



Hawkesbury High school

BRING YOUR OWN DEVICE (BYOD) POLICY

December 2019

2020



STATEMENT OF PURPOSE

Hawkesbury High School values the importance of technology and the need to utilise a learning tool relevant to a future-focussed education. Through Bring Your Own Device (BYOD), Hawkesbury High School empowers students to tailor their choice of technology and gives them direct involvement in the way they use technology in their learning.

REFERENCES

DOE POLICIES

- i. Cyber Safety Policy
- ii. Student Use of Digital Devices and Online Services Policy (2020)
- iii. Student Bring Your Own Device Policy (PD/2013/0458/V01)
- iv. Online Communication Services: Acceptable Use for Students (PD/2002/0046/V04)

OBJECTIVES

1. To facilitate and promote the bringing of a computing device to school by all students for use in their education.
2. To provide a safe environment in which students can achieve Objective 1.
3. To ensure a minimum standard of device compatibility.
4. To enable students to use technology to further their learning, independently and in structured lessons.
5. To provide a basis on which Hawkesbury High School teachers can continue to tailor lesson delivery so that students can use their devices in class toward specific learning outcomes.

ACTIONS

STUDENTS, PARENTS AND CARERS

- The device must be a personal device of student's own choosing and ownership which meets the Device Specification. Students should clearly label their device for identification purposes. Students should also understand the limitations of the manufacturer's warranty on their devices, both in duration and coverage.
- The personal device should be brought to school on each and every school day (except Wednesdays, sports carnivals and excursions) and be solely the students to use throughout the school day. Students are also responsible for managing the battery life of the device and should ensure that their devices are fully charged before bringing them to school.
- Students and Parents are responsible for ensuring the device brought to school meets all the requirements of the Device Specification. A device which does not meet the Specification 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 Specification must apply for and receive an exemption from

the Specification before bringing such a device. The application should state the reason for the request for exemption.

- Prior to bringing a personal device for the first time, students and their parents must read and sign the BYOD User Charter which sets out the responsibilities and expectations for use of the personal device at Hawkesbury High School.
- Students must use their device in accordance with the Department of Education Policy Online Communication Services: Acceptable Use for Students (PD/2002/0046/V04) and the BYOD Policy (PD/2013/0458/V01).
 - Students must follow teachers' directions as to appropriate use of their devices in class.
 - Each student is absolutely and solely responsible for the care and conduct of their own personal device while at school or at other school activities and when travelling to and from school or to and from other school activities. This includes protective/carry cases and exercising common sense when storing the device. Insurance and virus protection is the responsibility of parents/caregivers and students.
 - Students must connect their device to the designated wireless data network supplied by Hawkesbury High School using their own, individual user account credentials only. Students who also have a TAFE level user account **MUST NOT** use it at school. Students must not connect to any other network, wired, wireless or cellular. Students must not bridge the Hawkesbury High School designated network to any other network.

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.

THE SCHOOL

Hawkesbury High School will:

- Maintain a BYOD Equity Policy to ensure all students, no matter their family's financial circumstances, have access to the computing resources during school time that are required by their coursework.
- Provide a BYOD User Charter to list the responsibilities and expectations of each student and their families in the BYOD program.
- Ensure a copy of the BYOD User Charter is signed by each student and their parents prior to allowing the student's device to be brought to school.
- Publish a Device Specification that describes the requirements for devices brought to school pursuant to the BYOD program. This Device Specification may include requirements for devices specifications that go to: size or form factor; network connectivity; operating system and standard software; Input method; security measures; battery runtime; 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 program device.

- Provide support to assist students with establishing network connectivity with the BYOD program device.
- Accept no responsibility for loss or damage to, or for maintenance or repair required on a student's own device through any act or omission resulting from the negligence or otherwise of the school, a member of the school staff or of another student.
- Should a student's device fail to meet a requirement of the Device Specification, the school will not facilitate the student's access to any network or school services. The school may direct a student to cease bringing a device to school which does not meet all the requirements of the Device Specification.

BYOD EQUITY POLICY

RATIONALE

The Hawkesbury High School Bring Your Own Device (BYOD) program, like all BYOD programs in an education setting, inherently imposes a financial cost on students and their families in supplying a device. At the same time, the Hawkesbury High School BYOD program can only function if all students have access to appropriate technological resources in all their classes. Hawkesbury High School takes seriously the role of public education in ensuring all students have access to the same learning outcomes. The purpose of the BYOD Equity Policy is to establish the framework for the BYOD program to provide this for all students, irrespective of their families' financial means.

REFERENCES

- i. Hawkesbury High School BYOD Policy

OBJECTIVES

1. To achieve objective (1) of the Hawkesbury High School BYOD policy, being to facilitate and promote the bringing of a computing device to school by all students in Years 7 - 12 for use in their education.
2. To facilitate equity in the BYOD program and its implementation.
3. To support all students to have access to appropriate technological resources in their classes.
4. To provide a framework through which family requests for assistance can be managed consistently.

ACTIONS

STUDENTS, PARENTS AND CARERS

1. Consider your options for the purchase or lease of equipment that meets the Device Specification.

2. If you believe you are unable to provide a device that meets the specification:
 - a. Make an application in writing to the Principal by filling out the School Assistance Form and make an appointment to speak with the Principal and indicate you require assistance in addressing the school's Bring Your Own Device program.
 - b. The school will liaise with you, your son/daughter and their teachers to identify the most appropriate way to address the issue and ensure they have appropriate access to appropriate technological resources.
 - c. You will be asked to make an agreement with the school that confirms the alternative arrangements made for your son/daughter's access to technological resources.
3. The school will not purchase a device to assign to your son/daughter nor will the school, in most cases, make a device available for permanent or semi-permanent loan. In substitution of a personal device the school will consider options including priority or reserved access to computers in the Library during class time, study periods, before school or during breaks; loan of a laptop or other device for a particular class; loan of a laptop or other device for a particular day.

THE SCHOOL

Hawkesbury High School will:

1. Endeavour to provide personal access to appropriate technology resources to all students operating under the school's Bring Your Own Device program in keeping with the objectives of that policy and with respect to its role as a public education institution.
2. Ensure the BYOD Program's Device Specification is designed so that a range of devices in capability and cost are suitable and meet the Specification.
3. Assess applications for assistance in meeting the requirements of the BYOD program on a case-by-case basis. Due consideration will be given to all the facts of the matter, including: the level of assistance requested; the Year of the student; the subjects the student undertakes; the technology already available to the student at school and at home.
4. Consult with the parent/carer in making determinations as to what form any assistance will take.
5. Consider a range of alternatives for providing device access for students, including: priority or reserved access to computers in the Library during class time, study periods, before school or during breaks; loan of a laptop or other device for a particular class; loan of a laptop or other device for a particular day.
6. Make a written agreement between the school, student and parent/carer that specifies the arrangements agreed upon or determined for facilitating access to technological resources.
7. In most circumstances, not agree to loan a laptop or other device to a student overnight, over a weekend or over a holiday period.
8. Provide a protocol for ensuring priority or reserved access to Library computers where this access is considered appropriate.

9. Provide a protocol for signing out and signing back in a laptop or other device from the Library and follow up any cases where the loaned device is not returned in accordance with the agreement.