

# KOTARA HIGH SCHOOL

## Bring Your Own Device (BYOD) Policy



### Rationale:

Until 2013, students in Year 9 were provided with a laptop by the federal government under the Digital Education Revolution (DER) program. The funding for this program has now ceased but students still need to use digital technology devices to enhance their educational experiences at school. As a result, Kotara High School is commencing a BYOD Policy to be piloted with Year 12 students in Semester 2, 2015 with the intention to review the success of the Policy ready for implementation with Year 7 students in 2016.

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 life-long learning.

### Objectives:

- 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 School is relevant to their lives and their futures.
- To allow students to progress in the learning continuum at their own rate.

### 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.
- Kotara High 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 Communities and, by extension, Kotara High 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.
- Kotara High 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.

### Student “User Charter”:

- Prior to connecting their devices to the network, students must return their signed “User Charter”. This document must be signed by the student and by a parent/carer. If a

student is living independently of their parents or is 18 years of age or more, a parent signature is not required.

- It is important to ensure that students are aware of and agree to their obligations under the Kotara High School Bring Your Own Device (BYOD) Policy and the “User Charter”, prior to using their own device on the DEC Wi-Fi network. Parents and teachers must ensure that the BYOD student responsibilities are clearly understood.
- By accepting the terms of the “User Charter”, the student and parents/carers acknowledge that they:
  - Agree to comply with the conditions of the Kotara High School BYOD Policy, and
  - Understand that noncompliance may result in the student being subject to school disciplinary action.

#### **Costs:**

- Internet access through the Department's network will be provided at no cost to students enrolled at Kotara High School.
- Access to Office 365 and Google Apps for Education will also be available at no cost to students enrolled at Kotara High 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 Kotara High School BYOD program can only function if all students included in the program have access to 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 by case basis.

#### **Student Responsibilities:**

- Students are solely responsible for the care and maintenance of their devices. This includes but is not limited to:
  - Managing battery life and regular charging of their device.
  - Labeling their device for identification purposes.
  - Purchasing and using device protective casing.
  - Ensuring the device is safe and secure during travel to and from school and throughout the school day.
  - Maintaining up-to-date anti-virus software and operating system on their device.
  - Taking insurance coverage of their own device to protect any accidental damage, theft or loss.
- Students are responsible for managing the battery life of their device. Kotara High School will not provide facilities for students to charge their devices.
- Students must have a supported operating system and current antivirus software installed on their device and must continue to maintain the latest service packs, updates and antivirus definitions.
- Students may not attach any school-owned equipment to their devices without the permission of the school principal or their delegate.

- Students should clearly label their device for identification purposes. Labels should not be easily removable.
- Students are responsible for securing and protecting their device in schools. This includes protective/carry cases and exercising common sense when storing the device. Kotara High School will not provide designated or secure storage locations.
- Students are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.

### **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 schools' or another student's property will apply.

### **Insurance:**

- Student devices are not covered by the Treasury Managed Fund. When students 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 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:**

Kotara High 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, 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's 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:**

Students using devices at Kotara High School should consider the following:

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