



Tomaree High School

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Bring Your Own Device Student Agreement and Acceptable Usage for School Students

1. Policy requirements

- 1.1 Schools can allow students to bring devices to school for the purpose of learning.
- 1.2 Use of devices at school will be governed by school-developed policies that involve community consultation.
- 1.3 Prior to implementing BYOD, schools should provide information to key community stakeholders including teachers, parents, caregivers and students.
- 1.4 The school and its community can choose the BYOD model that is relevant and appropriate for the needs of the students and the community.
- 1.5 Prior to implementing BYOD, schools should consider/identify strategies to ensure that all students are able to engage fully in classroom activities. This should include strategies to accommodate students without a device.

2. Access to the department's Wi-Fi network and resources

- 2.1 Internet access through the department's Wi-Fi network will be provided on departmental sites at no cost to students who are enrolled in NSW public schools.
- 2.2 Access to school resources such as shared drives, printers and associated costs will be a school-based decision.

3. Acceptable use of devices

The principal will retain the right to determine what is, and is not, appropriate use of devices at the school within the bounds of the department's policies and NSW privacy and other legislation.

Schools should review existing policies and processes to include the BYOD policy, where appropriate.

- 3.1 Students must comply with departmental and school policies concerning the use of devices at school while connected to the department's Wi-Fi network.
- 3.2 Students should not attach any school-owned equipment to their mobile devices without the permission of the school principal or an appropriate staff member.
- 3.3 Students must not create, transmit, retransmit or participate in the circulation of content on their devices that attempts to undermine, hack or bypass any hardware and software security mechanisms that have been implemented by the department, its Information Technology Directorate or the school.
- 3.4 Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.



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- 3.5** Students must not take photos or make video or audio recordings of any individual or group without the express written permission of each individual (including parent/caregiver consent for minors) being recorded and the permission of an appropriate staff member.
- 3.6** Students must not use the department's network services to seek out, access, store or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited. Such use may result in disciplinary and/or legal action.
- 3.7** Students and their parents/caregivers must be advised that activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.

Where a school has reasonable grounds to suspect that a device contains data which breaches the BYOD Student Agreement, the principal may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, school disciplinary action may be appropriate or further action may be taken including referral to the police.

The consequences of any breaches of the school's BYOD policy will be determined by the principal in accordance with relevant Department policies and procedures and accepted school practice

4. Long-term care and support of devices

Students and their parents/caregivers are solely responsible for the care and maintenance of their devices.

- 4.1** Students must have a supported operating system and current antivirus software, if applicable, installed on their device and must continue to maintain the latest service packs, updates and antivirus definitions as outlined on the BYOD Student Responsibilities document.
- 4.2** Students are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.
- 4.3** Students are responsible for managing the battery life of their device. Students should ensure that their devices are fully charged before bringing them to school. Schools are not responsible for (or restricted from) providing facilities for students to charge their devices.
- 4.4** Students are responsible for securing and protecting their device in schools, and while travelling to and from school. This includes protective/carry cases and exercising common sense when storing the device. Schools are not required to provide designated or secure storage locations.
- 4.5** Students should clearly label their device for identification purposes. Labels should not be easily removable.
- 4.6** Students should understand the limitations of the manufacturer's warranty on their devices, both in duration and in coverage and should consider insurance. Student devices are not covered by Treasury Managed Fund. Insurance is the responsibility of parents/caregivers and students.



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5. Damage and loss

5.1 Students bring their devices onto the school site at their own risk. For advice on theft or damage of students' personal devices, schools should refer to the Legal Issue bulletins below:

- <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/lis/legalissuesbul/bulletin35.pdf>
- <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/lis/legalissuesbul/bulletin8.pdf>

5.2 In cases of malicious damage or theft of another student's device, existing school processes for damage to school or another student's property apply.

6. Technical support

Schools are under no obligation to provide technical support for hardware or software. Schools may choose to provide this service to students if there are sufficient resources available in the school.

