

Model Farms High School

"Achieving Personal Excellence through Quality Teaching"



BYOD Technology
Information
2023

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Introduction

Model Farms High School 'Bring Your Own Device' (BYOD) program for 2022 applies to ALL students. Students will be required to bring a device to school each and every day. It will allow Model Farms to continue providing rich learning experiences that tightly integrate technology in our classrooms with teaching programs. The placing of a computing device in the hands of each student will enable many of our teachers to radically change the way they approach lessons.

As an enrolling student, your child will also be expected to participate in the school's BYOD program and bring a device to school each day. This device will be of your child's and your own choosing and ownership but which meets the specifications set out by the school. The school makes available a purchasing portal to assist families by providing a selection of devices which meet these requirements.

I encourage you to read this handbook, as it provides an explanation of how the program operates, set out what is expected of parents and students and provides information about the school's minimum device specification.

If you have questions about the project's implementation, about the application of the policy to your circumstances or about alternate device arrangements please do not hesitate to contact the school. Bring Your Own Device is an exciting technology path for Model Farms High School. Its success depends upon your support.

What is BYOD?

Bring Your Own Device, or BYOD, is a technological trend in education and in the corporate world. BYOD recognises that technology and choices about technology are very much personal. BYOD acknowledges technology in education means more than meeting specific curriculum requirements. BYOD is designed to give you, as students and families, freedom to make technology choices that suit you and all your circumstances.

How does it work?

All students are expected to bring their own computing device to school every day. The school makes recommendations as to the model of device students may choose to bring. Alternatively, you can bring something of your own choosing that meets our Device Specification. There is also some software that is required on the device. In most cases there are free options for software.

Students are required to sign a User Charter that sets out how the device can be used at school. A member of the school staff, the BYOD Technical Support Officer, is available to answer questions and to give assistance. However, the school does not manage, support, own or warranty the device – it is your device.

A range of devices in a range of price categories meet the Device Specification. The Device Specification includes Windows, Chromebook and Apple devices. Devices can range from 9.7" to 15" in a laptop or tablet convertible format.

The school partners with 'Learning with Technologies' and 'HP Australia' to make Recommended Devices available through a Purchasing Portal. These Devices exceed the Device Specification, come with a multi-year warranty **and optional** accidental damage protection. Payment can be made up front, or via a finance agreement.

Selecting a Device

A number of factors come into selecting a device. The Device Specification (below) sets out the minimum of what is required, but you are provided considerable leeway in device characteristics. The school's Purchasing Portal reflects the diverse range of devices available.

When selecting a device, you should give consideration, first and foremost, to the Device Specification. However, there are other factors to consider. Platform, Size and Form factor. Windows and Mac devices are supported for the school's Bring Your Own Device program. An iPad with a separate keyboard is also supported.

The Device can range from 9.7" up to 15". A device larger than 15" is simply too large to put in a school bag each day and is too big to sit on a school desk with other equipment. You may decide on seeing a 11" device that it is simply too small, or you may decide it's perfect.

Devices can be in clamshell or convertible laptop form factor or tablet-convertible form factor. They may or may not have touchscreens. A laptop is good for doing written work seated at a desk or even on the ground. A tablet-convertible often has two typical drawbacks: the quality of the keyboard is likely to be lower and if the convertible tablet's does not have a rigid hinge, then it may be difficult to use to type with when not at a normal desk.

Devices in the Model Farms High School BYOD program are used for a lot of content creation. This means actually producing work, rather than just consuming reference material like textbooks or teaching videos. A Windows device or a MacBook will have a distinct advantage over an iPad in these scenarios. While there are ways around the limitations of iPads – the iPad, with a keyboard, is a supported device.

Subject Selection

Once students move into Year 9 they start to have some input into their choice of subject. If you are taking or intending to take Information and Software Technology, for example, you will see benefit from a more powerful device or one with a better quality screen. Or perhaps you will see a benefit in being able to take mathematics notes on screen with a digital pen and want a device with a digitiser.

This is not to suggest a smaller/slower/cheaper device will inherently put you at an academic disadvantage. Rather it is to make the point that the choice of device is personal and should be used to further your learning.

Senior students have access to a range of subjects that can see benefit from a device with a higher specification. In some cases this is due to the use of powerful software packages that work more efficiently with higher resources, and in some cases it relates to the amount of storage for files available on the computer.

