

THS STUDENT BRING YOUR OWN DEVICE (BYOD) POLICY

This policy provides direction to allow student use of particular electronic devices at school to access the Department of Education and Communities' wireless network. This policy applies to students in Year 9 and onwards from 2014.

Objectives – Policy Statement

- The term “device” in this policy refers to either a **laptop, notebook or tablet** with the capability to connect to the department's Wi-Fi network. **It does not refer to or include Smart Phones.**
- The School will allow students to bring their own devices to school and will provide access to the department's Wi-Fi network.
- Use of devices at school will be governed by school developed guidelines and processes based on the DEC 'Bring Your Own Device' Implementation Guidelines.
- The department will provide internet access through its wireless networks at no cost to students enrolled in NSW Public Schools at DEC sites.
- Students are responsible for the care and maintenance of their devices including data protection and battery charging.
- The department will not accept any liability for the theft, damage or loss of any student's device. Students who bring their own devices onto school sites do so at their own risk.
- Schools are not obliged to provide hardware or technical support for devices.
- Students and their parents/carers must complete and return a signed BYOD Agreement prior to connecting to the department's Wi-Fi network.
- Where the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Agreement, they may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, further action may be taken including referral to the police. School disciplinary action may also be appropriate.

1. Cost to Students

- 1.1 Internet access through the Department's network will be provided at no cost to students enrolled in NSW Public Schools at DEC sites.
- 1.2 Access to school resources such as shared drives, printers and associated costs will be a school based decision.

2. Student Responsibilities

- 2.1 Students are solely responsible for the care and maintenance of their BYO devices. This includes but is not limited to:
 - Managing battery life and regular charging of their device.
 - Labeling their device for identification purposes.
 - Purchasing and using device protective casing.
 - Ensuring the device is safe and secure during travel to and from school and throughout the school day.
 - Maintaining up-to-date anti-virus software and operating system on their device.
 - Taking insurance coverage of their own device to protect any accidental damage, theft or loss.

- 2.2 Students are responsible for managing the battery life of their device and acknowledge that the school is not responsible for charging their devices. 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.
- 2.3 Students must have a supported operating system and current antivirus software installed on their device and must continue to maintain the latest service packs, updates and antivirus definitions.
- 2.4 Students should not attach any school-owned equipment to their mobile devices without the permission of the school principal or their delegate.
- 2.5 Students should clearly label their BYOD device for identification purposes. Labels should not be easily removable.
- 2.6 Students are responsible for securing and protecting their device in schools. This includes protective/carry cases and exercising common sense when storing the device. Schools are not required to provide designated or secure storage locations.
- 2.7 Students are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.

Note; The device will be used to supplement learning, it may not be used each lesson and does not replace the use of a subject book which still needs to be brought to each lesson.

3. Damage and loss

- 3.1 Students bring their devices onto the school site at their own risk. For advice on theft or damage of students personal devices refer to legal issue bulletins below:
 - <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/ls/legalissuesbul/bulletin35.pdf>
 - <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/ls/legalissuesbul/bulletin8.pdf>
- 3.2 In cases of malicious damage or theft of another student's device, existing school processes for damage to schools or another student's property apply.

4. Technical Support

- 4.1 THS staff are under no obligation to provide any technical support on either hardware or software.

5. Acceptable use of BYO devices

- 5.1 Using the DEC 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 legal and/or disciplinary action.
- 5.2 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 and software security mechanisms that have been implemented by the Department, its Information Technology Directorate or the school.
- 5.3 Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.

- 5.4 Mobile phone voice and text, SMS messaging or device instant messaging (social Media) use by students during the school hours is Prohibited.
- 5.5 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/carer consent for minors) being recorded and the permission of an appropriate staff member.
- 5.6 Students shall comply with departmental or school policies concerning the use of BYODs at school and while connected to the Department's network including:
 - Online Communication Services – Acceptable Usage for School Students.
- 5.7 The principal retains the right to determine what is, and is not, appropriate use of BYODs device at the school within the bounds of NSW privacy and other legislation.
- 5.8 The consequences of any breaches of this policy will be determined by the principal, in accordance with the school's welfare and discipline policies. As the student device is intended as a personal learning tool schools are encouraged to consider a variety of alternatives to ensure equitable access to continued learning opportunities.

6. DEC Technology Standards that best fit THS

The DEC wireless network installed in high schools only operates on the 802.11n 5Ghz standard. Devices with 802.11a/b/g or 802.11n 2.4Ghz only, will not be able to connect. The battery life of the device should be capable of lasting 5 hours minimum of constant use without charge. Device hardware specifications must meet the minimum required which is a CPU – i5 or higher and RAM - 4 gb or higher
The best platform currently is windows 7 or higher. The device should have external USB ports.

NSW DEC BRING YOUR OWN DEVICE STUDENT AGREEMENT FOR THS

Students who wish to take advantage of the BYOD policy must read this agreement in the company of an adult unless otherwise excused by the principal. This page is to be signed and returned to the school. By signing at the bottom of this page students agree to the following behaviours and acknowledge that they:

- Agree to comply with the conditions of the THS Student BYOD Policy.
- Understand that noncompliance may result in the student being subject to school disciplinary action.

- ☐ I agree that my use of the department's internet will be primarily for learning.
- ☐ I agree to only ever use my own portal/internet log-in details and never share those with others.
- ☐ I agree to not hack or bypass any hardware and software security implemented by the Department or my school.
- ☐ I agree to not use BYOD to knowingly search for, link to, access or send anything that is;
 - offensive
 - pornographic
 - threatening
 - abusive
 - defamatory
- ☐ I agree to report inappropriate behaviour and material to my teacher. If I am suspected of using my device inappropriately, then the school can remove my device from me to return it to my parents and if necessary restrict my future use of any device.
- ☐ I agree to stay safe by not giving out my personal information to strangers.
- ☐ I understand that my activity on the internet is recorded and these records may be used in investigations, court proceedings or for other legal reasons.
- ☐ I acknowledge that the school cannot be held in any way responsible for any damage to or theft of my device.
- ☐ I agree that use of my device during school activities is at the direction of the teacher and if I am suspected of having inappropriate material on my device the School has the right to hold and examine my device for such material.

Date: ____/____/____

Student Name

in the presence of: _____
Parent/Carer Name

Student Signature

in the presence of: _____
Parent/Carer Signature