



Through adversity  
to the stars

# NURIOOTPA HIGH SCHOOL

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TRADITION

RELATIONSHIPS

EXCELLENCE

## BYOD/VDI ACCEPTABLE USE POLICY

### Definitions

<b>User :</b>	Includes anyone, including employees, students, and school visitors.
<b>Network :</b>	Is wired and wireless technology networks including school networks.
<b>Equipment :</b>	Portable computers such as laptops, netbooks, tablets and iPads ( <i>not iPad mini</i> )
<b>VDI:</b>	Virtual Desktop Infrastructure – This is the system through which students will access the school network via their own device. Access to this system is through return of signed reply slip (refer Page 6) and IT analysis of device to ensure device will operate effectively on the VDI network.

Dear Parent/Caregiver and Student,

Nuriootpa High School (NHS) supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer Users access to computer networks. We are dedicated to providing access and various levels of support of appropriate technology that unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

It is one of the digital learning goals of this school to ensure that each User's interactions with technology contribute positively to the learning environment whilst at school. Negative use of technology inside our school that degrades or defames other Users, or members of our community is unacceptable.

We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. Access to the tools and resources of a worldwide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education.

Use of personal devices is a privilege, not a right. The use of personal technology entails personal responsibility. It is expected that Users will comply with NHS rules, act in a responsible manner, and will honour the terms and conditions set by the classroom teacher and the school. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any accidental use immediately to their teacher or school leaders.

#### **Users must respect and protect the privacy of others by:**

- Using only their own assigned accounts.
- Only viewing, using or copying passwords, and accessing data or networks to which they are personally authorised.
- Refraining from distributing private information about others or themselves.

#### **Users must respect and protect the integrity, availability, and security of all electronic resources by:**

- Observing all school internet filters and posted network security practices.
- Reporting security risks or violations to a teacher or network administrator.
- Not destroying or damaging data, networks, or other resources that do not belong to them.
- Conserving, protecting, and sharing these resources with other users.
- Notifying a staff member or administrator of computer or network malfunctions immediately.

#### **Users must respect and protect the intellectual property of others by:**

- Following copyright laws (not making illegal copies of music, games, or movies).
- Citing sources when using others' work (not plagiarising).

**Users must respect and practice the principles of community by:**

- Communicating only in ways that are kind and respectful.
- Reporting threatening or discomfoting materials to a teacher, leader or administrator.
- Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not using the resources to further other acts that are criminal or violate the school's code of conduct.
- Avoiding spam, chain letters, or other mass unsolicited mailings.
- Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
- Refraining from the use of social networking sites or applications such as Facebook, Twitter, Snap Chat or any other during school hours and/or when connected to a school network, unless directed by a classroom teacher or approved by an administrator.

**Users may, if in accord with the policy above:**

- Design and post web pages and other material from school resources.
- Communicate electronically via tools such as email, chat, text, or videoconferencing (**students require a teacher's permission**)
- Use the resources for any educational purpose.

## Supervision and Monitoring

The use of digital devices at school is **not private**. School and network administrators and their authorised employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to **examine, use and disclose** any data found on a student's device or the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Nuriootpa High School reserves the right to determine which uses constitute acceptable use and to limit access to such uses.

Some examples of inappropriate activity on the Nuriootpa High School network that NHS reserves the right to take immediate action against may include (but is not limited to) activities:

- 1) *that create security and/or safety issues for the NHS network, Users, schools, network or computer resources;*
- 2) *that expend NHS resources on content it determines lacks legitimate educational content/purpose; or*
- 3) *other activities as determined by NHS as inappropriate.*

- Violating any state or federal law such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
- Criminal activities that can be punished under law.
- Selling or purchasing illegal items or substances.
- Obtaining and/or using anonymous email sites, spamming, spreading viruses.
- Causing harm to others or damage to their property.
- Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
- Deleting, copying, modifying, or forging other Users' names, emails, files or data, disguising one's identity, impersonating other users, or sending anonymous email.
- Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
- Using websites, email, networks, or other technology for political uses or personal gain.
- Taking photos/videos of other individuals without their consent.
- Users must not intentionally access, create, store or transmit material that may be deemed to be offensive, indecent, obscene, intimidating, or hostile; or that harasses, insults or attacks others.
- Advertising, promoting non-NHS sites or commercial efforts and events.
- Users must adhere to all copyright laws.
- Users are not permitted to use their devices or the network for non-academic related bandwidth activities such as games or transmission of large audio/video files or serving as a host for such activities.