The following is a non-exhaustive list of senior subjects that are known to use software that would benefit from a higher specification machine.

Industrial Technology: Multimedia

Industrial Technology: Timber

Engineering

Design and Technology

Visual Arts

Visual Design

Photography

Software Design and Development

Longevity

Varying devices have varying build quality. This is mostly based on price. A device with cheap, flimsy hinges and plastic exterior componentry will not last as long as a better built device. A good quality device, well looked-after could easily last four years.

Despite this, no device can reasonably be expected to last all six years of a high school career. So it's important to factor in when you're likely to want to replace a device when purchasing it.

All vendors, including the school's Purchasing Portal provide optional accidental damage protection insurance to help ensure the device you want to last four years will last four years.

Battery Life

The requirements specification says your device should have six hours of battery life. This will see it through the school day. Chargers present a trip hazard when in use and are something easily lost when not in use, as a result students cannot charge their device at school.

Note also the advertised battery life of a device and its real battery life is often vastly different.

Furthermore, batteries degrade. Over time, the amount of runtime you get out of your device will decline. After two years, battery life may be cut by 30-50%. You should plan for this scenario. If the device has a removable battery, then you can consider purchasing a new battery for it

after a couple of years. Otherwise you should consider a device which has ample spare battery life such that a degraded battery still gets you through the school day.

Warranty and Insurance

Warranty and insurance can add a large amount to the cost of a device, but they provide you with peace of mind. All devices sold on the school's Purchasing Portal have three year warranties. Accidental Damage Protection can be purchased to cover situations where the laptop is dropped or knocked over (or stood on, or crushed). For insurance against loss or theft, your best course of action is to specifically list the device as a valuable on the home contents insurance.

The Home Situation

Consider the following:

- Is the device brought to school the primary device at home too?
- Will the student have access to or mostly use another device at home?
- Will the student use the device for [reasonable amounts of] playing games at home?
- Does the student travel to different parents' homes?

If the device is being used more because it is also used at nights/weekends plus during the school day, that will increase wear-and-tear and battery utilisation.

Other technical specifications

The Device Specification only mandates a few technical specifications. Processor speed, screen resolution, storage (disk) size and type are not on the Specification, but that's not to say they should not form part of your considerations in selecting a device. A higher spec device will most likely last longer. Though, beware devices that are too large or weighty (larger devices also typically have poor battery life).

Chromebook

A Chromebook is a laptop form factor device that runs the Chrome Operating System by Google. (A competitor to Microsoft Windows and Apple OSX).

Chromebooks were designed for education to provide low cost access to a laptop for education. They are excellent devices for internet research, assignment and class note writing, and access to other online services. This will fulfil most requirements to students most of the time, but can be a limitation, especially in later years.

A Chromebook is designed to leverage services on the internet to provide most functions, in comparison to a Windows or Apple device that is designed to run applications on the device directly.

Important:

- Some functions on a Chromebook will NOT function if an internet connection is not available
 - While at school, access to an internet connection will generally always be available but not guaranteed. To use the device when the school or home internet connection is unavailable, a student would need to 'hotspot' or 'tether' to their mobile phone incurring data charges, or connect to a public WiFi if available.

- Windows and Apple OS applications will NOT run on a Chromebook.
 - Example: You can NOT install Microsoft Word on a Chromebook. You can use Microsoft Office Online to achieve a similar but reduced function, but this requires an active internet connection.

Price

Your personal circumstances will determine how much price necessarily forms part of your device choice considerations. Price is certainly a consideration. Beware purchasing the cheapest device available. At the same time you should not be spending thousands of dollars on a device to bring to school. For example, devices the school offer through the school's Purchasing Portal are not at the cheaper end of the scale because the school has to feel confident in offering a device which will last. Thus devices on the Portal have no moving parts (like spinning disks) and have at least a three-year warranty. This level of specification costs extra money above what the Device Specification requires. The school considers this reasonable, but it is for you to decide whether it is necessary.

Parent Concerns

On the matter of costs

The purchase of a device is a major decision and a significant expense. A good quality device may last four years (or even more) and viewed over such a period the expense is considerably less. Model Farms High School has taken strides to integrate device use into many aspects of teaching and learning. Your investment allows the school to maximise learning outcomes for all students. We are committed to our obligations as a public education institution to deliver the same learning outcomes to all our students no matter their families' financial means. We have developed an Equity Policy to operate alongside our BYOD Policy. The Equity Policy outlines a number of strategies the school may take, in consultation with you, to augment access to information and communication technologies.

