



CAVENDISH ROAD

State High School

Nil sine pulvere, nil praeter optima.

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DETE (Department of Education and Training) CRICOS No 00608A

Dear Parents/Caregivers of Year 10 Students

The purpose of this information pack is to inform you of the payment arrangements and the necessary forms to be completed for the Student Resource Scheme for 2024. You will have a choice of either:

- (a) making payment in full;
- (b) making equal payment instalments over terms 1, 2 and 3; or
- (c) negotiating a registered payment plan with the finance department or we can also offer payment plans through Centre pay or Bpoint. To arrange this, please contact our Finance Team by email, finance@cavendishroadshs.eq.edu.au or by phoning either 3394-0777.

Please ensure the following forms are completed and returned at the time of enrolment interview:

- a) *Student Resource Scheme Participation Agreement Form* - One (1) form per student, valid for the duration of the student's enrolment
- b) Click link to Student information booklets
(<https://cavendishroadshs.eq.edu.au/support-and-resources/student-resource-scheme>)

Invoices will be raised for payment of your student fees in **2024**.

Payment of all Academy Fees is required in full 30 days from the date of the invoice in order to secure the student's place in the course. Please note that this fee is non-refundable if the student changes subjects or leaves the school.

Please return the signed completed forms at your enrolment interview.

Yours Sincerely

Richard Usher
Executive Principal – Cavendish Road State High School

Cavendish Road State High School



Student Resource Scheme

Annual Parent Information Letter

Dear Parents/Guardians,

This letter contains important information about the **2024 Student Resource Scheme (SRS)** including how the scheme operates and the annual participation fee.

The Queensland Government supports students' education by providing funding for:

- Instruction, e.g., teachers
- Facilities, e.g., buildings, amenities, furniture
- Administration, e.g., staffing and resources to administer the operations of the school.

Funding does not extend to individual student resources such as textbooks, computer or musical equipment for personal use, and many items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents.

To provide parents with a cost-effective alternative to purchasing textbooks and/or resources elsewhere, Cavendish Road State High School operates an SRS for 2024.

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme.

The scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association on 2nd March 2023.

SRS Participation

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school. The Department encourages parents to participate in the scheme. Participation in the SRS is optional, and no obligation is placed on a parent to participate. Participation is for the duration of your child's enrolment at the school.

Student is new to the school....

Parents are required to complete and return the SRS Participation Agreement Form [when joining the scheme for the first time](#). If no participation form is received by **2/02/2024**, the school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

Continuing student of the school....

A parent's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement Form. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

If a parent has opted out of the scheme the parent is required to provide the educational resources listed in the SRS for their child by the start of the school year.

Resource Inclusions

All resources included in the SRS are detailed in the link to [SRS Resource list](#). This list is also available on the school's website. This is a comprehensive list of all resources included in the scheme and their associated costs.

Parents must inform the school if items on the list of resources are not received by their child when resources are distributed.

Type of Resources provided

Generally, the three types of resources that could be included are:

- **Owned** – these items are retained by the student and used as required (e.g., stationery, exercise books, student diary).
- **Used** – these items are used/consumed in class by the student (e.g., industry technology/cooking/art supplies).
 - work/items produced from these resources will remain the property of the student.
- **Hired** – these items are hired to the student for their personal use for a specific period of time (e.g., textbooks, musical instruments).
 - Hired items must be returned to the school in good condition at the end of the hire period or if the student leaves the school.
 - A repair or replacement cost may be charged to the parent for any hired items that are damaged or not returned.

Costing Methodology

The schools SRS fee is calculated based on:

1. A flat fee for all students in the school, OR
2. A flat fee for a cohort group of students (e.g., a year level), OR
3. A fee determined by the subjects selected by the individual student.

Please refer to the [SRS Resource list](#) for the associated costings.

The Textbook and Resource Allowance

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents with the cost of textbooks and other education resources for eligible Years 7 to 12 students. For those students who are eligible to receive the TRA, the TRA will be applied to reduce the cost of participation in the SRS. Information on the TRA can be found on the department's website (<https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>).

Year level	TRA Rate
Years 7 to 10	\$146 estimate
Years 11 to 12	\$317 estimate

The SRS Participation Fee

The SRS fee payable for the year is available in the attached information and published on the school's website.

This also includes the TRA component which has been deducted to reduce the SRS fee payable.

* If the cost of the SRS is equal to the TRA rate, no SRS Fee is payable.

