



MIRANDA PUBLIC SCHOOL

Bring Your Own Device (BYOD) Policy



MIRANDA PUBLIC SCHOOL

Bring Your Own Device (BYOD) Policy

Introduction

This document provides advice and direction to Miranda Public School parents and students who use a BYO Device to access the Department of Education and Communities' 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's Wi-Fi network.
- Schools can allow students to bring their own devices to school and may provide access to the department'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 will provide internet access through its wireless networks at no cost to students enrolled in NSW Public Schools at DEC sites.
- Students are responsible for the care and maintenance of their devices including data protection and battery charging.
- The department 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 by a parent/carers.
- 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 DEC Wi-Fi network. School staff should endeavor to ensure that the BYOD student responsibilities are clearly understood by both students and their parents or 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 parents/carers.
- It is accompanied by an Information Sheet that must be provided in conjunction with the Student BYOD
- 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 noncompliance may result in the student being subject to school disciplinary action.

Cost to Parents/ Students

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

Student Responsibilities

Students and their parents/caregivers are solely responsible for the care and maintenance of their devices.

1. Students must have a supported operating system and current antivirus software, if applicable, installed on their device and must continue to maintain the latest service packs, updates and antivirus definitions as outlined on the BYOD Student Responsibilities document.
2. Students are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.
3. Students are responsible for managing the battery life of their device. 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.
4. Students are responsible for securing and protecting their device in schools, and while travelling to and from school. 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 should clearly label their device for identification purposes. Labels should not be easily removable.
6. Students should understand the limitations of the manufacturer's warranty on their devices, both in duration and in coverage.
7. Students should not attach any school-owned equipment to their mobile devices without the permission of the school principal or their teacher.

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 schools or another student's property apply.
2. The school will regularly review existing policies and processes to include BYO devices where appropriate g. Student Welfare and Fair Discipline Code.

Technical Support

The school is are under no obligation to provide technical support for 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.

Insurance

Student BYO devices are not covered by Treasury Managed Fund. Insurance is the responsibility of parents/ caregivers and students.

Acceptable use of BYO devices

Students must comply with departmental and school policies concerning the use of devices at school while connected to the department's Wi-Fi network including (but not limited to):

- [Online Communication Services – Acceptable Usage for School Students](#)
- Miranda Public School Online Communications Policy
- Miranda Public School Mobile Devices Policy

Students should not attach any school-owned equipment to their devices without the permission of the school principal or an appropriate staff member.

Students must 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/caregiver consent for minors) being recorded and the permission of an appropriate staff member.

Students must not use the department'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 disciplinary and/or legal action.

Student activity on the internet is recorded and these records may be used in investigations, court proceedings or for other legal reasons.

Where the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Student Agreement, the principal may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, school disciplinary action may be appropriate or further action may be taken including referral to the police.

The consequences of any breaches of the school's BYOD policy will be determined by the principal in accordance with relevant Department policies and procedures and accepted school practice

DEC Recommended Device Specifications

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. Please refer to the attached device specifications sheet (Appendix A) for further information.

Accessories

All students will require earphones.

Mouse is optional.

Security and device management processes

Students using BYO Devices at Miranda Public School should consider the following.

- Strong passwords
- Device anti-virus software (built in to Windows 10 – no need to purchase separately if using this operating system)
- Data and network traffic encryption
- Privacy controls
- Internet filtering
- DEC technology infrastructure security
- Student Cyber Safety

Introduction and Reinforcement of Bring Your Own Device Policy

- Teachers will discuss this policy 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.

Ms Narelle Chaplin
Relieving Principal

Recommended device specifications

What your device needs to handle

What you need to ask for

Different school subjects

In a typical day a student might type an English task, conduct online research, engage with digital classroom activities, watch a video for Science and record a short speech. They need a device that lets them work effectively in every subject area.

10" (minimum) screen and keyboard

- A minimum of a 10" screen
- A keyboard for typing work (iPads must have keyboards)

Creativity, innovation and composition

Students need to be able to create, construct knowledge and collaborate on their devices. This means they should be able to install apps and or full software applications

Runs both apps and programs

- Google Chrome installed
- Able to install apps as needed during school time
- Windows 10 operating system or minimum iPad 4th Generation.

Working from different places

Students need to connect to the school wireless network and home internet

Dual Band Wi-Fi Access

- Make sure it has 2.4Ghz or 5Ghz dual band wireless to access the school network

The school backpack

Keep it light on their back

Lightweight

- Aim for under 1.5Kg

6-hour days

No one wants to run out of battery half-way through the school day

6-hour battery life minimum

- Make sure it lasts a 6-hour school day
- Look for a modern processor to help stretch battery life further

Rough and tumble

Your child will probably drop the device and may spill things on it, so it needs to be tough and protected

Durable for everyday school use

- Purchase a protective case
- Look for solid state drives

Lots of files, videos, music and more

Students need plenty of room for applications and their own files

Storage

- Device hardware specifications must meet the minimum – 64 bit with at least 4GB RAM (8GB RAM is preferred) to ensure devices can run software such as the Adobe Creative Suite.
- Hard Disk Drive space with a minimum of 128GB for laptops and 32GB for iPads.

Adapted from NSW DET, January 2018