



Adamstown Public School

Bring Your Own Device (BYOD) Procedures

To be reviewed: 19/12/2021



Bring Your Own Device Procedures Parent & Student Licence Agreement

Rationale:

In order to broaden students' educational context, provide greater access to e-learning tools and promote greater collaboration in learning, Adamstown Public School is implementing Bring Your Own Device (BYOD) classes across Stage 3 with a view to expanding to include other grades in the future. This program will increase the access to technology for all students.

Objectives:

- ✓ To assist in the development of future focused (21st Century) learning skills, such as critical thinking, communication, creativity and collaboration
- ✓ To enable authentic learning experiences
- ✓ To extend and support pedagogical practices currently in place and those which may be used in the future
- ✓ To ensure students at Adamstown Public School are ready for their BYOD High School experience by ensuring immersion in online, collaborative workspaces
- ✓ To support curriculum differentiation and allow students to work at their own level and progress through the learning continuums

Key Principles:

- ✓ The term "device" refers to any mobile electronic technology, including assistive technologies, brought into the school, which is owned by the student, and which has the capability of connecting to the department's Wi-Fi network
- ✓ Adamstown Public School will allow students to bring devices as outlined in the "Device Specification" document for the purpose of educational use
- ✓ Students will be able to access the Department's wi-fi network at no cost
- ✓ Students and their parents will be required to sign and return the "User Charter" document before they will be allowed to access the wi-fi network. These signed charters will be kept by the school.
- ✓ Students will be responsible for the maintenance and protection of their devices
- ✓ The Department of Education and, by extension, Adamstown Public School will not accept any liability for the theft, damage or loss of any student's device. Students who bring their own devices onto school sites do so at their own risk
- ✓ Adamstown Public School will not be providing technical support for these devices
- ✓ Where the school has reasonable grounds to suspect that a device contains data which breaches the "User Charter", they may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, further action may be taken including referral to the police or school disciplinary action

To participate in this program, students and parents must agree to the conditions outlined below. Please read through the following with your child before signing and returning the agreement to their class teacher.

Student/Parent Responsibility:

1. The student takes full responsibility for his or her device. Whilst every effort will be made to ensure the safety and security of these devices, the school and its staff take no responsibility for loss, theft or damage to the device either at school or travelling to or from school.
2. The student is responsible for the care of his or her device. It is recommended the student carries a plastic shopping bag in their schoolbag which can be used for added protection of their device in the event of torrential rain. The student will leave their device in their bag when travelling to and from school.

3. The student is responsible for charging the device prior to bringing it to school.
4. The student will use the school's wireless network to connect to the internet. Use of personal connections such as 3G are not permitted. If the device has a sim card it must be removed and left at home.
5. The school recommends parents activate the "Find my device" application and become familiar with its use.
6. Students are responsible for any content stored on their device. Material which could be considered inappropriate in a school setting, should be removed from the device prior to bringing to school. This includes certain images, violent or inappropriate games, music with coarse language etc.
7. The student agrees that his or her device will remain in classrooms during the school day and will only be taken from the classroom for the purpose of a teacher directed learning activity. Devices will never be taken into the playground at recess or lunch for recreational purposes.
8. When at school the student agrees to only use his or her device for school activities at the direction of the teacher.
9. The student agrees to not make video or sound recordings without the direction of the teacher. Such recordings will not be uploaded or transmitted in any form without the express permission of the teacher.
10. The school reserves the right to inspect a student device if there is reason to believe a student has breached the school rules in relation to digital devices.
11. The student commits to not make negative comments towards another student who may not be in a position to bring a device to school.
12. The device will be clearly identifiable as belonging to the student using permanent marker or similar.
13. All students, whether participating in the program or not, are expected to show respect to the property of others.
14. Devices are not to contain access to any M rated (or above) material or apps.

School Responsibilities:

1. To take all reasonable steps to ensure the safety and security of student devices whilst in the classroom.
2. To ensure personal devices are used exclusively by the owner of the device, with the exception of collaborative work where students may be working with partners.
3. To utilise technology in high quality, meaningful activities which enhance student learning.

