



Hunter River

HIGH SCHOOL

Quality Relationships, Quality Learning



Bring Your Own Device

School Handbook

36 Elkin Avenue
Heatherbrae NSW 2324
P.O. Box 716
Raymond Terrace NSW 2324
Phone: (02) 4987 2306
Fax: (02) 49874076
Email: hunterriv-h.school@det.nsw.edu.au





Bring Your Own Device (BYOD)

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Why BYOD?

Rationale

At Hunter River High School, we value the learning experiences and opportunities that technology can provide. The promotion of all forms of learning are core to our educational philosophy.

Embedded in our school's strategic plan is a focus on student learning that is differentiated and connected in a purposeful way to students' future needs and real world applications.

In schools that excel, educational aspiration and improvement is paramount. Curriculum programs and teaching practices effectively develop the knowledge, understanding and skills of all students, using innovative classroom delivery.

By facilitating BYOD, Hunter River High School empowers our students and gives them direct involvement in the way they use technology in their learning. At the same time, BYOD enables teachers to build on their experiences to ensure the relevance of student learning.





How will we address access and equity in a BYOD environment?

Rationale

Hunter River High School (HRHS) is dedicated to the role of public education in ensuring equity of access to all resources for students to achieve learning outcomes. Our BYOD Policy will provide equity for all students, irrespective of their families' financial means.

Hunter River High School recognises that the implementation of BYOD at our school inherently imposes a financial cost on students and their families for the purchase of a device. This cost occurs in all BYOD schools.

Objectives

The HRHS BYOD Policy is designed:

- to provide an equitable framework to promote the bringing of a suitable computing device to school by students in Year 7 for use in their education; and
- to ensure all students have access to appropriate technological resources in their classes if there is specific direction to use them from their teacher.

Actions

Hunter River High School will:

- Endeavour to provide personal access to appropriate digital resources to all students operating under the school's BYOD Policy in keeping with the objectives of that policy and with respect to the school's role as a public education institution;
- Ensure the BYOD Policy Device Specifications are designed so that a range of devices (in capability and cost) are suitable and meet the requirements of the classroom environment; and
- Consider a range of alternatives for providing device access for students, including:
 - Utilising class bookings in computer rooms for technology based lessons;
 - Faculty based access for students using school lap top device trolleys;
 - Priority or reserved access to desktop computers in Library during class time, study periods or during breaks;
 - The loan of a laptop or other device for a particular period or class;
 - The loan of a laptop or other device for a particular day;
 - A procedure for signing out and signing back in a laptop from the Technical Support Officer or delegate and follow up any cases where the loaned device is not returned in accordance with the agreement; and
 - Computer access at the T.L.C Learning Centre in the Library.

Parents/Carers please note that not all class lessons will be technology dependent.



Hunter River High School

Bring Your Own Device (BYOD) Policy

Rationale

Hunter River High School supports the use of a computing device by all students for learning both independently and in structured lessons.

Aims

- To provide a safe environment for students to use technology.
- To ensure a minimum standard of device compatibility.
- To provide a basis upon which Hunter River High School teachers can plan lesson delivery so that students can use their devices in class to work toward specific learning outcomes.

Implementation

Students and Parents/Carers

- Students must bring to school standard writing equipment, ie. workbook and pens/pencils, each day.
- Prior to bringing a personal device for the first time, students and their parents must read and sign the HRHS BYOD Student Agreement which sets out the responsibilities and expectations for use of the personal device at Hunter River High School.
- Students must use their device in accordance with the HRHS BYOD Student Agreement and the Department of Education's policies including:
 - Computer and Internet Policies, including *Online Communication Services*, *Podcasting and Student mobile device policy*; and
 - Student Discipline and Behaviour in Government Schools Policy.
- Students must follow teachers' directions as to the appropriate use of their devices in class.
- A student's device is for their individual use while at school. The device is not to be borrowed by another student who may or may not have agreed to the terms of the HRHS BYOD student agreement.
- Students and Parents/Carers are responsible for ensuring the device brought to school meets all the requirements of the device specifications list. A device which does not meet the specifications will not be permitted access to school networks and services.
- Students requiring the use of an alternate device, for medical or therapeutic reasons, which does not meet the device specifications must apply for and receive an exemption from the specifications before bringing such a device. The application should state the reason for the request for exemption.

- Each student is solely responsible for the care and conduct of his/her own device whilst:
 - at school or at other school activities; and
 - travelling to and from school or to and from other school activities.
- Students must connect their device to the designated wireless data network supplied by Hunter River High School using their own, individual student DoE account credentials only.
- Students must not connect to any other network, wired, wireless or cellular.

Teachers

- Teachers should encourage and facilitate the use of students' devices in their classes where they deem appropriate. Use of students' own devices in class is, however, at the sole discretion of the teacher.
- Teachers should follow standard discipline procedures where a student fails to adhere to the BYOD Student Agreement in regards to appropriate use of their device in the classroom and/or fails to bring a supplementary book and writing materials.

