Bring Your Own Device Policy 2014

GENERAL SCHOOL POLICY

Years 7 to 12

Introduction

The Bring Your Own Device (BYOD) guidelines contain information for schools that choose to allow student use of personal portable electronic devices at school to access the NSW Department of Education and Communities’ Wi-Fi network.

The term “device” refers to any portable electronic device brought into the school, which is owned by the student, and which has the capability of connecting to the department’s Wi-Fi network.

BYOD is not compulsory and the decision to implement it in schools remains with the school in consultation with its community.

WHAT IS BYOD?

Bring Your Own Device is a strategy which allows students to use their personal portable electronic devices within the school environment for learning activities. One of the main features of BYOD is access in NSW public schools to the NSW Department of Education and Communities’ filtered internet service through the Wi-Fi network.

RATIONALE

Today students are expected to be global citizens using technology as part of everyday life. Thus, it is integral to contemporary society, the contemporary classroom and learning. Its application includes access through computer technologies, electronic, digital and interactive devices, software and the World Wide Web. Being a confident and critical user of technology is an essential life skill for all students engaging their learning across the curriculum in all subjects. This learning needs to enhance and further develop literacy and numeracy skills acquired through technology. All students must have the opportunity to experience, engage with, interact with, learn about and learn through technology in all classes. Furthermore, the literature review undertaken by the Department of Education and Communities in 2013 highlights the following key considerations:

- widespread availability of wireless internet enabled devices
- integral nature of these devices to the students’ own world
- potential to leverage students’ attachment to their own devices to deepen learning and make learning more personalised and student-centred capacity to enhance the development of 21st century skills.

As the rollout of lap tops under the Digital Education Revolution ends in 2013, it is essential to employ the BYOD strategy that allows students to use their personal portable electronic devices within the school environment for learning activities.

OUR BELIEF ABOUT BYOD IN LEARNING.

There were two staff conferences held in 2013 where the BYOD strategy was heavily discussed and analysed in terms of the advantages and disadvantages and the methods of implementation. Staff favoured the development of a comprehensive policy that incorporated teacher professional learning and support, clear and affordable options for students and their parents and a BYOD student agreement that would make explicit for students and parents the appropriate online usage and behaviour therefore protecting the welfare of all students.
1. Objectives – Policy Statement

Fairfield High School in consultation with the community allows all students to bring their own personal portable electronic device from the options provided to school for the purpose of learning.

Fairfield High School has developed guidelines and procedures for BYOD in consultation with the school community. Staff, students, parents and caregivers will continue to be consulted as the policy is developed, implemented and evaluated during the staff meeting term 4 week 5, 2013 and beyond. There will be strong focus on Teacher Professional Learning and support for pedagogical practices linking to the BYOD strategy.

2. Implementation

It is envisaged that the implementation of the BYOD policy at Fairfield High School by 2014 means that the use of personal portable devices at Fairfield High School will deepen learning, will be personalized and student-centred, and will meet the expectations of teachers, students, parents and caregivers. The BYOD policy will achieve its aims through:-

● Continued consultation with the school community regarding the process of implementation of the Fairfield High School BYOD policy at staff, collegial, executive and Parent forums

● Distribution of policy guidelines to staff, students and parents/caregivers communicating clear information about the requirements and responsibilities including breaches for the implementation of the BYOD strategy

● Ongoing targeted teacher professional development to address and support teaching and learning practices with the BYOD strategy

● Supporting students and their parents with understanding the requirements, processes and options for the purchase, use and maintenance of their portable electronic device

3. Portable Device Options at Fairfield High School

Fairfield High School has specified the following devices for learning in the classroom, including the following personal Portable Devices:-

● I PAD

● ANDROID TABLET

● LAP TOP

● NOTEBOOK

*Please note that mobile phones are not an acceptable device for learning in the classroom at this current time.*

Parents and Caregivers will have the option to lease or purchase a device from a range of service outlets. It is the school’s hope that parents and caregivers will acquire a device for the commencement of the school year in 2014. The purchase of second hand devices is also appropriate.
4. **BYOD Student Responsibilities**

**Operating system and anti-virus:**
- Students must ensure they have a legal and licensed version of a supported operating system and of software. If applicable, students’ devices must be equipped with anti-virus software.

**NSW Department of Education and Communities’ Wi-Fi network connection only:**
- Student devices are only permitted to connect to the department’s Wi-Fi network while at school. There is no cost for this service.

**Battery life and charging:**
- Students must ensure they bring their device to school fully charged for the entire school day. *No charging equipment will be supplied by the school.*

**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.*

**Confiscation:**
- Students’ devices may be confiscated if the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Student Agreement, or in the event of inappropriate use of the device.

**Maintenance and support:**
- Students are solely responsible for the maintenance and upkeep of their devices.

**Ergonomics:**
- Students should ensure they are comfortable using their device during the school day particularly in relation to screen size, sturdy keyboard etc.

**Data back-up:**
- Students are responsible for backing-up their own data and should ensure this is done regularly.

**Insurance/warranty:**
- Students and their parents/caregivers are responsible for arranging their own insurance and should be aware of the warranty conditions for the device.

**Appropriate Use of Device**
- The camera function in computing devices for either still or video digital images may only be used for the explicit purposes of learning. No student, teacher or member of the school community should be recorded without their prior permission.
NSW Department of Education and Communities

BRING YOUR OWN DEVICE (BYOD) STUDENT AGREEMENT

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 for learning.

I will use my device during school activities at the direction of the teacher.

I will not take any still or video digital images of any member of the school without their prior permission

I will not attach any school-owned equipment to my portable device without 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 not giving my personal information to strangers.

I will not hack 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 or pornographic
➢ threatening
➢ abusive or defamatory
➢ 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 Student Responsibilities document and agree to comply with the requirements.

I have reviewed the BYOD Device Requirements document and have ensured my device meets the minimum outlined specifications as indicated in appendix BYOD Requirements Checklist

I have read and will abide by the NSW Department of Education and Communities’ Online Communication Services – Acceptable Usage for School Students

Date: ___/___/____

______________________     ________             In the presence of:    _____________________________
Student name                           Year/roll call           Parent/caregiver name

______________________                                                              ___________________
Student signature                                                                                          Parent/caregiver signature
Monitoring, evaluation and review

- Regularly consult with Head Teachers of the executive team who will facilitate regular discussions to monitor and assess the BYOD strategy in their faculties.
- Regularly evaluate the BYOD strategy using staff, student and parent surveys and revisiting the policy and reviewing the policy making amendments to suit the ongoing needs of the school as determined by the school’s needs.
- Collate and analyze the various data from school surveys to inform TPL needs and improve teaching practice in the classroom.

Framework developed on 17/10/13
Revised 17/10/14
Evaluated 17/10/16