Costs:

- ✓ Internet access through the Department of Education network will be provided at no cost to students enrolled at Adamstown Public School.
- ✓ Access to Office 365 and Google Apps for Education will also be available at no cost to students enrolled at Adamstown Public School. This means that there is no need to purchase Microsoft Office as software for devices. The Adobe suite will also be offered free through the Department of Education.
- ✓ Students and their parents will be responsible for the purchase of the device, insurance, antivirus software and other items as required and as outlined in the "Device Specifications" document.

Equity:

BYOD programs in an education setting, inherently impose a financial cost on students and their families in supplying a device. At the same time, the Adamstown Public School BYOD program functions most effectively if all students included in the program have access to appropriate technological resources in all their classes.

Adamstown Public School takes seriously the role of public education in ensuring all students have access to the same learning outcomes. To this end, Adamstown Public School will endeavour to support any students experiencing difficulty with accessing a suitable device through a range of appropriate measures as assessed by the principal on a case by case basis.

Damage and Loss:

Students bring their devices onto the school site at their own risk. For advice on theft or damage of students' personal devices refer to legal issue bulletins below:

<https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/ls/legalissuesbul/bulletin35.pdf>
<https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/ls/legalissuesbul/bulletin8.pdf>

In cases of malicious damage or theft of another student's device, existing school processes for damage to school or another student's property will apply.

Insurance:

Student devices are not covered by the Treasury Managed Fund. When students or their families purchase their device, they may also purchase an optional insurance policy from the supplier of their device or a relevant insurance company. As mobile devices are subject to a higher risk of accidental damage, prior to signing up for an insurance policy, students and their families should be fully aware of the details and limitations of the policy, including any excess charged for making a claim, and the name of the company that holds the policy. As a guide, a suitable insurance policy should cover all types of devices and provide worldwide, replacement cost coverage against:

- ✓ Accidental damage
- ✓ Damage from falls and liquids
- ✓ Theft
- ✓ Fire
- ✓ Vandalism
- ✓ Natural disasters (such as floods, cyclones, earthquakes, tornados, water damage, and power surge due to lightning)

Technical Support:

Adamstown Public School will not be providing technical support for devices, their hardware or software.

Acceptable Usage:

- ✓ Using the DEC network services to seek out, access, store or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited. Such use may result in legal and/or disciplinary action.
- ✓ 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 and software security mechanisms that have been implemented by the Department of Education, its Information Technology Directorate or the school.
- ✓ Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.
- ✓ Mobile phone voice and text, SMS messaging, MMS messaging or device instant messaging use by students during the school hours is not allowed unless it is for a relevant educational purpose as identified by a teacher.
- ✓ Students must not take photos or make video or audio recordings of any individual or group without the express written permission of each individual (including parent/carer consent for minors) being recorded and the permission of an appropriate staff member.
- ✓ Students shall comply with departmental or school policies concerning the use of BYODs at school and while connected to the Department of Education network including:
 - Online Communication Services – Acceptable Usage for School Students
- ✓ The principal retains the right to determine what is, and is not, appropriate use of BYODs at the school within the bounds of NSW privacy and other legislation.
- ✓ The consequences of any breaches of this policy will be determined by the principal, in accordance with the school's welfare and discipline policies.

Technology Standards:

- ✓ Parents and students should use the "Device Specifications" document to inform their choices when purchasing devices. These specifications ensure that the device will be able to connect to the school's Wi-Fi network and that they will be of greatest advantage in meeting students' educational needs.
- ✓ Security and Device Management: Devices will be locked in the students respective classroom through the day.
- ✓ Students using devices at Adamstown Public School should consider the following:
 - Strong passwords

- Device anti-virus software
- Data and network traffic encryption
- Privacy controls
- Internet filtering
- Student Cyber Safety

As a student, I understand and agree to abide by the conditions outlined above. I further understand that any violation of the above may lead to the loss of network privileges as well as other disciplinary action.

