



Bulli High School BYOD Policy and Handbook



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BULLI HIGH SCHOOL

Bring Your Own Device (BYOD) DIGITAL LEARNING POLICY



WHAT IS BYOD? WHY BYOD? OUR RATIONALE

Bring Your Own Device, or BYOD, is a policy direction of the Department of Education and a wider technological trend in education and in the corporate world. It replaced the previous government funded DER Digital Education Revolution program, which provided Year 9 students with a laptop device for personal use until they left school. BYOD is a philosophy that recognises that how we use technology is very much personal. It is designed to give students and their families the freedom to make choices that meet students' learning needs and family circumstances.

Primary and secondary schools are working with their communities to develop the approach to BYOD that best suits them. The Technology Team at Bulli High School has worked enthusiastically to improve technological infrastructure and access throughout the school, developing the capacity of our teachers to incorporate digital learning into lessons, as well as consulting with our Parents and Citizens Association, parents, and the local community about how to approach BYOD at Bulli High School.

The data from our research and consultation has revealed that parents and students want to have access to digital devices to support learning in the classroom. Teachers at Bulli also believe that technology has value in developing the integration of digital learning in curriculum delivery. We also recognise the need to develop our students' digital literacy to help prepare them for what is an information rich and rapidly changing world.

Our aim with BYOD at Bulli High School is to meet the challenge of the new National Curriculum and its emphasis on 'general capabilities', which '*encompass the knowledge, skills, attitudes and behaviours to assist students to live and work successfully in the 21st century.*' Such capabilities are not limited to ICT generally. We want our students to learn to research effectively in preparation for tertiary studies, to think critically and creatively and most importantly, to act ethically and work safely online.

We began our Bulli High School BYOD journey with the 2016 Year 7 cohort; students were able to connect in phases in their classes, with the assistance of the school's IT manager.

HOW WILL BYOD WORK AT BULLI HIGH SCHOOL?

Students in Year 7 will be able to bring laptops following an induction program which includes: connection of devices to the school WiFi network, student completion of an induction program, and issue of an individual Digital Learning Licence.

Other year groups are also welcome to bring a laptop. Students need to approach our IT Consultant to connect to the network.

What is the 'Quick Start' Digital Learning Licence?

It is students working with their teachers, the school librarian and the school's IT Manager, to learn how to use their device safely and effectively, to learn about issues such as plagiarism and how to work safely and responsibly online. We want our students to be responsible digital citizens. It will begin with a 2 session 'Quick Start' induction to get students connected and working safely and then continue through a formal program to make sure that our students are true 'digital citizens'.

The following Digital Citizenship sites contain information and learning activities for students, teachers and parents to familiarise themselves with and will be utilised as part of the school's induction program with students.



<http://www.digitalcitizenship.nsw.edu.au/>



Australian Government

Office of the Children's eSafety Commissioner

<https://www.esafety.gov.au/education-resources/classroom-resources/digital-citizenship>

The Office of the Children's eSafety Commissioner defines digital citizenship as '*confident and positive engagement with digital technology.*' Furthermore, it emphasises three key principles that should guide students:

1. ENGAGE positively.
2. KNOW your online world.
3. CHOOSE consciously.

What device can I bring to Bulli High School?

We have determined recommendations for a number of devices that will meet the requirements of our network and function as all-round devices across subjects. These recommendations aim to cater for a range of budgets and technical capacities. We have also provided a specific list of specifications for students and parents who want the freedom to purchase their own device.

Students and families may well have an existing device used at primary school or at home that can be used for BYOD. The school encourages families to check if these devices meet the specifications we have set. It is the expectation of Bulli High School that Year 7 students bring a device that they can use each day. Students and parents are also expected to sign a Usage Charter that sets out how the device can and should be used. (The Charter is contained within this policy).

Concerns about the cost of BYOD?

Fundamentally, Bulli High School as a public education provider is committed to ensuring that all of our students have access to the same quality learning and opportunity to achieve outcomes. It is for this reason that Bulli High School has developed an Equity Policy as part of our BYOD program. The Equity Policy is contained within this document and includes measures such as loans of DER devices and use of desktops in computer labs.

