



RIVERBANK PUBLIC SCHOOL

Bring
Your
Own
Device



Policy

Rationale

Central to the core values of Riverbank Public School is the challenge to be innovative and inspiring in our search for excellence in curriculum, teaching, learning, performance and relationships. Riverbank Public School's BYOD strategy provides the opportunity for our students to enter a new world of curriculum possibilities, allowing engagement and involvement in their learning. Learning experiences across the school are purposefully designed to develop the attributes of life-long learners. In this way, each student learns to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be engaged, robust, 21st century citizens. The intent is to provide our students with "anywhere, anytime" inclusive and engaging learning.

Learning results from continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. On the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning integrates technology into the curriculum anytime, anyplace.

Research

A literature review undertaken by the NSW Department of Education and Communities in 2013 found that the key considerations for implementing BYOD were:

- The widespread availability of wireless internet-enabled devices.
- The integral nature of these devices to the students' own world.
- The possibility of leveraging students' attachment to their own devices to deepen learning and to make learning more personalised and student-centred.

Introduction

This document provides advice and direction to Riverbank Public School parents and students who choose to 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.

Prior to connecting their devices to the network, students must return the ICT Student Agreement. This agreement must be signed by the student and by a 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 DEC Wi-Fi network. School staff will endeavour 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 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'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 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.
6. Students are responsible for their device if they arrive to school before 8.30am. At 8.30am (When the school bell sounds) students' must take their device to their classroom and sign it in, with the teacher on duty witnessing the transaction. The student will then place the device in the classroom and promptly return the supervised playground. A register of all devices will be kept daily.
7. Students are responsible for their device once it has been signed out.

‘BRING YOUR OWN DEVICE PROGRAM’ USER CHARTER

Purpose Riverbank Public School ‘Bring Your Own Device’ (BYOD) Program enables students to make use of purchased devices to expand and enhance their learning in and beyond the classroom. Riverbank Public 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 the BYOD User Charter.

1. Scope and Definitions

1.1 Parties - This agreement is between Riverbank Public School, a student currently attending or who will be attending Riverbank Public School and his/her parent/carer.

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

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

1.4 “Device” Reference in this agreement to Device means an electronic device by a student to Riverbank Public School pursuant to the school’s BYOD program and this BYOD User Charter.

2. Equipment

2.1 Custodianship - The device brought to school pursuant to this policy must be able to be brought to school by the student on every day and be solely the students to use throughout the school day.

2.2 Choice of equipment - The device must meet all requirement of the Device Specifications. This includes meeting any required physical device characteristics and having the listed software installed. The Device Specification is a separate document available from Riverbank Public School

2.3 Use of alternate equipment - Equipment that is not in accordance with clause (3.2) 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.

‘BRING YOUR OWN DEVICE PROGRAM’ USER CHARTER

2.4 Damage or loss of equipment

2.4.1 Student’s bring their own device for use at Riverbank Public School at their own risk.

2.4.2 For the removal of any doubt, Riverbank Public School will not be responsible for any loss, theft or damage to: (a) the device (b) the data stored on the device (backup of vital data is the student’s responsibility) while the device is at school or during a school-related activity, 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 malicious act by another student (“the other student”), reimbursement may be required. The Principal or Principal’s representative 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 (2.4.4) does not bind students to the determination of the Principal.

2.4.6 Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

3. Standards for equipment care

Students are responsible for:

(a) taking due care of the device in accordance with school guidelines.

(b) adhering to the Department of Education Communities’ policy Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/V04)

(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.

‘BRING YOUR OWN DEVICE PROGRAM’ USER CHARTER

4. Misuse of equipment and communications system

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:

- (a) the device is taken away by a teacher for the remainder of the lesson
- (b) the device is taken 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.

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 will be given access to:

- (a) appropriately filtered internet and network access whilst connected to the school’s wireless network
- (b) minimal school network access and printing
- (c) DEC supplied webmail access.

5.4 Students must bring their device to school fully charged. Students should not assume access to charging in the classroom as this is a safety hazard.

5.5 While at school all the material 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.

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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.

6. Acceptable use of devices

6.1 Students must comply with departmental and school policies concerning the use of devices at school while connected to the department’s Wi-Fi network.

