop schemes:

1. **Bring your own device (BYOD)** – under this scheme parents purchase a laptop from a commercial retailer for their student. It is recommended that any laptop purchased meets the minimum specifications that are outlined in further documentation. We have implemented technology that allows personally owned Windows laptops to connect to the College network. The cost of this scheme is dependent of the cost of the laptop parents decide to purchase for their student and a \$30 fee paid to the school
2. **Take home college owned device** – under this scheme parents hire a laptop from the college which students will be able to take home each day and retain over holidays, excluding the Christmas holidays. These laptops will be able to connect to the College network. The cost of participation in this scheme is **\$200**.
3. **Day use college owned laptop** – under this scheme students borrow a laptop at the start of each day and return the laptop at the end of each day. These laptops will be able to connect to the College network. There is **no cost** associated with participation in this scheme.

*Students in Year 7 are not required to participate in the Hybrid Laptop Scheme as they will have access to computers in the Year 7 classroom B4.*

*Students in the Year 8 Core will have access to computers in their classroom A16, but may choose to participate in the BYOD scheme.*

Having access to a computer while at school is vital for all students, this is why it is important for your student to participate in one of the schemes offered by the College. We have endeavoured to make these schemes as affordable as possible, hence the Day use laptop scheme is free to parents / guardians.

Students who are not engaged with a laptop scheme will not have access to a laptop while they are at school, as teachers no longer have the ability to loan students a laptop on a class-by-class basis. Therefore, it is imperative that parents select a scheme to participate in and complete the necessary paperwork and payment of fees.

Please read the following information carefully and return the paperwork relevant to your choice.



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- If you choose the **Bring Your Own Device scheme**, please complete the yellow paper work
  - If you choose the **Take Home College Owned Device scheme**, please complete the blue paper work
  - If you choose the **Day Use College Owned Device scheme**, please complete the green paper work.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Simon Graham', with a long horizontal flourish extending to the right.

Simon Graham  
Principal



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## Bring Your Own Device (BYOD)

If you wish to be part of this scheme, please read the following information carefully.

### 1. Key factors to consider

- There is an annual cost of \$30 per student to participate in the program each year. This covers administration of the scheme.
- Families will be billed \$30 at the beginning of each school year for continued access to the scheme, unless they cancel their participation, by notifying the school.
- You will need your own insurance and/or accidental damage insurance.
- The previous year's school fees are required to be up to date to participate in the scheme.
- It is recommended your device meets the *Minimum Specifications* (see below).
- Our computer technician is not permitted to repair hardware or software issues on BYO laptops. They can provide support regarding connecting to the school network and advice, where possible, about logging problems.
- Internet is filtered while students are at school.

### 2. What do I need to do to be part of this program?

- Read the BYO Laptop charter information booklet (on paper from the office, or on the website).
- Supply a device that meets the *Minimum Specifications*.
- Complete and return the BYO Laptop Student Participation and Connectivity request.
- Student brings laptop to a "getting connected" workshop at school.
- If your BYO (Bring Your Own) device is broken or undergoing repairs, please be aware that joining one of the other device schemes is not automatic. You will be required to complete additional paperwork to transition to a different scheme. This process ensures proper documentation and compliance with program requirements.

### 3. Minimum Specifications – All laptops for use at school must have:

- Windows 10, version 1607 or above.
- Up to date antivirus and security software (available for free from Microsoft).
- Microsoft Office software installed (available for free for student use from Microsoft).
- A "proper" keyboard (large enough to touch type, with moving keys – not a touch pad).
- A CPU (processor) and memory (RAM) capable of running multiple programs at once (e.g. word processor and internet at the same time) – at least Intel Core i3 with 4GB memory or better.
- A screen at least 11 inches, 13-14" is strongly recommended, especially for senior grades.
- A hard drive or SSD (solid state drive – faster) with at least 128GB capacity.

### 4. Purchasing Laptops

The College cannot supply specific advice about purchasing a laptop. As long as the laptop meets the minimum specifications, there are many purchasing options. It is up to parents to decide what the best value will be for them – some might choose a more costly model with extended warranty and insurance; others will choose a lower up-front cost and deal with any issues when they happen.



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## 5. Returning this Form

The below section must be completed and returned to the school office for **all** students participating in the BYOD scheme for the first time.

Student name: \_\_\_\_\_

Student login username: \_\_\_\_\_

Year level in 2026:    8   9   10   11   12

Student's signature: ..... Date:   /   /

Parent's/caregiver's Name:.....  
(Please print)

Parent's/caregiver's signature: ..... Date:   /   /



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## Take Home College Owned Device.

If you wish to participate in this scheme, please read the following information carefully

### 1. Key points

- The device will remain the property of Burnett State College
- Participating students get a college device to use at school and at home
- The device is insured and supported – if it breaks down, the College will fix it. The College will supply a loan machine while it is repaired, if possible. Technical support is available every normal school day.
- If damaged in an accident, the College will repair or replace – there are rules and conditions, as for any insurance policy, such as an excess and limitations on cover e.g. vandalism and carelessness are not covered. The excess is \$50 for the first accidental damage claim, then \$100 for the second and \$150 for the third.
- Parents can decide about Internet filtering – social networking and YouTube can be either allowed or blocked at home. Bad sites are always blocked, wherever possible (no filter is ever 100% perfect, but BlueCoat is a very good filter).
- Participation costs \$200 for a full year for each computer issued to a participating member of a family.
- Payments options include full amount payment or a deposit of at least \$50 initially and full payment by the end of Term 1
- Devices will not be issued to students until the school has received one of the payment options.

