



STEP Bring Your Own Device (BYOD) Program

BRING YOUR OWN DEVICE (BYOD) INFORMATION

21st century education is about giving students the skills they need to succeed in this new world and helping them grow the confidence to practice those skills. With so much information readily available to them, 21st century skills focus more on making sense of that information, sharing, and using it in smart ways.

To ensure students have access to essential digital tools for learning Mareeba State High School encourages all students to bring a laptop to school each day. In 2026, Mareeba State High School will provide an alternative option to Years 11 and 12 through the Student Technology Equity Partnership (STEP) Laptop Program which is part of the Queensland Government's commitment to narrowing the digital divide and supporting Queensland's students. Please note this program will become available to other years as the program expands.

Two options are provided below for Years 11 and 12 in 2026:

- Option 1 where the student uses their own personally owned device; and
- Option 2 where the student secures a device through the school's Student Technology Equity Partnership (STEP) Laptop Program.

Details about laptop requirements and the necessary forms for the program are included in this document.

OPTION 1 - BYOD - LAPTOP REQUIREMENTS

Bring Your Own Device (BYOD) is a term used to describe a digital device ownership model where students use their personally owned mobile devices (excluding smart phones) to access the Department's information and communication (ICT) network.

Access to the Department's ICT network is provided only if the mobile device meets the Department's security requirements which, at a minimum, requires that anti-virus software (Windows OS Defender meets this requirement) is running and is kept updated on the device.

As a guide for parents/carers, we have provided the following advice:

The student/parent/carer pays for the following equipment:

- The laptop (including keyboard).
- Antivirus software (free versions available).

Optional additional equipment:

- A good carry case or protective sleeve (highly recommended).
- Any specialised accessories or software (user's choice depending on senior subject selection).
- Insurance.

The school (EQ) provides each student's device with:

- Office 365 Suite of programs (Word, Excel, PowerPoint etc.).
- An email account and program.
- BYOD Connect Service (connects to secure school network and internet and adjusts security setting for safe use of device (<https://byox.eq.edu.au/byox-connect/Pages/default.aspx>)).
- Access to learning portals (e.g. learning place).
- Other teaching and learning resources and selected online content.
- Server and/or cloud storage.

Device Specification

- Can either be a laptop or a tablet (Tablet must have an external keyboard).
- Screen should not be less than 11".
- Processor should be at least an i3.
- Operating memory should be 4GB 8GB(RAM) or greater.
- Hard drive should be at least 128 GB 256GB.
- Device must have WI-FI capabilities to connect to the school's internet.
- Antivirus software.
- Wireless mouse (optional – laptops have touchpads).

If any items that you have purchased were not utilised in learning for some reason, please tell us, so, we can review and improve our resources list.

Great state. Great opportunity.

And a plan for the future.





OPTION 2 - STUDENT TECHNOLOGY EQUITY PARTNERSHIP (STEP) LAPTOP PROGRAM

The STEP initiative is part of the Queensland Government's commitment to narrowing the digital divide and supporting Queensland's students.

- The STEP laptop program can provide a laptop to students in Year 11 and 12 at no cost. Please note this program will become available to other years as the program expands.
- The school maintains ownership of the STEP laptop throughout its lifespan. This enables the school to manage and maintain the laptop and progress warranty and/or accidental damage protection claims as necessary.
- For STEP laptops, while there may be an acceptable use agreement, there can be no hire or lease agreement that charges for the laptop.
- The purchase cost of STEP laptop, extended warranty, and accidental damage protection will not be included in the Student Resource Scheme (SRS).
- In line with the department's Student Resource Scheme (SRS) procedure and associated Student Resource Scheme Administration Guide, annual subscriptions for student software applications and online programs used to enhance curriculum or in place of textbooks or other learning resources can be included in an SRS (e.g. Adobe).
- Before the laptop can be issued, the signed Mareeba State High School STEP Laptop Program Agreement must be returned to the school reception A Block.
- Students can expect to receive the laptop within a week of approval.
- Laptop repairs or hardware faults are to be reported to the MSHS IT Department within 24hrs. Should you have a query or like to report a fault, please email byod@mareebashs.eq.edu.au or bring the device to the IT service desk in C13 at the following times:
 - Between 8 am and 8.40am.
 - Between 11.20am and 11.40am.
- It is important to note that an incident fee associated with accidental damage protection or warranty may be passed on as a direct cost, should a laptop be damaged while in care of a student.
- Should the laptop be accidentally damaged, a \$55 repair excess fee will be charged.
- Should a laptop go missing/not be recoverable (i.e. non-accidental damage) there is a \$500 fee towards replacement.
- Should a laptop be wilfully damaged the repair cost up to \$500 will be applied.
- A fee of \$25 will also be incurred if the case or charger are lost or broken.

The school (EQ) provides each student's laptop with:

- Office 365 Suite of programs (Word, Excel, PowerPoint etc.)
- An email account and program.
- BYOD Connect Service (connects to secure school network and internet and adjusts security setting for safe use of device (<https://byox.eq.edu.au/byox-connect/Pages/default.aspx>).
- Access to learning portals (e.g. learning place).
- Other teaching and learning resources and selected online content.
- Server and/or cloud storage.

