# Bring Your Own Device (BYOD) Policy at Robertson Public School

# Contents

# Rationale

Robertson Public School values the seamless opportunities created by the integration of technology into student learning experiences. The Bring Your Own Device (BYOD) program aims to empower students by involving them in the way they use technology at school. The term "device" refers to any mobile electronic technology, including assistive technologies, brought into the school, which is owned by the students, and which has the capacity of connecting to the department's Wi-Fi network.

BYOD is a program whereby students will be able to bring a personal device to school to use as their primary technological device. The school can provide the ability to connect compatible devices to a filtered internet service. As an integral part of a broader whole school commitment to delivering quality teaching and learning, the BYOD program aims to prepare and equip our students to thrive in the 21st century. BYOD is not compulsory, however, Robertson Public School students will be allowed and encouraged to bring a personal device to school for the purpose of learning.

# Policy statement

## 1.1 BYOD Model

Robertson Public School has adopted a "specific requirements" model where students have the capacity to choose the device that they bring to school for their learning. Robertson Public School's BYOD policy requires students bring;

- an Apple iPad with the latest or prior version of the iOS operating system

The use of personal devices at Robertson Public School will;

- deepen learning
- be personalised and student-centred
- meet the expectations of teachers, students, parents and caregivers within the school
- meet the expectations of evolving 21st skills

## 1.2 BYOD Student Agreement

Students and their parents/caregivers must complete and return a signed BYOD Student Agreement prior to participation in Robertson Public School's BYOD program.

## 1.3 Access to the department's Wi-Fi network and resources

Internet access through the department's Wi-Fi network will be provided on departmental sites at no cost to students who are enrolled in NSW public schools. Access to school resources such as shared drives, printers and associated costs will be free to all students at Robertson Public School.

# Audience and applicability

## 2.1

This policy applies to all staff, students and parents/carers at Robertson Public School.

# Implementation

## 3.1

This policy is informed by the **Student Bring Your Own Device (BYOD) Guidelines**

## 3.2   Equity of Access

If technology is considered as asset in the teaching and learning of the curriculum, then all students will need to have access to devices, as well as the opportunity to engage in educational sound uses of devices. To accomplish this, the BYOD Model adopted at Robertson Public School involves ensuring that students have access to;

- the provision of school-owned devices to be used during class for those families who couldn't afford a personally owned device
- the provision of computer technologies throughout the school and classrooms to enable student access to curriculum and subsequent technologies
- ensuring that teachers are ready to integrate the effective use of technology into the curriculum

## 3.3   Acceptable use of devices

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, where appropriate.

Where a school has reasonable grounds to suspect that a device contains data which breaches the BYOD Student Agreement, the principal may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, school disciplinary action may be appropriate or further action may be taken including referral to the police.

The consequences of any breaches of the school's BYOD policy will be determined by the principal in accordance with relevant department policies and procedures and accepted school practice.

### 3.3.1

Students must comply with departmental and school policies concerning the use of devices at school while connected to the department's Wi-Fi network.

### 3.3.2           Mobile phones

Mobile phone voice and text, SMS messaging or device instant messaging use by students during school hours is not permitted. Any device with an active sim card is not permitted.

### 3.3.3

Students should not attach any school-owned equipment to their mobile devices without the permission of the school principal or an appropriate staff member.

### 3.3.4        Security

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.

### 3.3.5        Copyright

Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.

### 3.3.6        Photos, videos or audio recordings

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.

### 3.3.7

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.

### 3.3.8

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.

## 3.4   BYOD Student Agreement

Prior to connecting their devices to the department's Wi-Fi network, students must return a BYOD Student Agreement.

### 3.4.1

The BYOD Student Agreement contains both BYOD Device Requirements and BYOD Student Responsibilities.

### 3.4.2

The BYOD Student Agreement must be signed by the student and by a parent/caregiver.

### 3.4.3

By accepting the terms of the BYOD Student Agreement, the student and parents/caregivers acknowledge that the student:

- agrees to comply with the conditions of the school's BYOD policy; and
- understands that noncompliance may result in disciplinary action.

### 3.4.4

Robertson Public School will retain a copy of the BYOD Student Agreement in print or electronic form and it should be kept on file with the student record.

## 3.5 Long-term care and support of devices

Students and their parents/caregivers are solely responsible for the care and maintenance of their devices.

### 3.5.1

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 Responsibilities document.

### 3.5.2

Students are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.

### 3.5.3                Battery and battery life

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. Robertson Public School is not responsible for providing facilities for students to charge their devices.

### 3.5.4                Security and protection of device

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. Schools are not required to provide designated or secure storage locations.

### 3.5.5                Labelling of device

Students should clearly label their device for identification purposes. Labels should not be easily removable.

### 3.5.6                Manufacturer's warranty

Students should understand the limitations of the manufacturer's warranty on their devices, both in duration and in coverage.

## 3.6   Damage and loss

Students bring their devices onto the school site at their own risk. In cases of malicious damage or theft of another student's device, existing school processes for damage to school or another student's property apply.

## 3.7   Technical support

Robertson Public School is under no obligation to provide technical support for hardware or software. Robertson Public School may choose to provide this service to students if there are sufficient resources available in the school.

## 3.8   Insurance

Student devices are not covered by Treasury Managed Fund. Insurance is the responsibility of parents/caregivers and students.

## 3.9    The Department of Education technology standards

The department's Wi-Fi network installed in high schools operates on the 802.11n 5Ghz standard. Devices that do not support this standard will not be able to connect.

## Responsibilities and delegations

## 4.1    Principal

The principal is responsible for implementing the BYOD policy and will ensure that appropriate consequences are put in place for inappropriate student behaviour in relation to use of ICT.

### 4.1.1

The principal retains 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, where appropriate.

### 4.1.2

The principal will oversee the training of staff in all aspects of BYOD management and use for educational purposes.

## 4.2    Teachers

Teachers will embrace student use of ICT in the belief that is enables students to become powerful and efficient learners. They will provide guidance and instruction to students regarding appropriate use.

### 4.2.1

Teachers will make every attempt to ensure that loss and/or damage is minimised.

### 4.2.2

Teach cyber safety skills and competencies at Robertson Public School.

## 4.3    Students

### 4.3.1        Student agreement

Prior to connecting their devices to the department's Wi-Fi network, students must return a BYOD Student Agreement.

### 4.3.2        Loss and damage of device

Students are responsible for preventing the loss or damage of their device.

### 4.3.3 Behaviour and actions

Students are responsible for their own behaviour and actions. They are careful and respectful when using Robertson Public School ICT facilities and devices.

### 4.3.4

Students understand and respect that there will be times when their parents and teachers wish for them not to make use of ICT. At school, learning will occur that does not require the use of a device.

### 4.3.5        Random checks

Students understand and respect the need for staff and parents to check what they have been doing with the device. These checks will be conducted randomly throughout the whole school year.

### 4.3.5        Cybersmart practices

Students are 'cyber smart' and take reasonable precautions to avoid online dangers, as outlined on the Cybersmart website (**www.cybersmart.gov.au**)

## 4.4    Parents/guardians

Parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow. Robertson Public School expects that those standards will be in accordance with school rules, this strategy and other department policies.

## Monitoring, evaluation and reporting requirements

## 5.1

The Principal is responsible for monitoring and evaluating the implementation and effectiveness of this policy, and for reviewing this policy as required.