Bring Your Own Device (BYOD) Program

What is BYOD?
The Smith’s Hill High School Bring Your Own Device (BYOD) Program defines how staff, students and members of the school community can use their own devices to interact with the technologies used within the grounds of the school. The promotion of technology is fundamental to the school’s educational philosophies. The program is not compulsory or required for students to engage in learning at our school. As such, it needs to be clearly understood that before making any decision regarding the BYOD program, students and their parents/caregivers need to identify the manner in which a device will enhance student learning.

Should students identify positive benefits for the use of their own electronic device in the school setting, parents/caregivers then need to determine the nature of the device that will best suit their educational needs. BYOD empowers students by giving them direct involvement in the way they use technology for learning. Students should choose a device that best enhances their learning.

How does it work?
Students in Years 7 - 12 are given the option of bringing their own computing device to school when necessary. Bringing a device is not compulsory and the school will not be making specific recommendations as to the brand or model of the device you may choose to bring. However the school will allow you to bring something of your own choosing that meets our BYOD Device Specification.

Students are required to sign a BYOD User Charter that sets out how the device can be used at school. A member of the school staff, the Technology Support Officer, will be available to answer student questions and to give assistance to students with their BYOD device every school day. There is some software that you have must install on the device. In most cases there are free options for software. The school does not manage, support, maintain, own or warranty the device - it’s your device.

NOTE: In cases where students are unable to provide their own device, the school will make arrangements with the individual student and their parent/carer to ensure that the student is not disadvantaged and has access to a suitable device.

What device can students bring?
A range of devices in a range of price categories meet the BYOD Device Specification. It may be a laptop. It may be a tablet with a keyboard. Smaller tablet devices may be half the price of a larger sized laptop, but you should carefully consider all your options for purchase or lease/rent.

Consider that this device will need to survive in the school environment; in and out of back packs, travelling on buses and/or trains. Sometimes, ‘non-brand name’ devices offer better value for money for students who ‘wear out’ devices at a rapid rate. For others, a good quality device could comfortably last four years. Additionally, it’s possible you already own or use a device which meets the BYOD Device Specification, in which case just bring that device.

Who is included in the BYOD Program?
The BYOD program is replacing the Digital Education Revolution (DER) Program which ended in 2013. In 2015, BYOD incorporates all students not previously required to use a laptop in class.
By expanding the program into Years 7 and 8, our school will move from physical to electronic texts over time and deliver lessons with a unified teaching methodology across all year groups. This will bring the rich learning experiences, afforded to Years 9 – 12 under the DER Program, to all students (Years 7 – 12) at Smith’s Hill High School.

As an expansion of the old scheme, all faculties are committed to developing increased integration with the BYOD program, over the coming months and following years, as BYOD develops.

I’m concerned about the costs
The purchase of a device is a major decision and a significant expense. A good quality device may last from Year 9 to Year 12 and viewed over four years the expense is considerably less. Smith’s Hill High School has taken strides to integrate device use into many aspects of teaching and learning. Your investment allows the school to maximise learning outcomes for all students.

We are committed to our obligations as a public education institution to deliver the same learning outcomes to all our students no matter their families’ financial means. We have developed a BYOD Equity Policy to operate alongside our BYOD Policy. The Equity Policy outlines a number of strategies the school may take, in consultation with you, to augment access to information and communication technologies (BYOD Loan Devices Policy).

Smith’s Hill High School will endeavour to provide personal access to appropriate technology resources to all students operating under the school’s BYOD Program. The school will ensure the BYOD Device Specification is designed so that a range of devices in capability and cost are suitable and meet the Specification. We will consider a range of alternatives in providing device access for students to assist in meeting the requirements of the BYOD Program. This is determined on a case-by-case basis where we will consult with the parent/carer in making determinations as to what form any approved assistance will take.

I’m concerned about device security
The school does not own the device, support, maintain or warranty the device. Experience from the previous Commonwealth-funded Digital Education Revolution scheme indicates that students who took good care of their device and considered themselves the device’s owner rarely had device security issues.