7. DEC technology standards

7.1 Refer BYOD Device Requirement Checklist

8. Security and device management processes

Depending on the model of BYOD a school chooses, the following considerations are essential:

- strong passwords (the portal has Password Help information); and
- device anti-virus software, if applicable.

The department's Digital Citizenship (www.digitalcitizenship.nsw.edu.au) website contains information to support security and device management.



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Bring Your Own Device Procedures Policy

Rationale

Tomaree High School supports students who wish to bring and use their own device. At the same time, Tomaree High School's BYOD program can only function if all students have access to appropriate technological resources in all their classes. Tomaree High School takes seriously the role of public education in ensuring all students have access to the same learning outcomes. The purpose of the BYOD procedures is to establish the framework for the BYOD program to provide this for all students, irrespective of their family's financial means.

References

- BYOD Policy
- Student Assistance Scheme (PD/2005/0241/V02)

Objectives

1. To promote and encourage all students to bring of a computing device to school for use in their education.
2. To ensure equity in the BYOD program and its implementation and that all students have equal access to the curriculum.
3. To ensure all students have access to appropriate technological resources in their classes.
4. To provide a framework through which family requests for assistance can be managed consistently.

Actions

Tomaree High School will:

1. Endeavour to provide personal access to appropriate technology resources to all students operating under the school's Bring Your Own Device program in keeping with the objectives of that policy and with respect to its role as a public education institution.
2. Ensure the BYOD Program's **Device Specification** is designed so that a range of devices in capability and cost are suitable and meet the Specification.
3. Assess applications for assistance in meeting the requirements of the BYOD program on a case-by-case basis. Due consideration will be given to all the facts of the matter, including:
 - The level of assistance requested.
 - Existing disbursements from the Student Assistance Scheme.
 - The Year of the student.
 - The subjects the student undertakes.
 - The technology already available to the student at school and at home.
4. Consult with the parent/carer in making determinations as to what form any assistance will take.
5. Consider a range of alternatives for providing device access for students, including:



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- Priority or reserved access to desktop computers in computer labs or the library during class time, free periods, before or after school or during breaks.
 - Loan of a laptop or other device for a particular period or class.
 - Loan of a laptop or other device for a particular day.
 - Recurrent daily loan of a laptop or another device.
6. Make a written agreement between the school, student and parent/carer that specifies the arrangements agreed upon or determined for facilitating access to technological resources.
 7. In most circumstances, **not** agree to loan a laptop or other device to a student overnight, over a weekend or over a holiday period.
 8. Provide a protocol for ensuring priority or reserved access to desktop computers where this access is considered appropriate.
 9. Provide a protocol for signing out and signing back in a laptop or other device from the BYOD Support Office and follow up any cases where the loaned device is not returned in accordance with the agreement.

Students and Parents/Carers:

1. Consider your options for the purchase or lease of equipment that meets the **Device Specification**. Tomaree High School will endeavour to make a broad selection of devices in a range of price points match the Specification.
2. If you believe you are unable to provide a device that meets the specification:
 - Make an application in writing to Head Teacher Wellbeing and indicate you require assistance in addressing the School Bring your own Device program
 - The school will liaise with you, your child and their teachers to identify the most appropriate way to address the issue and ensure he has appropriate access to the technological resources of his peers.
 - You will be asked to make an agreement with the school that confirms the alternative arrangements made for your child to access to technological resources.
3. The school will **not** purchase a device to assign to your child. In substitution of a personal device the school will consider options including:
 - Priority or reserved access to desktop computers in computer labs or the library during class time, free periods, before or after school or during breaks.
 - Loan of a laptop or other device for a particular period or class.
 - Loan of a laptop or other device for a particular day (see flow chart next page). Recurrent daily loan of a laptop or another device.



BYOD Student Loan Device Process

Student does not have access to their own device for learning at school