On device security

The school does not own the device, support the device or warranty the device. Experience from the previous Commonwealth-funded Digital Education Revolution scheme indicates that students who took good care of their device and considered themselves the device's owner rarely had device security issues. If you are concerned the device is going to be broken, lost or stolen, you may wish to consider specific accidental damage insurance for the device. You can specifically list the item on your home contents insurance, or you can purchase an Accidental Damage Protection plan for your device. Accidental Damage Protection is available as an option for all our recommended devices. You may also consider using a device locator service. These services include the "Find my iPad" service built in to Apple iOS devices, "Prey" for Windows or "LoJack for Laptops". Internet access on the device will be filtered at school (see below) and students will be prohibited from connecting to other networks while at school.

On the matter of device use at home

The school is frequently asked questions about use of a device at home. This is a matter which is largely a negotiation within the family. Students do not need to use their device in their bedroom, students do not need to use their device at midnight. The freedom and latitude afforded to one child may not, in all the circumstances, be appropriate for another. Students receive information about safe and appropriate device use across their time at Model Farms High School. If you feel device use is becoming problematic for your child's schoolwork, you may consider arranging to speak with their Year Adviser to determine what strategies can be put in place to address your concerns.

Safe Internet Browsing and Email Access

The NSW Department of Education is committed to providing a safe and secure e-Learning environment to enrich learning opportunities for all students in NSW public schools. Your child will be provided with an individual username and password to access filtered internet browsing and email at school. Your child's email account is protected by software to block out inappropriate messages.

All students who use the Internet at school are taught that they must follow the Code of Conduct outlined in the school's Internet Usage Policy. This policy includes the action that may be taken by a school if students do not follow this code of conduct.

Students will be able to access their personal email from school-provided computers, their own device, computers at home and other locations through private internet service providers. All Internet browsing at home will be directed through your own Internet service provider.

We recommend that you install filtering software at home and be aware of filtering software at other locations. Students will be unable to access other email providers at school. The Department of Education respects your right as a parent to refuse your child permission to access this facility. If you do not agree to your child having access to this facility, you will need to provide notification in writing to the school. If you refuse permission for your child to have an e-Learning account, your child will not be provided with access to internet browsing and email. Should you subsequently decide you would like an e-Learning account for your child, you can submit a request in writing at any time.

Hardware Specification

The device must meet all of the following requirements:

Form Factor	Laptop, tablet, or convertible device A tablet device (including iPads) must have a physical keyboard attachment with separate keys for A – Z and 0 – 9 and which physically move when depressed.
Physical Dimensions	Minimum Screen Size: 9.7" Maximum Screen Size: 15"
Operating System	<ul style="list-style-type: none"> • Windows: Microsoft Windows 10 or newer • MacBook: Apple macOS 12 (Monterey) or newer • iPad: Apple iPadOS 15 or newer • Android Tablet: version 10 or newer • Chromebook: ChromeOS 103.x or newer
Wireless Compatibility	Device must have wireless network 802.11n/5GHz support, with the ability to connect using WPA2 enterprise encryption. Wireless transmission will be on the 5GHz band. Wireless transmission on the 2.4GHz band may not be supported.
Battery Life	Advertised battery life of at least six hours

Additional Considerations:

The following are not *requirements* of the Bring Your Own Device program, but are considerations which you should direct your attention to:

Recommendations	Laptops: Maximum weight: 1.2kg 8GB+ RAM recommended Solid State disk (SSD) Disk size of 128GB or greater. Rigid, or well padded laptop sleeve or cover
Considerations	Accidental loss and breakage insurance Additional power supply External backup drive / USB stick

Software Specification

Additionally, the device must meet all of the following functional requirements pertaining to software:

Operating System	As per the Hardware Specification, above
Web browser	Any modern web browser - Google Chrome is recommended. Alternately Microsoft Edge on Windows, or Safari on Apple devices.
Word Processor	Any word processor. Examples include Microsoft Word, Apple Pages, LibreOffice Writer, Google Docs, or Word 365 online
Spreadsheet Package	Any spreadsheet tool. Examples include Microsoft Excel, Apple Numbers, LibreOffice Calc, Google Sheets, or Excel 365 online
Mathematical plotting	Wolfram Alpha website or iOS app
Security Software	All devices should run virus and malware protection. Suggestions: Microsoft Security Essentials (Windows), Avast, Norton Antivirus, Malwarebytes, Clam AV

Note that internet / web browser based access to Word Processing and Spreadsheets is freely available to all students enrolled in a DEC school via both the Microsoft Office 365, and the Google Education Suite platforms.

