



FINAL VERSION

STUDENT BRING YOUR OWN DEVICE (BYOD) POLICY

Introduction

This document provides advice and direction to students who choose to use BYOD to access the Department of Education wireless network.

Rationale

BYOD is a strategy whereby students can bring a familiar personal device to school to use as their primary technological device for learning. The school can provide the ability to connect compatible and suitable devices to a filtered internet service.

It is widely acknowledged that technology plays a major role in students' everyday lives and should, therefore, be an integral part of their learning (Ricci, 2015). By implementing a BYOD policy, students of Gundagai High School will be equipped with essential 21st century skills. Additionally, a BYOD policy will result in a more personalised, student centred learning experience. By using new and emerging technologies, especially those associated with cloud technologies, students will be able to use collaborative tools in practices such as collaborative content creation, peer assessment, formative evaluation of student work and group reflections. Developing skills and confidence in using computers effectively is essential for students from Gundagai High School to be prepared to take their place in the workforce.

Key Principles

- The term "device" in this policy refers to any personal mobile electronic device with the capability to connect to the department's wi-fi network.
- Gundagai High School allows students to bring their own devices to school and provide access to the department's wi-fi network.
- The department will provide internet access through its wireless networks at no cost to students enrolled in NSW Public Schools at department 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.
- NSW Public 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 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.

Implementation

- The school will begin a BYOD program in Term 3, 2017 for Years 7-11 students. Our findings from student consultations have revealed that our students want to have access to devices available to support learning activities in the classroom.
- Students are strongly discouraged from using a mobile phone as their primary technological learning device because of limited functionality and relatively small screen size when compared to a laptop.



Monitoring, evaluation and review

- The school will monitor, evaluate and review the BYOD policy regular to ensure its effectiveness and will update as required.



Cost to Students

- Internet access through the Department's network will be provided at no cost to students enrolled in NSW Public Schools at department sites.
- Access to Office 365 and Google Apps for Education will be available at no cost to students at the discretion of the department. This means there is no need to purchase Microsoft Office as software for devices. The Adobe suite will also be offered free of charge at the discretion of the department.
- Students and their parents will be responsible for the purchase of the device, insurance, antivirus software and other items as outlined in the Suggested BYOD Device Requirements section.



Equity

- BYOD programs in an education setting inherently impose a financial cost on families and students and their families in supplying a device. At the same time, the Gundagai High School BYOD program can only function if all students in the program have access to appropriate technological resources in all of their classes.

Gundagai High School takes seriously the role of public education in ensuring all students have access to the same learning outcomes. To this end, Gundagai High School will endeavour to support any students experiencing difficulty with accessing a suitable device through a range of appropriate measures as assessed by the principal on a case by case basis.



Student BYOD Agreement

- Prior to connecting their devices to the network, students must return a Student BYOD Agreement. This agreement must be signed by the student and by a parent/carer. If a student is living independently of their parents or is 18 years of age or more, there is no requirement to obtain the signature of a parent.
- It is important to ensure that students are aware of and agree to their obligations under the Student BYOD Policy and relevant policies, prior to using their own device on the department wi-fi network. School staff should endeavour to ensure that the BYOD student responsibilities are clearly understood by both students and their parents or carers.
- The Student BYOD Agreement is a document with the purpose of acknowledging acceptance and agreement of the terms associated with the school's implementation of the Student BYOD Policy by both students and parents/carers.
By accepting the terms, the student and parents/carers acknowledge that they:
 - Agree to comply with the conditions of the Student BYOD Policy.
 - Understand that noncompliance may result in the student being subject to school disciplinary action.

Student Responsibilities

Students are solely responsible for the care and maintenance of their devices. This includes but is not limited to:

- Managing battery life and regular charging of their device.
 - Labelling 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.
1. 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. 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.
 3. Students should not attach any school-owned equipment to their mobile devices or connect to the school wi-fi with a mobile device without the permission of the school principal or their delegate.
 4. Students should clearly label their device for identification purposes. Labels should not be easily removable.
 5. 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.
 6. Students are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.

Damage and loss

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://www.det.nsw.edu.au/media/downloads/about-us/how-we-operate/legal-issues-bulletins/number_35.pdf
- https://www.det.nsw.edu.au/media/downloads/about-us/how-we-operate/legal-issues-bulletins/number_08.pdf

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.

Technical Support

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

Long-term care and support of BYODs

- Students are solely responsible for repair and maintenance of their own device, as well as the upgrades to software and/or hardware. It is not the school's responsibility.
- Warranties: Students should understand the limitations of the manufacturer's warranty on their devices, both in duration and in coverage.
<https://www.accc.gov.au/consumers/consumer-rights-guarantees/warranties>
- Extended Warranties: At the time of purchase, students may also purchase an optional extended warranty (past the standard warranty period) from the supplier/manufacturer of their device, during which any manufacturing defects that may occur will also be repaired.

