



Erskine Park High School

Pride In Achievement

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Bring Your Own Device (BYOD) Policy and Agreement

Rationale

Erskine Park High School values the importance of technology and the need to harness a learning tool relevant to students in the 21st century. By facilitating Bring Your Own Device (BYOD), Erskine Park High School empowers students to tailor their choice of technology and gives them the direct involvement in the way they use technology to meet their educational needs. At the same time, Bring Your Own Device (BYOD) allows for the successful transition from the Department of Education DER program to a new Bring Your Own Device (BYOD) environment.

1. Scope and Definitions

1.1 Parties

This agreement is between Erskine Park High School, a student currently attending or who will be attending Erskine Park High School, and his or her parent or carer.

1.2 “Student” and “Students”

Reference in this agreement to Student or Students means a student currently attending or who will be attending Erskine Park High School.

1.3 “Bring Your Own Device Policy”

This agreement may be referred to as the BYOD policy which outlines the expectations and requirements of BYOD at Erskine Park High School.

1.4 “Device”

Reference in this agreement to Device means an electronic device brought by a student to Erskine Park High School approved by the school’s Bring Your Own Device program and this BYOD policy.

1.5 “E-Learning Account”

Reference in this agreement to E-Learning Account refers to students’ Department of Education (D.E) account used to log on to the Department of Education (D.E) portal and related online accounts.

1.6 “Student Agreement”

This is an agreement signed by a student currently attending or who will be attending Erskine Park High School and his or her parent or carer stating they agree to the terms of the policy, *Department of Education Online Communication Services: Acceptable Usage for School Students policy* (PD/2002/0046/V04) and *Erskine Park High School Bring Your Own Device Student Agreement*.

2. Equipment

2.1 Custodianship

The device brought to school, in accordance with this policy, must be brought on every school day for use by the student throughout the school day.

2.2 Choice of equipment

The device must meet all the requirements of the **Device Specification**. This includes meeting any required physical device characteristics and the having the listed software installed. The *Device Specification* is attached to this policy.

Note: A mobile phone or any device with a SIM is not an acceptable device.

2.3 Damage or loss of equipment

2.3.1 Students bring their own device for use at Erskine Park High School at their own risk.

2.3.2 For the removal of any doubt, Erskine Park High School will not be responsible for any loss, theft or damage to:

(a) the device

(b) data stored on the device while the device is at school or during a school-related activity, absolutely, in negligence or otherwise.

2.3.3 Parents and students should consider whether their device requires insurance and **whether specific accidental loss and breakage insurance** is appropriate for the device.

2.3.4 In circumstances where a device is damaged by abuse or malicious act of another student, the school discipline procedures apply and may include recoup of all or partial costs of repairs.

2.3.5 Students should **not** bring power charges to school with their device. Liability for damage or loss of peripheral (hardware) equipment will in all circumstances be borne by the student.

3. Standards for equipment care

Students are responsible for:

(a) Taking due care of the device in accordance with *Bring Your Own Device Policy*.

(b) Adhering to the Department of Education policy Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/V04).

(c) Backing up all data securely. All electronic data and resources used for school coursework must be stored on another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device. **Students are encouraged to use online services such as Google Apps or Microsoft Office 365 provided by the Department of Education via the Portal.**

4. Misuse of equipment and communication systems

4.1 Standard school discipline procedures apply for misuse of the device contrary to this BYOD policy or other school rules.

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

4.3 Examples of action the school may take in cases of misuse include:

(a) the device is taken away by a teacher for the remainder of the lesson.

(b) the device is taken away by a Head Teacher or Deputy Principal for the remainder of the school day and/or until a parent or carer picks up the device.

(c) permission for the student to bring their device to school pursuant to the Bring Your Own Device policy is revoked.

(d) conventional discipline procedures including detention or suspension where deemed appropriate pursuant to the school's discipline procedures, including criminal charges or expulsion.

5. Acceptable equipment and communication system use

5.1 Use of the device during the school day is at the discretion of teachers. Students must use their device as directed by their teacher.

5.2 The primary purpose of the device at school is educational.

5.3 Students must bring their device to school fully charged.

5.4 Students should avoid bringing peripheral device equipment to school with the device. Peripheral equipment includes:

(a) docking cradles, with the exception of a docking cradle that includes a keyboard integrated into the peripheral

(b) external pointing devices, such as computer mouse

(c) adapters for the connection of video output or data transfer

5.5 While at school, ALL material on the device is subject to review by school staff.

5.6 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.

5.7 Students are NOT to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

5.8 Upon enrolment into a New South Wales Government school, parental/carers permission was sought to allow the student to access the Internet at school based on the Department

of Education policy Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/V04).

5.9 The policy Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/V04) applies to the use of the device and internet on the device:

- (a) at school
- (b) where in connection with a school-related activity, school-related program, including coursework, outside school

Note: The complete Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/V04) policy is available for viewing at:

https://www.det.nsw.edu.au/policies/general_man/general/accep_use/PD20020046.shtml

6. School procedure of device approval

6.1 Student and Parent or Carer to read Erskine Park High School *Bring Your Own Device (BYOD) Policy*

6.2 Student and Parent or Carer must complete and sign *Student and Parent or Carer Agreement*.

6.3 Student is to return Agreement to the Technical Support Officer with their device for inspection and approval, thus ascertaining device meets all specifications outlined in the Device Specifications.

6.4 Upon approval, a certified sticker will be placed on the base of the device to verify the student and their parent or carer has agreed to the Bring Your Own Device (BYOD) policy and the device meets specifications.

7. Equity access to devices

7.1 Erskine Park High School will endeavour to provide personal access to appropriate technology resources to all students operating under the school's Bring Your Own Device (BYOD) program.