Financial Hardship

Parents experiencing financial hardship who are currently participating or wish to participate in the SRS should contact the school to discuss available options in confidence. Financial hardship arrangements do not continue from year to year and parents experiencing financial hardship must contact the school each school year to discuss available options.

Payment Arrangement

Several payment options including a single payment for the full year's fee or term instalments, an individual payment plan negotiated with our finance department or we also offer Centre pay to all our families.

Any unpaid invoices, will be managed according to the department's Debt Management Procedure and may result in the student being excluded from the scheme and/or from participating in non-curricular activities until payment is made (<https://ppr.qed.qld.gov.au/attachment/debt-management-procedure.pdf>).



CAVENDISH ROAD

State High School

Year 10 SRS 2024

Dear Parents/ Caregivers

This letter includes important information about the fees and inclusions for the SRS. If you have previously opted in to the SRS your participation is assumed for the remainder of your child's enrolment, unless you inform the school otherwise by completing a new participation agreement form. If you are a new parent to the school, this information will assist you in making a decision as to whether you wish to participate in the SRS.

What is provided by the Queensland Government?

The Queensland Government supports children's education by providing funding for instruction (teachers), facilities (school grounds and buildings, internet), and administration (staff to run the school). Funding for schools does not extend to individual student resources such as textbooks, equipment for personal use, and many items used by the student in the classroom.

The SRS helps parents to source these resources. The school can purchase resources at lower rates due to its bulk buying power. Resources such as textbooks or musical instruments that will be used over a period of time are hired to students to further reduce costs for families. Participating in the SRS also offers a convenient way for parents to source the items that their child needs for school, and ensures that all students have access to the same standard of resources.

The types of resources that will be included are:

- **Owned by the student** – e.g., student diary – once provided, these items are retained by the student and used at their discretion.
- **Hired to the student** for a specific duration of time – e.g., textbooks or musical instruments—these items will need to be returned to the school in reasonable condition at the end of the hire period or if the student leaves the school.
- **Used in class** – e.g., stationery, timber, material, workbooks – these items will be used in class. Finished products that are created from these resources will generally come home with the student.



Cavendish Road State High School

Student Resource Scheme Information

The SRS charge of **Years 7 to 12** is **\$350.00**. The government Textbook and Resource Allowance is paid directly to the school for eligible students. The Department of Education and Training pays a Government Textbook and Resource Allowance (TRA) for Secondary students to the College for student in Years 7-12. Certain students are not entitled to the (TRA), namely Exchange Students, Full Fee-Paying Students, Adult Students (aged 18 years and older) and Students from other states enrolling after the cut-off date (the first Friday in August). The department encourages schools to provide Student resource Schemes to minimise costs for parents. Please see the back of the Participation Agreement form for eligibility.

Cavendish Road State High School	
Core Curriculum Learning Resources (Textbooks, Novels, Audio/Video Tapes) including Equipment, Materials and Consumables (HPE, Art, Science, Digital Tech etc)	\$244.00
Reprographics (Worksheets, Resource Booklets, Additional Reference Materials)	\$20.00
Online Student reference Materials (incl Software Licences, Adobe, ClickView and Campion)	\$25.00
Student Handbook	\$11.00
Administration Management	\$50.00
TOTAL	\$350.00

Please see payment options available on the following page.

A recommended payment plan is offered to families and is to be paid in 3 instalments over the first 3 Terms being:

- \$155.00 paid by Week 3 Term 1
- \$100.00 paid by Week 3 Term 2
- \$95.00 paid by Week 3 Term 3

Weekly, fortnightly, monthly and quarterly Payment Plans can be arranged and must be approved by the Finance department. Please contact the school to discuss this option via email: finance@cavendishroadshs.eq.edu.au or phone: 07 3394 0777.

Parents are required to provide and pay for:

- Stationery booklist per student. Stationery Lists for all year levels are available on our website
- Camps, performances, incidental activities and excursions
- Instrumental Music Fee, Instrumental Hire and Vocal and guitar Ensembles Fees (if participating)
- Sporting Academies (If participating)
- Sporting events such as Swimming Programs, Dance, Interschool Sports, Met East



