



**NEWTOWN HIGH SCHOOL OF THE PERFORMING ARTS
BRING YOUR OWN DEVICE**

October 2020

BRING YOUR OWN DEVICE POLICY

1. Purpose

- a) The purpose of this Bring Your Own Device (BYOD) policy is to provide guidelines for students regarding the use of personal devices at Newtown High School of the Performing Arts.
- b) Access to the school's and the Department of Education's network, including the internet, will be made available to students primarily for their learning activities where appropriate.
- c) This policy highlights the expectations of students and their responsibilities concerning the use of personal devices.
- d) The term personal device refers to any approved technology device brought into the school and owned by students.

2. References

- a) School
 - i. NHSPA Behaviour Management Policy (available on the school's website)
- b) Department of Education
 - i. Student use of digital devices and online services
<https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471>

3. BYOD equipment

- a) Students are expected to bring their device every day. Should a student forget to bring their device to school, they will be able to borrow a device from the school's Tech Hub for the day. Devices should be collected between 8:35am and 8:45am and returned between 3:10pm and 3:20pm on the day. If a student persistently forgets to bring their device to class on two or more consecutive lessons, they will be placed on a Classroom Contract in that subject and parents/carers will be informed in writing in accordance with the school's Behaviour Management Policy.
- b) Students are responsible for managing the battery life of their BYOD and acknowledge that the school is not responsible for charging their devices. Students should ensure that their devices are fully charged and in good working order before bringing them to school.
- c) Students must have current antivirus software installed on their BYOD and must continue to maintain the latest antivirus definitions.
- d) Students must not establish personal hotspots that circumvent the Department of Education or School networks.
- e) Internet access will be provided to students through the Department of Education. Internet filtering will be applied to BYODs whilst connected to this network. This filtering will not be applied when connecting through other networks.
- f) Students and parents/carers are responsible for ensuring the device brought to school meets all the requirements of the Device Specification.
- g) Students should not attach any school owned equipment (eg. printers) to their devices without the permission of the Principal or their delegate.

- h) In circumstances where a device is damaged by abuse or malicious act of another student(s), the Principal or delegate, having regard to all the circumstances of the matter, will determine if the student is responsible for the damage to the device and whether costs incurred should be borne by the other students/parents/carers.
- i) Students should label their device for identification purposes. Any unauthorised or unregistered devices will be removed from the network.

4. Standards for BYOD care and support

- a) Students and parents/carers are wholly responsible for the care and maintenance of their device. Under no circumstances will the Department of Education or Newtown High School of the Performing Arts accept liability for the theft, damage or loss of any student's BYOD.
- b) Students are responsible for entering their user credentials (username/password) required in order to access the School or Department of Education networks.
- c) Students should not expect to receive any IT support from school staff, regional IT support staff or from the Department of Education.
- d) The school is not responsible for data backup or data loss of the device. It is advisable to use a secondary device such as cloud storage or a USB.

5. Long term care and support of BYODs

- a) The Department of Education clearly states students and parents/carers are solely responsible for the repair and maintenance of their own device. It is not the school's or Department of Education's responsibility.
- b) Parents should consider contacting their insurance company to determine the cover available for BYODs. As a guide, a suitable insurance policy would cover against accidental damage, damage from falls or liquids, theft, fire, vandalism and natural disasters.
- c) Students must void the use of peripheral devices, such as but not limited to chargers, charging cradles, docking stations as per Work Health and Safety regulations.

6. Acceptable use of BYODs

- a) For education purposes and to support student learning.
- b) BYODs are brought to school at students/parents/carers own risk.
- c) Students and parents/carers must read this policy and sign the acceptance form before students devices will be connected to the DoE or school's networks.
- d) Students and parents/carers must agree to comply with the school's and DoE's policies concerning their use of devices at school and while connected to the schools or Department of Education's networks:
 - i. Student Behaviour Management Policy
 - ii. Student Bring Your Own Device Policy (BYOD)
- e) Students must follow teachers' directions as to appropriate use of their devices in class.
- f) Using the school's or Department's network to seek out, access, store or send any material of offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited. Such use may result in legal and/or disciplinary action.
- g) Misuse of BYOD may result in the device being confiscated by the school and returned to students at the end of the school day. If students use their device inappropriately at

school, on three occasions, parents will be notified and required to come to the school to collect the device.

- h) 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 or software security mechanisms that have been implemented by the Department or Newtown High School of the Performing Arts. This may result in legal and/or disciplinary action.
- i) Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.
- j) Mobile phone voice and text messages use by students during lesson times are prohibited by this policy.
- k) The Principal or their delegate retains the right to be the final arbiter of what is, and is not, appropriate use of BYODs at Newtown High School of the Performing Arts, within the bounds of NSW privacy legislation.
- l) The consequences of any breaches of this policy will be determined by the Principal, or delegate, in accordance with the school's Behaviour Management Policy.

7. Privacy and Confidentiality

- a) Students must not take photos or make video or audio recordings of any individual or group without the express permission of each individual being recorded and the permission from a teacher.
- b) *Students must not publish material of any individual or group to the internet, including sites such as Youtube or Facebook. The school and the Department does not accept liability for material published.*
- c) Never publish or disclose the personal information of a staff member or students without the person's explicit permission. Personal information includes, not limited to, names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- d) Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interest.

8. Monitoring, evaluation and reporting of BYOD requirements

- a) NHSPA and the Department conducts surveillance and monitoring of its computer systems to ensure the ongoing confidentiality, integrity and availability of its business and education services. Monitoring is conducted in accordance with NSW and federal legislations.
- b) Any unauthorised or unregistered devices will be removed from the network.

The school reserves the right to update this policy and the guidelines referenced as technologies change or as required.

Terms within this policy

- The Department or DoE refers to the NSW Department of Education
- The School refers to Newtown High School of the Performing Arts
- BYOD refers to Bring Your Own Device
- Device refers to Bring Your Own Device



Bring Your Own Device (BYOD)

Policy Acceptance

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 conditions:

- I agree that my use of the department's internet will be for learning.
- I agree to 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.
- 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, loss or theft of my device.
- I agree that use of my device during school activities is at the direction of the teacher.

Bring Your Own Device – Policy Acceptance

Please complete the section below and return this page to the school.

Name of student: _____

Signature of student: _____ date: ____ / ____ / 20 ____

Name of parent/carer: _____

Signature of parent/carer: _____ date: ____ / ____ / 20 ____

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL