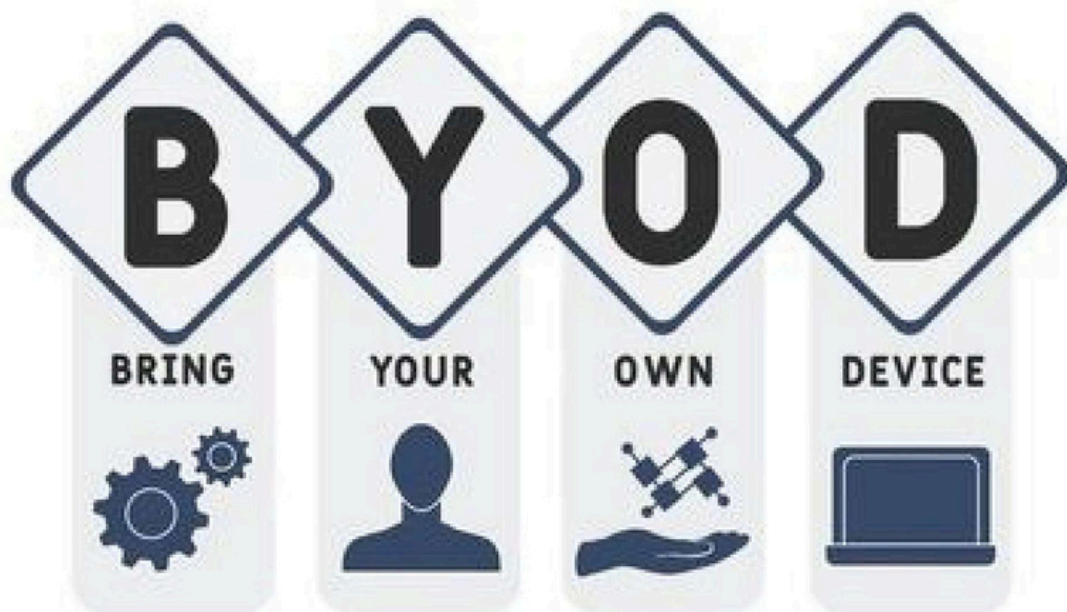


# BYO LAPTOP HANDBOOK



For students entering  
Year 10, 11 and 12 in 2025

SARINA STATE HIGH SCHOOL

# TABLE OF CONTENT

- Welcome Message
- About the BYO Program
- Laptop Specifications
- Enrol your BYO Windows Device into Intune
- Charging of Devices
- Printing from the Laptop
- Loss and Damage
- Security and Transport
- School Policies
- School Technical Support

# WELCOME MESSAGE



**This handbook has been developed as a guide for parents/carers and students about matters relating to the Bring Your Own Device (BYOD) Program at Sarina State High School. Each family should understand the content and follow all procedures.**

Sarina State High School's commitment to digital learning has not changed from that of previous years. Our school values the importance of being digitally connected with our community and that we offer our students the best possible learning experiences with digital devices.

The focus of the BYO Program at Sarina State High School in 2025 is to assist in student academic improvement, engagement and attitude to learning as well as afford our students opportunities to further develop 21st century learning skills. In 2025, the Bring Your Own (BYO) Laptop Program is offered to all students in Year 10, 11 and 12.

## **Is the BYO Program mandatory?**

Yes. Due to the deep integration of ICTs inside the schools core teaching philosophies, it would be difficult for students who do not participate in the BYO Laptop Program to achieve optimal learning outcomes.



# ABOUT THE BYO PROGRAM

## Cost to families

There will be a cost of \$50 for the Bring Your Own Laptop Program which is included in the Student Resource Scheme. The following table outlines what is included for this cost.

- Papercut and printing services including printing credit per term.
- School Technician support (connecting to the Wi-Fi service, installation of school licensed software, troubleshooting support).
- Software access and maintenance of licensing for BYO devices:
  1. Clickview Online (24/7 access to a resource library of educational videos through any approved BYO device).
  2. Microsoft Office 365 (Word, Excel, Powerpoint, Teams, OneDrive and 24/7 access to school email from any approved device).

## Software and Applications

Installation and maintenance of personal software and applications are the responsibility of the family. Updates should be completed at home and a full backup of your laptop is encouraged beforehand to avoid possible loss of data.

**All devices must have up-to-date anti-virus software installed before connecting to the schools network.**

Students will need to download the Microsoft Office Suite. All state school students from Prep to Year 12 can now download multiple free copies of the Microsoft Office Suite to their personal device at no cost.

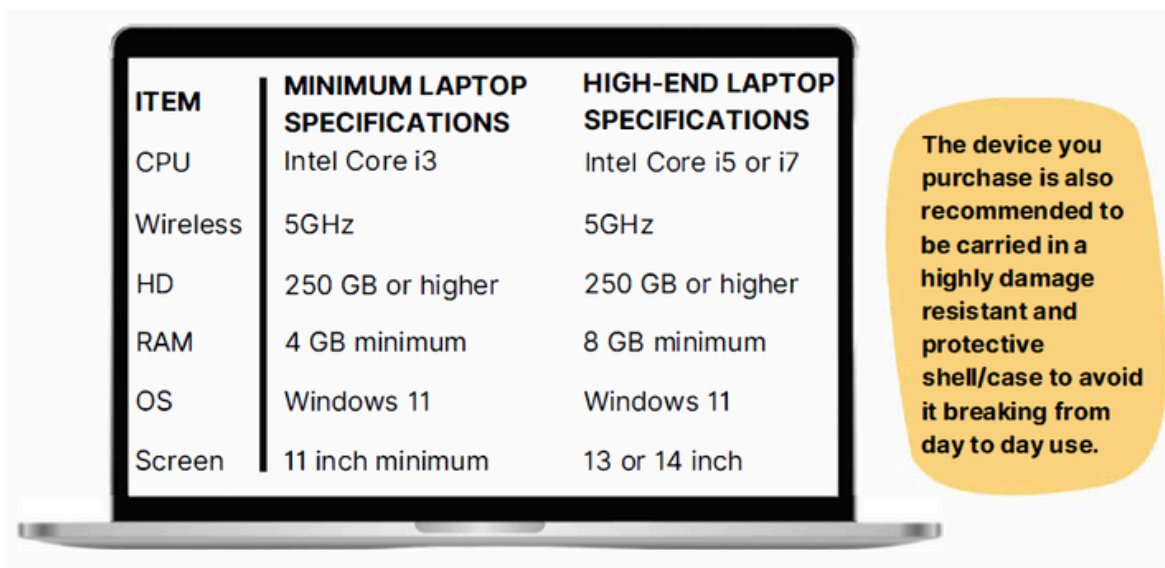
Students who would like to access the free software will need an active MIS login, school email account and password. Those who don't have these should contact the schools IT Technician. For newly enrolled students, these details will take up to 3 days to become active.

# LAPTOP SPECIFICATIONS

When purchasing a device for school, please present this list of requirements to your vendor to ensure the device meets the following minimum specifications.

**Minimum device specifications - Windows Laptop** (for students entering Year 10, 11 and 12 in 2025).

Please note: A high-end laptop is only required for those students who will be studying Graphics in Senior School. A device with the minimum specifications will be suitable for any other subject area.



ITEM	MINIMUM LAPTOP SPECIFICATIONS	HIGH-END LAPTOP SPECIFICATIONS
CPU	Intel Core i3	Intel Core i5 or i7
Wireless	5GHz	5GHz
HD	250 GB or higher	250 GB or higher
RAM	4 GB minimum	8 GB minimum
OS	Windows 11	Windows 11
Screen	11 inch minimum	13 or 14 inch

The device you purchase is also recommended to be carried in a highly damage resistant and protective shell/case to avoid it breaking from day to day use.

Antivirus software must be installed on student laptops and regular updates are required. Important note: Windows 11 laptops come with an inbuilt antivirus (Microsoft Defender) so there is no need to purchase additional antivirus software. Norton Family, AVG, Avast and TotalAV products are NOT compatible and interfere with internet connectivity on the school network. Please don't install or subscribe to these services.

The following devices are not supported with current software at Sarina State High School:

- Android Devices/Tablets
- Apple MacBooks
- Google Chromebooks

# ENROL YOUR BYO WINDOWS DEVICE INTO INTUNE

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

These instructions will show you how to enrol a BYO Windows device into Intune and install an application. This process may take up to 15 minutes to complete.

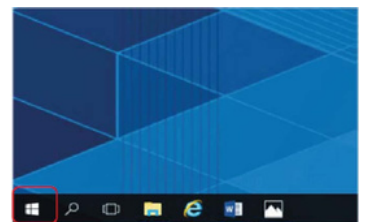
Before you start, please have ready the email address and password that has been supplied to you by the school. If you do not have this information, you will not be able to successfully complete the installation. Please contact your schools IT Technician to obtain these details.

These instructions are for Windows 10.1607 and above. You may find some of the screens look different to the ones provided here if you have an older version of Windows or there are changes made to Intune.

If the installation fails at any time, please re-open the Intune app and try again.