Student Signature _____ Date _____

As a parent, I have read and discussed the above with my child and accept the terms of this agreement.

I give permission for my child _____ of class _____ to bring the following device to school for the purpose of educational activities:

Device _____ Serial Number _____

Parent Signature _____ Date _____

Please Print Name _____



Adamstown Public School

OPPORTUNITY INNOVATION SUCCESS

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Principal: Emma Stothard



Bring Your Own Device (BYOD) Student User Charter

Students must read this agreement in the company of their parent/carer unless 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 behaviours:

- I will only use Adamstown Public School's Wi-Fi network for **learning**.
- I will use my laptop during school activities at the direction of the teacher.
- I will not attach any school-owned equipment to my mobile device without the permission of the school.
- I will only use my own portal/internet log-in details and will never share them with others.
- I will stay safe by keeping my personal information private.
- 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
 - obscene
 - threatening
 - abusive
 - 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 Adamstown Public School will not be providing technical support for my device. I am responsible for understanding how my device operates and for fixing any issues that arise (i.e. seeking technical support outside of school etc).
- I will treat my own and other's devices with respect and care.

Student name

Student signature

Date: ___/___/___

Signed in the presence of:

Parent/guardian name

Parent/guardian signature

Date: ___/___/___



Adamstown Public School

OPPORTUNITY INNOVATION SUCCESS



Bring Your Own Device (BYOD) Parent and Student User Charter

Students must read this agreement in the company of their parent/carer unless 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 behaviours:

- I will only use Adamstown Public School's Wi-Fi network for **learning**.
- I will use my laptop during school activities at the direction of the teacher.
- I will not attach any school-owned equipment to my mobile device without the permission of the school.
- I will only use my own portal/internet log-in details and will never share them with others.
- I will stay safe by keeping my personal information private.
- 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
 - obscene
 - threatening
 - abusive
 - 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 APS will not be providing technical support for my device. I am responsible for understanding how my device operates and for fixing any issues that arise (i.e. seeking technical support outside of school etc).
- I will treat my own and other's devices with respect and care.

Student name

Student signature

Signed in the presence of:

Parent/guardian name

Parent/guardian signature

Date: ___/___/___



Bring Your Own Device program Device Specification

Hardware Specification

The device must meet *all* of the following requirements:

Form Factor	Laptop or convertible device The device must have a physical keyboard attachment with separate keys for A-Z and 0-9 and which physically move when depressed
Physical Dimensions	Minimum screen size: 9.7"
Operating Systems	- Microsoft windows 7, Windows 8.1 or newer - Apple Mac OS X 10.8 or newer
Wireless Capability	Device requires 5GHz 802.11n support This may be advertised as "Dual band wireless", "802.11abgn" "802.11agn", "802/11ac" or "Gigabit wireless".
Battery Life	Advertised battery life of at least six hours

Please take special note of the Wireless Compatibility requirements. This is the most difficult requirement to verify yourself for Windows laptops. If you are unsure, please take this document with you to a retailer.

Additional Considerations:

The following are not *requirements* of the Bring Your Own Device program, but are considerations to which you should direct your attention:

Recommendations	<ul style="list-style-type: none">• Maximum weight: 2kg• Minimum RAM (laptops): 4GB• Disk configuration (laptops): Solid State disk (SSD)
Considerations	<ul style="list-style-type: none">• Accidental loss and breakage insurance

Software Specification

Additionally, the device must meet all of the following functional requirements pertaining to software:

Operating System	As per the Hardware Specification, above
Web browser	The latest version of any modern web browser. Eg Chrome or IE
Word Processor	Any word processor. Microsoft Office Word and Google Docs (Windows/Mac) are available free to students from the Department of Education and Communities.
Spreadsheet Package	Any spreadsheet tool. Microsoft Office Excel and Google Sheets (Windows/Mac) are available free to students from the Department of Education and Communities.
Mathematical plotting	Wolfram Alpha website.
Security Software	The device should have some form of anti-virus and protection software.