

BYOD Program

Dear Parent/Caregiver,

At Kotara High School, we believe that technology has a significant role to play in facilitating the achievement of student outcomes, preparing students for the workforce, creating active global citizens and promoting lifelong learning. We have developed a Bring Your Own device (BYOD) policy for 2022 that requires all students in Year Seven to have access to a device in order to support their learning.

The objectives of the program are as follows:

- To assist in the development of future focused learning skills, such as critical thinking, communication, creativity and collaboration.
- To enable authentic, real-world learning experiences and engagement in the global classroom.
- To extend and support pedagogical practices currently in place and those which may be utilised in the future.
- To ensure that the education students receive at Kotara High is relevant to their lives and their future.
- To allow students to progress in the learning continuum at their own rate.

We at Kotara High School understand that the BYOD programs in the education setting inherently impose a financial cost on students and their families in supplying a device. At the same time, the Kotara high School BYOD program can only function if all students included in the program have access to the appropriate technological resources in all their classes.

Kotara High School takes seriously the role of public education in ensuring all students have access to the same learning outcomes. To this end, Kotara High 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 basis. Please download the request for assistance form and return to KHS.

As part of ensuring that all students have access to technology that can support their learning, the school has designed a set of minimum requirements to ensure that all devices are able to perform important functions. This document, "BYOD specifications" is attached. When purchasing devices it is recommended that you take this document with you to the retailer.

N.B. Microsoft Office, Windows and Adobe CC software are available to all students as free downloads via the Student Portal.

Please have your student sign the attached Acceptable Use of Technology Devices agreement and return to Kotara High School as soon as possible.

Yours faithfully



Mark Snedden
Principal

BYOD Program – Device Specifications

Hardware Specifications: The device must meet all of the following requirements:

Type of device	Laptop or 2-in-1 device <i>Note: mobile phones are not approved devices and iPads/tablets are not recommended</i>
Physical dimensions	Minimum screen size: 9.7"
Operating system	Microsoft Windows 10 Apple MacOS X 10.8 or newer
Wireless compatibility **	Device must support 5GHz dual band This may be advertised as 'Dual Band Wireless', '802.11abgn', '802.11agn', '802.11ac', or 'Gigabit Wireless' Devices marketed as '802.11bgn' will not connect to the school's Wi-Fi.
Battery life	Advertised battery life of at least 5 hours

**** Please take special note of the Wireless Compatibility requirements. This is the most important specification to ensure you get right**

Additional Considerations: The following are not essential but are suggestions as to what else you should consider:

Recommendations	<ul style="list-style-type: none"> • Weight: ensure you select a laptop that is suitable for your child to carry • Minimum RAM: 4GB (8GB preferable if Adobe CC Apps are required) • Disk configurations: Solid State Disk (SSD), minimum 128 GB
Security software	Windows laptops should run Microsoft Essentials – this is a free download available at: https://nsw-students.onthehub.com/WebStore/Welcome.aspx?JSEnabled=1
Insurance	Accidental loss and breakage insurance
Protective case	Preferably hard-shell case to protect device whilst in school bag

The NSW Department of Education offer students free download of MS Office Suite; Word, Excel, PowerPoint etc. In addition Adobe Creative Cloud products are available to students. See over for installation instructions and tips.

