

## **Singleton High School BYOD Policy**

### **Executive Summary**

- this is not a de facto 1:1 device program (this means that it is not intended that every student have a device that used for all of their school work)
- students can bring in their own device (subject to certain specifications, including a minimum screen size of 18cm and the ability to connect to the NSWDEC wifi)
- a student is the only one who can use that device, it can't be shared
- each student is entirely responsible for the security and repair of that device
- teachers agree to allow the device to be used in their classrooms
- teachers will utilise the students' devices where they deem appropriate
- teachers will not specify a specific application that students are required to install on their device
- teachers will structure activities that can be done on a variety of devices

### **Rationale**

Singleton High School values the rich learning experiences that can arise when technology is used in the classroom. Most students have access to their own computer technology and have shown that they are keen to use this technology when at school. By facilitating Bring Your Own Device (BYOD), Singleton High School will empower students and give them direct involvement in the way that they use technology in their learning. The use of personal mobile devices at school will deepen learning, will be personalised and student-centred, and will meet the expectations of teachers, students, parents and caregivers. Enhancing learning in this way will lead to a better result for the community in which the student resides.

### **Policy statement**

Students in Years 7 - 12 may bring a computing device to school each day.

Teachers will encourage and facilitate the use of students' devices in their classes where they deem appropriate. The use of a student's own devices in class is, however, at the sole discretion of the teacher. Teachers will use a range of technologies. This BYOD policy is not a de facto 1:1 device program and does not imply that all tasks will be completed on student devices.

Appropriate use of technology will enhance learning. Normalisation of the use of technology in the classroom will develop 21st century learning skills and for fostering digital literacy, fluency and citizenship in a safe environment.

### **Implementation**

#### **A. Students and Parents/Caregivers:**

- Prior to bringing a personal computing device for the first time, students and their parents must read and sign the BYOD User Agreement which sets out the expectations and responsibilities for the use of a device at Singleton High School. The signed User Agreement will be kept in the student file and there will be an electronic register maintained by the school.
- Students may bring a personal computing device to school each day. This device must meet the Device Requirements. This device must connect through the NSWDEC wifi via the authenticated NSWDEC proxy using the NSWDEC network credentials of that student. The device will be for the sole use of that student throughout the day. Whilst a smartphone may be a valuable adjunct for learning, it is not suitable as a primary BYOD device.
- Students must use their device in accordance with the NSWDEC policy Online Communication Services: Acceptable Usage for Students (PD/2002/0046/V04) and the BYOD User Agreement.
- Students must follow teachers' directions as to the appropriate use of their devices in class.
- Each student is absolutely and solely responsible for the care and conduct of their own personal device whilst at school or at other school activities or travelling to and from school or to and from other school activities.

#### **B. Singleton High School:**

- Maintain a BYOD Equity Policy to ensure that all students, no matter their family's financial means, will have access to the computing resources that are required in their classes.
- Provide a BYOD User Agreement to list the responsibilities and expectations of each student and their families in the BYOD program.
- Ensure that a copy of the BYOD User Agreement is signed by each student and their parents/caregivers prior to allowing the student's device to be brought to the school.
- File the paper copy of the BYOD User Agreement in the student file.
- Maintain an electronic register of BYOD User Agreements.
- Publish a Device Requirements document that describes what is needed for devices brought to school as part of this BYOD program.
- Provide a 5GHz wireless network with a filtered internet connection to which students may connect their personal computing device.

- Provide online resources such as Moodle, Clickview and Sharepoint to support teachers and students in preparing and completing classroom activities.
- Provide online information to assist students to connect their devices to the NSWDEC wifi network.
- Provide support to assist students with troubleshooting network connectivity through the employment of a BYOD Support Officer.
- Not provide access to a 2.4GHz legacy wireless network.
- Not provide any recharging facilities for students.
- Investigate printing facilities for students.
- Accept no responsibility for loss or damage to, or for maintenance or repair required on a student's own device through any act of omission resulting from the negligence or otherwise of the school, a member of the school staff or of another student.
- Should a student's device fail to meet an element of the Device Requirement, the school will not facilitate the student's access to any network or school services. The school may direct a student to cease bringing a device to school which does not meet all the elements of the Device Requirements.
- Where the school has reasonable grounds to suspect that a device contains data or is used in a way which breaches the NSWDEC policy Online Communication Services: Acceptable Use for Students, it may confiscate the device for the purpose of confirming the existence of this 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. Inappropriate use of a BYOD device by students is covered by the school Mobile Devices policy.

### C. Teachers

Teachers will encourage and facilitate the use of students' devices in their classes where they deem appropriate. The use of students' own devices in class is, however, at the sole discretion of the teacher.

Teachers will use a range of technologies. This BYOD policy is not a de facto 1:1 device program and does not imply that all tasks will be completed on student devices.

Teachers will not require the use of a particular app or application. (A teacher might require a student to create a presentation but will not require the student to use Powerpoint.)

Teachers will follow existing school discipline procedures in the event that a student fails to bring their device, in the same manner as if a student fails to bring any other material to class, subject to school welfare policies and procedures.

### **Monitoring, evaluation and review**

Initial implementation of the Singleton High School BYOD policy will be in Semester 1, 2014, with evaluation at the end of Term 3, 2014. The evaluation will be done by the Singleton High School BYOD Committee, based on feedback received from students, parents and teachers and will be reported back to the whole school community. The policy will be modified based on this evaluation, with implementation of the revised policy from the start of 2015.