Making the right choice

There are many factors to take into consideration for parents and families buying a device for their child. A range of devices in a range of price categories will meet the important specifications that we have set. Specifications include Windows and Apple Devices. Our recommendations are just a small representation of what is available. You may choose a laptop or a convertible tablet. While we do not recommend an IPAD, if this is the device that you may already have, we do recommend a keyboard. The device may have a touch screen or it may not. The weight of the device is important, as is durability, with students carrying their device to and from school each day. An affordable, good quality and well maintained device should hopefully last Year 7 students until the end of Year 9 or 10. There are various options to buy or lease devices through leading retailers. **PLEASE REFER TO OUR SPECIFICATIONS GUIDE.**

It is very important that we stress that the school does not manage, support, own or warranty the device - it's your device.

ENSURING THAT YOUR DEVICE IS BYOD READY AND THAT STUDENTS ARE BYOD READY

Do not buy software for your student's BYOD device

Some devices will come with software but others will not. There is no need to purchase any software such as Windows or Microsoft Office. A range of commercial software is available to students free of charge from the NSW DoE website - <https://doe-nsw.onthehub.com/>

Students will have to use their Department email to register for the first time. The following software is only available to students to download on personally owned devices. Students will also be taken through the process during their induction.

Free software to download includes:

Microsoft Windows

Microsoft Office and Microsoft Office for Mac

Adobe Creative Suite Design and Web and Adobe Premiere Elements and Photoshop Elements

What platform will students and teachers work on and collaborate with?

While this may vary from subject to subject, students will have access to a Google Site and we would also like to make parents and students aware that each student has their own Google Email and Google Drive in a partnership between Google Apps for Education and the NSW DoE. It is the student's name (often followed by a number depending on occurrence of that surname), followed by @education.nsw.gov.au. Students can access their Google Drive directly through their student portal, which gives them access to a range of Google Apps, including Google Docs, Sheets and Slides. Google Apps is a form of online cloud storage that allows students to work collaboratively anywhere on any device. Microsoft Office 365 is also available to teachers and students. Both platforms have been trialled by some of our staff at Bulli High School.

BULLI HIGH SCHOOL BYOD - STUDENT RESPONSIBILITIES



<p>Fully equipped and charged, 'ready to go'</p>	<p>Students must bring their device to school each day and must make sure that their device is charged and ready for a day of school activities. (Devices cannot be charged at school)</p>
<p>Operating system, software and anti-virus</p>	<p>Students must make sure they have a licensed operating system and software and associated anti-virus protection.</p>
<p>Security - theft and damage</p>	<p>Students are responsible for the transporting, storing and protection of devices at school and at all times. They must be conscious of where their bag is at all times. The school and DoE are not responsible or liable for any damage or loss done to devices.</p>
<p>Being Digitally Responsible</p>	<p>Devices may be confiscated from students if the school has reasonable grounds to believe that the device has data or evidence that indicate that students have breached their User Charter.</p>
<p>Insurance and warranty</p>	<p>Students and families are responsible for arranging their own insurance and must be aware of warranty conditions and requirements.</p>
<p>Using the device as instructed and prepared with writing book</p>	<p>Students must follow teacher instruction about appropriate usage of the device. The school maintains that students must bring both their device and their subject writing book each day. Maintaining the ability to write in a sustained and legible manner is critical and research confirms the importance of the relationship between the mind and writing in student thinking and revision.</p>
<p>Maintenance and support</p>	<p>Students are solely responsible for backing up their work on a regular basis, and for the upkeep and maintenance of their devices, including regular updates.</p>

BULLI HIGH SCHOOL 'Bring Your Own Device' (BYOD)



Equity Policy

Rationale

The Bulli High School BYOD program like all BYOD programs in schools across NSW and Australia carries with it a financial cost to students and their families. The school has opted to adopt the policy as we want our students to be prepared for the world beyond Bulli High School, whether it be University or TAFE, or the work place. As public educators we are committed to providing a quality education in which all students have access to all programs, including BYOD.