If you are concerned the device is going to be broken, lost or stolen, you may wish to consider specific accidental damage insurance for the device. You can specifically list the item on your home contents insurance, or you can purchase an Accidental Damage Protection plan for your device (offered by some companies).

You may also consider using a device locator service. These services include the "Find my iPad" service built in to Apple iOS devices, "Prey" for Windows or "LoJack for Laptops".

Internet access on the device will be filtered at school and students will be prohibited from connecting to other networks (wireless, wired or 3G/4G) while at school.
Bring Your Own Device (BYOD) Policy

The Smith’s Hill High School Bring Your Own Device (BYOD) Program gives freedom to students and their families to tailor their choice of technology to their own educational needs. Smith’s Hill High School will facilitate this in accordance with the BYOD Policy. However students and parents must be aware of and consent to the program’s boundaries described in this BYOD User Charter.

1. Scope and Definitions
   1.1. Parties
       1.1.1. This agreement is between Smith’s High School and a student currently attending or who will be attending Smith’s Hill High School and his/her parent or carer.
   1.2. “Student” and “Students”
       1.2.1. Reference in this agreement to Student or Students means a student currently attending or who will be attending Smith’s Hill High School and binds his/her parent or carer.
   1.3. “Bring Your Own Device User Charter”
       1.3.1. This agreement may be referred to as Bring Your Own Device User Charter or BYOD User Charter.
   1.4. “Device”
       1.4.1. Reference in this agreement to “Device” means an electronic device brought by a student to Smith’s Hill High School pursuant to the school’s Bring Your Own Device Program and this BYOD User Charter.

2. Equipment
   2.1. Custodianship
       2.1.1. The device brought to school pursuant to this policy must be able to be brought to school by the student on every school day and be solely the student’s to use throughout the school day.
   2.2. Choice of equipment
       2.2.1. The device must meet all the requirements of the BYOD Device Specification. This includes meeting any required physical device characteristics and having the listed software installed. The BYOD Device Specification is a separate document available from Smith’s Hill High School.
       2.2.2. DER devices including the power adapter must be handed back to the school, working or otherwise, if the student wishes to adopt the BYOD Program and BYOD Policy.
   2.3. Use of alternate equipment
       2.3.1. Equipment which is not in accordance with clause (2.2) is not permitted for use in the Bring Your Own Device Program in the absence of a separate agreement between the parties for the use of such equipment.
   2.4. Damage or loss of equipment
       2.4.1. Students bring their own device for use at Smith’s Hill High School at their own risk.
       2.4.2. For the removal of any doubt, Smith’s Hill 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.
       2.4.3. Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.
       2.4.4. In circumstances where a device is damaged by abuse or a malicious act by another student, reimbursement may be required. The Principal will, having regard to all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student.
2.4.5. The above clause (2.3.4) does not bind students to the determination of the Principal.

2.4.6. In accordance with clause (5.4) below, students should not bring peripheral equipment, including power charges and cables to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

3. Standards for equipment care

3.1. Students are responsible for:

3.1.1. Taking due care of the device in accordance with school guidelines.


3.1.3. Backing up all of their 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.

4. Misuse of equipment and communication systems

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

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

4.2.1. The device is taken away by a teacher for the remainder of the lesson.

4.2.2. 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.

4.2.3. Permission for the student to bring their device to school pursuant to the Bring Your Own Device policy is revoked.

4.2.4. Conventional discipline procedures, including detention or suspension where deemed appropriate, pursuant to the schools discipline procedures.

5. Acceptable equipment and communication system use

5.1. Use of the device during the school day is at the discretion of teachers and staff. 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, but is not limited to:

5.4.1. Laptop power chargers.

5.4.2. Laptop power charging cables.

5.4.3. Laptop docking cradles, with the exception of a docking cradle that includes a keyboard integrated into the peripheral.

5.4.4. External pointing devices, such as computer mouses.

5.4.5. Adapters for the connection of video output or data transfer.

5.5. While at school, all material and data 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/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 BYOD User Charter.