Singleton High School  
BRING YOUR OWN DEVICE (BYOD) STUDENT 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 and that:

- I will use the department's Wi-Fi network for learning.
- I will use my device during school activities at the direction of the teacher.
- I will bring my device to school fully charged and manage my usage to ensure sufficient charge for the school day.
- I will not attach any school-owned equipment to my mobile device without the permission of the school.
- I will use my own portal/internet log-in details and will never share them with others.
- I will keep my password up to date and secure.
- I will check my student email regularly.
- I will stay safe by not giving my personal information to strangers.
- I will not hack or bypass any hardware and software security implemented by the department or my school.
- I will not 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.
- I will report inappropriate behaviour and inappropriate material to my teacher.
- I understand that my activity on the internet is recorded and that 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 understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
- I have read the BYOD Student Responsibilities document and agree to comply with the requirements.
- I have reviewed the BYOD Device Requirements document and have ensured my device meets the minimum outlined specifications.
- I have read and will abide by the NSW Department of Education and Communities' Online Communication Services – Acceptable Usage for School Students.
- I understand that if I use my BYOD device in an inappropriate manner, it may be confiscated and held by the Principal or delegate for collection by a parent.

Date: \_\_/\_\_/\_\_

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Parent/caregiver name

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent/caregiver signature

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Office Use Only

- Check for electronic validation in Moodle
- Enter student into BYOD Student Agreement activity in ERN
- Enter student into Millennium -> Student -> Enrolment -> Computer
- File this paper copy in student file

## **BYOD Device Requirements**

### *Wireless connectivity:*

High schools: The department's Wi-Fi network installed in high schools operates on the 802.11n 5Ghz standard. Wireless authentication uses the 802.1x standard using student DETNSW network credentials. Browser access to the internet uses NTLM authentication using DET network credentials. Devices that do not support these standards will not be able to connect.

### *Operating system:*

The current or prior version of any operating system.

### *Software and apps:*

Web-based applications such Office 365, Google Drive and Moodle will be the primary method of document creation. All local software and apps should be fully updated. The school will not require any particular apps to be installed other than a supported browser.

### *Battery life:*

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

### *Memory and RAM:*

Sufficient storage and RAM to process and store data effectively.

### *Hardware features:*

Camera and microphone.

Headphones/earbuds must also be supplied

### *Ergonomics:*

Reasonable sized screen (minimum 18cm (7") diagonal). Whilst a smartphone may be a valuable adjunct for learning, it is not suitable as a primary BYOD device.

### *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. NSWDEC cloud based storage (eBackpack, Google Drive) as well as the school Moodle server should be used. Students must ensure that important files are stored in at least two different locations.

## **BYOD Student Responsibilities**

### *Operating system and anti-virus:*

Students must ensure they have a legal and licensed version of a supported operating system and of software. If applicable, students' devices must be equipped with anti-virus software.

NSW Department of Education and Communities' Wi-Fi network connection only:

Student devices are only permitted to connect to the department's Wi-Fi network while at school. There is no cost for this service.

### *Communication:*

Students must ensure that they check their student email regularly

### *Battery life and charging:*

Students must ensure they bring their device to school fully charged for the entire school day. No charging equipment will be supplied by the school.

### *Theft and damage:*

Students are responsible for securing and protecting their devices at school. Any loss or damage to a device is not the responsibility of the school or the Department.

### *Confiscation:*

Students' devices may be confiscated if the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Student Agreement.

### *Maintenance and support:*

Students are solely responsible for the maintenance and upkeep of their devices.

### *Ergonomics:*

Students should ensure they are comfortable using their device during the school day particularly in relation to screen size, sturdy keyboard etc.

### *Data back-up:*

Students are responsible for backing-up their own data and should ensure this is done regularly.

### *Insurance/warranty:*

Students and their parents/caregivers are responsible for arranging their own insurance and should be aware of the warranty conditions for the device.

## Appendix 2: BYOD Equity Policy

### Rationale

The Singleton High School Bring Your Own Device (BYOD) program, like all BYOD programs in an education setting, inherently imposes a financial cost on students and their families in supplying a device. At the same time, the Singleton High School BYOD program can only function if all students have access to appropriate technological resources in all their classes. Singleton High School takes seriously the role of public education in ensuring that all students have access to the same learning outcomes. The purpose of the BYOD Equity Policy is to establish the framework for the BYOD program to provide this for all students, irrespective of their families' financial means.

### A. Singleton High School

Singleton High School will:

1. Endeavour to provide personal access to appropriate technology resources to all students operating under the school's Bring Your Own Device program in keeping with the objectives of that policy and with respect to its role as a public education institution.
2. Ensure the BYOD Program's Device Specification is designed so that a range of devices in capability and cost are suitable and meet the Specification.
3. Consider a range of alternatives for providing device access for students, including:
  - Loan of a laptop or other device for a particular period or class.
  - Loan of a laptop or other device for a particular day.
  - Long term rental (for a fee) of a laptop or other device.
4. Employ a BYOD Support Officer. The BYOD Support Officer will Provide basic support and limited troubleshooting for students to connect their laptop or device to the NSWDEC wifi network. The BYOD Support Officer will not be able to repair any laptop or device nor be able to do any data recovery from a laptop or device.

### B. Students and Parents/Carers:

1. Consider your options for the purchase or lease of equipment that meets the Device Specification.
2. If you believe you are unable to provide a device that meets the specification:
  - a. Make an application in writing to the Principal, or make an appointment to speak with the Principal and indicate you require assistance in addressing the school's Bring Your Own Device program.
  - b. The school will liaise with you, your child and his/her teachers to identify the most appropriate way to address the issue.