

Bring Your Own Device (BYOD)

School Computer Access and BYOD User Policy

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Introduction

All students are required to bring their own computing device to school each day. The Bring Your Own Device (BYOD) Policy replaces the Digital Education Revolution (DER) student laptop program that concluded in 2013.

Technology plays a large role in our students' lives and personal devices can enhance and enrich learning opportunities both at school and at home. Rose Bay Secondary College is committed to allowing responsible, learning-centred use of personal devices at school to provide as many pathways to understanding as possible for our students.

1. Why do we have a BYOD Program?

The BYOD program allows students to further develop their 21st century learning skills. We will be leveraging students' attachment to their own devices to deepen learning and make learning more personalised and student centred.

2. What types of Devices students can bring to school?

A range of devices in a range of price categories will meet the RBSC Device Specifications. Ideally, we recommend a laptop, as these have the capacity to support all the functionality we require in terms of storage, capability and typing. You may already have a device at home that meets the specifications.

We **do not recommend** the use of iPads or generic tablets.

There is no need to purchase any software, as the software that is required can be downloaded for free as part of the Department of Education's Enterprise Agreements.

A Microsoft Windows device with stylus support is recommended for maximum compatibility and functionality with Department software and the Teams digital classrooms used at RBSC.













Students are encouraged to bring a computing device from home that they are already familiar with using.

Smartphones are not considered an acceptable learning device.



3. What are the BYOD Device Specifications?

Specification	Details
<p>Wireless Connectivity</p> 	<p>Wireless connectivity (5GHz Wi-Fi enabled) is the key element to BYOD devices in schools.</p> <p>In order to successfully connect to the Department's Wi-Fi network, devices must be compliant to the 802.11a/b/g/n OR 802.11ac standards.</p>
<p>Battery Life</p> 	<p>Devices must have a minimum 5-hour battery life when fully (100%) charged.</p> <p>Students must remember that using devices outside of class time reduces battery life.</p>
<p>Memory and RAM</p> 	<p>Devices must have a <u>minimum</u> 256GB storage and 8GB RAM.</p> <p>To be able to store and process data effectively these minimum specifications are recommended.</p>
<p>Hardware Features</p> 	<p>Devices must have a Camera and a Microphone.</p> <p>These are necessary to ensure students can participate in 21st Century learning activities.</p> <p>USB A/USB C may need C to A converted.</p> <p>Keyboards for tablets are strongly recommended.</p>
	<p>Stylus support – Although not essential we are highly recommending devices that work with a stylus as it allows for digital handwritten tasks and the device to be used across a wider range of subject areas.</p>
<p>Screen Size</p> 	<p>Ensure the screen size is of a reasonable size to enable ease of use throughout a school day. As a minimum they should be 300mm (12") diagonally.</p>
<p>Casing</p> 	<p>Casing needs to be tough and sturdy to reduce the chance of damage.</p>
<p>Weight</p> 	<p>The device needs to be light enough to be carried comfortably each day in addition to other learning materials (books, pencil case etc.).</p>
<p>Durability</p> 	<p>The device must have sturdy keys and inputs that can withstand everyday 'wear and tear'.</p>
<p>Carry Case</p> 	<p>The carry case is essential for protection and reduces the risk of damaged casing and cracked screens.</p>

Other Key Considerations:

Insurance – Devices can become lost or be broken easily at school. Make sure your household insurance policy covers these eventualities or arrange alternative insurance.

Warranty – Make sure you consider purchasing extra warranty to reduce future repair costs as these devices will be used extensively.

4. Responsibilities

Rose Bay Secondary College provides access to various computer resources, our Local Area Network and the Internet. These resources are available to enhance the learning process in a supportive school environment and to achieve quality learning outcomes for our students.

The Rose Bay Secondary College Bring Your Own Device (BYOD) policy gives freedom to students and their families to tailor their choice of technology to their own educational needs. Rose Bay Secondary College will facilitate this in accordance with the BYOD Policy. However, students and parents must be aware of and consent to the program's boundaries.

As responsible members of the school community, it is expected that all students and other members of the community will follow and adhere to the guidelines established below. These guidelines are based on common sense, common decency, rules established by Rose Bay Secondary College, and laws established by the State of New South Wales and the Commonwealth of Australia.

