



## Bring Your Own Device (BYOD) Procedures

### Rationale

Lake Illawarra South Public School recognises the widespread availability of wireless internet-enabled devices and the integral nature of these devices to the students' own world. We are committed to harnessing students' connection to their own personal mobile devices for the purpose of developing 21st century learning skills and for fostering digital literacy, fluency and citizenship in a safe environment.

### Statement

Classroom teachers at Lake Illawarra South Public School have the option of allowing students to bring their own personal electronic devices to school for the purpose of learning. The use of acceptable personal devices at school will deepen learning, will be personalised and student-centred, and will meet the expectations of teachers, students, parents and caregivers.

### Implementation

#### 1. Terms of Reference

- 1.1. The term "device" refers to any mobile electronic technology, including assistive technologies, brought into the school, which is owned by the student, and which has the capability of connecting to the department's Wi-Fi network.
  - 1.1.1. The device must be intended for educational use.
  - 1.1.2. Students are not permitted to bring dedicated personal gaming devices i.e. Nintendo DS or PSP devices.
  - 1.1.3. Students are not permitted to bring any form of mobile phone (with or without a SIM card) as a BYOD device.
  - 1.1.4. BYOD is not a mandatory program. School based technology will be available to accommodate students without a device.

#### 2. Acceptable use of devices

- 2.1. The principal will retain 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.
- 2.2. Students will be bound by Lake Illawarra South Public School and the Department of Education (DoE) *Acceptable Usage of Technology Policy*.
- 2.3. Via the wireless network students will have access to the DoE's filtered internet and webmail.
  - 2.3.1. Internet access will be provided at no cost to students.
  - 2.3.2. Students will not have access to shared drives and printers from devices. Printing of documents will be done through file transfer, i.e. email or USB, to a school device at the direction of the classroom teacher.
  - 2.3.3. Students should not attach any school-owned hardware to their devices without the permission of an appropriate staff member.
- 2.4. Devices should not contain a SIM card, as a SIM card enables students to have unrestricted access to the internet.
- 2.5. Mobile phone voice and text, SMS messaging or device instant messaging use by students during school hours is not permitted.
- 2.6. The decision as to whether a class is invited to participate in the program is at the discretion of the classroom teacher and should take into consideration the capability of students, the classroom program and the intended learning purpose.

- 2.7. Students will use their device exclusively for educational purposes.
  - 2.7.1. The use of a device at particular times in individual lessons is at the discretion of the classroom teacher. There may be times when the activity is intended to be done without computer assistance or when the attention of the student is required elsewhere.
  - 2.7.2. At no stage should students access programs or material from the device that are not relevant to their current work and/or learning.
- 2.8. 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.
- 2.9. Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.
- 2.10. 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.
- 2.11. 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 is prohibited. Such use may result in disciplinary and/or legal action.
- 2.12. Students and their parents/caregivers must be advised that activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.
- 2.13. The Principal, in accordance with relevant Department and school policies and procedures, will determine the consequences of any breaches of the school's BYOD procedures.
  - 2.13.1. In circumstance where the device becomes a behaviour issue or interferes with a productive learning environment, an appropriate staff member may refuse permission for students to use their device for a period of time.
  - 2.13.2. Where the school has reasonable grounds to suspect that there has been a serious breach of the BYOD procedures or the device contains data which breaches the BYOD Student Agreement, an appropriate staff member may confiscate the device.
    - 2.13.2.1. The Principal will ensure any device confiscated from a student is securely store.
    - 2.13.2.2. Arrangements will be made to return the device to students at the conclusion of the school day.

### **3. BYOD Student Agreement**

- 3.1. Each year, prior to bringing their devices to school, students must return a current BYOD Student Agreement.
- 3.2. The BYOD Student Agreement contains both BYOD Device Requirements and BYOD Student Agreement.
- 3.3. The BYOD Student Agreement must be signed by the student and by a parent/caregiver.
- 3.4. By accepting the terms of the BYOD Student Agreement, the student and parents/caregivers acknowledge that the student:
  - 3.4.1. agrees to comply with the conditions of the school's BYOD procedures;
  - 3.4.2. understands that noncompliance may result in disciplinary action;
  - 3.4.3. understands the type of devices that are permitted and not permitted (no SIM, gaming or mobile phones) and that if brought on to school grounds will not be safely locked in rooms.
- 3.5. The school will retain a copy of the BYOD Student Agreement.

### **4. Long-term care and support of devices**

- 4.1. Students and their parents/caregivers are solely responsible for the care and maintenance of their devices.
- 4.2. Students must have 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 as outlined on the BYOD Student Agreement document.

- 4.3. Students are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.
- 4.4. Students are responsible for managing the battery life of their device. Students should ensure that their devices are fully charged before bringing them to school. In exceptional circumstances, students may charge their devices at school with the permission of an appropriate staff member.
- 4.5. 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. The school does not provide a designated or secure storage location.
- 4.6. Students must clearly label their device for identification purposes. Labels should not be easily removable.
- 4.7. Students should understand the limitations of the manufacturer's warranty on their devices, both in duration and in coverage.

## **5. Damage, loss and insurance**

- 5.1. Students bring their devices onto the school site at their own risk.
- 5.2. NSW Department of Education and Lake Illawarra South Public School cannot guarantee the safety of any BYOD but will make every effort to ensure safety of acceptable devices through locking of doors and monitoring.
- 5.3. Students who bring in devices that are not accepted as part of the BYOD procedures (mobile phone, gaming & SIM devices) will be directed to leave in their bag. The safety of these devices is not the NSW Department of Education and Lake Illawarra South Public School's responsibility. Guaranteed safety is limited and students who bring these devices into learning spaces will be instructed to leave in their bag.
- 5.4. In cases of malicious damage or theft of another student's acceptable device, existing school processes for damage to school or another student's property apply.
- 5.5. Student devices are not covered by DoE insurance. Insurance is the responsibility of parents/caregivers and students.

## **6. Technical support**

- 6.1. The school is under no obligation to provide technical support for hardware or software.
- 6.2. If the device malfunctions during a lesson, the student is required to continue with their learning promptly in a conventional manner.

## **7. DoE technology standards**

- 7.1. The department's Wi-Fi network installed at Lake Illawarra South Public School operates on the 802.11n 5Ghz standard. Devices that do not support this standard will not be able to connect.

## **8. Device requirements**

- 8.1. The BYOD Device Requirements' document and the BYOD Student Agreement have been developed to suit the school's purpose and is attached.

## **9. Security and device management processes**

- 9.1. If they have the capability, devices should be password protected.

## **Monitoring, Evaluation and Review**

The school reserves the right to modify this agreement and/or withdraw the BYOD program as technical issues arise, or circumstances and school management issues arise. The BYOD procedures and supporting documentation will be evaluated and reviewed annually in consultation with the school community.