Insurance

- Student devices are not covered by Treasury Managed Fund (the department fund source for insurance claims). When students purchase their device, they may also purchase an optional insurance policy from the supplier of their device or a relevant insurance company. As mobile devices are subject to a higher risk of accidental damage, prior to signing up for an insurance policy, students should be fully aware of the details and limitations of the policy, including any excess charged for making a claim, and the name of the company that holds the policy. As a guide, a suitable device insurance policy should cover all types of devices and provide worldwide, replacement cost coverage against:
 - Accidental damage
 - Damage from falls and liquids
 - Theft
 - Fire
 - Vandalism
 - Natural disasters (such as floods, cyclones, earthquakes, tornados, water damage, and power surge due to lightning)

Acceptable use of devices

- Using the department 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.
- 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.
- Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.
- Mobile phone voice and text, SMS messaging or device instant messaging use by students during the school hours is a school based decision.
- 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.
- Students shall comply with departmental or school policies concerning the use of devices at school and while connected to the Department's network including:
[Online Communication Services – Acceptable Usage for School Students](#)
- The principal retains the right to determine what is, and is not, appropriate use of devices at the school within the bounds of NSW privacy and other legislation.
- 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.

Department Technology Standards

Prior to purchasing or using an already purchased device, parents and students should be made aware of the following technology standards required for devices used within schools:

- The department 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 may 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 should meet the minimum (ideally the recommended) specifications of the operating system and all applications
- Currently supported Operating System

Students are strongly encouraged to bring in an already owned device.

Other considerations when purchasing a device include:

- Extended warranty
- Device insurance
- Protective casing (scratch/impact/liquid-splash resistant)
- Additional or spare battery packs
- Ergonomics (is this device comfortable to use for an entire school day)
- Backup storage such as portable hard drive or USB flash drive

Security and device management processes

Students using a device at Gundagai High School should consider the following aspects of safe computer use.

- Strong passwords
- Device anti-virus software
- Data and network traffic encryption
- Privacy controls
- Internet filtering
- DEC technology infrastructure security
- Student Cyber Safety

NB. The act of accessing the GHS computer network implies that the user is aware of and agrees to abide by the code of behaviour statements contained in the department communications policy and the GHS BYOD Student Agreement.

Suggested BYOD Device Requirements

Wireless connectivity:

High schools: The department's wi-fi network installed in high schools operates on the **802.11n 5Ghz standard**. Devices that do not support this standard may not be able to connect.

Operating system:

The current or prior version of any operating system, for example, the current operating system is Windows 10 (March 2017)

Software and apps:

School-based requirements. All software and apps should be fully updated.

Battery life:

A minimum of 5hrs battery life to last the school day.

Memory and RAM:

A minimum specification of 16 GB storage and 2 GB RAM to process and store data effectively.

Hardware features:

Camera and microphone.

Ergonomics:

Reasonable sized screen and a sturdy keyboard to enable continuous use throughout the day.

Other considerations

Casing: Tough and sturdy to avoid breakage.

Weight: Lightweight for ease of carrying.

Durability: Durable and strong.

Accessories

Carry case: Supply a carry case or skin to protect the device.

Insurance and warranty: Be aware of the terms of insurance policies/warranties for the device. The school will not accept responsibility for loss or breakage.

Back-up storage: Consider a portable hard drive as an appropriate source of back-up storage for essential documents.

**ONCE SIGNED AND DATED, THIS PAGE NEEDS TO BE RETURNED TO
THE SCHOOL BY THE END OF TERM 2, 2017**

GUNDAGAI HIGH SCHOOL

Bring Your Own Device (BYOD) User Agreement

Students who wish to take advantage of the BYOD program must read this agreement in the company of an adult.

This agreement is to be signed and returned to the school. By signing at the bottom of this page, students agree to the following behaviours:

- 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 these 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 my BYO Device to knowingly search for, link to, access or send anything that is:
 - offensive
 - pornographic
 - threatening
 - abusive
 - defamatory
 - Illegal
- I agree to report inappropriate behaviour and material to my teacher.
- I agree to ensure privacy and confidentiality is maintained by:
 - not disclosing the email address of a staff member or student without that person's explicit permission
 - not revealing personal information including names, addresses, photographs, and telephone numbers of myself or others.
- 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 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.
- We have read the following 5 pages of the Bring your Own Device User Agreement.

Student Name: _____ Year: _____

Student Signature: _____

Parent/Carer Name: _____

Parent/Carer Signature: _____ Date: ___/___/___

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL

BRING YOUR OWN DEVICE (BYOD) USER AGREEMENT

1. Purpose

The Gundagai High School Bring Your Own Device (BYOD) Program gives freedom to students and their families to tailor their choice of technology to their own educational needs. Gundagai High School will facilitate this in accordance with the BYOD Policy. However, students and parents must be aware of and consent to the program's boundaries described in this BYOD User Agreement.

