Bring Your Own Device (BYOD) Policy

Purpose

Aurora College is committed to supporting student learning experiences within a highly functioning environment. Our classrooms are reliant on a range of leading-edge technologies from devices to cloud services. We will work with Partner Schools to ensure students have access to suitable technology for Aurora College classes. The BYOD policy will outline the rights and responsibilities of students to bring, use and connect their own devices to school networks for use in their Aurora College studies.

Usage

Students must not use personal devices to connect to Adobe Connect Virtual Classrooms. Aurora College cannot guarantee quality of service for devices not supplied and maintained by the NSW DEC. Suitable technology has been made available for students of Aurora College classes by arrangement with the Partner School.

Terms

For the purposes of this document, the following terms are defined as such:

BYOD (Bring Your Own Device): refers to the program whereby students are permitted to bring a range of technology devices to school for the purpose of supporting their learning.

Device: refers to any technology that students bring from home to connect to the school's wireless network as part of the BYOD program.

Partner School: refers to the school that the student physically attends.

NSW DEC Policies

Students must be aware of the following NSW DEC policies:

Communication Services: Acceptable Usage for School Students
(https://www.det.nsw.edu.au/policies/general_man/general/accep_use/PD20020046.shtml)

The Aurora College BYOD policy should be read in conjunction with the above policy.

Related Resources

The following resources have been provided by the NSW DEC for parents and students to understand technology use in schools:

Digital Citizenship   (http://www.digitalcitizenship.nsw.edu.au)

Cyberbullying   (http://www.schoolatoz.nsw.edu.au/technology/cyberbullying)

Policy

Application

1. Students must accept and abide by the Partner School's BYOD and Technology policies. The Aurora College BYOD policy applies only to formally time-tabled lesson periods where students are studying Aurora College classes. At all other times during the school day the Partner School policy takes precedence. If the Partner School does not have a BYOD policy in place, the devices are to be kept in a secure location and not used except for Aurora College related work. A suitable location would need to be organised with the Partner School, but might include the Aurora College Coordinator's office, front office, or student lockers.

2. Whilst in Aurora College lessons, students will use their devices exclusively for educational purposes. Activities such as downloading files not related to school-work, playing computer games or watching movies is not permitted.

Loss or Damage

3. Students must take full responsibility for their devices. Neither Aurora College nor the Partner School is responsible for the security of the device.

4. Students are responsible for the proper care of their personal devices, including any costs of repair, replacement or any modifications needed to use the device at school. Devices provided by arrangement from a technology partner of Aurora College will be suitable for use within the NSW DEC network, without further modifications needed.

5. Students accept full responsibility for the care and use of their own devices. In particular, neither Aurora College nor the Partner School accepts responsibility for theft or loss of the device, including any parts or accessories. Student devices are not covered by NSW Treasury Managed Fund and no reimbursement will be made for costs associated with device damage or loss for any reason. Families are encouraged to check the details of their personal insurance coverage for events such as loss or damage.

Bullying and Cyberbullying

6. Students must be aware of appropriateness of communications when using school or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages and material posted online by students.

7. Students are responsible for all activities conducted online using personal devices. All such activities must be conducted in accordance with the NSW DEC Communication Services: Acceptable Usage for School Students policy.

8. Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission.

9. Students must not utilise any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy classmates or others in their community. This is unacceptable student behaviour known as cyberbullying and will not be tolerated. Any student who undertakes cyberbullying that disrupts the safety and/or well-being of the school will be subject to disciplinary action.

Safety and Environment

10. Students are expected to bring their devices to school each day with a fully charged battery. Students will not have provision to charge devices at school. The use of power cords creates a Work, Health and Safety risk which could lead to injury for staff and students.

Intellectual Copyright

11. Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.

12. Students must ensure that all software installed on the device, including the operating system, is legally and appropriately licensed.

Security

13. Aurora College and the Partner School reserve the right to inspect a student's personal devices if there is reason to believe that the student has violated any NSW DEC policy, administrative procedures, school rules or has engaged in any other misconduct while using their personal device.

14. Students must 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 DEC, Aurora College, or the Partner School.

15. Students must connect to the internet using the schools wireless network. This will require logging in through the DEC Student Portal. The use of mobile phones or portable hot-spots as a BYOD solution is not allowed.