Year 10 Student Resource List

School Resources	Cost to Parent
General Items	
Online Student reference Materials for Adobe Creative Cloud all apps per month \$79.99 incl GST x 12 months =	\$959.88
Online student access for Clickview (is a cloud-based video content system which provides schools with rich curriculum-relevant video content. Includes over 1,000 curriculum-relevant video titles made available to students and teachers. These libraries have been mapped to the Australian Curriculum and include additional resources to help support engaging and relevant learning in your classroom.	\$10.00
Microsoft 365 Personal - Per year subscription	\$109.00
ID Card	\$6.50
Student Handbook	\$11.00
Administration Management	\$50.00
TOTAL	\$1,146.38

English	
Novels used by cohort, please refer to teacher for individual student use:	
Novel – Red Queen – Juan Gomez Jurado \$18.00	\$80.00 (Approximately)
Novel – The Hunger Games – Suzanne Collins \$18.25	
Novel – The Simple Gift – Steven Herrick \$18.25	
Novel – Tomorrow, When the War Began – John Marsden \$14.00	
Novel – Lord of the Flies – William Golding \$18.00	
Novel – Night – Elie Wiesel \$18.95	
Novel – To Kill a Mockingbird – Harper Lee \$19.35	
Novel – Looking for Alibrandi – Melina Marchetta \$12.00	
Printed reference material to complement and or substitute for textbooks	\$20.00
English Total	\$100.00 Approximately
Mathematics Foundation	
Textbook - Pearson Maths 10 2E	\$49.95
Printed reference material to complement and or substitute for textbooks	\$8.50
Learning aids, graph paper, lined paper and stationery items	\$5.00
Mathematics Foundation Total	\$63.45
Mathematics Methods Preparation	
Textbook - Pearson Maths 10 2E	\$49.95
Printed reference material to complement and or substitute for textbooks	\$8.50
Learning aids, graph paper, lined paper and stationery items	\$5.00
Mathematics Methods Preparation Total	\$63.45
Mathematics Methods Preparation Extension	
Textbook - Pearson Maths 10 2E (same text book for Mathematics)	\$49.95
Textbook - Pearson Maths Methods Yr 11, Term 1-3	\$72.95
Textbook - Pearson Maths Methods Yr 12, Term 4	\$72.95
Printed reference material to complement and or substitute for textbooks	\$8.50
Learning aids, graph paper, lined paper and stationery items	\$5.00
Mathematics Method Preparation Extension Total	\$208.65



Year 10 School Resources List continued		Cost to Parent
Mathematics Specialist Preparation		
Textbook - Pearson Maths Methods Yr11, Term 1- 4		\$72.95
Printed reference material to complement and or substitute for textbooks		\$8.50
Learning aids, graph paper, lined paper and stationery items		\$5.00
	Mathematics Specialist Preparation Total	\$86.45
General Mathematics Preparation		
Textbook; Pearson Maths 10 2nd Edition		\$49.95
Printed reference material to complement and or substitute for textbooks		\$8.50
Learning aids, graph paper, lined paper and stationery items		\$5.00
	General Mathematics Preparation Total	\$63.45
Japanese		
Printed reference material to complement and or substitute for textbooks		\$20.00
Textbook; Obento Deluxe online licence (New students only, retained from Yr9)		\$40.00
Stationery and Consumables, Origami paper, calligraphy brushes, calligraphy paper, ink, scissors, glue stick, flashcards, zip lock bags for flashcards, cultural activity		\$9.00
	Japanese Total	\$69.00
German		
Linguascope Subscription		\$2.00
Printed reference material to complement and or substitute for textbooks		\$20.00
Stationery and Consumables; Please refer to teacher		\$9.00
	German Total	\$31.00
Science		
Textbook; Oxford Yr10 Science		\$49.95
Printed reference material to complement and or substitute for textbooks		\$30.00
	Science Total	\$79.95
Foundation Science		
Textbook - Oxford Science 10 obook access		\$49.95
Printed reference material to complement and or substitute for textbooks		\$30.00
	Foundation Science Total	\$79.95
Biology Preparation		
Textbook: Retain from year 10 science: Oxford Science 10 obook access		\$49.95
Printed reference material to complement and or substitute for textbooks		\$30.00
	Biology Preparation Total	\$79.95
Health & Physical Education		
Printed reference material to complement and or substitute for textbooks		\$15.00
	Health & Physical Education Total	\$15.00



