

John Edmondson High School



'Bring Your Own Device' (BYOD) Policy

Rationale

John Edmondson High School recognises the importance of technology in connected learning and the positive effects it has on engagement and achieving learning outcomes. In order to prepare students for an ever-changing world beyond school, teachers at JEHS support the philosophy that technology can play a significant role in learning.

BYOD is a solution where students bring and use their own device be it a tablet, laptop or other approved device at school, in order to access the Internet using the school's wireless network for learning.

BYOD Objectives

In 2016, and beyond, students are encouraged to bring their own fully charged technology device to school every day. This device will be required at school every day and the student's name should be clearly visible on the back of the device and should not be able to be easily removed. Teachers will be preparing activities which require use of this device in many lessons. Students are allowed to bring any device that meets our **BYOD - Device Specifications**.

These devices can only be used at school with the knowledge and written approval of the parent/guardian & JEHS. Students and parents/guardians must read & agree to the '**JEHS Technology Policy**', '**JEHS BYOD Policy**' and the '**DEC Online Communication Services: Acceptable Usage for School Students**'. The signing and returning of the '**BYOD User Agreement**' constitutes such knowledge and approval. All signed agreements will be kept on file on the school network.

A BYOD contact at school will be available to answer questions and to give assistance. However, the school does not manage, repair, support, own or warrant the device - it's your choice and your device. Our 'Technical Support Team' will be able to assist with questions about device specifications to ensure it can be connected to the school's Wi-Fi network.

It is the student's responsibility to save and backup their own work. Backup facilities are only carried out on the files that the student has uploaded to the school server. No backup of personal files will be provided. No printing services will be provided by the school from these devices. Any work requiring printing will be processed through school based desktop computers or at home.

Students will use their BYOD to access the school's new cloud based 'Learning Management System' (LMS) called 'CANVAS' at school and can also take full advantage of it at home. CANVAS will allow students and teachers to engage with each other in an educational environment outside their classroom.

BYOD: Type of devices permitted

Various devices in a range of price categories will meet the Device Specification. Devices include a Chromebook, laptop, or a tablet. Chromebooks or Tablets may be half the price of larger sized Ultrabooks or Laptops. You should carefully consider all your options for purchase or lease. John Edmondson High School's preferred device is a Chromebook because of its quick start-up, ease of use and lower cost.

Mobile phones or devices with a screen size less than 9.7 inches will not be allowed under the JEHS BYOD program as they do not provide an acceptable screen size for effective learning support..

The device must be able to connect to the 5 GHz - 802.11n standard wireless signal provided by the DEC Wireless infrastructure. Students are not permitted to use a SIM card in the device and are not permitted to use any 3G or 4G connections to connect to the Internet or any applications.

The device's battery must last for at least six hours as there are no facilities to charge devices at school. It is also highly recommended to have a physical keyboard and a wireless mouse to make it easier for typing and navigation.

A good quality device should last for a few years. Parents should consider the versatility and the weight of the device they select for their child. Please check the 'BYOD - Device Specifications Checklist' document to ensure the device you purchase will meet the requirements of our network. We have negotiated with a company called '**Learning with Technologies**' who has setup a BYOD parent portal to assist you in choosing a device. However, you are under no obligation to purchase the device using this service.

Cost Concerns

The purchase of a device is a major decision and a significant expense. A quality device should last from Year 7 to Year 12. Therefore, if viewed over six years the expense is significantly less.

Internet access through the Department's network will be provided at no cost to students. Access to Office 365 and Google Apps for Education will also be available at no cost to students. This means that there is no need to purchase Microsoft Office as software for devices. The Adobe suite will also be offered free through the Department of Education.

We are committed to delivery of the same learning outcomes for all our students whatever their family's financial circumstances. We have developed an Equity Policy that outlines a number of strategies the school may take, in consultation with you, to support access to technology.

Device Security

There is no secure storage available at school and the school and the Department of Education does not accept any liability for loss, damage or theft of student devices. You are advised to consider insuring the device against loss or damage, particularly if it is of significant value. It is also worth checking with your "Home and Contents" insurer, as some insurers will cover portable devices up to certain values.