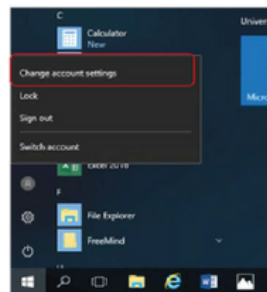
## Install Intune

1. Connect to the internet and select the **Windows icon** at the bottom left hand corner of your screen.

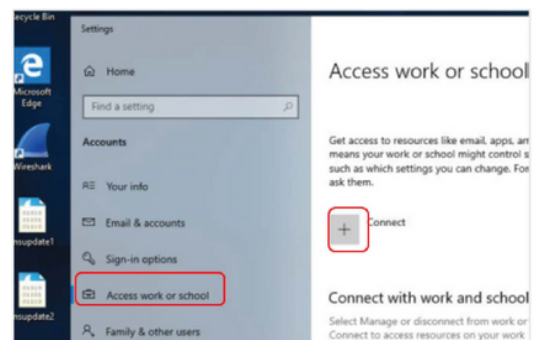


2. Select the **person icon**.

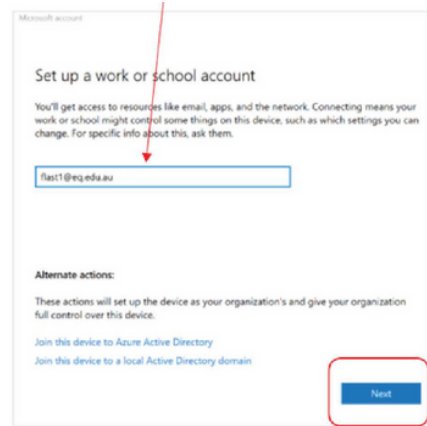
3. Select **Change account settings**.



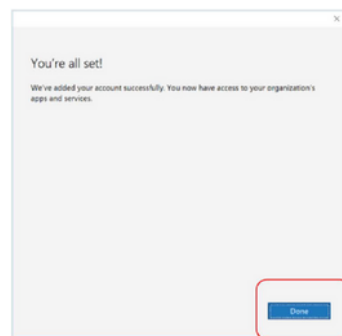
4. Select **Access work or school**. If your account is already listed, select it and then select **Disconnect**. Then select **Connect**.



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

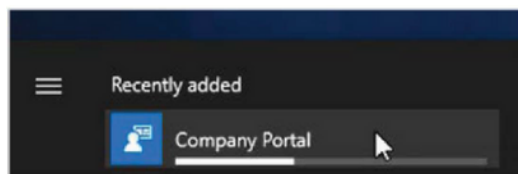


6. The username may appear in the Username field in the Managed Internet Service Screen. If not, please enter your username, password, accept the terms and conditions and **Sign in**.

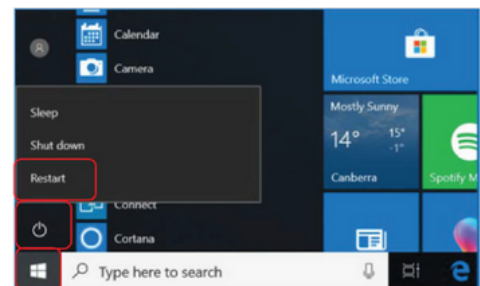


7. Please select **Done**.

8. Select the **Windows icon** at the bottom left-hand corner. Wait for the Company Portal app to install.

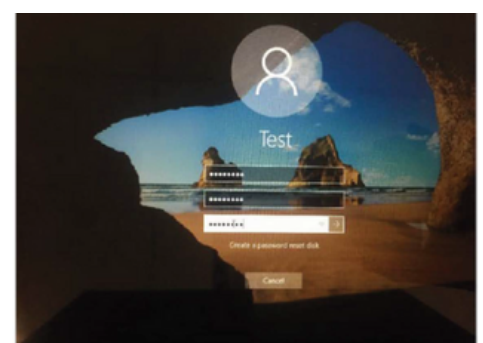


9. Please restart your device. Select the Windows icon at the bottom left-hand corner, then the power symbol and then restart.



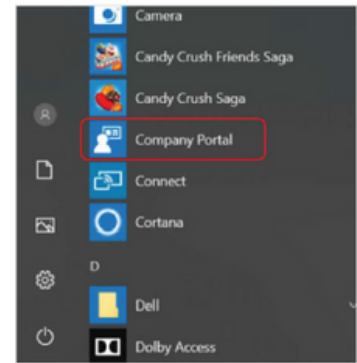
10. Settings will differ for everyone and you may be prompted to change the password on your device. If you are, please do so.

When the device has restarted, the Intune set up is completed. It may take up to 15 minutes to finish installing. You can use your device in the meantime but please keep it connected to the internet.