Year 10 School Resources List continued		Cost to Parent
Geography		
Textbook Oxford Big Ideas Geography/History 10 ACO Book Access (same text book for History)		\$72.95
Printed reference material to complement and or substitute for textbooks		\$20.00
Geography Total		\$92.95
Drama		
Printed reference material to complement and or substitute for textbooks		\$14.00
Resources and Consumables: fabric, butcher's paper, cardboard, craft supplies, profile folder, coloured pencils, pens, highlighters, stapler and staples, 64gb USB hard drive		\$40.00
Play: Children of the Black Skirt		\$24.00
Drama Total		\$78.00
Digital Technology		
Printed reference material to complement and or substitute for textbooks		\$10.00
Digital Technology Total		\$10.00
Visual Art		
Textbook; Artwise, Visual Art 7-10		\$74.95
Resources and Consumables: Visual journal, art paper, printmaking media, paint (acrylic / watercolour), drawing media (felt pens / Aquarelle pencils / graphite)		\$200.00
Printed reference material to complement and or substitute for textbooks		\$10.00
Visual Art Total		\$284.95
Media Arts (Film & TV)		
Resources and Consumables; paint, paper, brushes, silkscreens, pencils / mixed are media		\$20.00
Media Arts (Film & TV) Total		\$20.00
Music		
Printed reference material to complement and or substitute for textbooks		\$10.00
Consumables, please refer to teacher for individual student items		\$20.00
Music Total		\$30.00
Accounting Preparation		
Resources and consumables; group work materials for displays, stationery.		\$5.00
Printed reference material to complement and or substitute for textbooks		\$25.00
Accounting Preparation Total		\$30.00
Art Senior Preparation		
Resources and Consumables; range of art materials and media. Stretched canvasses, digital equipment and print surfaces, printmaking materials, lino, silkscreen inks, silkscreen equipment, sculptural media and painting mediums (acrylic, gouache, mixed media)		\$200.00
Textbook; Artwise, Visual Art 7-10		\$66.51
Printed reference material to complement and or substitute for textbooks		\$10.00
Art Senior Preparation Total		\$276.51



Year 10 School Resources List continued	Cost to Parent
Business Preparation	
Printed reference material to complement and or substitute for textbooks	\$25.00
Resources and consumables; group work materials for displays, stationery	\$5.00
Business Preparation Total	\$30.00
Certificate III In Business Preparation	
Printed reference material to complement and or substitute for textbooks	\$25.00
Resources and consumables; group work materials for displays, stationery	\$5.00
Certificate III In Business Preparation Total	\$30.00
Design Preparation	
Resources and consumables; a3 paper and stationery (project work), 3D printer filament, group work materials - clay or plasticene for modelling, stationery, displays	\$31.00
Printed reference material to complement and or substitute for textbooks	\$19.00
Design Preparation Total	\$50.00
Digital Solutions Preparation	
Resources and consumables; Arduino kit, student material used for classroom projects - please teacher for specific needs	\$35.00
Printed reference material to complement and or substitute for textbooks	\$10.00
Digital Solutions Preparation Total	\$45.00
History	
Textbook Oxford Big Ideas History/Geography Year 10 (same text book for Geography)	\$72.95
Printed reference material to complement and or substitute for textbooks	\$15.00
History Total	\$87.95
Economic Preparation	
Printed reference material to complement and or substitute for textbooks	\$20.00
Economic Preparation Total	\$20.00
Engineering Manufacturing	
Resources and consumables; lathe turning consumables -metal and finishing materials, sliding project, welding project consumables - metal, rods & gas, hardware - fittings, powder coating, Onguard training	\$82.50
Printed reference material to complement and or substitute for textbooks	\$15.00
Engineering Manufacturing Total	\$97.50
Food and Nutrition Preparation	
Printed reference material to complement and or substitute for textbooks	\$10.00
Resources and consumables; trays and lids for take home foods, specific grocery needs, paper towel, detergent, sanitiser, foil, plastic wrap, glad bake, apron/coat and tea towels	\$100.00
Food and Nutrition Preparation Total	\$110.00
Furnishing	
Printed reference material to complement and or substitute for textbooks	\$5.00
Resources and consumables; canvas camp stool - timber, canvas, fasteners, finishing, hardware (glue, paint/lacquer, fittings), design project - storage box, fasteners, finishing, safety glasses	\$115.00
Furnishing Total	\$120.00