Device Specification

- Laptop - Dell Pro 14 PC14250.
- Screen - 14".
- Processor - Intel(R) Core (TM) 3 100U (6 cores, up to 4.7 GHz).
- Memory - 8 GB: 1 x 8 GB, DDR5, 5600 MT/s (5200 MT/s with Intel Core processors).
- Hard drive - 256 GB TLC SSD.
- Antivirus software.
- Wireless mouse NOT INCLUDED (\$20 Edu purchase – has USB receiver).
- 3-year accidental damage protection included.
- Dell EcoLoop Pro Sleeve provided.



STEP Laptop Program Agreement Form

MSHS STUDENT TECHNOLOGY EQUITY PARTNERSHIP (STEP) LAPTOP PROGRAM

In signing below, I acknowledge:

- I understand and agree with all of the conditions detailed in the Mareeba State High School Student Technology Equity Partnership (STEP) Laptop Program.
- Laptops will include a protective bag and power cord. If the protective bag or power cord are lost or damaged a replacement fee of \$25 will be incurred.
- Laptops will be commercial grade and include anti-virus, and all educational software needed for classes.
- Accidental Damage will incur a \$55 excess for repaired works and a replacement cost of \$500 if not able to be repaired (claims deemed non-accidental will incur full repair costs).
- Loss or theft of a laptop needs to be reported to the school within 24hrs.
- Upgrades or dismantling the laptop in any way is not permitted.
- The school may ask for the return of the laptop for any reason, for example, to upgrade software, inspect for hardware or software operational performance, or if there is suspected misuse of the laptop.

STUDENT RESPONSIBILITIES and TERMS and CONDITIONS

- STEP Laptop Program computers must be used in accordance with warranty conditions so as not to negate the vendor's warranty.
- Food and drink should never be placed near the device.
- Cords and cables should be treated carefully when inserting and removing from power.
- Devices are to be carried between locations in the laptop bag provided.
- It is the student's responsibility to ensure their device is fully charged each day.
- Ensure the device is closed fully when not in use.
- Do not put pressure on the lid when closed or have excessive items in the laptop bag that could cause scratching or damage.
- Avoid placing anything on the keyboard before closing the lid.
- Only clean the screen with a clean, soft, dry, or anti-static cloth.
- Don't clean the screen with a household cleaning product.
- The school reserves the right to restrict access or temporarily confiscate electronic devices if a breach of these policies occurs, or in the reasonable opinion of a staff member, the presence or potential use of an electronic device by an individual would put themselves, others, or the school at risk of harm, in a position of liability, or unduly affect the school's learning environment.

Student Name

Year Level
Hub house

Student
Signature

Date

Parent/Carer
Name

Parent/Carer
Signature

Date



PARENT RESPONSIBILITIES AND TERMS AND CONDITIONS

- Whilst the laptops and accessories are owned by the school and provided to the students, parents/carers still need to ensure devices are correctly cared for, report any damage or concerns to the school within 24hrs.
- Ensure your child fulfils their responsibilities as outlined in this document.
- Monitor your child's use of the computer when at home, including their Internet use.
- Ensure your child has their computer at school each day, like any other resource, in a condition that will enable it to be usable for education purposes.
- In the event of a student leaving the school the laptop and accessories must be returned.
- Take care of the equipment to protect it from accidental damage and secure it from theft.
- Do not load any third-party antivirus software onto a school device or any other additional software without seeking approval of the school IT Department.
- Theft outside of the school will require parents/carers to lodge a police report to be filed.
- At the end of the agreement the laptop and all accessories must be returned to the school.
- Parents/carers are financially responsible for the replacement of the laptop and accessories if not returned to the school.
- You must not try to sell the laptop, offer the laptop as security, nor give possession of the laptop to anyone else (other than the student).
- Comply with all directions we give in relation to the use of the computer and produce the computer to us for inspection when requested.

By signing this agreement both the STUDENT and the PARENT/CARER agree to the below:

- I have read and understood the MSHS Student Technology Equity Partnership (STEP) laptop program Agreement.
- I agree to abide by the guidelines outlined in all documents.
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the program, will result in being financially responsible for the device and accessories.
- I understand that the laptop remains the property of the school at all times. In the event my child leaves Mareeba State High School prior to completing school, the laptop and accessories must be returned to the school.
- Where an item is not returned, I will be responsible for payment to the scheme the replacement cost of the item. This may result in extra costs being incurred by the parent/carer.
- I acknowledge that I will receive the laptop, including power cord and cover.
- I understand that the laptop was tested before I took possession of it and was in full operational order with respect to both hardware and software.
- In the event the laptop is damaged, lost, or stolen during the agreement period, I will advise the school within 24 hours in writing and complete any necessary insurance forms/police report.
- In the event of 'accidental' damage, I am responsible for the \$55 excess.
- In the event of 'non accidental' loss or damage I will incur the costs as outlined in the agreement.
- I agree to supervise my child to care for their laptop.
- The student and parent/carer must not arrange or allow any repair or maintenance work to be carried out on the laptop without prior written consent from the school.
- I agree that stickers and permanent markings are not permitted on the laptop or accessories under any circumstances.
- I agree the laptop is not to be taken outside Australia without prior consent of the school.

Student Name

Year Level
Hub house

Student
Signature

Date

Parent/Carer
Name

Parent/Carer
Signature

Date