Software Available to Students

An array of commercial software is available to students involved in the school's Bring Your Own Device program free of charge. This includes Microsoft Office. Hence there is no need to purchase software for our BYOD program device.

Software available to students includes:

- Microsoft Office 365
- Microsoft Visual Studio
- Adobe Creative Cloud

What to do before bringing your device to school?

There are some steps to take before bringing a device to school for the first time:

1. Read and sign the User Charter
The User Charter sets out the rights and responsibilities of students and families in the Bring Your Own Device Program. It must be returned on Orientation Day.
2. Know your school username and password
Students are given a Department of Education computer login username and password soon after starting school.
3. View and complete the Device Onboarding Guide at home

FAQs

Do students need to bring a high-end PC device if they are doing IST, visual design, graphic technology or music?

No, Model Farms will continue to provide access to subject specific hardware and software for relevant subjects.

What happens if my child requires technical support or service to use their device?

Model Farms will provide IT support for students when the nature of the support involves connectivity with, or the interface with, the Model Farms network. All other technical support requirements will be the responsibility of the student and family.

Should I purchase 3G or 4G for my child?

Student access to internet and other services will be more than adequately provided for by the Model Farms. If students have access to home Wi-Fi, when not at School, they will not require 3G or 4G internet.

Will my child require an iTunes or Microsoft market place account to purchase apps for learning?

Students will not be expected to purchase apps for learning unless listed on a text list, and readily available for all device types. From time to time students may come across apps that are applicable to their learning. Parents will have the option to purchase these apps if they choose; however, they will not be a requirement for student learning.

Will my child's device be covered by the Model Farms insurance?

No, parents are encouraged to refer to their home and content policies to ensure that their child's device is covered while at Model Farms.

Should my child's device have virus protection software?

We suggest that where anti-virus software exists, such software should be installed and be kept current.

How will teachers be able to monitor my child from playing games during classes?

Whether a student is on-task and engaged in their learning or whether they are off-task and playing games falls under the theme of classroom management and student engagement.

How will student digital citizenship be addressed?

Model Farms existing policies and procedures regarding issues surrounding digital citizenship will continue to apply. Students will be collaborating more frequently with their teachers and peers using online technologies. Students will be developing their sense of citizenship in an online world through teacher and student role modelling and experience. Academic honesty, the appropriateness of language for communication in various forums and appropriateness of content will also be a feature of student learning. With student personal devices, the opportunity for teachers and students to collaborate together will enhance student development of their sense of digital citizenship.

What about children's writing skills? Won't they still need to write for examinations?

Yes, students will still be expected to write during normal teaching and learning processes. Students will also be expected to maintain a class workbook for most subject areas.

How will my child's development in literacy be affected by their having increased access to digital resources?

Student personal devices will increase opportunity for student development of information literacy. Literacy will continue to be a primary focus at the Model Farms. With the right use of the devices in teaching and learning, student development in literacy will be deepened.

Can my child's device activity be monitored?

When a student is logged on to the Model Farms Wi-Fi their internet activity can currently, and will continue to be monitored.

Will students have access to social media during the Model Farms day?

No, students currently have no access to social media sites during the Model Farms day. The Model Farms aims to educate students in regard to social media.

What information will be provided to parents to support their child's learning under the BYOD program?

The School will continue to support parents through regular forums, newsletters and the Model Farms website

BYOD and School Computers Policy

Objectives

1. To facilitate and promote the bringing of a computing device to school by students.
2. To provide a safe environment in which students can achieve Objective 1.
3. To ensure a minimum standard of device compatibility.
4. To enable students to use technology to further their learning, independently and in structured lessons.
5. To provide a basis on which MFHS teachers can continue to tailor lesson delivery so that students can use their devices in class toward specific learning outcomes.

Rationale

Model Farms High School is committed to providing a supportive and engaging learning environment. We value the rich and deep learning experiences that technology can provide in a stimulating and challenging academic environment that supports communication and collaboration. With the demise of the Digital Education Revolution, MFHS is providing students and families the opportunity to provide their own device for learning and educational activities.