The best security measures are the student's own vigilance and responsibility towards their own device. However, you might also consider using a device locator service or an application to track your lost device. These services/applications include the "Find my iPad" service built in to Apple iOS devices, "Prey" for Windows or "LoJack for Laptops" and many more. You can also track your device's IP address with Gmail or Dropbox or other apps like 'Plan B'. There are many helpful websites that explain the setup of these apps and services.

The school does not own, support or warrant the device. Experience from the '*Digital Education Revolution*' scheme indicates that students who took good care of their device and considered themselves the device's owner rarely had device security issues. A range of protective covers are available online or in stores. It is highly recommended that students protect all devices while in use or stored in their school bags.

BYOD and Internet Connectivity

Internet is provided by the school's 802.11n - 5 GHz secured wireless network. The school's Internet is filtered and monitored and blocks unacceptable or banned internet sites including some social media sites such as Facebook. This filtering is only applied when the student is at school. Internet access on the device will be filtered through the school's and DoE's proxy filtering system. While students are at school, they are prohibited from connecting to other networks.

SIM CARDS in DEVICES ARE NOT ACCEPTABLE. All SIM cards should be removed and students must not use any 3G or 4G connections to connect to the Internet or any applications. Any student who connects or 'tethers' their device to their mobile phone in order to gain access to the Internet will be breaching the BYOD User Agreement and as such school discipline consequences for the breach will apply.

Device Software

Chromebooks, Laptops, Tablets are not all the same. They offer different types of software and have different functions. All can be used for:

- note making, calculation, working with images audio and video

- accessing the Cloud and Cloud based applications available through Google Drive, Google Apps For Education and Microsoft Office 365
- accessing cloud based teaching & learning tools such as Canvas, Edmodo & Microsoft OneNote

The Department of Education (DoE) provides copies of the Adobe Creative Cloud applications & Microsoft Applications at no cost to students. With these applications available on a 'Free of Cost' basis, BYOD's become far more economical than they would be if the applications had to be purchased at retail prices. Refer to the 'BYOD - Available Software' in the Appendix section of the 'JEHS BYOD Handbook'.

Students can also access 'Google Apps for Education' for free through their Google Education account, which is linked to the student's DoE Portal account.

The Adobe applications are currently available for download by students through their portal. Microsoft Windows and Office products are also available from their student portal.

It will make no difference whether students are working with a Chromebook, Laptop or Tablet as the teaching will be device neutral. Refer to 'NSWDEC BYOD Device Neutral Activity Guide' in the Appendix section of 'JEHS BYOD Handbook' Students will be encouraged to collaborate with others. Teamwork, communication and sharing will be features of a BYOD setting.

BYOD Equity Policy

BYOD programs in an educational setting inherently impose a financial cost on students and their families in supplying a device. The JEHS BYOD Program can only function effectively if all students have access to a device that meets the Device Specifications. There will be available a small quantity of "pool" devices maintained by the school for short term loan only.

To ensure access and equity for all students, under the BYOD program, the school has established procedures for families to apply for assistance in obtaining access to a device that meets the Device Specification. If you believe you are unable to provide a device that meets the specification you may make an application in writing to the Principal, or make an appointment to speak with the Principal, so that your particular case can be outlined.

While the school won't purchase devices for students in the BYOD program there are several options available to provide assistance to students.

These include:

- Loan of a laptop or other device for a particular day at a cost
- Recurrent daily loan of a laptop or other device at a cost

You will be asked to make an agreement with the school that confirms the alternate arrangements made for your child's access to a device. Any damage or loss of the loan device will have to be paid for by the student or their family.