### 2. Returning forms

- Complete the Student Resource scheme participation form and return as soon as possible. **All** students **MUST** return this form, completed and signed. It is a legal agreement about resources for school, and needs to be returned for all students
- Read and sign the External Request for Equipment document and the Student Laptop Charter and agreements document on the next pages and return to the office.



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The Student Laptop Charter agreement form must be signed and returned to the school before the device is issued. The student and parent or caregiver must carefully read this charter before signing it. Any questions should be addressed to the school and clarification obtained before the charter is signed.

## **Elevated access**

Devices may have elevated permissions which would provide the ability to complete tasks such as installing home items including home printers, cameras and/or licensed software. This access may allow further permissions above and beyond those available on other MOE-built workstations and devices. Students should not misuse these privileges. The misuse of this access may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

The school will manage the provision of elevated access and a parent/caregiver must approve the provision.

## **Web content filtering levels at school**

To help keep students safe when using the DET network or a home internet connection, the department imposes a 'high' level of internet access filtering. A 'high' level of filtering provides a greater level of restriction and therefore greater level of protection. Sites that are blocked under a high level of internet access include:

- social networking sites such as Facebook
- open/Mixed Content such as YouTube
- language translation sites
- internet telephone sites such as Skype
- alternative sexuality/lifestyles
- intimate apparel/swimsuit.

## **Choosing a different web content filtering level**

In partnership with schools, parents/caregivers can choose to allow their child 'medium' level filtering when not connected to the DET network.

The medium level filter provides a more relaxed level of protection for students. Students are able to access all of the types of sites listed above.

Parents/caregivers should contact the school to request a medium level of web filtering.

The "medium" level of web content filtering only applies when the device is used at home on a private (not school supplied) Internet connection.

Filtering systems are not fool-proof and do not replace the need for parental supervision when students are online. Parents and students are encouraged to visit the Australian Communications and Media Authority's website Cybersmart - [www.cybersmart.gov.au](http://www.cybersmart.gov.au) -for resources and practical advice to help young people safely enjoy the online world.



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## Student Device Charter and Agreements

In signing the forms that follow, I acknowledge that I:

- accept all policies and guidelines as per the Responsible Behaviour Plan for Students
- understand my responsibilities regarding the use of the device and the internet
- acknowledge that I understand and agree with all the conditions detailed in the Student Device Charter
- understand that failure to comply with the Student Device Charter could result in recall of the device and/or loss of access for home use

<b>Student's name (print)</b>		<b>Signature of student</b>			<b>Date</b>
Student grade in <b>2026</b> (Circle one)	8 Thunder	9	10	11	12

<b>Parent / caregiver's name</b>	<b>Signature of parent / caregiver</b>	<b>Date</b>
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<b>Designated school representative's name</b>	<b>Signature of school representative</b>	<b>Date</b>
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- agree to contribute **\$200** for my child to access the take-home component of the Burnett State College Laptop Learning program
- acknowledge that I understand the insurance scheme has an excess on claims

Elevated access gives the student rights as described in the *Elevated Access* section above e.g. to install software on the device. (See over for further information about *elevated access* and *Internet filtering*.)

	<b>I agree</b> to the provision of elevated access associated with the assignment of the student device
	<b>I do not agree</b> to the provision of elevated access associated with the assignment of the student device.

<b>I agree</b> to the provision of Internet filtering at the level of (tick one)	
	<b>medium</b> (access to social media sites, etc) with the assignment of the device
	<b>high</b> (blocked social media sites, including YouTube) with the assignment of the device



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## Day Use College Owned Device

If you wish to participate in this scheme, please read the following information carefully.

### 1. Key points

- The device will remain the property of Burnett State College
- Devices are to be collected each morning from the Library between 8.30am – 9am and to be returned to the Library between 2.50pm – 3.00pm. (Buses do not leave until 3.00pm)
- If a device is accidentally taken home, students are to inform the school as soon as possible and return the laptop the following day.
- Students are to report any damage or concerns to the college as soon as possible

### 2. Forms to return

- Read and sign the Student Laptop Charter and agreements document on the next page



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## Student Device Charter and Agreements – Day Use Scheme

In signing the section that follows, I acknowledge that I:

- accept all policies and guidelines as per the Burnett State College Student Code of Conduct
- understand my responsibilities regarding the use of the device and use of the internet as per the Student Code of Conduct
- will under no circumstances, install any software - including games - on day loan devices
- will report all damage immediately to the IT Department or the College Office
- understand that failure to comply with these conditions could result in removal from the Day Use Scheme

Student's name (print)	Student signature			Date	
Student year level	8 Thunder	9	10	11	12
Parent / caregiver's name	Signature of parent / caregiver			Date	
Designated school representative's name					