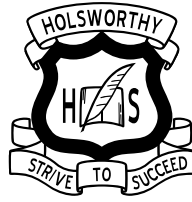


Holsworthy High School



STUDENT BRING YOUR OWN DEVICE (BYOD) POLICY GUIDELINES

1. Introduction

This document provides guidance and direction to principals, staff and school communities for the management of the Student Bring Your Own Device (BYOD) Policy.

2. Key principles

- 2.1 Access to the Department of Education and Communities (DEC) network, including the Internet, will be made available to students who bring their own devices to school for appropriate learning activities in addition to accessing resources and research materials.
- 2.2 BYOD provides an effective process that allows schools and the DEC to efficiently incorporate student-owned devices into our digital learning environment while securing and protecting school and DEC infrastructure and data.
- 2.3 The device in BYOD refers to any of the following technologies.
 - Laptops
 - Tablets

3. Student BYOD Agreement

- 3.1 Prior to connecting their devices to the network, students must return a Student BYOD Agreement. This agreement must be signed by the student and by a parent/carer
- 3.2 By accepting the terms, the student and parents/carers acknowledge that they:
 - agree to comply with the conditions of the Student BYOD Policy.
 - understand that both the school and the DEC have the capacity to access their device and the data/information it contains at the principal's discretion.
 - Understand that under no circumstances will the DEC or the school accept any liability for the theft, damage or loss of any student's device.
 - Understand that noncompliance may result in the withdrawal of BYOD permission and access.
- 3.3 Student BYOD agreements will be retained in print or electronic form for future access as required.

4. Cost to Students

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- 4.1 Internet access through the Department's network will be provided at no cost to students in NSW Public Schools.

5. Student Responsibilities

- 5.1 Students 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 own device.
 - Labeling their own device for identification purposes.
 - Purchasing and using device protective casing.
 - Ensuring the device is safe and secure.
 - Maintaining up-to-date anti-virus software and operating system on their device.
 - Taking insurance coverage of their own device to protect any accidental damage or theft or loss.
- 5.2 Students should not attach any school-owned equipment to their mobile devices without the permission of the school principal or their delegate.

6. Damage and loss

- 6.1 Under no circumstances will the DEC or the school accept any liability for the theft, damage or loss of any student's device.
- 6.2 In cases of malicious damage or theft of another student's device, existing school processes for damage to schools or another student's property apply.

7. Damage and loss

- 7.1 Students will not receive ICT hardware or software technical support from the school for their BYO device.

8. Long-term care and support of BYODs

- 8.1 Students are solely responsible for repair and maintenance of their own device. It is not the school's responsibility.
- 8.2 Warranties: Students should understand the limitations of the manufacturer's warranty on their BYO devices, both in duration and in coverage.
- 8.3 Extended Warranties: We would recommend that at the time of purchase, students may opt for an optional extended warranty.

9. Acceptable use of BYO devices

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- 9.1 Using the Department's DEC network services to seek out, access, store or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited. Such use will result in legal and/or disciplinary action.
 - 9.2 Students shall 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 DEC or the school.
 - 9.3 Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.
 - 9.4 Instant messaging on social media platforms including Facebook, Instagram and Snapchat through student's BYO device during the school hours is prohibited.
 - 9.5 Students must not take photos or make video or audio recordings of any individual or group without the express written permission of each individual being recorded and the permission of an appropriate staff member.

10. DEC Technology Standards

- 10.1 Prior to purchasing or using an already purchased device, parents and students should be made aware of the following technology standards required for devices used within schools:
 - The DEC wireless network installed in **high schools** only operates on the 802.11n **5Ghz** standard. Devices with 802.11a/b/g or 802.11n 2.4Ghz only will not be able to connect.
 - The battery life of the device should be capable of lasting 5 hours minimum of constant use without charge
 - Parents and students should consider this when purchasing BYODs.

11. Security and device management processes

- 11.1 The network will become the point where DEC security policies are implemented.
- 11.2 There are a wide range of security considerations that will be addressed. These include but are not limited to:
 - Strong passwords
 - Device and DEC anti-virus software
 - Data and network traffic encryption
 - Privacy controls
 - Internet filtering
 - DEC technology infrastructure security
 - Student Cyber Safety