BYOD: Acceptable Use of Devices - Terms & Conditions

- Students and parents must sign and return the '**JEHS Bring Your Own Device User Agreement**' in order to bring and use an approved technology device to school.
- Students are to use these devices responsibly at all times at school and **must** follow '**JEHS Technology Policy**', '**JEHS BYOD Policy**' and the '**DEC Online Communication Services: Acceptable Usage for School Students**' at all times. Devices must not be used in a way that disrupts or is likely to disrupt the learning environment or interfere with the operation of the school or Department of Education (DoE).
- Devices are to be on silent at all times during lessons unless teachers direct otherwise. Teachers may choose to insist all students place their devices face down, or closed, on their desks.
- Use of devices during class time is solely at teacher's discretion. Students must follow teacher's instructions and not interrupt their own or other students' learning.
- Misuse of a device may result in confiscation. Depending on the severity of the breach, the return collection of the device will be negotiated.
- Students are not permitted to use any electronic device to record audio or video media or take photographs of any student or staff member, including lessons, without the knowledge and permission of a teacher. Failing to adhere to this rule may result in suspension and in extreme cases; the matter may be referred to police. The distribution of any unauthorised media may result in disciplinary action including but not limited to suspension, criminal charges, and expulsion.
- Devices must not be used to bully, intimidate, harass others through SMS or text messaging or through photographic, video or other data transfer system/application available on the device. Failing to adhere to this rule may result in suspension and in extreme cases; the matter may be referred to police.
- Devices must not be used to download or otherwise access inappropriate material on the internet such as child abuse, pornographic or other offensive material
- Devices must not be used to film fights or other criminal behaviour involving students that occur at school, during school activities or while on the way to or from school
- Devices must not be used in a way that threatens or is likely to threaten the safety or wellbeing of any person or for any use that is in breach of any law.
- Students who bring devices to school must take responsibility for them. Staff members take no responsibility for such devices and it is not possible for them to carry out lengthy investigations if a device goes missing or if a device gets damaged.
- No backup or printing services will be provided by the school.
- Students who persistently misuse a device may face suspension and may have their privilege of bringing it to school removed.
- Devices must not be attached to any school-owned equipment without the permission of a teacher.
- Devices must not be used to hack or bypass any hardware and software security or filters implemented by the Department of Education or the school.
- Students should not use any device to search for, link to, access or send anything that is offensive, pornographic, threatening, abusive, defamatory or considered to be bullying.

- Students must be aware of appropriateness of communications when using school or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.
- Students may not utilise any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This unacceptable student behaviour is known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or well-being of the school is subject to disciplinary action.
- Students are not permitted to use unacceptable devices under the school's BYOD program. These include, but are not limited to, mobile phones or any device with a screen size less than 9.7 inches.
- JEHS attempts to provide a safe Internet experience for students by deploying the department's filtering technology. To utilise the school's wireless network, students are required to log in through their DEC Student Portal. While we are aware that students have access to the internet through mobile phones, **the use of mobile phones as a BYOD solution is prohibited.**
- Students are prohibited from connecting to other networks at school. All SIM cards must be removed and students must not use any 3G or 4G connections to connect to the Internet or any applications. Any student who connects or 'tethers' their device to their mobile phone in order to gain access to the Internet will be breaching the BYOD User Agreement and as such school discipline consequences for the breach will apply.
- When at school, students will use their wireless connection exclusively for educational purposes. Activities such as downloading files not related to schoolwork, playing computer games or watching movies is not permitted and breaches acceptable use of the school wireless network. Students using the wireless network for anything other than educational purposes could result in disciplinary action.
- Students should use strong passwords and have suitable privacy controls. They should neither let other students use their device nor should they reveal their passwords to another individual.
- Students who are also enrolled with TAFE or have a TAFE account are not permitted to use TAFE logins at school. Use of TAFE account at school will be considered as breach of the User Agreement and may result in disciplinary action.
- This device is owned by you or the student. However, a student must remember that their teachers will be given full access to the device under the user agreement. If a student would not want a teacher to see something, then it should not be on the device. The space on the device should be reserved for applications to support learning.
- JEHS reserves the right to access & inspect a student's personal device if there is reason to believe that the student has violated any Department of Education policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device. Violations of any school policies, administrative procedures or school rules involving a student's personally owned device will result in confiscation of the device, loss of privileges to use the device in school and/or school's disciplinary action.