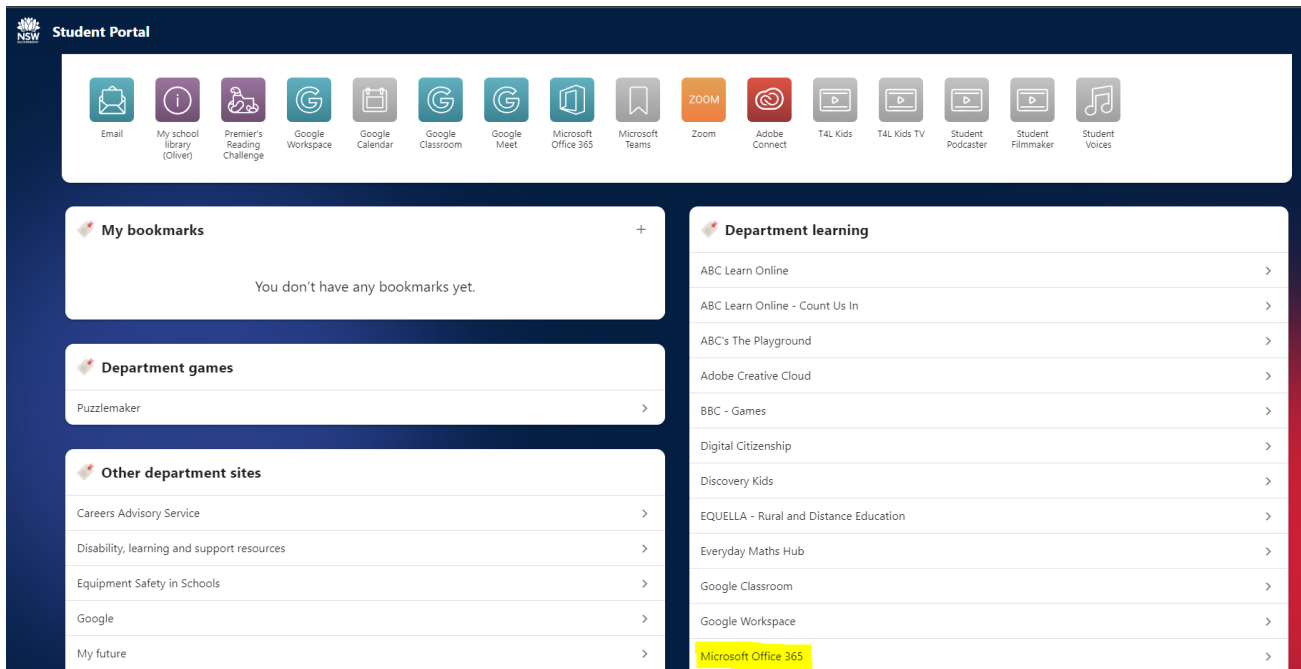
Mr Jeremy Rennex & Ms Suzi Evans
Technology Coordinators