4.1 The Responsibilities of the School

The school expects that each staff member will aim to incorporate appropriate use of electronic information throughout the curriculum (as they would any other curriculum resource) and that teachers as well as the school Librarian and staff will provide guidance and instructions to students in the appropriate use of such resources. Staff will facilitate student access to curriculum information resources appropriate to the individual student's instructional needs, learning styles, abilities, and developmental needs.

Responsibilities of Teachers

- Teachers **will encourage and facilitate the use of personal devices**. Students must use these devices as directed by their teacher.
- Teachers should follow the school's discipline procedures if a student fails to bring their device to class.

Rose Bay Secondary College **will NOT be** responsible for:

- personal devices that are broken/damaged while at school or during school-related activities
- personal devices that are lost or stolen at school or during school-related activities
- maintenance or upkeep of any personal device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).

4.2 The Responsibilities of the Students

Students are responsible for good behaviour on the school computer network as detailed in the school's Student Code of Conduct relating to general school behaviour. They must comply with specific computer facilities rules. Communications on the information networks are public and general school rules for student behaviour, conduct and standards will apply. Individual users of the school computer networks are responsible for their behaviour and communications over those networks, it is presumed that students will comply with school standards and will honour the agreements they have signed.

Students' Responsibilities:

- The personal device must be able to be brought to school every school day and be used solely by the student throughout the school day.
- Students are responsible for making sure their device is **charged at home** and ready for each class.
- Students are responsible for **all repairs and support** concerning their device.
- Students and parents are responsible for ensuring the device brought to school meets all the requirements of the Device Specifications.
- Prior to bringing a personal device for the first time, students and their parents must read and sign the **RBSC Computer Access and BYOD User Agreement** which sets out the responsibilities and expectations for use of the personal device at Rose Bay secondary College.
- Students **must follow teachers' directions** as to appropriate use of their devices in class.
- Each student is absolutely and solely responsible for the care and conduct of their own personal device.

Expectations of Use

- Use of personal laptop or tablet devices during the school day is at the discretion of the teachers and staff. Students must use these devices as directed by their teacher. The primary purpose of the use of personal devices at school is educational.
- The use of a personal device is not to be a distraction in any way to teachers and students. The use of personal devices must not disrupt the class in any way.
- Students are to connect their device to the designated wireless network only. Students are not to connect their device to other wired, wireless, or cellular networks whilst at school.

Consequences for Misuse of Equipment

- Standard school discipline procedures apply for misuse of the device contrary to this policy.
- Examples of action the school may take in cases of misuse include:
 - Permission for the student to bring their device to school pursuant to the Bring Your Own Device policy is revoked
 - Conventional discipline procedures including detention or suspension where deemed appropriate pursuant to the school's discipline procedures.

4.3 The Responsibilities of Parents

Parents and guardians are ultimately responsible for setting the standards that their children should follow when using media and information sources and ensuring that these standards are met.

- Parents are responsible for **all repairs and support** concerning their child's device.
- Parents are responsible for ensuring the device brought to school meets all the requirements of the Device Specifications.
- Prior to bringing a personal device for the first time, students and their parents must read and sign the **RBSC Computer Access and BYOD User Agreement** which sets out the responsibilities and expectations for use of the personal device at Rose Bay secondary College.
- **Insurance:** Devices can become lost or broken at school; make sure your policy covers these eventualities.
- **Warranty:** Make sure you consider purchasing extra warranty to reduce future repair costs as these devices will be used extensively.

5. Use of School Computers and the Local Area Network

The school has endeavoured to ensure that all students' work can be saved, stored and accessed in a secure manner. It is expected that all students respect the right of other students to use the network resources.

It is expected that all students will respect the Information Technology Equipment with which they have been provided, and realise that using this equipment **is a privilege, not a right. This privilege can be withdrawn, if necessary**, as set down in the behaviour management plan.

- Do not enter a computer room unless a teacher is present.
- Do not swap around any equipment. No changing of keyboards, mice or other computer hardware.
- Report all equipment faults to your teacher immediately.
- Log in using your own appropriate ID. It is never acceptable to use someone else's ID.
- Use computers for the purpose directed by the teacher in charge. Students are not to play games or use any other software unless the teacher has given specific permission for this.
- Do not tamper with the computer system. It is unacceptable to seek access to restricted areas of the network.
- At the end of each lesson log out of the network and return to the Login screen.