6.2 Mobile phone voice and text, SMS messaging or device instant messaging use by students during school hours is a school-based decision.

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

6.4 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.

6.5 Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.

6.6 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.

6.7 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.

6.8 Students and their parents/caregivers must be advised that activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.

'BRING YOUR OWN DEVICE PROGRAM' USER CHARTER

7. Damage and loss

7.1 Students bring their devices onto the school site at their own risk. For advice on theft or damage of students' personal devices, schools should refer to the 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>

7.2 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.

'BRING YOUR OWN DEVICE PROGRAM' USER CHARTER

Specifications

Under the BYOD Program, personal computing devices can be brought to school to assist with student learning. This device needs to meet **Device Specifications** that are recommended by the school and listed below.

The device specifications identify the minimum system requirements/hardware specifications for student devices and offer guidance on some suggested makes and models so that parents are fully informed about requirements.

While all devices meet the minimum system requirements/hardware specifications, the school strongly suggests that students **choose a laptop device** to ensure that the BYOD Program maximises their learning experiences.

Device Type	Windows Laptop	Mac Laptop	Tablet
Operating System	Windows 7, Windows 8.1, Windows 10	OS X 10.7 or Higher	iOS 7, Windows 8.1, Windows RT
Wireless (See notes below)	5GHz 802.11 or 802.11abgn or 802.11ac	5GHz 802.11 or 802.11abgn or 802.11ac	5GHz 802.11 or 802.11abgn or 802.11ac
Minimum Screen Size	11"	11"	10"
Minimum Storage Capacity	64GGB SSD or HDD	64GGB SSD or HDD	16GB
RAM	4GB	4GB	
Minimum Battery Life	6 Hours	6 Hours	6 Hours
Device Example	HP Probook 430 G3 Used by NSW Dept of Education	11-Inch MacBook air	HP Pro 612 G1 Tablet Used by NSW Dept of Education

'BRING YOUR OWN DEVICE PROGRAM' USER CHARTER

Specifications

Please Note:

The DEC wireless network installed in schools only operates on the 5GHz band. Devices with 802.11bgn or 802.11n 2.4GHz only will not be able to connect. See minimum requirements page.

Ask this question before you buy a device for BYOD: "The NSW Department of Education has a 5GHz only wireless network. Will this device connect to the 5GHz band?"

Do not purchase a device for BYOD unless the answer is "yes".

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

Form Factor	Laptop, or convertible device. A convertible device must have a physical keyboard attachment with separate keys for A-Z and 0-9 and which physically move when depressed. It must run one of the specified operating systems.
Physical Dimensions	Minimum Screen Size: 10" (tablets) or 11" (Laptops) Maximum Screen Size: 15"
Wireless Capabilities	Device must have 5GHz support This may be advertised as "Dual Band Wireless", "802.11abgn", "802.11agn", "802.11ac" Note: Devices marketed as "802.11bgn" do not support the required standard.
Battery Life	Advertised battery life of at least six hours
Additional Recommendations	Maximum weight: 2kg • Minimum RAM (laptops): 4GB • Accidental loss and breakage insurance

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



RIVERBANK PUBLIC SCHOOL BYOD CHARTER



Riverbank Public School 'Bring Your Own Device' program aims to improve student learning experiences both in and beyond the classroom. Riverbank Public School aims to provide 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 positive decisions with regard to their personal use of technology. This 'Bring Your Own Device' User Charter must be agreed to and signed before students are permitted to bring their device to school and connect it to school facilities. Students and parents/carers must carefully read this Charter prior to signing it. Any questions should be addressed to the school and clarification obtained before the Charter is signed.

'Bring Your Own Device' User Charter Agreement;

1. We have read the following pages of the 'Bring Your Own Device' User Charter.
2. We understand our responsibilities regarding the use of the device and internet.
3. In signing below, we understand and agree to the 'Bring Your Own Device' User Charter.
4. We 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 _____

Signature of Student _____ Date _____

Name of parent/carers _____

Signature of parent/carers _____ Date _____

PLEASE SIGN AND RETURN THIS PAGE TO SCHOOL