

endeavour + excellence

community + opportunity

Sans Souci Public School

www.sanssouci-p.schools.nsw.edu.au

Sans Souci Public School BRING YOUR OWN DEVICE (BYOD) POLICY 2020



Introduction

This document provides advice and direction to Sans Souci Public School parents and students who choose to use a private mobile device to access the Department of Education's wireless network.

Key Principles

- The term "device" in this policy refers to any personal mobile electronic device with the capability to connect to the Department of Education's Wi-Fi network.
- Schools can allow students to bring their own devices to school and may provide access to the Department of Education's Wi-Fi network.
- Use of devices at school will be governed by school developed guidelines and processes based on the Bring Your Own Device Implementation Guidelines and the needs of the school.
- The Department of Education will provide internet access through its wireless networks at no cost to students enrolled in NSW Public Schools.
- Students are responsible for the care and maintenance of their devices including data protection and battery charging.
- The Department of Education and 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.
- Schools are not obliged to provide hardware or technical support for devices.
- Students and their parents/carers must complete and return a signed BYOD Agreement prior to connecting to the department's network.
- Where the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Agreement, 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. School disciplinary action may also be appropriate.

Student BYOD Agreement

- Prior to connecting their devices to the network, students must return the BYOD Student Agreement. This agreement must be signed by the student and their parent/carer.
- It is important to ensure that students are aware of and agree to their obligations under the Student Bring Your Own Device (BYOD) Policy and relevant policies, prior to using their own device on the Department of Education's Wi-Fi network. School staff should endeavour to ensure that the BYOD student responsibilities are clearly understood by both students and their parents/carers.
- The Student BYOD Agreement is a simple document with the purpose of acknowledging acceptance and agreement of the terms associated with the school's implementation of the Student Bring Your Own Device (BYOD) Policy by both students and their parents/carers. It is accompanied by an Information Sheet that must be provided in conjunction with the Student BYOD Agreement.
- By accepting the terms, the student and parents/carers acknowledge that they:
 - Agree to comply with the conditions of the Student BYOD Policy.
 - Understand that non-compliance may result in the student being subject to school disciplinary action.

Cost to Parents/Students

- Internet access through the Department of Education's network will be provided at no cost to students enrolled in NSW Public Schools.
- Access to school resources such as shared drives, printers and associated costs will be a school-based decision.

Student Responsibilities

Students are solely responsible for the care and maintenance of their BYO devices. This includes but is not limited to:

- Managing battery life and regular charging of their device.
- Labelling 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.
- Taking insurance coverage of their own device to protect any accidental damage, theft or loss.

1. Students are responsible for managing the battery life of their device and acknowledge that the school is not responsible for charging their devices. Students should ensure that their devices are fully charged before bringing them to school. Schools are not responsible for (or restricted from) providing facilities for students to charge their devices.

2. Students should not attach any school-owned equipment to their mobile devices without the permission of the school principal or their teacher.

3. Students should clearly label their BYOD device for identification purposes. Labels should not be easily removable.

4. Students are responsible for securing and protecting their device in schools. This includes protective/carry cases and exercising common sense when storing the device. Schools are not required to provide designated or secure storage locations.

5. 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>

1. In cases of malicious damage or theft of another student's device, existing school processes for damage to school or another student's property apply.

2. The school will regularly review existing policies and processes to include student's personal mobile devices where appropriate e.g. Student Wellbeing Policy and Anti-bullying Policy

Technical Support

NSW Department of Education staff are under no obligation to provide any technical support on either hardware or software.

Long-term care and support of BYODs

Students are solely responsible for repair and maintenance of their own device. It is not the school's responsibility.

Warranties: Students should understand the limitations of the manufacturer's warranty on their BYO devices, both in duration and in coverage. Under Australian consumer legislation, warranties usually last for one year, during which any manufacturing defects will be repaired or the device will be replaced (as per the specific terms and conditions of the manufacturer).

Extended Warranties: At the time of purchase, students may also purchase an optional extended warranty (past the standard warranty period) from the supplier/manufacturer of their device, during which any manufacturing defects that may occur will also be repaired.

Insurance

Student mobile devices are not covered by Treasury Managed Fund. When students purchase their mobile 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 BYOD device insurance policy should cover all types of mobile 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)

Acceptable use of private student mobile devices

Using the Department of Education's 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 of Education, 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 and school policies concerning the use of personal mobile devices at school and while connected to the Department's network including:

- Online Communication Services – Acceptable Usage for School Students
https://www.det.nsw.edu.au/policies/general_man/general/accep_use/PD20020046.shtml

The Principal retains the right to determine what is, and is not, appropriate use of personal mobile devices at 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. As the student device is intended as a personal learning tool, the school has considered a variety of alternatives to ensure equitable access to continued learning opportunities for all students.