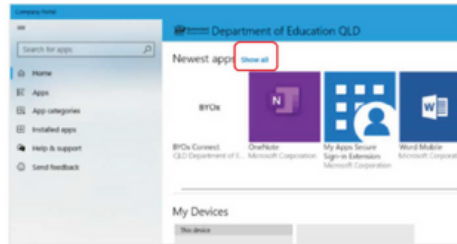


## Install Apps

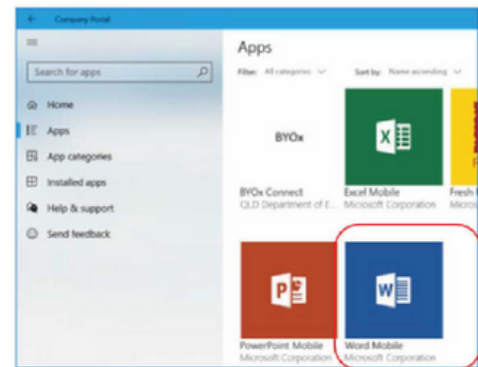
1. Select the **Windows icon** at the bottom left-hand corner of the screen and then open the Company Portal application. If requested, sign in with your school username and password.



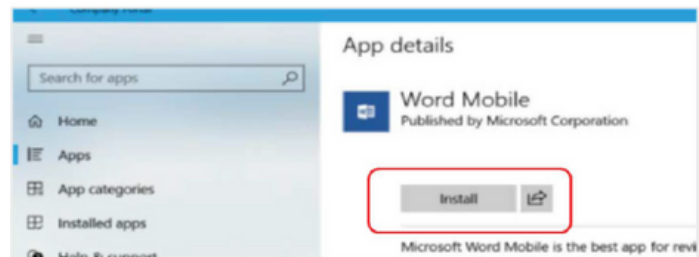
2. Select **Show all** to see the apps your school has indicated you require.



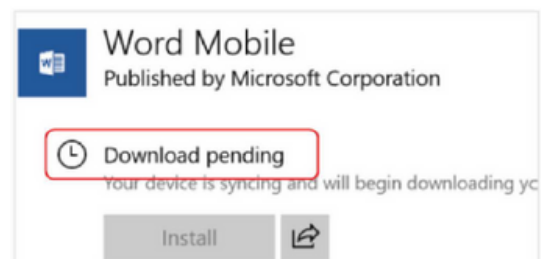
3. Select an app to install. In this example, we will use Word Mobile.



4. Select the **Install** button.



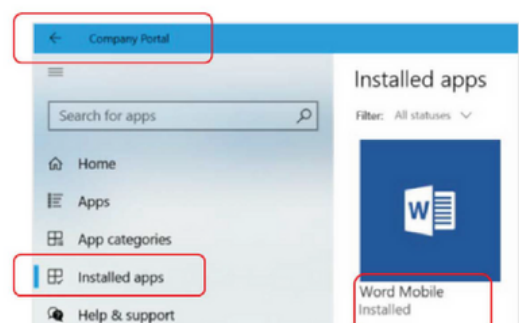
5. A downloading message will be displayed during installation.



6. The app has finished installing.

7. To check your app has installed, select **Installed apps** and view the list. Click the back arrow to the Company Portal to install additional apps, repeating steps 2-7.

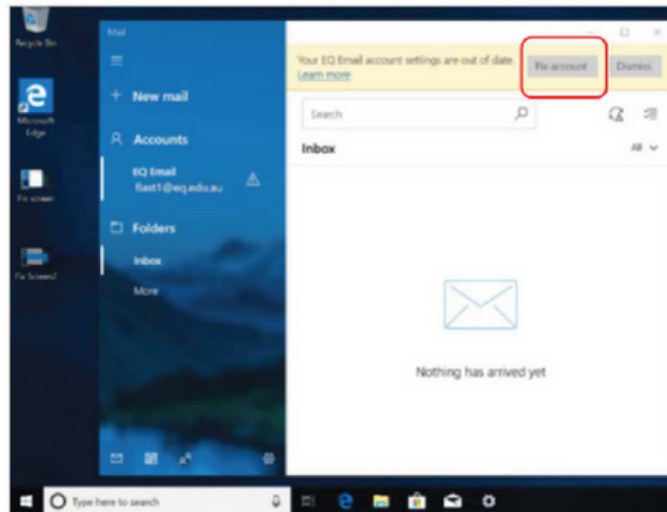
Complete the next steps to set up your school email account.



