

Bring Your Own Device (BYOD) Policy



RATIONALE:

Davidson High School is committed to providing supportive learning environments for all students. The Davidson High School Bring Your Own Device (BYOD) Program enables students to make use of purchased devices to expand and enhance their learning in and beyond the classroom. Davidson High School will facilitate this in accordance with the school's BYOD Policy and the Department of Education's BYOD policy. However, students and parents must be aware of, and consent to, the program's boundaries as stated in this BYOD Policy and User Agreement.

1. BYOD:

1.1 *BYOD* refers to Bring Your Own Device. This personally owned device is primarily considered by the school to be a laptop as it would perform the functions required in a classroom.

2. KEY PRINCIPLES:

2.1 Students can bring their own devices to school provided that they are intended to be used for educational purposes.

2.2 Davidson High School will provide internet access through the Department of Education (DoE) wireless network at no cost to students provided that they use it in accordance with the school and DoE policy.

2.3 Devices are the responsibility of the student and they need to look after them at school, as well as on their way to and from school.

2.4 Davidson High School is not obliged to provide hardware or technical support for any device.

2.5 Students and parents/guardians must read, understand the policy, and sign the user agreement form. Students must return signed agreements to school before they will be connected to the school's network and internet services system.

2.6 If a student connects a device without a user agreement they are in breach of the school rules and subsequent disciplinary action will be taken.

2.7 Davidson High School reserves the right to confiscate any unauthorised device in accordance with the school discipline policy.

2.8 Davidson High School adopts this policy in order to maintain a safe and secure environment for students and its staff.

3. IMPLEMENTATION PROCESS

3.1 Parents and students need to engage with the **Specification sheet** when choosing an appropriate device. The school's Wi-Fi network installed operates on the 802.11n 5 GHz standard. **Devices that do not support this standard will not be able to connect.**

3.2 BYOD can only be used at school with the knowledge and written approval of the parent/guardian and Davidson High School. The signing and returning of the **BYOD User Agreement Form to the IT office** constitutes such knowledge and approval. Students will receive a DHS BYOD sticker that must be attached to their device, certifying the device as authorised for classroom use.

3.3 Students' names should be clearly visible on the back of the device and should not be able to be easily removed.

4. STUDENT RESPONSIBILITY

- 4.1 Students need to ensure that appropriate software is downloaded and ready to be used in class before bringing the device to school. This includes Adobe Suite and Microsoft Office, both of which can be downloaded for free from the DoE's website:
- <https://nsw-students.onthehub.com/WebStore/Welcome.aspx>
- 4.2 Students are responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
- 4.3 Students are responsible for managing the battery life of their device and acknowledge that the school is not responsible for charging their devices or for providing the equipment necessary for charging their device. Students should ensure that their devices are fully charged before bringing them to school each day.
- 4.4 Students are encouraged to use their devices for school related work only during breaks, including recess and lunch time to save battery life while at school.
- 4.5 Students accept FULL responsibility for the care and use of their own device. In particular, Davidson High School does not accept responsibility for theft, damage or loss of the device or any parts or accessories.
- 4.6 Students should attempt to minimise the total weight of materials transported to and from school. Devices are valuable and Davidson High School advises that students should always have the device in a protective case, in sight, or preferably hold it when travelling.
- 4.7 Students are not permitted to use any device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorised media may result in disciplinary action including, but not limited to suspension, criminal charges, and expulsion.
- 4.8 Students have the right to a safe learning environment, therefore, students may not utilise any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behaviour known as **cyber bullying** and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and wellbeing of Davidson High School students and staff is subject to disciplinary action through the school and outside agencies if deemed appropriate.
- 4.9 Students can only access the filtered domains provided by the Department of Education. If students use 3G or 4G networks, this will not apply, therefore Davidson High School students are instructed to use the school network only whilst on school premises. DoE can collect data regarding sites visited and data transmitted or downloaded.
- 4.10 Students will use the Davidson High School wireless connection **exclusively** for educational purposes when at school. Activities such as: downloading files not related to schoolwork, social networking, playing computer games or watching movies is not permitted.
- 4.11 The use of a device at particular times in individual lessons is at the **discretion and direction of the teacher**. There may be times when an activity is intended to be completed without device assistance or when the attention of the student is required elsewhere. At NO stage should students access programs or material from the device that are not relevant to their current work or learning. In the event of students using their device inappropriately, the teacher may require the student to close down the computer and continue working via other means.
- 4.12 Students must be aware of appropriateness of communication when using school or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.
- 4.13 Students will not have direct access to the Davidson High School server.
- 4.14 Davidson High School reserves the right to inspect a student's personal device if there is reason to believe that the student has violated any Department of Education policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device. Violations of any school policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and / or disciplinary action.

5. TECHNICAL ASSISTANCE OR ADVICE

The school is unable to provide technical assistance for hardware or software problems that may occur with devices. Such assistance remains the personal responsibility of the student as a private matter. If the device malfunctions during a lesson, the student is required to continue with their learning promptly in a conventional manner.