7.2 As at the date of this policy, the school can utilise current stock of DER laptops held at the school. Students may have access to a device for a particular period or class.

7.3 Device Specifications are designed so that a range of devices in capability and cost are suitable and can meet the Specifications.

7.4 Erskine Park High School has engaged the services of **Learning with Technologies** through an online system <http://school.orderportal.com.au> to provide payment plans with insurance options for students enrolled at the school.



BYOD Device Specifications

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

Hardware Specifications:	
Wireless Compatibility **This is the most important specification as there will be no internet access if your device does not comply**	<u>Device must have 5GHz</u> Note: This may be advertised as 'Dual Band Wireless, 802.11abgn, 802.11agn, 802.11ac or gigabit wireless.
Device	Laptop ONLY A mobile phone is not an acceptable device OR any device with SIM card capability.
Storage Space	Minimum 64GB storage on a Windows or Chrome device. Note: The use of Cloud-based storage systems such as Google Classrooms/Drive is encouraged.
Operating System	Microsoft Windows 10 or 11. Mac OS. Chrome OS.
Battery Life	Advertised battery life of at least six hours. Note: There are no facilities to charge laptops in classrooms. Note: Students can manage this by ensuring the power save option is enabled on the computer and that the computer is fully charged over night for use at school each day

Software Specifications:	
Access the internet to research create, communicate and collaborate.	Any modern web browser. On Windows based computers you can use Google Chrome, Microsoft Edge or Firefox. These are free to download. On Apple devices you can use Safari, Google Chrome and Firefox. Google Chrome is recommended.
Create documents	Any word processor. Examples include Microsoft Word and Google Documents (free in the cloud).
Create presentations	Any presentation tool. Examples include Microsoft PowerPoint, Google Presentations (free in the cloud).
Create spread sheets	Any spread sheet tool. Examples include Microsoft Excel, Google Spread Sheets (free in the cloud).

Note: Microsoft Office 365 (for Windows and Mac) is available **free** to students. It can be accessed and downloaded via the Student Portal.

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

Consideration/Recommendation	Reason/Explanation
Maximum weight: 2kg	Students will be carrying the device to and from school.
Minimum RAM (laptops): 4GB	This ensures that the computer will run applications. Some applications require more RAM to run. If your child intends to use software like Adobe Photoshop, more RAM (8GB+) will allow for the software to run more efficiently.
Disk configuration (laptops): Solid State disk (SSD)	This type of disk is faster at processing and may provide extended battery life. SSDs are also far more resilient than a standard hard drive, being less likely to be damaged by knocks and drops.
Protective cover/case	Students usually carry a laptop in their school bag. If the bag is dropped or handled harshly it is important that the computer is buffered from damage. A hard cover or a case containing memory foam for added protection is essential.
Accidental loss and breakage insurance length and type of warranty.	<p>Insurance: You can purchase devices with insurance which include loss and accidental damage. If you do this it will add an extra cost to the device.</p> <p>Warranty: Devices can be purchased with different warranties. The things to consider here are the length and type of warranty. Length of Warranty: We are expecting the student to have the device for at least three years. If the Warranty is for one or two years and it fails, that will result in further cost to replace the device. Types of Warranty: There are two options for types of warranty. Back-to-base is the cheapest but would mostly require the device to be packaged and posted back to the supplier for repair. Onsite warranty is more expensive and would usually mean that a repairer would come to your home and fix the device.</p> <p>You will need to weigh up the cost of replacing the device against the cost of insurance or extending the warranty. This is a decision parents will need to make at the point of purchase.</p>



Student & Parent or Carer Bring Your Own Device Agreement

Bring Your Own Device (BYOD) program at Erskine Park High School aims to improve student learning experiences both in and out of the classroom. Erskine Park High School provides considerable freedom to students in their choice of technology and in their use of technology in the classroom. The school does so with the expectation that they will make good decisions with regard to their personal use of technology. This Bring Your Own Device (BYOD) *Student & Parent or Carer Agreement* must be signed before students are permitted to use their device at school and connect it to school network. Students & Parents or Carers must carefully read the Bring Your Own Device (BYOD) Policy prior to signing this Agreement.

Bring Your Own Device User (BYOD) Agreement:

- I. We have read the Bring Your Own Device (BYOD) Policy. ☐
- II. We understand our responsibilities regarding the use of the device and the Internet including:
- a. the device brought to school meets the *Device Specifications* set out in this BYOD policy. ☐
 - b. the device is fully charged for school each day.
 - c. students are responsible for their own device, including the back up of all school work.
- III. In signing the Student and Parent or Carer Agreement, we understand and agree to the Bring Your Own Device (BYOD) policy, which may involve staff reviewing material on the device. ☐
- IV. We understand that failure to comply with the Bring Your Own Device (BYOD) Policy will invoke the school's standard discipline procedures and/or the actions outlined in the BYOD Policy. ☐

Device Name/Model:	Eg. Lenovo ThinkPad X131e (33722VU)
Device Serial No:	Eg. C02LLY06DF65

SIGN AND RETURN THIS PAGE TO SCHOOL

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 agree that my use of the NSW Department of Education (NSWDEC) internet will be primarily for learning.
- ☐ I agree to only ever 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 NSWDEC 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 or theft of my device.
- ☐ I agree that use of my device during school activities is at the direction of the teacher.

Name of student: Year

Signature of student: Date: / /

In the presence of:

Name of parent/carer:

Signature of parent/carer: Date: / /

Note: Students are required to return this Student Agreement, along with their device for inspection to verify it meets the school specifications. A sticker will be placed on the bottom of the device indicating the student has permission to use the device at school.