Computers in the Library

- Computers are available for use within the Library to access information and resources at recess, lunchtime and after school during Homework Centre. Student bookings for computers can only be made at the Service Desk within the Library at recess and lunchtime.
- Timetabled classes have priority to the computer area during class time.
- It is the responsibility of library users to comply with school computer access policy and conditions of use, always observe the copyright act 1968 provisions and regulations when accessing and printing library resources. A section of the Act is displayed near the printer.

Printing

The school has provided printing facilities for students to obtain printouts of their work. Students are expected to use the printers for school purposes only and endeavour to keep paper wastage to a minimum.

Printing charges are as follows:

Paper Size	Single Side		Double Side	
A4	Mono 10c	Colour \$1	Mono 20c	Colour \$2
A3	Mono 20c	Colour \$2	Mono 40c	Colour \$4

For more information about how to print visit <http://www.rbsclibrary.com/quick-guides.html>

Passwords

Keep your password secret. If you suspect that someone may know your password, change it. It is unacceptable to gain, or to attempt to gain, another person's password or personal information. It is a student's responsibility to remember their password. If a student forgets their password, he/she is to report to the IT manager to have it reset. A student may be asked to show some form of identification.

6. Use of Personal Computing Devices (BYOD)

Choice of equipment

The device must meet all the requirements of the Device Specification. The Device Specification is available in the BYOD Policy.

Charging

Students must bring their personal computing devices to school fully charged. Chargers are not to be brought to school. Charging is not permitted in the Library.

Acceptable Use

1. Computing Devices brought to school are for learning
2. Use of computing devices during the school day is at the discretion of teachers and staff. Students must use these devices as directed by their teacher.
3. While at school, **all material** on school computers and personal devices **is subject to review by school staff**.
4. Standard school discipline procedures apply for misuse of the device contrary to the BYOD User Agreement or other school rules.
5. Cyber bullying is an intentional, repeated behaviour by an individual or group to cause distress or undue pressure to others using technology. Cyber bullying includes all communications that seek to threaten, humiliate, intimidate, control, or put another person or persons down. Cyber bullying is part of the schools' anti-bullying policy and must be reported immediately.
6. Examples of action the school may take in cases of misuse include:
 - a. Permission for the student to bring their device to school pursuant to the bring Your Own Device policy is revoked
 - b. Conventional discipline procedures including detention or suspension where deemed appropriate pursuant to the school's discipline procedures.
7. Students are to connect their device to the designated wireless network only. Students are not to connect their device to other wired, wireless, or cellular networks whilst at school.
8. Upon enrolment into a New South Wales Government School, parent/carer permission was sought to allow the student to access the Internet at school based on the Department of Education and Communities' policy ***Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/V04)***. This policy forms part of this Bring Your Own Device User Agreement.

Damage or Loss of Equipment

1. Students bring their own device for use at Rose Bay Secondary College **at their own risk**
2. Rose Bay Secondary College **will not be responsible for any loss, theft, or damage to:**
 - a. the device
 - b. data stored on the device
3. Rose Bay Secondary College recommends that all personal devices be covered by **personal insurance** and that policies include specific accidental loss and breakage insurance.
4. All personal devices should be **stored in protective hard casing**.
5. Students should not bring peripheral equipment, including power charges and cables to school with their device. Rose Bay Secondary College will not accept responsibility for the loss or damage of such equipment.
6. If the school can determine that a student from Rose Bay Secondary College is responsible for the damage of another student's device the school will attempt to put parents in contact with each other to assist in a resolution of the matter.

Access to the School's Wireless Network and Security

1. Students must register their personal computer device with the Technical Officer before using it in class. This will allow them to gain access to the school's wireless network.
2. Students will:
 - ensure that communication through Internet and online communication services is related to learning.
 - keep passwords confidential, and change them when prompted, or when known by another user.
 - never knowingly initiate or forward emails or other messages containing:
 - a message that was sent to them in confidence.
 - a computer virus or attachment that is capable of damaging recipients' computers.
 - chain letters and hoax emails.
 - spam, e.g. unsolicited advertising material.
 - never send or publish:
 - unacceptable or unlawful material or remarks, including offensive, abusive, or discriminatory comments.
 - threatening, bullying, or harassing another person or making excessive or unreasonable demands upon another person.
 - sexually explicit or sexually suggestive material or correspondence.
 - false or defamatory information about a person or organisation.
3. Students will report:
 - any internet site accessed that is considered inappropriate.
 - any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Training.