Objectives

As such, the school has developed a policy and framework which students and families can access.

Bulli High School will:

- Ensure that device specifications allow a range of devices in capability and cost that are suitable.
- Provide classes with access to computer labs for specific digital learning activities and experiences.

Note: Bulli High School is not able to purchase a device for individuals. The school does however facilitate loans for a particular lesson or school day. A limited number of short term loans for longer periods of time, with a small fee attached, will also be available for families experiencing financial hardship, after request has been made to the Principal. These computers will be part of a pool of computers made available by refurbishment of DER laptops.

DEVICE SECURITY - LOOKING AFTER YOUR INVESTMENT

Experiences across schools with existing BYOD programs reveal that students take much greater care of devices that they have personal ownership of. Conversations with your child about looking after their device are important and encouraged. It is vital that students take practical steps to minimise any chance of damage, theft or loss. This will be discussed in the students' 'Quick Start' Digital Induction program.

Responsibility for personal devices solely rests on the student. Loss or damage of BYOD devices are not covered by the school or the Department of Education. Students bring their devices to school at their own risk.

It is encouraged that families look carefully at the conditions of warranties that come with their devices. Retailers also offer extended warranties. The issue of insurance is again one that needs to be made by students and their families.

ACCEPTABLE USAGE OF BYOD DEVICES BY STUDENTS

Students using their devices at school are using the Department of Education's WiFi and network. All users of this network must abide by clear rules and guidelines each time they log on to the network, including teachers. Students must also agree to appropriate conduct in the User Charter that they must sign.

Students must abide by the following:

- Using the DoE 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.
- 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 BYOD's 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 device 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.

FAQ - FREQUENTLY ASKED QUESTIONS

Q: Will there be a permission form that needs to be signed before a student brings their own device to school?

A: No, however students will need to sign the BYOD User Charter before they are able to connect their device to the school network.

Q: Will the wireless access be filtered?

A: The wireless Internet access available to students within the school will be filtered in the same way that access is managed at present. If students connect using their 3G or 4G connection then this will bypass the filtering. The same applies to the use of the device at home.

Q: Will I need to have internet access at home?

A: No. It would be helpful, however, to have internet access in order for a student to make full use of school resources from home and to collaborate with other students and their teachers. Parents are reminded that there are avenues of free WiFi access in the local community, such as in local libraries or other organisations.

Q: How will students be able to print?

A: Students will not have the capability to print from their devices at school. They can, however, email work or use a number of cloud storage platforms that will allow them to print at home or other locations.

Q: What will students be doing with the devices in class?

A: Depending on the subject, students will undertake a wide variety of activities, from collaborating with other students on group work, to interactive simulations, creating presentations and digital portfolios. Writing books **must** also be brought to class each and every lesson. The devices are to be used to engage and challenge students to think creatively and critically, rather than to type down notes from the board. (Please note that some students do use laptops as their workbooks, but this has been based on the professional advice of learning support specialists, in consultation with parents.)

Q: Where can students recharge devices?

A: Students must get into the habit of charging their devices at the end of each day at home in preparation for the next day at school, as there is no capacity to be able to recharge multiple devices. Being prepared is key.

Q: Is my child or am I as a parent allowed to add additional software to my child's device?

A: As the device is solely the property of the student and their family, the choice is yours. However, it is important to remember that the device must possess the necessary specifications to be able to run the additional software/programs without affecting the performance of the device. Any games installed cannot be accessed during class time. Only G-rated games can be played during break times.

Q: I really need advice about which device to buy or have a technical question to ask?

A: We ask parents to adhere to the specifications that we have provided. The school will endeavour to answer any questions you have, but we stress that our IT Manager will be busy helping students connect and maintaining the school's technology infrastructure. Should you need to contact someone in person, please feel free to call the school on 42848266 and ask for our Technology co-ordinators, Head Teacher Maths, Mr David Croft and Head Teacher TAS, Mr Steve Delaney.