Year 9 School Resources List continued		Cost to Parent
Hospitality Practices		
Printed reference material to complement and or substitute for textbooks		\$10.00
Resources and consumables; food choices nutrition analysis program subscription, trays and lids for take home foods, specific grocery needs, paper towel, detergent, sanitiser, foil, plastic wrap, apron, tea towels		\$190.00
	Hospitality Practices Total	\$200.00
Philosophy Preparation		
Printed reference material to complement and or substitute for textbooks		\$15.00
	Philosophy Preparation Total	\$15.00
Legal Studies Preparation		
Textbook Oxford Big Ideas Economics & Business/Civics & Citizenship		\$59.95
Printed reference material to complement and or substitute for textbooks		\$25.00
Resources and consumables; group work materials for displays, stationery		\$5.00
	Legal Studies Preparation Total	\$89.95
Physical Education Preparation		
Printed reference material to complement and or substitute for textbooks		\$10.00
	Physical Education Preparation Total	\$10.00
Preparation Chemistry		
Textbook; Retained from Science Oxford Yr10		\$49.95
Printed reference material to complement and or substitute for textbooks		\$30.00
	Preparation Chemistry Total	\$79.95
Preparation General Engineering		
Printed reference material to complement and or substitute for textbooks		\$30.00
	Preparation General Engineering Total	\$30.00
Preparation Physics		
Textbook: Retained from Science Oxford Yr10		\$49.95
Printed reference material to complement and or substitute for textbooks		\$30.00
	Preparation Physics Total	\$79.95
Preparation Psychology		
Printed reference material to complement and or substitute for textbooks		\$30.00
	Preparation Psychology Total	\$30.00
Recreation and Fitness Preparation		
Printed reference material to complement and or substitute for textbooks		\$10.00
	Recreation and Fitness Preparation Total	\$10.00



Cavendish Road State High School Payment Options

Finance Department

Phone: 07 3394 0764 **Email:** finance@cavendishroadshs.eq.edu.au

METHOD	PROCESS
BPOINT (<i>Preferred method</i>)	Please visit www.bpoint.com.au/payments/dete or 'click' the link on your invoice.
Direct Deposit into the School's Bank Account	<p>Acc Name: Cavendish Road State High School</p> <p>BSB: 064 112 CBA</p> <p>Account No: 00090109</p> <p>Reference: "Student EQ ID Number"</p>
QParents	https://qparents.qld.edu.au
Credit Card Payments over telephone <i>Visa and Mastercard accepted</i>	<p>Please phone 1300 631 073 and quote your CRN, invoice number and amount.</p> <p><i>Please contact the school if you require this information.</i></p>
In person	<p>EFTPOS, Visa/MasterCard, Cheque</p> <p>No Cash accepted</p> <p>Finance Department Hours: Monday to Friday: 7:30am to 1:30pm</p>
Centrelink	Please contact the school to discuss this option.
Payment Plan	<p>Please contact the finance to discuss this option.</p> <p>Weekly, fortnightly, monthly and quarterly Payment Plans can be arranged and must be approved by the Business Manager.</p> <p>Please contact the finance department as soon as possible if you would like to commence a Payment Plan.</p>

Contact Us For all queries regarding the SRS and payment arrangements, please contact and arrange an appointment with Finance on 3394- 0777 or email: (finance@cavendishroadshs.eq.edu.au).



CAVENDISH ROAD *State High School*

Student BYOD Charter Agreement



**Years 9 – 12
Bring Your Own Laptop Program
2024**



CAVENDISH ROAD *State High School*

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BYOD Overview

Bring Your Own iPad (BYOD) is being offered at Cavendish Road State High School as a new pathway supporting the delivery of 21st century learning. It is a term used to describe a personally owned iPad that meets Cavendish Road State High School's minimum specifications and can be connected to the Department of Education and Training (DET) information and communication (ICT) network for teaching and learning.

Device Selection and Specifications

Cavendish Road State High has specifications for BYOD iPads that are consistent with meeting curriculum needs for students of the school. Before acquiring an iPad to use at school the parent or caregiver and student should carefully read the minimum specifications on the BYOD page on the school website. These specifications relate to the suitability of the iPad to enable class activities, meeting student needs and promoting safe and secure access to the department's network.

Device Connectivity and Access while at School

The school's BYOD program supports access to printing, filtered internet access, and file access and storage through the department's network while at school.

Device Technical Support

The school provides technical support limited to enabling the iPad to access the school network and software.

Physical damage, faulty hardware and operating system software, or removal of non- school software that prevents the iPad from accessing the school network are the responsibility of the student and parent/guardian.

Device Care and Damage/Loss

The student is responsible for taking care of and securing the iPad. Responsibility for loss or damage of an iPad at home, in transit and at school belongs to the student and parent. Independent advice should be sought regarding inclusion in home and contents insurance policy or separate insurance for the iPad. The school takes no responsibility for damage or loss.

