# SCHOOL BYOD 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 (e.g. 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**

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.

## 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.

## 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 confidentially, 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://www.det.nsw.edu.au/policies/technology/computers/mobile-device/PD20130458.shtml

Student BYOD Guidelines:
https://www.det.nsw.edu.au/policies/technology/computers/mobile-device/Student_BYOD_Guidelines.doc

BYOD Literature review:
https://www.det.nsw.edu.au/policies/technology/computers/mobile-device/BYOD_2013_Literature_Review.pdf

Online Communication Services: Acceptable Usage for School Students:
https://www.det.nsw.edu.au/policies/general_man/general/accep_use/PD20020046.shtml

## Hardware Specification

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|---|---|
| The device must meet *all* of the following requirements: **Form Factor** | Laptop, tablet device with keyboard or writing tablet, or convertible device<br>A tablet device 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”<br>Maximum Screen Size: 15” |
| **Operating System** | • Microsoft Windows 7 or newer, Windows 8.1 on a touch capable device.<br>• Apple Mac OS X 10.6 or newer<br>• Apple iOS 6 or newer<br>• Android<br>**Note:** Windows 10 is available as a free update to Windows 7 / 8 / 8.1.<br>**Note:** OSX 10.10 ‘Yosemite’ is a free update to machines running 10.6.8 or later |
| **Wireless Compatibility** | Device must have **802.11** support, with the ability to connect using **WPA2 enterprise** encryption.<br>This is standard wireless transmission on either the **5GHz** or **2.4GHz** bands.<br>Performance will be best on the 802.11n 5GHz band. |
| **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:

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| **Recommendations** | Maximum weight: 2kg<br>RAM (laptops): 8GB (recommended)<br>Disk configuration (laptops): Solid State disk (SSD) 128GB or greater. |
| **Considerations** | Accidental loss and breakage insurance. |

## Software Specification

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

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| **Operating System** | As per the Hardware Specification, above. |
| **Web browser** | Any modern web browser - Google chrome is recommended. Windows computers must run Internet Explorer 10 or newer. |
| **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** | Windows 7 laptops should run: Microsoft Security Essentials / Defender<br>Mac OS X laptops should run: ClamXav 2 Sentry. |

# 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
- ❒ 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:
    - Offensive
    - Pornographic
    - Threatening
    - Abusive or
    - Defamatory
    - 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.
- ❒ 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.
- ❒ 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 ( * Mandatory fields )**

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|---|---|
| *** NAME:** | *** PLEASE CIRCLE - YEAR: 7 8 9 10 11 12** |
| *** HOME ADDRESS:** | |
| HOME PHONE: | STUDENT MOBILE NO: |
| FATHER'S MOBILE NO: | MOTHER'S MOBILE NO: |
| *** PLEASE CIRCLE - TYPE OF DEVICE: LAPTOP / TABLET** | *** DEVICE BRAND:** |
| *** WIRELESS MAC ADDRESS: [ See school TSO, if unsure ]** | *** SERIAL NUMBER:** |

Signed (Student) ________________________________ Date______________________

Signed (Parent / Guardian) _______________________ Date______________________

Signed (School Official) ___________________________ Date______________________