

BRING YOUR OWN DEVICE (BYOD) HELP

What is BYOD? BYOD is a strategy whereby students will be able to bring a familiar personal device to school to use as their primary technological device. The school can provide the ability to connect compatible devices to a filtered internet service.

The BYOD Program at Tempe High School will allow students to:

- bring an electronic device, that is owned by the student, to school
- use their device at school for the purpose of learning
- access the NSW Department of Education' wireless network.

What, Why, How and Who...

What will be provided by the school?

- The school will provide access to a filtered Wi-Fi internet service. No other support, software or service will be provided by the school. Advice on the type of device can be provided by the school's Technical staff.

What is the DEC's requirement for wireless connectivity for BYO devices?

- The Department's Wi-Fi (wireless) network installed in high schools operates on the 802.11n 5Ghz standard. Devices that do not support this standard will not be able to connect.
- In NSW DEC schools, the wireless connectivity will be through individual user portal passwords.

What are the costs for accessing the Department's wireless network?

- Internet access, through the Department's network, will be provided at no cost to all students enrolled in NSW Public Schools.
- Student devices are only permitted to connect to the Department's Wi-Fi network while at school.

Are students protected when using the internet at school?

- Students are protected when using their laptop at school by filters that block inappropriate internet material, in the same way that access is managed at present.

Will they be able to use internet at home?

- If there is an internet connection at home they will be able to connect through an Ethernet connection or Wireless access point (wireless modem or router). Due to the variety of home networks it will be the responsibility of the user to enable access to their home network and internet connection.

Will I need to have Internet access at home?

- No. Students don't need internet access at home to use their laptop. They can work with files and software already loaded or saved to a memory stick (USB drive) without connecting to the internet.
- It would be helpful, however, to have some form of Internet access (wired or wireless) in order for a child to make full use of school resources from home, as well the multitude of resources available on the World Wide Web. But, it is not required in order for a child to use a personal computing device at school. In addition there are many providers of free Wi-Fi in the community that students could use to access the internet outside of school hours.

Do Apple products connect to the DEC wireless network?

- Yes as long as the student has a DoE username and password and the laptop has wireless capability of 5GHz 802.11n.

Will there be technical assistance provided to access the wireless network or to assist with the use of BYOD devices?

- Since there are literally hundreds of devices that could be brought to school as part of the BYOD program, there is no technical assistance provided other than the initial support provided to ensure that students can access the wireless network and are able to access the school intranet and DEC licenced cloud technologies.

I purchased an Android tablet, will this do?

- This type of tablet does not meet the specifications to be able to access the DoE wireless system; therefore your student could not use the internet at school on the device.

What types of computing devices may my child bring to school?

- THS will implement a "specific requirements" model where the student chooses the device; however, it must have the capability of connecting to the department's Wi-Fi network and also have certain specification as listed on our BYOD Device Specifications page such as a minimum sized RAM and hard drive.
- The school has produced a document to inform parents /carers and students about a select list of devices that are acceptable for use. This will be issued to students during Year Meetings and is also available on the school's website (on the Bring Your Own Device page under Policies).

Why do students need to consider aspects such as screen size?

- Laptops and tablets are useful educational tools if used for appropriate periods and attention is given to their proper use.
- Students need to consider whether the device they will bring to school will be comfortable to use for an entire school day, particularly in relation to aspects such

as screen size and having a sturdy keyboard.

- The school's website provides the latest DoE factsheet which outlines some key considerations in the recommended practices for using laptops.

What is the school's recommended device?

- While all devices identified on the BYOD Device Specifications page meet the minimum system requirements/hardware specifications, the school strongly recommends that students choose a laptop device to ensure that their BYOD maximises their learning experiences.

Why can I not use a laptop which is 5 years old?

- We recommended laptops of a certain age on the specifications sheet to ensure they can connect to a wireless network.

What about device warranties?

- Student devices are not covered by Treasury Managed Fund. Students and their parents/carers should be aware of the warranty conditions for the device and are responsible for arranging insurance of their own device to protect any accidental damage, theft or loss.
- 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.

What software do I need?

- Students must ensure they have a legal and licensed version of 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.
- All software and apps should be fully updated.

What software will I have to buy?

- DoE is investing a huge amount of money and energy to develop systems so that students can access free software - Microsoft Office, Google apps and Adobe CC - through each individual portal, saving millions of dollars for parents on this software.

- All DoE students with a login are able to access a Microsoft Office package through the Department of Education portal.
- Adobe Creative Cloud is also be available to students through the DoE portal.

Who pays for the technology brought to school?

- These devices will be purchased by and remain the property of the family.
- The purchase of a device is a major decision and a significant expense. A good quality device may last from Year 7 to Year 12 and viewed over six years the expense is considerably less. Tempe High School has taken strides to integrate device use into many aspects of teaching and learning. Your investment allows the school to maximise learning outcomes for all students.

