Please complete as much information as you are able below and submit this form with your device to the General Office.

Note that **all** devices connected to the BSC Network are subject to the Digital Technology Acceptable Use Agreement.

Student Name:	**Homegroup**	**Student Code**
Parent Name	**Parent Telephone Contact**	
Parent Email Contact		

DEVICE DETAILS

Device Make	**Model (name/number)**
Serial Number (if available)	
DEVICE USER NAME	**DEVICE PASSWORD**
BSC USER NAME	**BSC PASSWORD**

IT SERVICE

GENERAL OFFICE TO COMPLETE

- ☐ BYOD: Brand/Model detail supplied, passwords supplied
- ☐ ICT Acceptable Use Agreement completed , signed & recorded

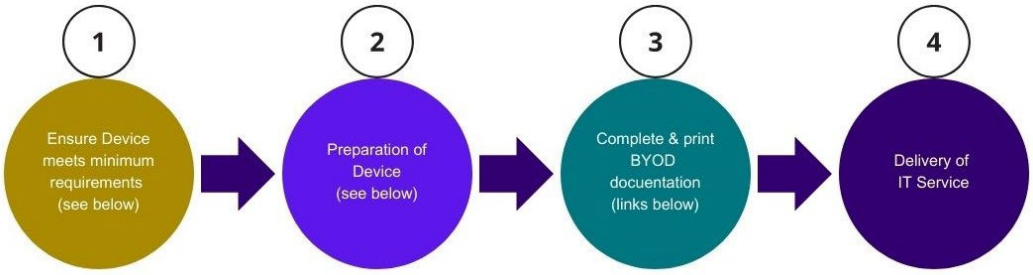
IT OFFICE TO COMPLETE

DATA	**Service Tag**	**Case Ref**
	Username:	Password:

BYOD – Request to Connect to BSC Network

If you possess a device and wish to connect it to the BSC Network, please follow this process.

This process applies whether the device is a BSC-preferred or Non-preferred device.



1. Minimum device Requirements

The device must meet or exceed these requirements to effectively use on the schools' network.

1. Have a battery life of at least 8 hours.
2. Be able to run the latest version operating systems
3. Have a physical keyboard (i.e., not an on-screen keyboard)
4. Have a screen size: 11.6" or greater
5. Have a working camera and microphone. A stylus or touch screen can also be helpful.
6. Support 2.4 and/or 5Ghz wireless
7. Basic access to software requires 8GB RAM requirements. It is recommended to allow 16gGB of RAM to future-proof access to all high end programs such as Adobe products
8. Have all information backed up and be ready for the new image where applicable. The 'image' is the suite of programs and digital software used by the school.

2. Preparation of Device

Parent/carers and/or students are responsible for ensuring that the BYOD Non-Preferred Device is ready for connection to the BSC network (BSC Wi-Fi and printer access).

To ready your device you must

1. Label the device with the student's full name.
2. Ensure the device is functioning correctly
3. Ensure the device has up-to-date antivirus software.
4. Remove any unrequired software (e.g., games, VPN)
5. Perform backup of all data. BSC IT Department cannot be held liable for any loss of data during the imaging process.
6. Ensure there are no passwords which will prevent the student from using the computer or change its configuration (e.g., connecting to a wireless network).
7. Ensure the device is fully charged.

3. Complete and Print Required documentation

1. BYOD Request to Connect to the BSC Network (please fill out and return if you are not using a Surface device) All parents/carers and students are required to read, discuss, understand, accept **and abide by the terms of** the Digital Technology Acceptable Use Agreement. in order to be granted and retain access to the school network **(it is not necessary to resubmit this if you have already agreed via the enrolment process).**

4. Delivery of IT Service

Devices will be

- delivered to BSC General Office by the student
- managed by the IT Department upon receipt
- entered into IT service on a first-come-first-served basis
- distributed to the owning student as soon as possible

Please complete this form and submit to the General Office.