MFHS values the rich learning experiences that tightly integrated interactions with technology bring to students learning. The promotion and advancement of this integration is core to the school's educational philosophies.

By facilitating Bring Your Own Device (BYOD), MFHS empowers its students and gives them direct involvement in the way they use technology in their learning.

What is BYOD?

Bring Your Own Device refers to students bringing a personally owned device to school for the purpose of learning. There are different models of BYOD. MFHS has chosen a BYOD model that will lead to the best learning outcomes for our students. **The device must meet the requirements listed below in order to be able to connect to the school Wi-Fi and receive school-based technical support to connect to the school network.** These requirements are listed below. The school cannot support devices that do not meet these requirements. A mobile phone does not constitute a BYO device.

Actions

1. **Students and Parents/Carers**

- 1.1. Students are responsible for managing the battery life of their BYOD and acknowledge that the school is not responsible for charging their devices. Students should ensure that their devices are fully charged and in good working order before bringing them to school.
- 1.2. Students must have current antivirus software installed on their BYOD and must continue to maintain the latest antivirus definitions.
- 1.3. Students must not attach any device, such as mobile phones that establish personal hotspots to circumvent the Department of Education and Communities or School's private networks.
- 1.4. Internet access will be provided to students through the Department of Education and Communities network. Internet filtering will be applied to BYODs whilst connected to this network. This filtering will not be applied when connecting through other networks as such students are not allowed to gain access to the Internet using any other network whilst at school. MFHS will not guarantee access to the Internet.
- 1.5. Students and parents/carers are responsible for ensuring the device brought to school meets all the requirements of the Device Specification.

- 1.6. Students should not attach any school owned equipment (eg. printers) to their devices without the permission of the Principal or their delegate.
- 1.7. In circumstances where a device is damaged by abuse or malicious act of another student(s), the Principal or delegate, having regard to all the circumstances of the matter, will determine if the student is responsible for the damage to the device and whether costs incurred should be borne by the other student(s)/parents/carers.
- 1.8. Students should label their device for identification purposes. Any unauthorised or unregistered devices will be removed from the network.
- 1.9. Students must be prepared to print out work as requested by staff at their own cost.
- 1.10. Computer and technical difficulties are no excuse for late or non-submission of work (see school assessment policy)

2. Standards for BYOD care and support

- 2.1. Students and parents/carers are wholly responsible for the care and maintenance of their device. Under no circumstances will the Department of Education and Communities or MFHS accept liability for the theft, damage or loss of any student's BYOD.
- 2.2. Students are responsible for entering their user credentials (Username/Password) required in order to access the Department of Education and Communities networks.
- 2.3. Students should not expect to receive any IT support from school staff, regional IT support staff or from the Department.
- 2.4. The school is not responsible for data backup or data loss of the device. It is advisable to use a secondary device such as the school's cloud storage (Google drive) or a USB.

3. Long term care and support of BYODs

- 3.1. The Department of Education and Communities clearly states students and parents/carers are solely responsible for the repair and maintenance of their own device. It is not the school's or Department of Education and Communities responsibility.
- 3.2. Parents should consider contacting their insurance company to determine the cover available for BYODs. As a guide, a suitable insurance policy would cover against accidental damage, damage from falls or liquids, theft, fire, vandalism and natural disasters.
- 3.3. Students must check before using the use of peripheral devices, such as but not limited to chargers, charging cradles, docking stations as per Occupational Health and Safety regulations.

4. Acceptable use of BYODs and School Computers.

- 4.1. For education purposes and to support student learning.
- 4.2. BYODs are brought to school at students/parents/carers own risk. It is advised that families insure the devices against theft and damage.
- 4.3. Students/Parents/Carers must read this policy and sign the acceptance form before students' devices will be connected to the DEC or school's networks.
- 4.4. Students and parents/carers must agree to comply with the school's and Department's policies concerning their use of devices at school and while connected to the schools or
- 4.5. Department's networks:
 - 4.5.1. Acceptable Usage Policy (signed upon enrolment to the school)
 - 4.5.2. Online Communication Services – Acceptable Usage for School Students
 - 4.5.3. Acceptable Use of the Department's portal services
- 4.6. Students must follow teachers' directions as to appropriate use of their devices in class.
- 4.7. Using the school's or Department's network to seek out, access, store or send any material of offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited. Such use may result in legal and/or disciplinary action.