Misuse and Breaches of Acceptable Usage

Students will be aware that:

- they are held responsible for their actions while using internet and online communication services.
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

7. Privacy and Confidentiality

Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

8. Intellectual Property and Copyright

Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

9. Equity

Rose Bay Secondary College will maintain a BYOD Equity Policy to ensure all students, no matter their family's financial means, have access to computing resources inside and outside of class time. Please contact your child's Deputy Principal where all enquiries will be handled discretely in a confidential manner.

A wireless network with filtered internet connection is provided to all students in all learning spaces including the library and gymnasium.

Support will be provided to assist students with establishing network connectivity with the BYOD program device.

10. School Computer Access and BYOD User Agreement

Purpose

Students at Rose Bay Secondary College have the opportunity to access school computers in designated computer rooms and the school library. Students also have the opportunity to bring their own computing device for use in the classroom. These resources are available and encouraged to enhance the learning process in a supportive school environment and to achieve quality learning outcomes for our students. Rose Bay Secondary College provides considerable freedom to students in their choice of technology and in their use of technology within the classroom. The school does so with the expectation that they will make good decisions with regard to their personal use of technology.

This agreement must be signed by students and parents/guardians and returned to the school's main office in order to have a computer account activated. A school computer account will be required before a personal computing device can be registered to the school's wireless network.

Students and parents/guardians must carefully read this agreement prior to signing it. Any questions should be addressed to the school and clarification obtained before the agreement is signed.

All students and parents must complete and return this agreement before their device is connected to the school's network.

Student Name (*please print*)

Student's Year Group

Student Signature

Date

Student:

- I have read the School Computer Access and BYOD User Policy.

I UNDERSTAND AND ACCEPT that:

- I will at all times know where my device is and keep it safe
- my device must be stored in an appropriate protective casing

I hereby agree that while using the Internet and School Computer Network:

I WILL

- Only use computers for the purpose directed by the teacher in charge
- Use the Internet solely for educational purposes
- Observe all copyright laws, including those relating to computer software
- Respect the rights and privacy of other users
- Report any security lapses that I may discover
- If I accidentally come across something that is illegal, dangerous or offensive:
 - clear my screen and
 - immediately and quietly inform my teacher

I WILL NOT

- Reveal any private information such as another person's address or phone number
- Attempt to retrieve, view or disseminate any obscene, offensive, pornographic or illegal material
- Threaten, abuse or harass any other user
- Send offensive, racist or sexist messages
- Send anonymous or falsely addressed electronic mail
- Bring the school into disrepute in any way whatsoever
- Allow anyone else to use my account or give my password to anyone else
- Use another student's account or tamper with another student's account in any way
- Use my account for chat channels or social networks (like Facebook)
- Use my account for business purposes for financial gain
- Use my account for political purposes
- Attempt to change or tamper with the computer network in any way
- Attempt to bypass security
- Disclose my home address, telephone number or any credit card number or pin

I understand that if the school decides I have broken this agreement, I may be prevented from accessing the schools' wireless network and/or from using the school's computers for a period of time.

Parent

I/We have read the School Computer Access and BYOD User Policy.

I/We acknowledge and understand that Rose Bay Secondary College:

- is not responsible for any loss, theft or damage to personal devices
- recommends that all personal devices be covered by personal insurance.

I/We accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information must depend on responsible use by students.

I/We give permission for _____ to use the school's computer network and to have access to the school's computers. I understand that students who break the school's computer usage policy may be prevented from using the school's computers in the future.

I/We give permission for _____ to bring his/her own computing device to school and to have access to the school's wireless network.

In signing below, we acknowledge that we understand and agree to the School Computer Access and BYOD User Agreement.

Parent or Guardian's Name (*please print*)

Parent or Guardian's Signature

Date

PLEASE SIGN, DETACH AND RETURN THIS SHEET TO THE SCHOOL