Email Contacts:

Steven.Delaney1@det.nsw.edu.au

Online Communication Services: Acceptable Usage for School Students

✓ **This document defines the policy for school students of the NSW Department of Education for the appropriate and acceptable use of internet and online communication services provided by the Department.**

1. Objectives - Policy statement

1.1

The internet provides an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. Online communication links students to provide a collaborative learning environment and is intended to assist with learning outcomes. Today's students are exposed to online communication tools and the internet in their community. They have the right to expect secure access to these services as part of their learning experiences with the NSW Department of Education.

1.2

Use of the internet and online communication services provided by the NSW Department of Education is intended for research and learning and communication between students and staff. Access to internet and online communication tools at school will assist students to develop the information and communication skills necessary to use the internet effectively and appropriately.

1.3

Responsible use of the services by students, with guidance from teaching staff, will provide a secure and safe learning environment.

1.4

Students using internet and online communication services have the responsibility to report inappropriate behaviour and material to their supervisors.

1.5

Students who use the internet and online communication services provided by the NSW Department of Education must abide by the Department's conditions of acceptable usage. They should be made aware of the acceptable usage policy each time they log on.

1.6

Students should be aware that a breach of this policy may result in disciplinary action in line with their school's discipline policy.

2. Audience and applicability

2.1

This policy applies to all school students located at NSW public schools who access internet and online communication services within the NSW Department of Education network and from any external location.

3. Context

3.1

This policy document takes account of the Memorandum *Student Access to the Internet* of 18 July 1997 and the Memorandum DN/04/00215 – *Review by Schools of their Student Access to the Internet Policies*.

3.2

This policy document should be read as consistent with school discipline, child protection, anti-discrimination and anti-racism policies.

3.3

Document history and details

4. Responsibilities and delegations

4.1

Access and Security

4.1.1

Students will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- ensure that communication through internet and online communication services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.

- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- never knowingly initiate or forward emails or other messages containing:
 - a message that was sent to them in confidence.
 - a computer virus or attachment that is capable of damaging recipients' computers.
 - chain letters and hoax emails.
 - spam, e.g. unsolicited advertising material.
- never send or publish:
 - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
 - threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
 - sexually explicit or sexually suggestive material or correspondence.
 - false or defamatory information about a person or organisation.
- ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the NSW Department of Education and Communities.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

4.2

Privacy and Confidentiality

4.2.1

Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

4.3

Intellectual Property and Copyright

4.3.1

Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

4.4

Misuse and Breaches of Acceptable Usage

4.4.1

Students will be aware that:

- they are held responsible for their actions while using internet and online communication services.
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

5. Monitoring, evaluation and reporting requirements

5.1

Students will report:

- any internet site accessed that is considered inappropriate.
- any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education.

5.2

Students should be aware that:

- their emails are archived and their web browsing is logged. The records are kept for two years.
- the email archive and web browsing logs are considered official documents.
- they need to be careful about putting their personal or sensitive information in emails or on websites.
- these records may be used in investigations, court proceedings or for other legal reasons.



Bring Your Own Device (BYOD)

Program Device Specifications

Device Type

Laptop	2 in 1 Convertible Laptop	Tablets & Smart Phones
<p>For the <i>young tech-savvy and all-rounder high school student</i> who enjoys studying, learning and using multimedia, we recommend a laptop.</p>	<p>2-in-1's offer the benefit of interactivity with both a touch screen and flexible or detachable keyboard.</p>	<p>iOS and Android devices are NOT recommended as suitable BYOD devices due to hardware and software limitations, but will be accepted.</p>