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:

5.9.1. At Smith’s Hill High School.
5.9.2. Accessing school-hosted systems.
5.9.3. Connection with a school-related activity or school-related program, including coursework.


6. This policy should be read and interpreted in conjunction with:

6.2. Values in NSW Public Schools.
6.3. DEC Privacy Code of Practice.
6.4. Online Communication Services - Acceptable Usage for school students.
6.5. Legal Issues Bulletin No. 35 November 2012 - Use of mobile phones, portable computer games, recording devices and cameras in schools.
6.6. Legal Issues Bulletin No. 8 September 2012 - Claims for loss of or damage to personal property.
6.7. Smartcopying - Copyright guide for schools.

7. Monitoring, evaluation and reporting requirements

7.1. Principals will supervise the implementation of the policy and report their evaluations to their Director, Public Schools NSW.

7.2. Smith’s Hill High School Technology Committee will update this policy and the guidelines referenced as technologies change or as required.
BYOD 2015 Device Specifications *

Hardware & Operating System Specification
The device must meet all of the following requirements:

| FORM FACTOR | ✓ Laptop, tablet device or convertible device.  
|             | ✓ A tablet device must have a physical keyboard attachment with separate.
|             | keys for A – Z and 0 – 9 and which physically move when depressed.  
| PHYSICAL DIMENSIONS | ✓ Minimum Screen Size: 9.7” (inches).  
|                           | ✓ Maximum Screen Size: 14” (inches).  
| OPERATING SYSTEM | ✓ Microsoft Windows 7, Windows 8.1 or newer.  
|                           | ✓ Apple MacOS X 10.8 or newer.  
|                           | ✓ Apple iOS 6 or newer.  
|                           | ✓ Note: Android-based devices are intentionally omitted.  
|                           | ✓ Note: Windows 8.1 is available as a free update from Windows 8.  
| WIRELESS COMPATIBILITY * | ✓ Device must have 5GHz 802.11n support.  
| BATTERY LIFE | ✓ Smith’s Hill High School wireless is configured “802.11bgn & 802.11an”  

* Please take special note of the Wireless Compatibility requirements. For Windows laptops, this is the most difficult requirement to verify. If you are unsure, consider purchasing a BYOD recommended device.

Additional Considerations
The following are not requirements but are considerations which you should direct your attention to:

| RECOMMENDATIONS | ✓ Maximum weight: 2kg.  
|                 | ✓ Minimum RAM (laptops): 4GB.  
|                 | ✓ Disk configuration (laptops): Solid State disk (SSD).  
| CONSIDERATIONS | ✓ Durability. Consider the overall durability of the device, the casing should be tough, and the keys and inputs should be sturdy.  
|               | ✓ Accidental loss and breakage insurance.  

Software Recommendations
The following are not requirements but are considerations which you should direct your attention to:

| WEB BROWSER | ✓ Any modern web browser. Windows Internet Explorer 11 or newer is the most compatible browser with the Student Portal.  
| WORD PROCESSOR | ✓ Any word processor. Microsoft Office Word (Windows/Mac) is available free to students from the school.  
| SPREADSHEET PACKAGE | ✓ Any spreadsheet tool. Microsoft Office Excel (Windows/Mac) is available free to students from the school.  
| SECURITY SOFTWARE | ✓ Windows: Microsoft Security Essentials, Windows Defender, Avira or AVG.  
|                        | ✓ MacOS X: Avast, Avira, Sophos.  

* Note: Prior to purchase, further advice is available by contacting the Technology Support Officer at school.
Bring Your Own Device User Charter

Students who wish to take advantage of the BYOD Program must read this agreement in the company of an adult unless otherwise 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 Smith’s Hill High School BYOD Policy and the following behaviours:

☐ I agree that my use of the schools 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 the Department of Education & Communities 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 or 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.

Date: ____ / ____ / ________

______________________________ in the presence of ______________________________

Student name      Parent/Carer name

______________________________ in the presence of ______________________________

Student signature      Parent/Carer signature

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL