# Bring Your Own Device

Engadine Public School

# Contents

# Rationale

Central to the core values of Engadine Public School is the challenge to be innovative and inspiring in our search for excellence in curriculum, teaching, learning, performance and relationships.

Engadine Public Schools BYOD strategy provides the opportunity for our students to enter a new world of curriculum possibilities, allowing engagement and involvement in their learning. Learning experiences across the school are purposefully designed to develop the attributes of life-long learners. In this way, each student learns to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be an engaged, robust, 21st century citizens.

The intent is to provide our students with "anywhere, anytime" inclusive and engaging learning.

# Engadine Public School Bring Your Own Device

**In order to extend learning, students at Engadine Public School will be given the opportunity to bring their own technology device for use at school. Before permission can be granted, parents and students wishing to participate in this program must agree to the following conditions. Parents are asked to read these conditions carefully, together with their child, before signing and returning this agreement to their child's classroom teacher.**

## Parent/Student Responsibilities

1. The student takes full responsibility for his or her device. While every effort is made to ensure their security, the school and its staff take no responsibility for loss, theft or damage to the device either at school or in travel to and from school. Parents are strongly advised to make their own arrangements regarding insurance and cover for accidental damage.

2. The student is responsible for charging their device prior to bringing it to school. It must be capable of running off its own battery for the entirety of the school day.

3. The student will have free access to the school's wireless network. Use of 3G and 4G wireless connections is not allowed. If your device has a SIM card, parents are required to store the SIM at home.

4. The school recommends that parents clearly label all student devices. We also recommend that each device is housed in a sturdy case for protection.

## Acceptable Usage

When at school, the student should only use their device to access classroom related activities.

1. The student will comply with teachers' requests to turn off the device for learning purposes.

2. Students should not take photos, video or sound recordings of other students and members of staff without

their knowledge and consent. They are not allowed to transmit or post photos, video or sound recordings taken at school without the express permission of a teacher.

3. Any phone mobile internet connection, such as 3G or 4G, must be switched off when at school. Accessing the internet independently of the school wireless network is not allowed.

4. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated school policies, school rules or has engaged in other misconduct while using their personal device. The school principal retains the right to be the final arbitrator of what is, and is not, appropriate content.

5. Violations of school or class rules involving a student's personally owned device may result in the student being banned from using the device at school and/or disciplinary action.

6. Consequences for breach of these Procedures and Guidelines will be determined by the principal and may include but not limited to, banning an individual student from bringing their mobile device to school.

## Storage, Safety and Security of Devices

1. The student agrees to register their device with the class teacher; once it has been registered it will be allowed at school.

2. The school will ensure that all classrooms containing devices are locked when the classroom is not in use.

3. Devices are to be placed in tote trays when students arrive at school and remain there until students are instructed to remove them.

4. Students will be educated in safe handling procedures by their class teacher/s.

5. Devices are not to be taken into the playground unless for class use, under teacher supervision.

6. Devices are not to be taken to PSSA sport or other school excursions unless otherwise specified by their class teacher.

7. The student agrees to take their device home each night and will not store the device overnight at school.

## Appropriate Devices for Classroom Use

1. Education specification Chromebooks devices are preferred due to their compatibility with the school wireless network, ease of use, speed, and their inbuilt protections against viruses and malware. The school has established an online purchase portal through ASI Solutions enabling parents to purchase education specification chromebooks and recommended accessories, including insurance. The portal is accessed via **https://engadineps.asi.com.au**

   Click 'New User' and complete personal details.

   Enter **engadineps** as the registration key code.

2. Alternative devices may be allowed, after assessment for compatibility and suitability by the school's digital learning coordinator.

3. Students using alternative devices will need to be self-sufficient in operating their device and choosing appropriate applications

4. Instruction will be based on the schools' preferred devices.

5. The school will provide a number of pool devices to ensure equity of access.

## Parent Agreement

As a parent I understand that my child will be responsible for abiding by the above conditions. I have read and discussed them with her/him and they understand the responsibilities they have in the use of their personal device.

I have read the attached appendix and agree to them.


I give my child _____ of _____ permission to bring the following device to school each day:

_____    _____

Device                                                                    Serial Number


_____    _____

Parent's Signature                                                  Date

## Student Agreement

Engadine Public School expects that students will make responsible decisions regarding their personal use of technology.

Students who wish to take advantage of the BYOD strategy 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 this agreement you 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 login details and never share those with others

- I agree to not hack or bypass any hardware and software security implemented by the NSW DEC or my school

- I agree to not use BYOD to knowingly search for, link to, access or send anything that is:

    - offensive

    - threatening

    - abusive

    - defamatory

    - considered bullying behaviour.

- I agree to report inappropriate behaviour and material to my teacher

- 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 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

- I understand that failure to comply with the *Bring Your Own Device Student Agreement* will invoke the school's standard discipline procedures and/or the actions outlined in the appendix under *Misuse of equipment and communication systems.*


I have read the student agreement and agree to the listed behaviours.


Name: _____

Signature of student: _____

Name of parent/carer: _____

Signature of parent/carer: _____

Date: _____

# Appendix

# [Defintions]

## Scope and Definitions:

1. "Parties"
   This agreement is between Engadine Public School, a student currently attending or who will be attending Engadine Public School, and their parent or carer.
2. "Student" and "Students"
   Reference in this agreement to Student or Students means a student currently attending or who will be attending Engadine Public School and binds his parent or carer.
3. "Bring Your Own Device Student Agreement"
   This agreement may be referred to as the Bring Your Own Device Student Agreement or BYOD Student Agreement.
4. "Device"
   Reference in this agreement to Device means an electronic device brought by a student to Engadine Public School pursuant to the school's Bring Your Own Device strategy and this BYOD Student Agreement.

## Equipment:

1. Custodianship
   The device brought to school pursuant to this strategy must be able to be brought on every school day and be solely the student's to use throughout the school day.
2. Choice of equipment
   The school has identified preferred equipment for use under the BYOD strategy.
   a. alternative devices may be used subsequent to approval from the Digital Learning Coordinator.
   b. appropriate software must be installed on devices:
      i. web Browser, preferably Chrome.
      ii. Other tools/apps may be requested and/or suggested by teachers. Students will normally be given several days' notice to install apps.

## Damage or Loss of Equipment

1. **Students bring their own device for use at Engadine Public School at their own risk.**
2. Engadine Public School will not be responsible for any loss, theft or damage to the device or data stored on the device, while the device is at school or during a school-related activity, in negligence or otherwise. All due care will be made by the school to limit loss, theft or damage.

3. Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device. Insurance is not, and cannot, be provided by the school or the Department of Education.

4. Technical support is the sole responsibility of parents and students. The school is under no obligation to provide any technical support on either hardware or software.

5. In circumstances where a device is damaged by abuse or the 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.

6. The above clause does not bind students to the determination of the Principal.

7. 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.

## Standards for Equipment Care

Students are responsible for:

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

b. adhering to the DEC policy *Online Communication Services: Acceptable Usage for School Students* (PD/2002/0046N04)

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.

## Misuse of Equipment and Communication Systems

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

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 an Assistant Principal, Grade Supervisor 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 may be revoked.

d. conventional discipline procedures including detention or suspension where deemed appropriate.

## Acceptable Equipment and Communication System use

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.
2. The primary purpose of the device at school is educational.
3. Students must bring their device to school fully charged.
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. adapters for the connection of video output or data transfer.

## While at School, all Material on the Device is Subject to Review by School Staff

1. Students are to connect their device to the designated school (DEC) wireless network only. Students are not to connect their device to other wired, wireless or cellular networks whilst at school.
2. 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.
3. Students are not to use Department of Education services to seek out, access, store or send any material of an offensive obscene, pornographic, threatening, abusive or defamatory nature.
4. 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 and Communities' policy *Online Communication Services: Acceptable Usage for School Students* PD/2002/0046N04). Extracts are provided below. This strategy forms part of this Bring Your Own Device Student Agreement.

The policy *Online Communication Services: Acceptable Usage for School Students* (PD/2002 10046N04) applies to the use of the device and Internet on the device:
   a. at school
   b. where in connection with a school-related activity or school-related program, including coursework, outside school.

*n.b* The complete *Online communication services: Acceptable usage for school students* (PD/2002/0046N04) policy is available for viewing at https://www.det.nsw.edu.au/policies/general_man/general/accep_use/PD20020046.s html

## Access and Security

Students will:
1. Not disable settings for virus

protection; spam and filtering that have been applied as a departmental standard.

2. Ensure that communication through internet and online communication services is related to learning.

3. Keep passwords confidential, and change them when necessary

4. Use passwords that are not obvious or easily guessed.

5. Never allow others to use their personal e-learning account.

6. Log off at the end of each session to ensure that nobody else can use their e-learning account.

7. 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.

8. 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. a message that was sent to them in confidence

   b. a computer virus or attachment that is capable of damaging recipients' computers

   c. chain letters and hoax emails

   d. spam, e.g. unsolicited advertising material.

9. Never send or publish:

   a. unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments, threatening, bullying or harassment of another person

or making excessive or unreasonable demands upon another person.

   b. sexually explicit or sexually suggestive material or correspondence.

   c. false or defamatory information about a person or organisation.

10. 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.

11. Never damage or disable computers, computer systems or networks of the NSW Department of Education and Communities.

12. Be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

13. Understand that some Google Apps for Education (GAFE) data is stored on secure international servers.

## Privacy and Confidentiality

Students will:

1. Never publish or disclose the email address of a staff member or student without that person's permission.

2. Not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.

3. Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

## Intellectual Property and Copyright

Students will:

1. Never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.

2. Ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.

3. Ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

## Misuse and Breaches of Acceptable Usage

Students will be aware that:

1. They are held responsible for their actions while using internet and online communication services

2. 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

3. 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.

## Monitoring, Evaluation and Reporting Requirements

Students will report:

1. Any internet site accessed that is considered inappropriate.

2. Any suspected security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Communities.