Nuriootpa High School believes that 21st Century instruction is necessary for 21st Century learning. Providing students with an environment that fosters and encourages this belief is part of our core values. All members of our learning community hold the responsibility to value technology and achieve technological proficiency to prepare our students for future jobs, which currently may not exist.

Our students are living in a world where they have immediate access to information anytime and anywhere. Many students have personally owned devices in their pockets that can be used to allow them to learn in their own style and at their own pace. With digital learning, every student can access high quality and rigorous instruction in every subject, thereby, maximizing their opportunity for success in school and beyond. A decade ago this was just a dream. Today, it can be a reality.

Nuriootpa High School recognises that when students feel connected to their device they are more likely to use it responsibly and holistically in the management and access of information to improve their overall learning.

***With this in mind, the use of MINIMUM DEVICE TYPES (refer table below) such as laptops, netbooks and tablets with a minimum screen size of 9.5 inches are encouraged when used in accordance with the policy outlined above.***

**The maintenance and care of any device brought onto the school site remains the sole responsibility of the student and their family. Any damage or loss remains the responsibility of the students, and the school accepts no liability in such cases.**

Nuriootpa High School has a right to protect its network and technical resources. Thus, any network User who brings his/her own personal device into the school is required to adhere to the "BYOD/VDI Acceptable Use Policy" and sign a copy of the "BYOD User Agreement" as well as read and sign the "Nuriootpa High School Student ICT User Agreement".  
*NOTE: This is the overarching NHS ICT Policy document for 'whole school' ICT - The Student ICT User Agreement will be reviewed and adopted annually.*

## What is the "D" in BYOD?

For the purposes of BYOD, "Device" means a privately owned **Minimum Device Type** that includes laptops, netbooks and tablets.

## Device Specifications

*We recommend buying a device from our SRD portal, or buying a device, which meets the below specifications:*

### Recommended Device Type (refer **School Recommended Device Portal** - <http://NuriootpaHS.orderportal.com.au>)

<b>Device Type</b>	Laptop, Tablet or convertible (laptop/tablet) device. Tablet devices must have a keyboard attached (can be detachable)
<b>Screen Size</b>	11-14 inches
<b>Operating System</b>	Windows 10 or Apple Mac OSX
<b>Wi-Fi Adaptor</b>	802.11 AC capable
<b>Battery Life</b>	Minimum 6 hours
<b>Warranty</b>	Extended Warranty (3 years) with Accidental Damage is recommended

### Minimum Device Type

<b>Device Type</b>	Laptop, Tablet or convertible (laptop/tablet) device. Tablet devices must have a keyboard attached (can be detachable)
<b>Screen Size</b>	<b>Minimum 9.5 inches</b>
<b>Operating System</b>	Minimum Windows 8.1 or Apple Mac OSX
<b>Wi-Fi Adaptor</b>	802.11 N or AC capable
<b>Battery Life</b>	Minimum 6 hours

**NOTE:** Ipad and Android tablets are not recommended for our school network, due to software incompatibilities. The VMWare Horizon View Client App (Free) will cease to exist after Term 3, 2018. Instead, students need to be accessing the BYOD online Portal.

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## Nuriootpa High School BYOD FAQs – “Parents/Caregivers”

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### **What if my student’s device is stolen or damaged? What recourse can I take?**

Students bring electronic communication devices to school at their own risk, just like any other personal items. The school will not be held responsible if an electronic device or other item is lost, stolen or misplaced. Some devices have a device locator; it is recommended that you enable this feature if possible.

### **Is it required that my student use the School wireless network? Can they use their own 3G or 4G service?**

Students with a personally owned device need to use the school’s “NHS\_BYOD\_Wireless” network. Students who use their own 3G or 4G connection **will not be filtered through the school network**. The content and use of these devices remains the sole responsibility of the parents/caregivers or guardians. Nuriootpa High School does not encourage or condone the use of 3G or 4G connected devices. It is preferable for the safety and wellbeing of the student that the device is filtered through the school network.

### **My student is bringing a device to school for instructional purposes. Will they have access to things they normally do with school equipment?**

Your student will have access to online Nuriootpa High School software through our BYOD Portal Page.