Hardware Specifications

<ul style="list-style-type: none"> Screen size 	<ul style="list-style-type: none"> 10-14" screen size. 12" is a good compromise between portability and usability. Anything larger than a 14" screen will be too heavy.
<ul style="list-style-type: none"> Operating System 	<ul style="list-style-type: none"> Microsoft Windows 10 or Newer Apple MacOS X 10.13 or Newer
<ul style="list-style-type: none"> Wireless 	<ul style="list-style-type: none"> Dual Band Wi-Fi Access
<ul style="list-style-type: none"> RAM 	<ul style="list-style-type: none"> 4GB of RAM minimum/8GB preferred More RAM allows a computer to handle multiple applications running simultaneously.
<ul style="list-style-type: none"> USB Ports 	<ul style="list-style-type: none"> At least 1
<ul style="list-style-type: none"> HDD Storage 	<ul style="list-style-type: none"> 128GB minimum/256GB preferred This is the primary storage that students use for installing apps and storing their personal files.
<ul style="list-style-type: none"> Battery Life 	<ul style="list-style-type: none"> Advertised battery life of 6 hours or more Classrooms cannot accommodate students charging their laptops in class, so the battery needs to last a typical school day.
<ul style="list-style-type: none"> Additional Recommendations 	<ul style="list-style-type: none"> A suitable Storage Case for travelling to school every day. You do not need to buy software such as Microsoft Windows, Office or Adobe from retailers. They are available for free to students from the NSW DEC website: dec-nsw.onthehub.com



Bring Your Own Device (BYOD)

Recommended devices (examples only)

Laptop



HP 14" HD Laptop
(256GB) [Intel Pentium]

\$798

- Processor: Intel Pentium Gold 7505
- RAM: 8GB
- Storage: 256GB SSD
- Operating system: Windows 11
- Connection: Wi-Fi 802.11 (a,c)



ACER ZWIFT SF314
14" Laptop

\$997

- Processor: AMD Ryzen 3 4300U
- RAM: 8GB RAM
- Storage: 256GB SSD
- Operating System: Windows 10
- Connection: 802.11 (a,c)
- Battery Life: Up to 8 hours



Apple M1 Chip with 8-Core
256GB storage

\$1499

- Processor: M1 8-Core
- 7-core GPU
- Flash storage
- Up to 12 hours of battery life
- 802.11ac Wi-Fi
- Multi-Touch trackpad

2 in 1 Convertible Laptop



Lenovo IdeaPad Flex 5
Touchscreen Convertible Laptop

\$999

- Screen: 14" Multi-touch HD LCD
- Processor: Intel® Core™ i3-1005G1U
- RAM: 8GB RAM
- Storage: 128GB SSD
- Connection: 802.11 (a,c)
- Operating System: Windows 10 S



Microsoft Surface Pro 7 i3
128GB (Platinum)

\$1149

- Screen: 12.3" Pixel Sense touchscreen display
- Operating System: Windows 10
- Storage: 128GB SSD
- RAM: 4GB RAM
- Processor: 10th Gen Intel Core
- Battery Life: Up to 9 hours

IMPORTANT: The Devices Listed are intended as a Guide only. See your local retailer for current models, pricing and specifications.

Bulli High School

BYOD User Charter



Students must read and sign the BYOD Student Agreement in the company of a parent or caregiver unless otherwise directed by the Principal.

I agree that I will abide by the school's BYOD policy and that:

- I will use the Department's Wi-Fi network for learning.
- I will use my device during school activities at the direction of the teacher.
- I will use my own portal/internet log-in details and will never share them with others.
- I will stay safe by not giving my personal information to strangers.
- I will not hack or bypass any hardware and software security implemented by the Department or my school.
- I will not use my own device to knowingly search for, link to, access or send anything that is:
 - offensive
 - pornographic
 - threatening
 - abusive or
 - defamatory
 - considered to be bullying.
- I will report inappropriate behaviour and inappropriate material to my teacher.
- I understand that my activity on the internet is recorded and that 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 understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
- I have read the BYOD Student Responsibilities document and agree to comply with the requirements.
- I have reviewed the BYOD Device Requirements document and have ensured my device meets the minimum outlined specifications.
- I have read and will abide by the NSW Department of Education's *Online Communication Services – Acceptable Usage for School Students*.

Student name

Student signature

Date: __/__/__