Jeremy.rennex@det.nsw.edu.au & suzanne.e.evans@det.nsw.edu.au

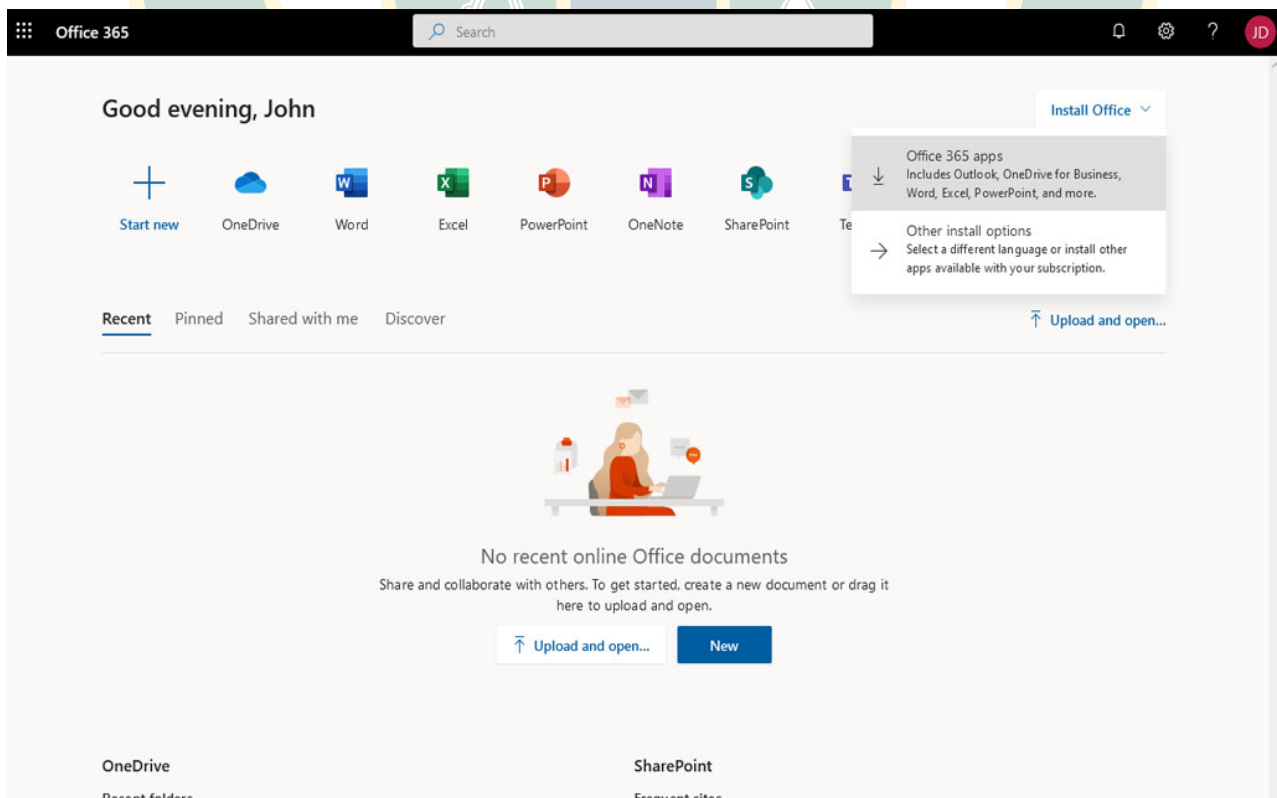
MS Office install

Microsoft Office is completely free for NSW school students. Follow the steps below to install it on either Mac or PC.

1. Sign into Student Portal using your @education.nsw.gov.au
2. Navigate to Department Learning section and select Microsoft Office 365



3. Click Install Office 365 apps

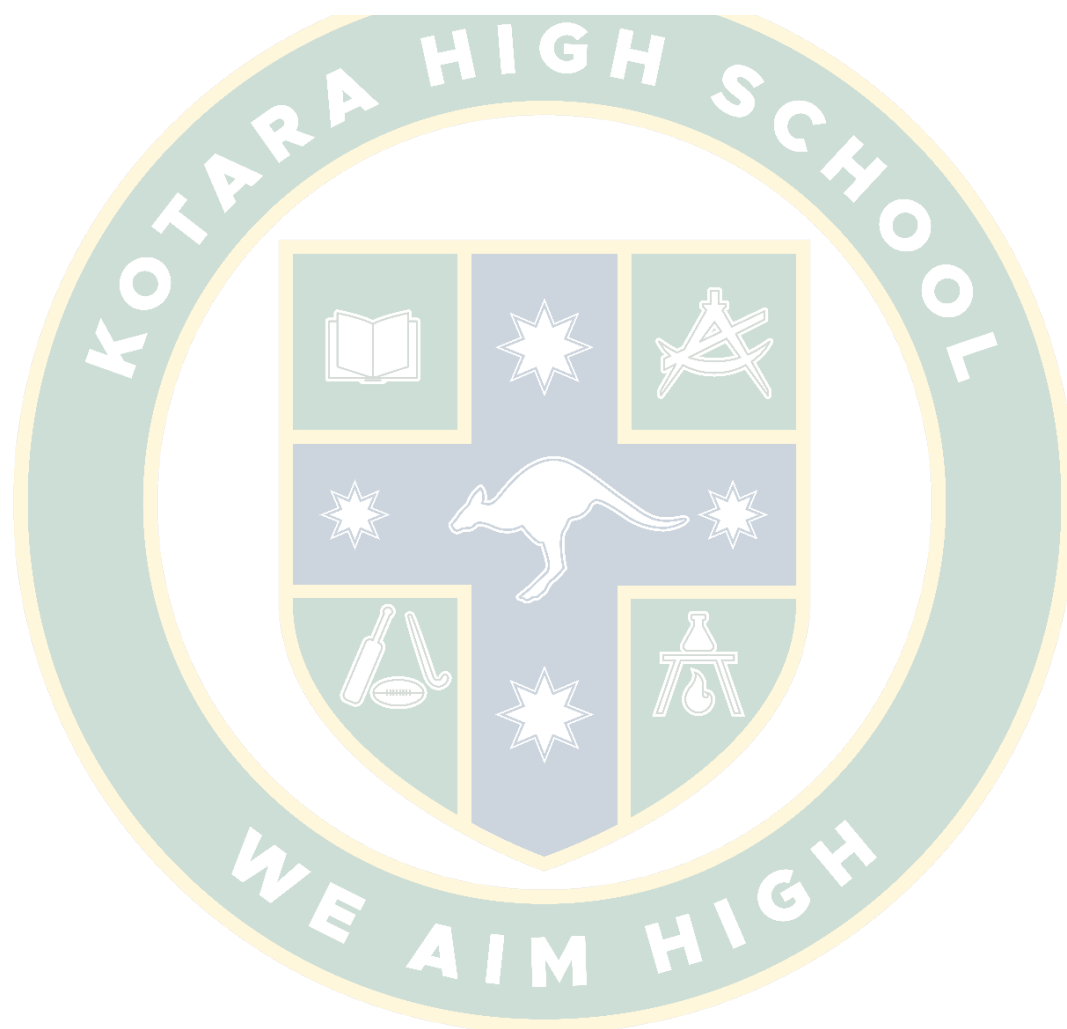


4. An executable file will be downloaded to your computer.
5. Follow the prompts to complete the installation.
6. Once Microsoft Office has finished installing, open up one of the applications and accept the license agreement.

Adobe Creative Cloud install

Adobe Creative Cloud is completely free for NSW school students.

See <https://sites.google.com/education.nsw.gov.au/adobe-students> for install instructions and video tutorial.



Acceptable Use of Technology Devices

Student Contract Agreement

Students using any technology device at Kotara High School must read and sign this agreement in the company of parents/carers. This agreement MUST be returned before using any device including a BYOD at school. By signing this contract students agree to the following:

- ✓ I agree to use the Department's internet only for educational purposes.
- ✓ I agree to only use my own school account details for logging on to a device and the Internet and will never disclose these details to others. I understand that the use of a TAFE account at school is not permitted by the Department.
- ✓ I agree to only connect my device to the school wireless system and understand that the use of a phone or other external device to gain wireless access independently of the Department or school is not permitted.
- ✓ I agree to not hack or bypass any hardware and software security implemented by the Department or school.
- ✓ I agree to not use any device to knowingly search for, link to, access or send anything that is offensive, pornographic, threatening, abusive, defamatory, or considered bullying behaviour.
- ✓ I agree to be cyber-safe by not giving out any personal information about myself or others to anyone. I will not record or distribute information including taking photos or recording video without the express written permission of each individual, including parent/carer for minors.
- ✓ I agree to report any inappropriate behaviour and material to my teacher.
- ✓ I understand that my activity on the Internet is recorded by the Department and these records may be used in investigations, court proceedings or for other legal reasons.
- ✓ I agree that I will care for all devices I use and I will not interfere with or damage equipment.
- ✓ I will maintain my personal device including keeping backups and updating virus protection, software and security.
- ✓ I acknowledge that the school cannot be held responsible for any damage to or theft of my personal device and any insurance required is independent of the school.
- ✓ I agree that I will bring my device to school fully charged and understand that I will not be able to charge my device at school. I understand that the use of chargers, including phone/iPod chargers, is not permitted under WHS guidelines.
- ✓ I agree that the use of any computer device including my personal device during school activities is at the discretion of the supervising teacher. I understand that I also need to bring exercise books and writing materials as required to class. There will be times when these will be used in class.
- ✓ I agree that the use of a phone or any music device in class is not permitted unless a teacher gives specific direction to use one.
- ✓ I agree that a gaming device is not permitted to be brought to school as a BYOD and is not to be used in class.
- ✓ I am aware that a breach of this contract may result in disciplinary action in line with the schools disciplinary policy including confiscation of my personal device.

By signing this document you are agreeing to the conditions above.

_____ in the presence of _____
Student Name Parent/Carer Name

_____ in the presence of _____
Student Signature Parent/Carer Signature