### **As a Parent/Caregiver am I required to add security software (virus protection, device tracking, etc.) to my student’s device?**

Virus protection for personally owned devices is required and is the responsibility of the parents/caregivers. The school can provide **minimal advice** to aid parents/caregivers, **but the school cannot provide virus protection software**. Device location tracking software is not required but is always a good idea. Recent versions of Microsoft Windows come with Microsoft’s own antivirus software called Windows Defender. If you would like to use something different, or do not have this available on your Windows operating system there are numerous free alternatives available such as (but not limited to) Bitdefender Antivirus Free Edition, Avira Free Antivirus and Avast.

### **How will my student’s device be used in the classroom?**

Schools must challenge students with rigorous, personalised academic learning experiences that foster innovation and creativity. Students will engage in a cohesively integrated curriculum, access information, and apply it to solve authentic problems in a collaborative manner.

### **If a device runs out of power can it be charged at school?**

The school expects all student devices to be fully charged when brought to school. Due to various safety issues, DECD electrical testing policies and logistical issues **charging personal devices at school** will only be possible if the student’s device cable/s have been tested & tagged with a DECD specific sticker. This must be done annually.

### **What if my student forgets their device?**

A forgotten device will be treated exactly the same as any other piece of forgotten equipment, such as a diary or a calculator. Depending on the activity there may be opportunities to share or use a spare device. Students will be expected to catch up with any missed work.

## Nuriootpa High School BYOD FAQs – “Students”

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### **I don’t have my own electronic communication device to bring to school. Will I be penalised or miss out on instruction?**

The school highly recommends that where possible a student has their own device for use during lesson instruction and this will be the expectation for all Year 8 enrolments in 2017; however, we will endeavour to have some ‘second hand’ devices available for short term use.

### **I have my device with me in class. How do I get on the Virtual Desktop Infrastructure (VDI) now?**

Most devices will detect a wireless connection when you are near one. Most of the time, devices will ask you if you would like to join the network when prompted. If you need any help, then log on to a school computer and click on the “BYOD Information” icon on the Desktop. This will guide you through the installation and use procedures.

**IT Support can only provide minimal troubleshooting assistance to students who are having problems connecting to the Schools Wireless Network. The School does not provide any Mechanical Repairs to Student owned devices and can only supply minimal troubleshooting assistance. It is not the responsibility of your teacher/s or other staff to troubleshoot individual devices during the school day. They will refer you to the Guidelines for connection** (accessible through the “BYOD Information” icon located on a school computer)

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**My device is not prompting me to choose a wireless network. Is there another way to connect?**

If your device does not auto detect the wireless network then, should you require any help, please Logon to a school computer and click on the “BYOD Information” icon on the Desktop.

**If after following these Help Guidelines, and connection issues still remain, then you will need to see IT Support (Room T6) who may be able to adjust the settings of your device to allow network access.**

**I need to save my work in my network folder. Will I be able to access this resource?**

Students will be able to access their Home Drives and other Network Drives at school as they currently do by connecting to the BYOD Portal Page, using the internet on their BYOD device (<https://home.nurihs.sa.edu.au>). Support will not be given unless students and Caregivers have returned the signed slip as part of the enrolment process (refer Page 7).

**I need to print the assignment I just completed. Will there be printer access to do this?**

Students will be able to access Printers at school as they currently do by connecting to the BYOD Portal Page on their BYOD device. Support will not be given unless you have returned the signed slip (refer Page 7).

**My device was stolen when I brought it to school. Who should I contact about this?**

Nuriootpa High School is not responsible for the theft of a device, nor are they responsible for any damage done to the device while at school. Opportunities will exist for use of lockers where possible to support the security of student items. Any time a theft occurs, you should contact the relevant Assistant Principal or Deputy Principal to make him/her aware of the offense. Bringing your own devices to school can be useful; however, some risks are involved as well. It is always a good idea to record the device’s serial number to have in case of theft.

**Why am I filtered on my own computer? Shouldn’t I be able to see what I want to on my own device?**

Internet filtering is a requirement of all public schools. The Children’s Internet Protection Act (CIPA) requires all network access to be filtered regardless of the device you use to access it while in a public school. You own your device, but the network you’re using belongs to the school and Internet access will be filtered.

**Am I still held accountable for the Cyber Safety Agreement I signed at the beginning of the school year even though this is my personal device?**

Yes, students using a personally owned device must have both the “Nuriootpa High School Student ICT User Agreement” and the “Bring Your Own Device User Agreement” signed. Please visit...