- 4.8. Misuse of BYOD may result in the device being confiscated by the school and returned to students at the end of the school day or until a parent/carer picks up the device.
- 4.9. Students shall not create, transmit, retransmit or participate in the circulation of content on their devices that attempts to undermine, hack or bypass any hardware or software security mechanisms that have been implemented by the Department, its Information Technology Directorate or MFHS. This may result in legal and/or disciplinary action.
- 4.10. Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.
- 4.11. Mobile phone voice and text messages use by students during school hours are prohibited by this policy.
- 4.12. The Principal or their delegate retains the right to be the final arbiter of what is, and is not, appropriate use of BYODs at MFHS, within the bounds of NSW privacy legislation.
- 4.13. The consequences of any breaches of this policy will be determined by the Principal, or delegate, in accordance with the school's Behaviour Management Policy.
- 4.14. Students will not disable settings on school computers for virus protection, spam and filtering that have been applied as a departmental standard.
- 4.15. Students will ensure that communication through internet and online communication services is related to learning.
- 4.16. Students will keep passwords confidential, and change them when prompted, or when known by another user.
- 4.17. Students will use passwords that are not obvious or easily guessed.
- 4.18. Students will not allow others to use their personal e-learning account.
- 4.19. Students will log out of each session to ensure that nobody else can use their e-learning account.
- 4.20. Students will promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- 4.21. Students will seek advice if another online user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- 4.22. Students will never knowingly initiate or forward emails to other messages containing:
 - a message that was sent to them in confidence.
 - a computer virus or attachment that is capable of damaging recipients' computers.
 - chain letters and hoax emails.
 - spam e.g. unsolicited advertising material.
- 4.23. Students will be aware that all use of internet and online communication services can be audited and traced to the accounts of specific users.
- 4.24. Students will never publish or disclose of email addresses of a staff member or student without that person's explicit permission.
- 4.25. Students will not reveal personal information including names, email addresses, photographs, credit card details and telephone numbers of themselves or others.
- 4.26. Students will ensure privacy and confidentiality is maintained by not disclosing or using of information in a way that is contrary to any individual's interests.
- 4.27. Students will never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- 4.28. Students will ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- 4.29. Students will ensure any material published on the internet has approval of the principal or their delegate and has appropriate copyright clearance.

5. Privacy and Confidentiality

- 5.1. Students must not take photos or make video or audio recordings of any individual or group without the express permission of each individual being recorded and the permission from a teacher.

- 5.2. ***Students must not publish material of any individual or group to the internet, including sites such as YouTube or Facebook. The school and the Department do not accept liability for material published.***
 - 5.3. Never publish or disclose the personal information of a staff member or students without the person's explicit permission. Personal information includes, not limited to, names, addresses, photographs, credit card details and telephone numbers of themselves or others.
 - 5.4. Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interest.
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- 6. Monitoring, evaluation and reporting of BYOD requirements**
 - 6.1. MFHS and the Department conducts surveillance and monitoring of its computer systems to ensure the ongoing confidentiality, integrity and availability of its business and education services. Monitoring is conducted in accordance with NSW and federal legislations.
 - 6.2. Any unauthorised or unregistered devices will be removed from the network.

The school reserves the right to update this policy and the guidelines referenced as technologies change or as required.

References

Student BYOD Policy:

<https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471>

Student BYOD Guidelines:

<https://education.nsw.gov.au/technology/guides-and-forms/policies/student-byod>

Hardware Specification

The device must meet all of the following requirements:

Form Factor	Laptop, tablet, or convertible device A tablet device (including iPads) must have a physical keyboard attachment with separate keys for A – Z and 0 – 9 and which physically move when depressed.
Physical Dimensions	Minimum Screen Size: 9.7" Maximum Screen Size: 15"
Operating System	<ul style="list-style-type: none"> • Windows: Microsoft Windows 10 or newer • MacBook: Apple macOS 12 (Monterey) or newer • iPad: Apple iPadOS 15 or newer • Android Tablet: version 10 or newer • Chromebook: ChromeOS 103.x or newer
Wireless Compatibility	Device must have wireless network 802.11n/5GHz support, with the ability to connect using WPA2 enterprise encryption. Wireless transmission will be on the 5GHz band. Wireless transmission on the 2.4GHz band may not be supported.
Battery Life	Advertised battery life of at least six hours

Additional Considerations:

