Greystanes High School
Student Bring Your Own Device (BYOD) Policy

Objectives
1. To facilitate and promote the bringing of a computing device to school by students for use in their education.
2. To provide a safe environment for students to use their device at school.
3. To ensure a minimum standard of device capability.
4. To ensure students use technology in their learning and embrace the technological skills required to be successful in society.
5. To provide a basis on which teachers at the school can tailor lesson delivery so students can use their devices in class to achieve lesson outcomes and improve student engagement.

Rationale
The federally funded Digital Education Revolution (DER) program has ended. However, schools have been left with the infrastructure that will allow the school to provide wireless connectivity to students. Greystanes High School values the rich learning experiences that technology brings and recognises the importance that students be equipped with the tools of twenty first century learning. By facilitating Bring Your Own Device (BYOD) Greystanes High School will empower its students and give them direct involvement in the way they use technology in their learning. Teachers too will build on their experiences and skills from the DER program and adapt to the new BYOD environment without losing the core technological skills on which they have been able to rely.

References
Online Communication Services: Acceptable Use for Students (PD/2002/0046/V04)
Student Discipline Policy (PD20060316)
Cyber Safety Policy
BYOD User Charter
DEC BYOD Policy (PD20130458)
Actions

Students and Parents/Carers

1. All students in 7S Semester 2 2015 are expected to bring a computing device to school each day.
2. This device must meet the Device Specifications provided by the school. This includes meeting any required physical device characteristics. (see Appendix 1) A device that does not meet these standards will not be able to be used on the school network or used with any school services.
3. The personal device is to be used solely by the owner of the device.
4. Prior to bringing in a device for the first time, students and their parents must read and sign the BYOD User Charter (Appendix 2). This Charter sets out the responsibilities and expectations for the use of the device at Greystanes High School.
5. Students must use their device in accordance with the DEC policy Online Communication Services: Acceptable Usage and their BYOD Charter.
6. Students must follow teacher directions as to appropriate use of their devices in class.
7. Students bring the device at their own risk. Each student is absolutely and solely responsible for the care and conduct of their personal device whilst at school or other school activities and travelling to and from school and school activities.
8. Students must connect their device to the designated wireless data network supplied by Greystanes High School using their own, individual user account credentials only. Students must not connect to any other network, wired, wireless or cellular.
9. 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.
10. Students are not to access any material considered inappropriate to the lesson. Students found accessing such material will face disciplinary action in line the school student management system.
11. The school is not responsible for any loss, damage or theft to the device or data stored on the device. Parents should consider whether the device requires insurance.
12. The device should be brought to school fully charged. Students should not bring chargers or other cables to school with their device. Damage or loss of such equipment will in all circumstances be borne by the student.

Teachers

1. Teachers should encourage and facilitate the use of devices in their classrooms, where they deem appropriate. Use of the students’ own devices in class is, however, at the sole discretion of the teacher.
2. Teachers will follow the standard discipline procedures if a student fails to bring the device each day, in the same manner as if a student fails to bring any required material to class.
3. Teachers will follow the standard discipline procedures for electronic equipment if a student fails to follow teacher instruction regarding device usage in class. (see Appendix 3)
**Greystanes High School** will

1. Maintain a BYOD Equity Policy to ensure all students, no matter their family’s financial situation, have access to the computing resources for use in class time.
2. Provide a BYOD charter to list the responsibilities and expectations of each student and their families in a BYOD Program.
3. Require the BYOD Charter is signed by each student and their parents/carers prior to the device being brought to school.
4. Publish a device specification that describes the requirements for the devices brought to school in the BYOD Program.
5. Provide a wireless network with filtered Internet connection to which students can connect their device to (provided the device meets the Hardware Specifications).
6. Provide support to assist students with first bringing their device to school and establishing connectivity with the device.
7. Accept no responsibility for loss, damage, maintenance or repair required on a student’s device through any act of negligence or otherwise of the school, a member of the school staff or another student.
Bring Your Own Device Program
Device Specification 2015

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

| Form Factor | Laptop, tablet device or convertible device that includes a camera. The device must be in a protective case made of sturdy material. 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: 7.9”
Maximum Screen Size: 13.3”
(diagonal dimension) |
| Operating System | • Microsoft Windows 7, Windows 8.1 or newer
• Apple Mac OS X 10.8 or newer
• Apple iOS 7 or newer
• Android 4.1 or later
Note: Windows 8.1 is available as a free update to Windows 8 |
| Wireless Compatibility | Device must have 5GHz 802.11n support.
This may be advertised as “Dual Band Wireless”, “802.11abgn”, “802.11agn”, “802.11ac” or “Gigabit Wireless”.
Note: Devices marketed as “802.11bgn” probably do not support the required standard. |
| Storage Space and Battery Life | The devices battery is required to last the whole school day without charging. The device must have a minimum of 8GB storage. |

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

Software Specification
Additionally, the device must meet all of the following functional requirements pertaining to software:

| Operating System | As per the Hardware Specification, above |
| Web browser | Any modern web browser. Windows computers must run Internet Explorer 11 or newer |
| Word Processor | Any word processor. |
| Spreadsheet Package | Any spreadsheet tool. |
| Mathematical plotting | Wolfram Alpha website or iOS app |
| Presentations | Any presentation tool.
Eg Microsoft Office PowerPoint |
| Security Software | Windows 7 laptops should run: Microsoft Security Essentials
MacOS X laptops should run: ClamXav 2 Sentry |
## Recommended Devices

<table>
<thead>
<tr>
<th>Device</th>
<th>Operating System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apple iPad 2&lt;sup&gt;nd&lt;/sup&gt; generation or later</td>
<td>IOS 7 or later</td>
</tr>
<tr>
<td>Apple iPad Mini 1&lt;sup&gt;st&lt;/sup&gt; generation or later</td>
<td>IOS 7 or later</td>
</tr>
<tr>
<td>Samsung Galaxy Tab 4</td>
<td>Android 4.1 or later</td>
</tr>
<tr>
<td>Windows Surface 2</td>
<td>Windows 7 or Later</td>
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</tbody>
</table>
Greystanes High School
Bring Your Own Device Program: Student Agreement

The Greystanes High School Bring Your Own Device program aims to improve student learning experiences both in and out of the classroom. Greystanes High School provides considerable freedom to students in their choice of technology and in their use of technology in the classroom. The school does so with the expectation that they will make good decisions with regard to their personal use of technology.

This Bring Your Own Device User Charter must be read and the Agreement signed before students are permitted to bring their device to school and connect it to school facilities. Any questions should be addressed to the school and clarification obtained before the Agreement is signed.

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Bring Your Own Device Student Agreement

Students must read the BYOD User Charter and sign the BYOD Student Agreement in the company of a parent or carer.

I, the student, agree that I will abide by the school’s BYOD User Charter and that:

- I will only use the department’s WiFi network for learning.
- I will use my device during school activities at the direction of the teacher.
- I will not attach any school-owned equipment to my device without the permission of the school.
- 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 engage in activities that 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
  - Defamatory
  - Considered to by bullying

We the parents/carers

- have read the following pages of the Bring Your Own Device User Charter.
- understand our responsibilities regarding the use of the device and the Internet.
- understand and agree to the Bring Your Own Device User Charter.
- understand that failure to comply with the Bring Your Own Device User Charter will invoke the school’s standard discipline procedures and/or the actions outlined in clause (5).

Name of student: .......................................................... Student ID: ......................
Signature of student: .......................................................... Date ........ / ..... / .......
Name of parent/carer: ..........................................................
Signature of parent/carer: .......................................................... Date:....... / .... / .......

PLEASE SIGN AND RETURN THIS PAGE TO D BLOCK OFFICE
1 Purpose
The Greystanes 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. Greystanes 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.

2 Scope and Definitions

2.1 Parties
This agreement is between Greystanes High School, a student currently attending or who will be attending Greystanes High School, and his/her parent or carer.

2.2 “Student” and “Students”
Reference in this agreement to Student or Students means a student currently attending or who will be attending Greystanes High School and binds his/her parent or carer.

2.3 “Bring Your Own Device User Charter”
This agreement may be referred to as the Bring Your Own Device User Charter or BYOD User Charter.

2.4 “Device”
Reference in this agreement to Device means an electronic device brought by a student to Greystanes High School pursuant to the school's Bring Your Own Device program and this BYOD User Charter.