It is advised that accidental damage and warranty policies are discussed at point of purchase to minimise financial impact and disruption to learning should an iPad not be operational.



Data Security and Back-ups

Students must ensure they have a process of backing up data securely. Otherwise, should a hardware or software fault occur, assignments and the products of other class activities may be lost. The student is responsible for the backup of all data. All students are required to backup work to OneDrive.

Students are also able to save data locally to their device for use away from the school network. The backup of this data is the responsibility of the student and should be backed-up on an external device, such as an external hard drive or USB drive.

All files must be scanned using appropriate anti-virus software before being downloaded to the department's ICT network.

Acceptable Personal Device Use

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student access to the internet. Communication through internet and online communication services must also comply with the [Student Code of Conduct](#) available on the school website, and the Student BYOD Charter Agreement. This document must be signed by parent/guardian and student at the commencement of the student joining the BYOD Program.

Passwords

Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g., a student should not share their password with fellow students).

The password should be changed regularly, as well as when prompted by the department or when known by another user.



Web Filtering

The internet has become a powerful tool for teaching and learning; however, students need to be careful and vigilant regarding some web content. To help protect students (and staff) from malicious web activity and inappropriate websites, the Department of Education and Training (DET) operates a comprehensive web filtering system. Any iPad connected to the internet through the school network will have filtering applied.

The filtering system provides a layer of protection to staff and students against:

- inappropriate web pages
- spyware and malware
- peer-to-peer sessions
- scams and identity theft.

This purpose-built web filtering solution takes a precautionary approach to blocking websites including those that do not disclose information about their purpose and content. The filtering approach applied by DET represents global best-practice in internet protection measures. However, despite internal departmental controls to filter content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed on the screen. Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Students must comply with the provisions of Cavendish Road State High School's [Information Communication Technology Acceptable Use Policy and Agreement](#) as stated in the 2024 Student Study Planner.

Privacy and Confidentiality

Students must not use another student's or staff member's username or password to access the school network or another student's iPad, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.

Additionally, students should not divulge personal information via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission. Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.



CAVENDISH ROAD *State High School*

Intellectual Property and Copyright

Students should never plagiarise information and should observe appropriate copyright clearance, including acknowledging the original author or source of any information, images, audio etc. used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged. Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

Copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

Software

Cavendish Road State High School may recommend software applications to meet the curriculum needs of particular subjects. Parents/Caregivers may be required to install and support the appropriate use of the software in accordance with guidelines provided by the school. This includes the understanding that software may need to be removed from the iPad upon the cancellation of student enrolment, transfer or completion of their studies at school.

Students must be aware that all use of internet and online communication services can be audited and traced to the account of the user. All material on the iPad is subject to review by authorised school staff.

Monitoring and Reporting

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user.

Misuse and Breaches of Acceptable Usage

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by another person knowingly using their account to access internet and online communication services.

The school reserves the right to restrict/remove access of personally owned iPads to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned iPads may result in disciplinary action which includes, but is not limited to, the withdrawal of access and or iPad to the school supplied services.



Responsible use of BYOD

Responsibilities of stakeholders involved in the BYOD program:

School

- BYOD program induction — including information on connection, care of iPad at school, workplace health and safety, network connection at school
- Some school-supplied software e.g., Adobe and Microsoft Office 365 (install by D10 staff)
- Access to shared network and printing facilities (Mac, Windows and iOS)
- Principal signature on BYOD Charter Agreement

Student

- Participation in BYOD program induction
- Acknowledgement that core purpose of iPad at school is for educational purposes
- Care of iPad
- Appropriate digital citizenship and online safety
- Security of iPad and password protection
- Maintaining a current back-up of data
- Charging of iPad fully overnight for use each day
- Abiding by intellectual property and copyright laws
- Understanding and signing the BYOD iPad Charter Agreement

Parents and Caregivers

- Provision of an iPad that meets school minimum specifications
- Acknowledgement that core purpose of iPad at school is for educational purposes
- Encourage and support appropriate digital citizenship and cyber safety
- Arranging for repair of damage or malfunctioning hardware or non-school software, including a reload or reimage of the operating system
- Required software, including sufficient anti-virus software
- Protective backpack or case for the iPad
- Adequate warranty and insurance of the iPad
- Understanding and signing the BYOD iPad Charter Agreement