2. Scope and Definitions

2.1. Parties

This agreement is between Gundagai High School, a student currently attending or who will be attending Gundagai High School, and his/her parent or carer.

2.2. "Student" and "Students"

Reference in this agreement to Student or Students means a student currently attending or who will be attending Gundagai High School and binds his/her parent or carer.

2.3. "Bring Your Own Device User Agreement"

This agreement may be referred to as the Bring Your Own Device User Agreement or BYOD User Agreement.

2.4. "Device"

Reference in this agreement to Device means an electronic device brought by a student to Gundagai High School pursuant to the school's Bring Your Own Device program and this BYOD User Agreement.

3. Equipment

3.1. Custodianship

The device brought to school pursuant to this policy must be able to be brought to school by the student on every school day and be solely the student's to use throughout the school day.

3.2. Choice of equipment

The device must meet all the requirements of the Device Specification. This includes meeting any required physical device characteristics and the having the listed software installed. The Device Specification is a separate document available from Gundagai High School.

3.3. Use of alternate equipment

Equipment which is not in accordance with clause (3.2) is not permitted for use in the Bring Your Own Device program in the absence of a separate agreement between the parties for the use of such equipment.

3.4. Damage or loss of equipment

3.4.1. Students bring their own device for use at Gundagai High School at their own risk.

3.4.2. For the removal of any doubt, Gundagai High School will not be responsible for any loss, theft or damage to:

(a) the device

(b) data stored on the device while the device is at school or during a school-related activity, absolutely, in negligence or otherwise.

3.4.3. Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

3.4.4. In circumstances where a device is damaged by abuse or malicious act of another student ("the other student"), reimbursement may be required. The Principal will, having regard to all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student.

3.3.5 The above clause (3.4.4) does not bind students to the determination of the Principal.

3.3.6 In accordance with clause (6.4) below, students should not bring peripheral equipment, including power charges and cables to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

4. Standards for equipment care

Students are responsible for:

a) Taking due care of the device in accordance with school guidelines.

b) Adhering to the Department of Education's policy Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/V04).

c) Backing up all data securely. All electronic data and resources used for school coursework must be stored on another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.

5. Misuse of equipment and communication systems

5.1. Standard school discipline procedures apply for misuse of the device contrary to this BYOD User Agreement or other school rules.

5.2. Examples of action the school may take in cases of misuse include:

a) the device is taken away by a teacher for the remainder of the lesson

b) the device is taken away by a Head Teacher or Deputy Principal for the remainder of the school day and/or until a parent or carer picks up the device

c) permission for the student to bring their device to school pursuant to the Bring Your Own Device policy is revoked

d) conventional discipline procedures, including detention or suspension where deemed appropriate, pursuant to the school's discipline procedures.

6. Acceptable equipment and communication system use

6.1. Use of the device during the school day is at the discretion of teachers and staff. Students must use their device as directed by their teacher.

6.2. The primary purpose of the device at school is educational.

6.3. Students must bring their device to school fully charged.

6.4. Students should avoid bringing peripheral device equipment to school with the device. Peripheral equipment includes:

a) chargers

b) charging cables

c) docking cradles, with the exception of a docking cradle that includes a keyboard integrated into the peripheral

d) external pointing devices, such as computer mice

e) adapters for the connection of video output or data transfer

6.5. While at school, all material on the device is subject to review by school staff.

6.6. Students are to connect their device to the designated wireless network only. Students are not to connect their device to other wired, wireless or cellular networks whilst at school.

6.7. Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

6.8. Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the Department of Education's policy Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/V04). Extracts are provided below. This policy forms part of this Bring Your Own Device User Agreement.

6.9. The policy Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/V04) applies to the use of the device and internet on the device:

a. at school

b. to access school-hosted systems

c. in connection with a school-related activity or school-related program, including coursework.

Note: The complete Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/V04) policy is available for viewing at:
https://www.det.nsw.edu.au/policies/general_man/general/accep_use/PD20020046.shtml

Extracts: Online Communication Services: Acceptable Usage for School Students

7. Access and Security

7.1. Students will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- ensure that communication through internet and online communication services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- 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.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.

- never knowingly initiate or forward emails or 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.

- never send or publish:
 - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
 - threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
 - sexually explicit or sexually suggestive material or correspondence.
 - false or defamatory information about a person or organisation.

- ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the NSW Department of Education.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

8. Privacy and Confidentiality

8.1. Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

9. Intellectual Property and Copyright

9.1. Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

10. Misuse and Breaches of Acceptable Usage

10.1. Students will be aware that:

- they are held responsible for their actions while using internet and online communication services.
- they are held responsible for any breaches caused by them allowing any other person to use their e- learning account to access internet and online communication services.
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

11. Monitoring, evaluation and reporting requirements

11.1. Students will report:

11.1.1. any internet site accessed that is considered inappropriate.

11.1.2. any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education.