What do we need to do so that my daughter can bring her electronic device to school?

- Students and their parents/carers must complete and return a signed BYOD User Agreement prior to participation in BYOD program at Tempe High School.

What is the BYOD Acceptable User Agreement

- Prior to connecting their devices to the Department's wireless network, students must complete and return a BYOD Acceptable User Agreement form. This form must be signed by the student and by a parent/caregiver.
- If a student is living independently of their parents/carers or is 18 years of age or more, there is no requirement to obtain the signature of a parent/caregiver. The Principal will make these determinations.
- By accepting the terms of the BYOD User Agreement, the student and parents/carers acknowledge that the student:
 - agrees to comply with the conditions of the BYOD policy; and
 - understands that noncompliance may result in the student being subject to school disciplinary action.
- The school will retain a paper copy of the BYOD User Agreement that will be kept on file with each student's records. An electronic copy of this agreement will also be generated and retained by the school.

What if I am not able to provide a laptop for my child?

We are committed to our obligations as a public education institution to deliver the same learning outcomes to all our students no matter their families' financial means.

- The school has considered and identified strategies to ensure that all students are able to engage fully in classroom activities; including strategies to accommodate students without a device. We have developed an Equity Policy to operate alongside our BYOD Policy. The Equity Policy outlines a number of strategies the school may take, in consultation with you, to augment access to information and communication technologies.

- Parents/carers are encouraged to contact the school to discuss this issue.
- The Equity Policy is available on the school's website (on the Bring Your Own Device page under Policies).

What is considered acceptable use of BYO devices?

- The Principal retains the right to determine what is, and is not, appropriate use of devices at the school within the bounds of the Department's policies and NSW privacy and other legislation.
- Students must comply with departmental and school policies concerning the use of BYOD at school while connected to the Department's wireless network. Online Communication Services – Acceptable Usage for School Students
- 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. Such use may result in disciplinary and/or legal action.
- Students and their parents/carers need to realise that activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.

What happens if a student breaches the conditions of the BYOD User Agreement?

- Where a school has reasonable grounds to suspect that a device contains data which breaches the BYOD User Agreement, the Principal may confiscate the device for the purpose of confirming the existence of the material. The device would then be returned to the Parents/ Carers.
- 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.

What are the responsibilities of a student using a BYO device?

Students and their parents/carers 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.
- maintaining up-to-date anti-virus software and operating system on their device.

Will student be safe carrying an expensive device to school?

Students are encouraged to keep their device in their school bag when travelling to and from school.

Who will look after BYO devices during the school day?

- 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.
- Students should clearly label their device for identification purposes. Labels should not be easily removable
- Schools are not required to provide designated or secure storage locations.

What happens if a BYO device is damaged or lost at school?

- Students bring their devices onto the school site at their own risk.
- *Students are responsible for securing and protecting their devices at school. Any loss or damage to a device is not the responsibility of the school or the Department.*
- 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.

How will these devices be used in the classroom?

- Students will use their devices for a variety of activities which will vary from class to class. Activities may include (but are not limited to): complete class activities, produce class notes, access on-line homework (Mathletics, Language Perfect), collaborate in real time, research for projects, access websites with curriculum-related content, generate assessment tasks and assignments, and record journal entries or follow instructions from Google Classroom.. In fact some courses in Stage 5 & 6 are totally based on using Google Classroom as the organisational tool through which students learn.
- With the new ACARA curriculum the need to use of digital devices has been expanded to Stage 4, and increasingly primary school students are coming into Year 7 with devices ready to learn, and feel left out if not included.

How are electronic devices integrated into learning at the school?

- Teachers/schools across our system under the DER rollout invested a lot of time and money on professional learning, and the incorporation of online systems, to

support learning for Years 9-12, as all students had laptops for learning provided through Federal funding. Now that the DER program has been concluded, our school does not want to lose the valuable engagement of students by using technology as a classroom tool. This is a global trend.

- THS has established a learning environment that is strongly supported by Google Applications. In all the subjects, Google Apps are used by teachers in various ways as a place to store resources for students to access, for students to submit work, and as a means of differentiating the curriculum. As well there is increasing online apps which students need to access.
- While not every teacher at THS uses ICT every lesson, it is an essential part of every course and is reported on through student assessment. As well the wireless network in schools means students in every classroom of the school can be on a device simultaneously. No school has enough computer labs to achieve what is required in this area.