- 5.1 Students are responsible for ensuring that any software or application required is already installed on their device. Davidson High School is unable to supply or install software due to resource constraints and licensing agreements. Where specific software is required for classroom learning and or tasks, the teacher will provide access to the software via desktop computers in one of the computer labs at school.
- 5.2 Students are encouraged to perform regular backups of their files. The importance of current work will often determine backup frequency. Davidson High School is not responsible for any data loss. Under the school's Assessment Policy, loss of data is not a valid excuse for the late submission of a task.
- 5.3 Printing of documents from student devices can only be done through school desktop computers. Direct connection of the device to the printer network is not permitted. It is the student's responsibility to have a suitable data-transfer device.

6. SECURITY

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorised access to personal or school files. Each user is required to report any security problems to the Davidson High School technical support staff in the Library. The problem is not to be demonstrated to, or discussed with, other users. To protect the integrity of the system, the following guidelines shall be followed:

- 6.1 Students shall not reveal their DoE passwords to another individual.
- 6.2 Students are not to use a device that has been logged in under another user's name.
- 6.3 Students identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
- 6.4 Students are required to have appropriate **anti-virus software installed on their devices** to avoid any spread of virus on the school network. Students are also responsible to update their anti-virus software on a regular basis.
- 6.5 Students will need to complete a new BYOD agreement in order to add a new device if their previous devices are no longer in use.

7. DAMAGE AND LOSS

- 7.1 Students must always take their devices home overnight and never leave them in a locker.
- 7.2 Families should check the details of their personal insurance coverage for events such as loss/damage. Unless specifically stated, Home and Contents insurance does not cover a device against accidental breakage or theft when outside the home. There is risk associated with bringing a device to school and it is highly recommended that parents consider electing to purchase a suitable insurance option as part of their Home and Contents package. Devices should be transported in protective cases specifically designed for that device.

8. INTELLECTUAL PROPERTY AND COPYRIGHT

Students will adhere to the following regulations or may be subject to disciplinary action through the school and outside agencies if deemed appropriate:

- 8.1 Never plagiarise information and observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- 8.2 Ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.
- 8.3 Never copy, transmit, retransmit or download any material that is protected by copyright, without prior permission of the copyright owner.
- 8.4 Ensure that the operating system and all software on their device are legally and appropriately licensed.



BYOD User Agreement

The Davidson High School's Bring Your Own Device, (BYOD) program aims to improve student learning experiences both in and beyond the classroom. This agreement must be agreed to and signed before students are permitted to bring their device to school and connect it to school facilities. Students and parents/carers 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.

This page is to be signed and returned to Davidson High School. By signing this document students agree to the following behaviours:

- I agree that the use of my device during school activities is at the direction of my teacher.
- I agree that my use of the NSW Department of Education and Communities' (NSWDEC) internet will be solely for educational purposes.
- I agree to use the recording devices both audio and visual appropriately. This includes never photographing or video recording teachers or other students without permission.
- I acknowledge that the school cannot be held responsible for any damage to or theft of my device.
- I understand that I am responsible for the care of my device, including any costs of repair, replacement or any modification needed to use the device at school.
- I agree to only ever using my own portal/internet log-in details and never share those with others.
- I agree not to hack or bypass any hardware and software security implemented by the Department or my Davidson High School.
- I agree not to use BYOD to knowingly search for, link to, access or send anything that is offensive, threatening, defamatory, pornographic, racist, abusive or illegal.
- I agree to report inappropriate behaviour and material to my teacher.
- 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 agree to keep my device on silent unless otherwise instructed by a teacher.
- I agree to stay safe by not giving out my personal information or login details to strangers.
- I agree to regularly back up my data including downloads and all submitted work.
- I understand that the school is not obliged to provide hardware or technical support.
- I understand that I must bring the device to school fully charged each day.
- I agree to observe all copyright laws, including not downloading software, music and videos without the author's permission and avoiding plagiarism by acknowledging all sources of information in my work.
- I understand that video and audio piracy is illegal and agree to not participate in video or audio piracy.
- I understand that the teacher has the right to inspect and confiscate a device if there are suspected violations of the Davidson High School BYOD policy and the DoE Online Communication Services: Acceptable Use for School Students which may result in the loss of network and/or device privileges, as well as other disciplinary action.



BYOD User Agreement

Please Print Student Name: _____
Family name Given name

Signature of student: _____

Parent/Caregiver:

I understand that my child will be responsible for abiding by the Davidson High School BYOD Policy and the DoE Online Communication Services: Acceptable Usage for School Students. My child and I have read and discussed these documents and we understand and agree to these terms.

Please print parent/caregiver name: _____
Family name Given Name

Signature of parent/caregiver: _____

Office Use only:

Device Type		
Serial Number		
Operating System		
Purchased from Parent Portal	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Loan Device	<input type="checkbox"/> YES <input type="checkbox"/> Accounts receipt number _____	<input type="checkbox"/> NO
Software download from DoE Student Hub	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DoE wireless access	<input type="checkbox"/> YES	<input type="checkbox"/> NO