The following are not *requirements* of the Bring Your Own Device program, but are considerations which you should direct your attention to:

Recommendations	Laptops: Maximum weight: 1.2kg 8GB+ RAM recommended Solid State disk (SSD) Disk size of 128GB or greater. Rigid, or well padded laptop sleeve or cover
Considerations	Accidental loss and breakage insurance Additional power supply External backup drive / USB stick

Software Specification

Additionally, the device must meet all of the following functional requirements pertaining to software:

Operating System	As per the Hardware Specification, above
Web browser	Any modern web browser - Google Chrome is recommended. Alternately Microsoft Edge on Windows, or Safari on Apple devices.
Word Processor	Any word processor. Examples include Microsoft Word, Apple Pages, LibreOffice Writer, Google Docs, or Word 365 online
Spreadsheet Package	Any spreadsheet tool. Examples include Microsoft Excel, Apple Numbers, LibreOffice Calc, Google Sheets, or Excel 365 online
Mathematical plotting	Wolfram Alpha website or iOS app
Security Software	All devices should run virus and malware protection. Suggestions: Microsoft Security Essentials (Windows), Avast, Norton Antivirus, Malwarebytes, Clam AV, Kaspersky

Model Farms High School

School User Agreement

Students must read and sign the BYOD Student Agreement in the company of a parent or caregiver unless otherwise directed by the principal. I agree that I will abide by the school's BYOD policy.

Students will:

- use the department's Wi-Fi network for learning.
- use my device during school activities at the direction of the teacher.
- stay safe by not giving my personal information to strangers.
- use my own portal/internet log-in details and will never share them with others.
- report inappropriate behaviour and inappropriate material to my teacher.

Students will not:

- attach any school-owned equipment to my mobile device without the permission of the school.
- use my mobile phone as a BYOD or hotspot
- charge my device while at school
- hack or bypass any hardware and software security implemented by the department or my school.
- use my own device to knowingly search for, link to, access or send anything that is:
 - o offensive
 - o pornographic
 - o threatening
 - o abusive or
 - o defamatory
 - o considered to be bullying.

We understand:

- activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.
- that the school will not be held responsible for any damage to, or theft of my device.
- the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
- and have read the BYOD policy document and agree to comply with the requirements.
- the BYOD Device Requirements document and have ensured my device meets the minimum outlined specifications.
- and have read and will abide by the NSW Department of Education and Communities' *Online Communication Services – Acceptable Usage for School Students*.
- the consequences of breaching this policy.

Student Information

NAME	YEAR
LAPTOP BRAND / MODEL:	
TYPE OF DEVICE (Circle) Form: LAPTOP TABLET Type: WINDOWS MACBOOK IPad CHROMEBOOK OTHER	
SERIAL NUMBER:	

Signed (student) _____ Date _____

Signed (parent / guardian) _____ Date _____

Signed (school official) _____ Date _____

BYOD Equity Policy

Rationale

The Model Farms High School Bring Your Own Device (BYOD) program, like all BYOD programs in an education setting, inherently imposes a financial cost on students and their families in supplying a device. At the same time, Model Farms High School BYOD program can only function if all students have access to appropriate technological resources in all their classes. Model Farms 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 Equity Policy is to establish the framework for the BYOD program to provide this for all students, irrespective of their families' financial means.

References

- i. BYOD Policy
- ii. Student Assistance Scheme

Objectives

1. Facilitate and promote the bringing of a computing device to school by all students for use in their education.
2. To ensure equity in the BYOD program and its implementation.
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

Model Farms 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:
 - Priority or reserved access to desktop computers in computer labs or the Senior or Junior Libraries 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 other 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. 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. Model Farms 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:
 - a. Make an application in writing to the Principal, or make an appointment to speak with the Principal and indicate you require assistance in addressing the school's Bring Your Own Device program.
 - b. The school will liaise with you, your child and their teachers to identify the most appropriate way to address the issue and ensure they have appropriate access to the technological resources of their peers.
 - c. You will be asked to make an agreement with the school that confirms the alternative arrangements made for your child's access to technological resources.
3. The school will not purchase a device to assign to your child nor will the school make a device available for permanent or semi-permanent loan. In substitution of a personal device the school will consider options including:
 - a. Loan of a laptop or other device for a particular period or class.
 - b. Loan of a laptop or other device for a particular day.
 - c. Recurrent daily loan of a laptop or other device.