Hunter River High School will:

- Maintain fair and equitable access to a device when required by the classroom teacher;
- Provide a BYOD Student Agreement to list the responsibilities and expectations of each student and their families under the BYOD Policy;
- Ensure a copy of the BYOD Student Agreement is signed by each student and their parents prior to allowing the student's device to be brought to school;
- Publish a device specification list that describes the requirements for devices brought to school pursuant to the BYOD Policy. This device specification list will include requirements such as:
 - size;
 - network connectivity;
 - operating system and standard software;
 - security measures;
 - battery runtime; and
 - other device feature or software requirements determined by the school.
- Provide a wireless network with filtered Internet connection to which students may connect their BYOD device;
- Provide support to assist students when first bringing their device to school and establishing network connectivity;
- Accept no responsibility for loss, theft, damage, maintenance or repair required on a student's own device; and
- Not facilitate the student's access to any network or school services should a student's device fail to meet a requirement of the device specification list. The school may direct a student to cease bringing a device to school which does not meet all the requirements of the device specification list.

NSW Department of Education

BRING YOUR OWN DEVICE (BYOD) STUDENT AGREEMENT

(An original, signed agreement to be kept at school)

Dear Parent/Guardian and Student,

Students must read and sign the BYOD Student Agreement in the company of a parent or caregiver unless otherwise directed by the Principal.

I agree that I will abide by the school's BYOD policy and that:

- I will use the Department's Wi-Fi network only for learning whilst at school;
- I will use my device for school related activities at the direction of my teacher;
- I will only attach any school-owned equipment to my mobile device with the permission of the school;
- I will use my own portal/internet log-in details and will never share them with others;
- I will stay safe by keeping my personal information to myself when learning online;
- I will not access or bypass any hardware and software security implemented by the Department or my school;
- I will not use my own device to knowingly search for, link to, access or send anything that is offensive, pornographic, threatening, abusive, defamatory or considered to be bullying;
- I will report inappropriate behaviour and inappropriate material to my teacher;
- I understand that my activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons;
- I acknowledge that the school cannot be held responsible for any damage to, or theft of my device;
- I understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage;
- I have read the "BYOD Device Specifications and Student Requirements" document (over page) and agree to comply with these; and
- I have read and will abide by the NSW Department of Education *Online Communication Services – Acceptable Usage for School Students*. <http://bit.ly/2fkWaIS>

Date: __/__/__

Student name

Parent/Carer name

Deb Dibley

Student Signature

Parent / Carer Signature

Principal Signature



BYOD Device Specifications and Student Requirements

Wireless connectivity

The Department's Wi-Fi network installed in high schools operates on 2.4 - 5Ghz. Devices that do not support this range will not be able to connect. Student devices are only permitted to connect to the Department's Wi-Fi network whilst at school. There is no cost for this service. This network is protected for student use against inappropriate material and students will be in breach of their student agreement to use another network.

Operating system and anti-virus

The current or prior version of any operating system is required. Students must ensure they have a licensed version of a supported operating system and software. Student devices should be equipped with anti-virus software.

Software and apps

Any device must have productivity software eg. Microsoft Office or Microsoft Office 365. All software and apps should be fully updated prior to coming to school. Google Docs and Microsoft Office 365 are both available for NO COST from the DoE portal.

Battery life

A minimum of 6hrs battery life will be required in order to last the school day. Students must ensure they bring their device to school fully charged. No charging equipment will be supplied by the school.

Memory and RAM

A minimum specification of 16 GB storage and 2 GB RAM to process and store data effectively is required.

Hardware features

A camera and microphone are useful tools. A reasonable sized screen (a minimum of 9.7") and a sturdy, external keyboard to enable continuous use throughout the day is required.

Other considerations

- Casing: Tough and sturdy to avoid breakage.
- Weight: Lightweight for ease of carrying.

Accessories:

- Carry case: Supply a carry case or skin to protect the device.
- Insurance and warranty: Be aware of the terms of insurance policies/warranties for the device. The school will not accept responsibility for loss, theft or breakage.
- Back-up storage: Students are responsible for backing-up their own data using Microsoft Office 365 OneDrive and should ensure this is done regularly.

Theft and damage

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 of Education.

Confiscation

Students' devices may be confiscated if the school has reasonable grounds to suspect that a device contains offensive data or is being used inappropriately.

Maintenance and support

Students are solely responsible for the maintenance and upkeep of their devices.

Insurance/warranty

Students and their parents/carers are responsible for arranging their own insurance and should be aware of the warranty conditions for the device.



Further References and Information

1. Learning modules for student and teachers in incorporating BYOD in the classroom (and at home) http://www.digitalcitizenship.nsw.edu.au/Sec_Splash/index.htm
2. NSW Department of Education BYOD Policy with regards to students, school and Department responsibilities
<https://education.nsw.gov.au/policy-library/policies/student-bring-your-own-device-policy-byod>
3. HRHS Website and relevant policies – <http://www.hunterriv-h.schools.nsw.edu.au/>
4. Harvey Norman Student Device portal
<http://www.harveynormanbusiness.com.au/hnnhrhs2017.html>