16. Students must never reveal their passwords to another student for any purpose. This includes the DEC Student Portal password, and any other associated accounts used to connect to services on the DEC network.

17. Students must ensure that all applicable applications, updates, and service packs are installed in a timely manner.

18. Students must ensure that devices have installed an appropriate and up-to-date anti-virus software package.

Support

19. Aurora College will provide limited technical support for student devices if the issue is directly related to student learning activities. Support will not be offered for any recreational use of the devices.

20. Aurora College will not provide support for warranty related hardware faults. This may be waived in specific emergency situations involving devices provided to students by Aurora College Technology Partners.

21. Students are responsible for performing regular backups of all student work files. It is recommended that students have no less than two backup locations, updated weekly. No support can be offered for deleted or lost files.

22. Aurora College is unable to provide printing facilities at Partner Schools for student devices. If printing services are required, students must follow their Partner School policies.

Technical Requirements

Any devices seeking to access the NSW DEC environment must be compatible with the standards adhered to by the DEC. The following requirements outline the technical specifications necessary.

Mandatory

Wireless: Must have a 5Ghz 802.11n compatible wireless network card. Ensure the card specifically mentions the 5Ghz specification as the alternate 2.4Ghz specification is not supported.

Operating System: Windows 8.1 or higher for Microsoft devices. Mac OS X 10.9 or higher for Apple devices. Android based tablets require Android 5.0, also known as "Lollipop" or higher. Apple tablet devices, such as the iPad and iPad Mini require iOS 8 or higher.

Storage: For laptop devices a minimum of 32Gb hard drive is required. Solid state drives are recommended, but not required. Tablet devices require a minimum 16Gb.

Memory: For Windows and Mac devices, a minimum of 2Gb of RAM is required. For best performance, 4Gb or more is recommended. This will allow for running multiple applications simultaneously with minimal issues.

Screen Size: A minimum of 10 inch screen size is required for Work Health and Safety concerns.

Recommended

Form Factor: A device with a dedicated keyboard is preferable. Tablets can be difficult to use when typing for extended periods. Mobile phones, iPods and "Phablets" are not acceptable devices.

Battery Life: An advertised battery life of six hours is best for a school environment. Be aware that over time batteries will reduce in effectiveness and battery life will reduce. It may be necessary to purchase a second battery (if available) after the first year.
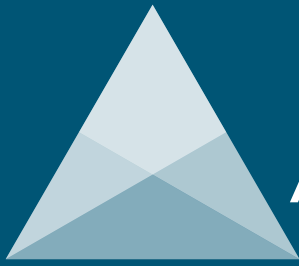
Insurance: It is recommended that devices be covered by the family contents insurance. You should check with your insurance provider to ensure that the device is specifically covered for damage and loss outside the home.

Warranty: A two year (minimum) warranty is recommended. Warranties are generally offered in Return To Base and On-Site. On-site warranties cost more, but bring the technicians to you to fix the device, meaning you are not without a device while it is being repaired. Depending on the device manufacturer this may not be available. Be aware that turn around times for repair may vary, depending on location.

Purchasing arrangements

Our Technology Partners, Hewlett Packard have created a BYOD Portal for Aurora College. On this site you are able to purchase devices made available for Aurora College students, relevant accessories, and warranty care packs. All devices available through this portal are guaranteed to meet the technical requirements listed above.

The portal can be accessed at: http://www.hpshopping.com.au/edunsw

Bring Your Own Device (BYOD) Agreement

Agreement for the Use of Personal Devices during Aurora College classes

By signing this agreement, you verify the following:

- I have read and understand the Aurora College BYOD policy.

- I have read and understand the NSW DEC Communication Services: Acceptable Usage for School Students policy.

- I agree that neither Aurora College, the Partner School, nor NSW DEC have any responsibility for any damage or loss to my devices.

- I agree to only use my devices for educational purposes while at school.

- I agree to behave responsibly when using internet services at school.

- I understand that I must bring the device to school fully charged each day and that there are no facilities for charging my device at school.

- 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.

Name of Student: _____   Year: _____

Signature of Student: _____   Date: _____

Name of Parent/Guardian _____

Signature of Parent/Guardian _____   Date: _____

Please sign and return this page to:

Aurora College

3b Smalls Road

Ryde NSW 2112

auroracoll-h.school@det.nsw.edu.au

Retain the rest of the policy for your records