Department of Education Technology Standards

Prior to purchasing or using an already purchased device, parents and students should be made aware of the following technology standards required for devices used within schools:

- The Department of Education's wireless network installed in primary schools operates on the 802.11n 5 GHz standard. Devices with 802.11a/b/g or 802.11n 2.4 GHz only will not be able to connect.
- The battery life of the device should be capable of lasting 5 hours minimum of constant use without charge
- Device hardware specifications must meet the minimum (ideally the recommended) specifications of the operating system and all applications
- Currently supported Operating System

Other considerations when purchasing a device include:

- Extended warranty
- Device insurance
- Protective casing (scratch/impact/liquid-splash resistant)
- Additional or spare battery packs
- Ergonomics (is this device comfortable to use for an entire school day)
- Backup storage such as iCloud, portable hard drive or USB flash drive

Security and device management processes

Students using personal mobile devices at Sans Souci Public School should consider the following:

- Strong passwords
- Privacy controls
- Student Cyber Safety
- Internet filtering
- Device anti-virus software
- Data and network traffic encryption
- Department of Education technology infrastructure security

Introduction and Reinforcement of Bring Your Own Device Policy

- Teachers will discuss this policy and complete a series of Digital Citizenship lessons with their class.
- When inappropriate use is detected it will be dealt with in terms of the policy, thereby reinforcing the policy.
- The community will be made aware of the policy in the school newsletter and will be available on the school website.
- The policy will be sent out to all parents with students invited to participate in the BYOD program.

Mr R. Jennings
Principal

Stage 3 Teachers



Sans Souci PS - BYOD Parent and Student Agreement

As a Sans Souci Public School student and participant of the program you will need to ensure you understand and follow the Student Well-Being Policy and Bring Your Own Device (BYOD) rules. The rules are stated below:

- At the start of each lesson, students will wait until instructed before using their device
- iPads will be locked away in student lockers when not in use in the classroom
- iPads are not permitted in the playground at lunch or fruit break or before and after school
- Websites and Apps that are not part of a learning activity are not to be accessed at any time
- Listening to music whilst using iPads is not permitted unless it is part of a learning activity
- Communicating with others using an iPad or via Social Media is not permitted unless it is part of a learning activity
- Students will ensure they do not share their device or touch another student's device
- Permission must be sought before taking a picture or filming others
- Passwords are private and must not be shared with others
- Volume and notifications on the devices should always be muted
- iPads must never be taken into the toilet facilities or to out of bounds areas at school
- Students must move safely with their iPad around the school

Students at Sans Souci Public School participating in Bring Your Own Device (BYOD) program are responsible for:

- Following the school rules, values, procedures and take responsibility for their actions
- Following the BYOD rules and procedures
- Ensuring they are respectful of other students and their devices at all times
- Reporting any inappropriate use of devices
- Bringing their device fully charged and ready to use on the selected days
- Actively monitoring their iPad at all times, including before and after school
- Keeping their iPads in their school bag before and after school
- Placing their iPad in their locker before school each day
- Ensuring their iPad is locked in their locker when not in use
- Taking home their iPad at the conclusion of each day. Any iPads left at school will remain in the student locker until the next school day
- Having an individual, private passcode for their iPad to lock the device



Sans Souci PS - BYOD Parent and Student Agreement

As a Sans Souci Public School student and participant of the Bring Your Own Device (BYOD) Program you will need to ensure you understand and are aware of the guidelines. The BYOD guidelines are stated below:

- Students will bring in their iPad to class on the specified days unless instructed otherwise by their classroom teacher or Executive/Support staff.
- The iPad will be fully charged before it is brought to school. No iPad charging facilities will be available to students at school
- Downloads and updates cannot occur at school due to Department of Education restrictions
- Students are required to have their own set of earphones to listen to predetermined audio as outlined by the classroom teacher
- It is the student's responsibility to sync their iPad regularly either over iCloud or to a home computer
- Students without their own iPad at school may be required to share 1:2 using one of the school iPad devices

STUDENT SECTION:

I have read the **BYOD Parent and Student Agreement** and understand it.

I agree to act in accordance with the guidelines set out in the SANS SOUCI PUBLIC SCHOOL'S BRING YOUR OWN DEVICE (BYOD) POLICY 2019

Student Name: Date

PARENT/CARER SECTION:

I have read the **BYOD Parent and Student Agreement** and understand it.

I agree to act in accordance with the guidelines set out in the SANS SOUCI PUBLIC SCHOOL'S BRING YOUR OWN DEVICE (BYOD) POLICY 2019

Signed: Parent/Carer Date