What is GSuite and Microsoft 365

- THS has established a learning environment that is strongly supported by GSuite (Google Apps) and Microsoft 365. GSuite and Microsoft 365 are cloud software products that enable collaborative tools and software.
- GSuite and Microsoft 365 display just like other web pages, so there is no special software required. Students can be provided with links to lesson notes and videos; they can also upload worksheets, complete online quizzes and submit assignments electronically. In all the subjects, cloud technology is used by teachers in various ways as a place to store resources for students to access, for students to submit work and as a means of differentiating the curriculum.

Won't student handwriting suffer from using a keyboard all day long?

- School will provide plenty of opportunities for handwriting, in collaboration with digital technologies, students will be required to bring a pen, an exercise book and or lined paper for classwork. However, effective use of a computer is a skill students will require in their post-school lives.

Will teachers be responsible for troubleshooting and fixing students' devices?

- Since there are literally hundreds of devices that could be brought to school as part of the BYOD program, there is no technical assistance provided other than the initial support provided to ensure that students can access the wireless network and are able to access the school intranet and cloud technologies.

How should students back up their work?

- Students are responsible for backing-up their own data and should ensure this is done regularly. They should save their work to their laptop and also save a copy to a memory stick (USB). Senior students and students with larger file sizes might

consider a portable hard drive as an appropriate source of back-up storage for their documents.

- Cloud technologies enable auto saving properties to working documents.

How can students print from their device at school?

- There are 2 ways a student can do this:

1. Email the work to themselves or save their work in the cloud. Go to the library and using the desk top machines, log on to the portal. Print work to the colour printer in the library that is already used by students.

2. Save their work onto a USB and take to the library and print (as per 1.).

What if students want to charge their devices at school?

- Students are responsible for managing the battery life of their device. Students must ensure that their devices are fully charged for the entire day before bringing them to school. Students should not have the expectation that they will be able to charge devices at school.
- Many school buildings do not have the capacity to handle additional electrical demands for charging personally owned devices. Schools are not responsible for providing facilities for students to charge their devices. No charging equipment will be supplied by the school. The battery life of the device therefore should be capable of lasting a minimum of 5 hours of constant use without charge. Charging can occur in the school canteen where plenty of points have been provided.

What if a student requires technical support for their BYOD?

- Schools are under no obligation to provide technical support for hardware or software.

What happens if a student's device is not working?

- Laptops and tablets are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse or malicious damage.

What about long-term care and support of personal electronic devices?

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

What about BYO device security?

- The school does not own the device, support the device or warranty the device. Experience from the previous Commonwealth-funded Digital Education Revolution scheme indicates that students who took good care of their device, and considered

themselves the device's owner, rarely had device security issues.

- If you are concerned the device is going to be broken, lost or stolen, you may wish to consider specific accidental loss and breakage insurance for the device.
- You may also consider using a device locator service. These services include the "Find my iPad" service built in to Apple iOS devices, "Prey" for Windows or "LoJack for Laptops".
- Internet access on the device will be filtered at school and students will be prohibited from connecting to other networks while at school.

Where can parents find information and practical advice about digital citizenship?

- In making the shift to BYOD, schools are enabling greater access to the online environment. This move creates a need to revisit Digital Citizenship.
- Digital citizenship is ongoing issue addressed by all staff.
- The Department's Digital Citizenship (www.digitalcitizenship.nsw.edu.au) website contains information to support security and device management.

Where can parents find information and practical advice about cybersafety?

- Whether in the classroom or at home, children are using technology – computers, mobile phones and the internet – more and more in their day-to-day lives.
- There are a number of resources that are available on the school's website to inform young people and their parents about cybersafety issues and educate through information, resources and practical advice to empower students to be safe in the online world.

What does a student do if they are cyberbullied?

- Just like with other types of bullying, students must get help from an adult. Students and their parents can inform their ISP (Internet Service Provider), their Instant Messaging or mobile phone service provider. The police may also be able to provide assistance and should in fact be contacted if threats or serious issues arise.
- While students should not reply to messages from bullies, they should keep messages as evidence and not delete them.
- At school, students should talk to their class teacher, Year Adviser, Head Teacher Welfare or Deputy Principal. Families can contact the Deputy Principal, Head Teacher Welfare, or Year Adviser for advice. At Tempe High we are committed to preventing cyberbullying from affecting the school learning community.
- Cyberbullying affecting students at school which has originated outside of school time or via computers outside of school will be referred to the police for investigation.

Why is THS implementing this program?

- The accession of computer laboratories for class learning at Tempe HS has become unsustainable, limiting students potential to utilise technology for learning across

multiple KLA's. University and TAFE learning is now mainly reliant on digital learning. Private schools have been using laptops 7-12 for some time and we are not prepared to disadvantage our students in the learning market place by not moving forward with BYOD. A number of state schools across the state are also adopting a mandated BYOD approach.

What is DoE? - Department of Education (DoC)

- The New South Wales Department of Education is a department of the NSW Government that is responsible for primary schools, secondary schools and TAFE.