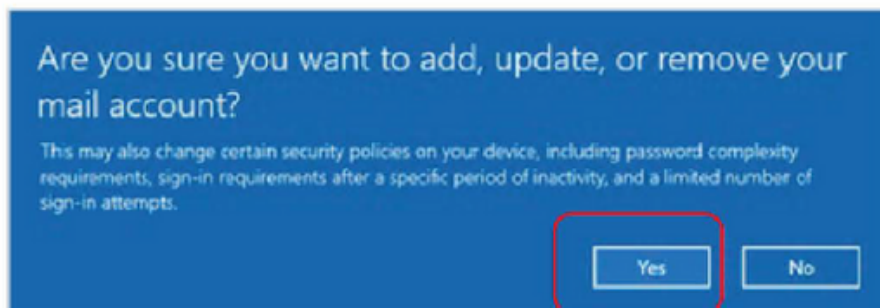


## Set up your mail account

1. Open your mail app by selecting the **mail icon** at the bottom of the screen or search for “mail” in the search bar. Once opened you will see your school EQ email account listed. If you do not, please note it may take up to 20 minutes, depending on your device and internet connection. Please select **Fix Account**.



2. A message will then confirm if you want to make changes to your mail account, select **Yes**.



3. The All done! screen will be displayed. Select **Done**. Your mail account has been set up for use and you can now send and receive emails from your school email account.



# CHARGING OF DEVICES

Students will be expected to bring a fully charged laptop to school each day. The power supply will not be required to be brought to school. Leaving power supplies at home reduces the weight of the equipment students transport to and from school and reduces the likelihood of damage and/or loss.

# PRINTING FROM THE LAPTOP

Students will be able to connect their Laptop via their web browser to access printers. Students in years 10, 11 and 12 receive \$10.00 printing credit each term. Additional credit can be purchased by the student from the school office if required.

# SCHOOL WIFI AND VPN NETWORKS

Standard EQ internet security filters will screen usage and access to devices when connected to departments Wi-Fi network. Students must agree to follow the ICT Responsible Use Policy in relation to internet use.

Students should not be hotspotting or connecting their device to a VPN network. These functions when activated allows students to bypass the EQ internet security filters. Sarina State High School will take no responsibility for the content accessed by students using a hotspot or VPN network on their personally owned devices. Any connection which is not through the managed internet service contravenes school policy and consequences will be enforced.

# LOSS AND DAMAGE

All maintenance for the laptop device and software purchased by the family are the responsibility of the family.

## **Dealing with damage**

Rules are in place at school to prevent foreseeable problems and damage, however from time to time, accidents may occur. Families should ensure quick maintenance turnaround for student devices. A limited number of day loan laptops are available for students to use if their device is being repaired.

Students are strongly encouraged to bring their device into each class and NOT leave them in their school bag.

# SECURITY AND INSURANCE

## **School Lockers**

Lockers are available for hire at a cost of \$5.00 per term. Parents/Carers are encouraged to seek personal insurance. Check with your preferred insurance company about personal insurance at home and to and from school for your laptop.

# SCHOOL POLICIES

## **Sarina State High School Information and Communication Technology Access Policy**

Our Information and Communication Technology Access Policy is located on our school website. This policy states the guidelines for using information and communication technology - including the internet, email and all computer systems and networks at Sarina State High School. We encourage all students to become familiar with this policy.

## **Sarina State High School Responsible Use Policy**

Our goal is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines. The Sarina State High School Responsible Use Policy can be found on our school website. We encourage students to become familiar with this policy.


# SCHOOL TECHNICAL SUPPORT

If you run into a problem, we advise students to see the schools IT Technicians who will attempt to diagnose the fault. If this is not able to be resolved by the schools IT Technicians, they can recommend a course of action for repair (e.g. warranty claim, insurance claim etc).


The IT Services Room is open to students before school, at first and second break as well as after school.

## Responsibilities

... of the School	<ul style="list-style-type: none"><li>• provide suitable school wi-fi connection and filtering system</li><li>• model safe device and internet practices</li><li>• provide access to lockers and printer services</li></ul>
... of the Parent/ Carer	<ul style="list-style-type: none"><li>• provide a suitable device and maintenance of the device</li><li>• purchase, install and update applications</li><li>• provide appropriate insurance and warranty</li></ul>
... of the Student	<ul style="list-style-type: none"><li>• bring the device fully charged every day</li><li>• access technology as a responsible user</li></ul>



we are here  
to help



# THANK YOU

Please don't hesitate to contact the school regarding any problems you or your student may be experiencing. We are here to help!

## CONTACT US



[schooladmin@sarinashs.eq.edu.au](mailto:schooladmin@sarinashs.eq.edu.au)



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