

Engadine High School BYOD Policy and Student Usage Charter

Rationale

At Engadine High School our aim is to foster the essential qualities of communication, collaboration, critical thinking and creativity for modern students. This will ensure their success in school and the workplace as global citizens in a digitally connected world where technology is ubiquitous and essential.

The use of technology is integral to increasing our student's ability to engage in the teaching and learning process. This policy will provide an opportunity for students to become increasingly independent and responsible users of technology and develop as ethical, capable and confident creators and consumers of information. Though, it should be noted that devices **do not** replace workbooks. Developing writing skills and the organisation of essential note-taking skills is seen as crucial for younger students.

This Bring Your Own Device (BYOD) Policy and Charter has been created upon the understanding that users of these devices will comply with the following code of practice. This code is established to ensure that fair and responsible use is always practised and the rights of all learners and teachers in the school are maintained. The points below reinforce responsible use of technology principles and are in line with Department of Education (DoE) policies. Together they support a cyber-safe and secure learning environment for our students.

If you would like to discuss other aspects of the policy, please do not hesitate to call Mr. N. Redmayne (Deputy Principal) at your earliest convenience.

Code of Practice

1. Responsibility

- I agree to download the free Windows package available to all Department of Education users: <https://www.microsoft.com/en-us/education/products/office>
- I agree to the conditions outlined in this charter whenever using technology at school, or completing any school related activity.
- I understand it is my responsibility to ensure I have a device with me every day, ensuring the battery is fully charged.
- I will ensure that my device is taken to **each lesson (other than Wednesday Sport days for Years 7-10)**, along with textbooks and relevant writing material, unless directed otherwise by the teacher.
- I will connect to the wireless network using my own DoE school login name and confidential password.
- I am aware that all use of the School's ICT services can be audited and traced to the accounts of specific users
- I acknowledge that mobile phones are deemed not adequate for use as a device and are not to be used in class unless under the direct instruction of the teacher.
- I understand that it is my responsibility to regularly back up and secure data related to my school work.
- I will not create, transmit, retransmit or participate in the circulation of content on my 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.
- I will not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.
I understand that I 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.

2. Acceptable Uses

- I understand that the use of a device during the school day is at the discretion of staff.
- I agree to use my device as directed by the teacher.
- I acknowledge the purpose of the device at school is educational. In class time, they are to be used for specific learning activities, **NOT** for social networking or personal communication.

3. Unacceptable Uses

- I will **NEVER** share my passwords with anyone else and understand that if I believe another person knows my password, I must change it immediately or seek advice from my classroom teacher.
- I will ensure my device does not disrupt lessons in any way including music, ring tones or beeping.
- I understand I must have up-to-date antivirus software installed on my device **at all times**.
- I am aware that it is illegal under privacy legislation to take a photo, video or sound recording of another person without his or her express permission.
- I acknowledge that **NO TEACHER OR OTHER STUDENTS** may be photographed or videoed in class or whilst on school grounds. Any special videos for projects or celebrations, must be approved by the **Head of Faculty or Deputy Principal**.
- I understand that no personal electronic device can be used during exams unless special provisions have been granted.
- I accept that should there be offences relating to inappropriate use I will face disciplinary action as sanctioned by the Head of Faculty or Deputy Principal, including (but not limited to) the loss of the Department of Education's network privileges.
- I understand that the transmission of some material digitally may be deemed illegal and therefore reported to the police.

4. Theft, Damage or Loss

- I understand that the school may not investigate loss or theft.
- I accept that if I wilfully or accidentally contribute to the damage, loss or theft of the school's or a student's personal ICT equipment/devices, that my family will be responsible for the cost of repair or replacement.
- I understand that in the case of damage, malfunction or loss, BYODs are not covered by DoE or school insurance.

5. Device requirements

- I understand that no **one** device can be universally recommended due to the unique nature of how students learn. Though, factors such as size and weight of device, battery life, the ability to word process and the cost should be considered when deciding which to purchase.
- I understand that if I am a **Windows user** my device must be running **Windows 10** (Home or Pro. Windows S is not supported).
- I acknowledge that all devices must support **5GHz**.
- A minimum specification of 16 GB storage and 2 GB RAM to process and store data effectively
- Reasonable sized screen and a sturdy keyboard *to enable continuous use throughout the day*.
- I accept that my device must be able to run one of the following:
Microsoft Edge, Mozilla Firefox, Apple Safari or Google Chrome

6. Further Documentation

- Online Communication Services: acceptable usage for school students
<https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students>

Please feel free to contact the school if you wish to discuss any aspect of this policy and charter or to raise any questions you may have regarding the appropriate use of technology at Engadine High School.


Ms K Jones

Principal

December 2019

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Student Declaration

I have read, understood and discussed with my parent/s or carers my responsibilities in signing this BYOD Charter. I accept that if I breach this policy there may be serious consequences, which may include loss of BYOD privileges, or in some cases, suspension.

Student's Name:

Year:

Student's Signature:

Date:

Parent / Carer Responsibilities

1. I have read this policy carefully and discussed it with my child. We both have a clear understanding of the conditions related to bringing a BYOD to Engadine High School.
2. I will actively encourage my child to abide by the conditions of this policy, including appropriate use, copyright and respect for devices, irrespective of who owns the device.
3. I agree to teachers having access to my child's device in order to supervise the activity and content of its use at school or during school-related activities. I understand that breaches of the policy may result in the temporary confiscation of the device until a parent is informed.
4. I understand that access to the DoE network is conditional on this policy being signed by student and parent/s and being returned to the school.

Parent's Name:

Parent's Signature:

Date:

Please return this charter to the office prior to bringing a device to school.