3 Equipment

3.1 Custodianship
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.

3.2 Choice of equipment
The device must meet all the requirements of the Device Specifications. This includes meeting any required physical device characteristics and having appropriate software installed. The Device Specification is a separate document available from Greystanes High School.
3.3 **Damage or loss of equipment**

3.3.1 **Students bring their own device for use at Greystanes High School at their own risk.**

3.3.2 For the removal of any doubt, Greystanes 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.

3.3.3 Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

3.3.4 In circumstances where a device is damaged by abuse or malicious act of another student (“the other 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. **However, enforcing payment for damages cannot be dictated by the Principal.**

3.3.5 The above clause (3.3.4) does not bind students to the determination of the Principal.

3.3.6 In accordance with clause (6.4) below, students should not bring peripheral equipment, including power chargers and cables to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

4 **Standards for equipment care**

Students are responsible for:

(a) Taking due care of the device in accordance with school guidelines.
(c) Backing up all 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.
5 Misuse of equipment and communication systems

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

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

(a) the device is taken away by a teacher for the remainder of the lesson
(b) 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
(c) permission for the student to bring their device to school pursuant to the Bring Your Own Device policy is revoked
(d) conventional discipline procedures, including detention or suspension where deemed appropriate, pursuant to the school’s discipline procedures.

6 Acceptable equipment and communication system use

6.1 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.

6.2 The primary purpose of the device at school is educational.

6.3 Students must bring their device to school fully charged and enough available storage for their subject requirements.

6.4 Students should avoid bringing peripheral device equipment to school with the device. Peripheral equipment includes:

(a) chargers
(b) charging cables
(c) docking cradles, with the exception of a docking cradle that includes a keyboard integrated into the peripheral
(d) adapters for the connection of video output or data transfer

6.5 While at school, all material on the device is subject to review by school staff.

6.6 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.

6.7 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.
6.8 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). Extracts are provided below. This policy forms part of this Bring Your Own Device User Charter.

6.9 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:

(a) at school
(b) to access school-hosted systems
(c) in connection with a school-related activity or school-related program, including coursework

7 Standards for equipment care
Students are responsible for:

(a) Taking due care of the device in accordance with school guidelines.
(c) Backing up all 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.

4.1 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 computer virus or attachment that is capable of damaging a recipients’ computer. 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.

5.1 Monitoring, evaluation and reporting requirements
  Students will report:
  - 5.1.1 any internet site accessed that is considered inappropriate.
  - 5.1.2 any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Communities
APPENDIX 3

Greystanes High School – Electronic Devices Flow Chart

Teacher requests that the student follows the rules around use of electronic devices. Electronic devices must not be visible or audible unless permission has been sought from the teacher. If the student chooses to disrupt the learning and undermine our school values use the warning system.

1st warning
What are you doing?
What should you be doing?
I need you to put the device away, can you do that?

2nd warning
As this is the second time I have asked you to put your device away OR the second time you have had it out please hand it over. It will be returned at the end of the lesson.

Student does not hand over the device or argues with the teacher. The teacher will inform the student they are being defiant and it is above the line behaviour. Student sent to time out to complete a Blue Reflection Sheet. The student is to stay back at the end of the lesson to discuss the reflection sheet.

Repeat offence in the same lesson go to second warning.
Teacher to record the incident including date, day and period in their markbook.

Student chooses to correct behaviour – no further action.

Student hands over the device. Teacher puts in a safe spot and returns it at the end of the lesson.

3rd warning As this is the third warning the Class Teacher informs the HT, DP or Principal who will ask for the device to be handed over.

If HT, DP or Principal deem it necessary the device may be required to be handed in to D Block Office each day for 5 days. HT DP or Principal will notify class teacher of conditions if necessary.

Playground
Students are not permitted to make phone calls, make videos or take photos with their electronic devices during lunch, recess, before or after school. Staff believe photos have been taken they are to follow the warning procedures but use their professional judgement and report it to the Head Teacher on duty if they are concerned.

YELLOW CONTRACT issued by class teacher or next level if on a contract
1. Students given 10 or 15 minute detention (Classroom teacher to supervise)
2. Classroom Teacher issues Yellow contract for 4 lessons
3. Classroom Teacher enters on RISC (Record of Student Contact) as Type: Yellow Teacher stating reason and conditions

Note: Should there be three separate incidents within a term in the same class the teacher is to discuss the issue with their Head Teacher and provide supporting documentation which will be used to determine whether the issue needs to be referred to the relevant Deputy Principal.