[http://www.nurihs.sa.edu.au/school\\_policies.htm#SchoolPolicies](http://www.nurihs.sa.edu.au/school_policies.htm#SchoolPolicies) for spare copies of these Agreements.

## BYOD Disciplinary Guidelines

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**Purpose:** The purpose of a BYOD policy is to enhance the educational learning environment of the school. Therefore it is necessary to place controls on how this policy is implemented to ensure the integrity of the policy and its processes. As a result, the following disciplinary guidelines have been created to ensure the integrity of the process.

- 1<sup>st</sup> offense** – Confiscation for remainder of lesson/s (student to collect from Faculty Coordinator), warning, and phone call home.
- 2<sup>nd</sup> offense** – Confiscation for remainder of day (student to collect from relevant Year Level AP/DP at end of day), Time Out room for remainder of lesson/s, and phone call home.
- 3<sup>rd</sup> offense** – Confiscation for remainder of day (**parent/caregiver** to collect from relevant Year Level AP/DP at end of day), internal suspension, phone call home and termination of BYOD/VDI technology privileges for remainder of term.

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Many students' lives today are filled with media that gives them mobile access to information and resources 24/7. Outside school, students are free to pursue their interest in their own way and at their own pace. The opportunities are limitless, borderless, and instantaneous.

In an effort to put students at the centre and empower them to take control of their own learning, Nuriootpa High School will allow students to use personal technology devices that meet certain criteria (*please refer to the table on Page 3*). Students wishing to participate must follow the responsibilities stated in the "BYOD/VDI Acceptable Use Policy" as well as the "Bring Your Own Device User Agreement" guidelines on Page 7 of this document.

We encourage all students to develop their digital learning capabilities positively and we look forward to supporting students in their digital learning as a school community where together we can learn and build upon developing the skills needed to become positive digital citizens.

Should you have any queries please contact Mr. John Barkley (ICT Coordinator) either by phone – 85622 022 (ext 153) or via email – [john.barkley601@schools.sa.edu.au](mailto:john.barkley601@schools.sa.edu.au)

Yours sincerely,



Mr. J. BARKLEY  
ICT Coordinator



Mrs G. WALKER  
Principal

**\*\*NOTE: BYO DEVICE USER AGREEMENT on Page 7\*\***  
*Please read, sign and return with Device to Room T6 (ICT Office)*

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# Nuriootpa High School Parent/Caregiver & Student User Agreement

## Bring Your Own Device USER AGREEMENT

### Device Types:

For the purpose of this program, the word “device” means a privately owned wireless and/or portable electronic piece of equipment that includes **Minimum Device Types** (e.g. laptops, netbooks and tablets.)

*Please read the Guidelines below, then sign and return the Parent/Caregiver & Student Acknowledgement Slip at the bottom of this page. Each individual student device will be assessed by the IT department prior to VDI or BYOD Portal access being granted, however access will not be allowed without return of the Parent/Caregiver and Student signed reply slip below. Please note: VDI access will not be granted to a device with a screen size of less than 9.5 inches, as this is a minimum requirement.*

### Guidelines:

1. Any student who wishes to use a personally owned electronic device within Nuriootpa High School must read and sign this agreement, get your parent/caregiver to read and sign the agreement, and submit the return slip (see below) to the ICT Coordinator. VDI access will not be granted to a device with a screen size of less than 9.5”
2. The student takes full responsibility for his or her device and keeps it with himself or herself at all times possible. The school is not responsible for the security of the device.
3. The student is responsible for the proper care of his or her personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
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, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
5. Violations of any school policies, administrative procedures or school rules involving a student’s personally owned device may result in the loss of use of the device in school and/or disciplinary action.
6. The student complies with teachers’ request to shut down the computer or close the screen.
7. Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school. Devices can be charged at school, but only if they have been tested & tagged with the DECD approved sticker.
8. The student will not use the device/s to record, transmit or post photos or video of a person or persons on the school site. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
9. During school hours the student should only use their device to access classroom related activities.
10. The student will only use the secure wireless network. Use of 3G & 4G wireless connections is not allowed.

As a **Student** I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action.

As a **Parent/Caregiver** I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of their personal device at Nuriootpa High School.

Please refer to the **Nuriootpa High School ICT Acceptable User Agreement**, which **MUST** be signed and returned to the Digital Technologies Coordinator prior to NHS ICT access being provided