

Annandale North Public School

Bring your Own Device Policy

4/10/2014

Rationale

Increasing use and ownership of personal devices amongst primary school age children is both an opportunity to gain skills using these valuable learning tools, and a safety concern for the wider community. The Australian Curriculum and the New South Wales Syllabus documents have been updated to include Information and Communication Technology (ICT) outcomes for students across all key learning areas to improve digital literacy. The Department of Education and Communities (DEC) recognises that their own centrally funded and supported model of ICT hardware provision does not adequately meet the needs of students or teachers. Simply put, the cost of providing one to one ICT in schools is prohibitive. This policy allows students to bring their personal devices to school to increase access to 21st Century technologies and promote digital learning skills, whilst modelling their safe use and appropriate interactions with the digital world. This policy is drawn from the NSW Department of Education and Communities' BYOD policy and other related documentation.

Objectives

1. To allow Year 3 to Year 6 students who have access to portable devices to bring them to school at times convenient to the class timetable for use in furthering student learning.
2. To provide a safe environment in which students can learn about technology and how to use it appropriately.
3. To accommodate students who do not have their own device during class activities.
4. To guide device suitable specifications for student learning.

Implementation

School:

- 1.1 The term "device" in this policy refers to a suitable personal mobile electronic device with the capability to connect to the department's Wi-Fi network, including tablets and laptops as specified in the ANPS Device Specifications section of this document.
- 1.2 The school will provide, at no cost to the student, a Wifi network to all enrolled students to enable internet connection.
- 1.3 The department will not accept any liability for the theft, damage or loss of any student's device. Students who bring their own devices onto school sites do so at their own risk.
- 1.4 ANPS is not obliged to provide hardware or technical support for students' devices.
- 1.5 Where the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Agreement, they may confiscate the device for the purpose of confirming the existence of the material. Parents will also be contacted regarding the material. Depending on the nature of the material involved, further action may be taken including referral to the police.
- 1.6 Use of devices at Annandale North Public School will be for learning activities as directed by teachers and not for personal playtime or during breaks in the playground.

Students and Parents:

- 2.1 Students who wish to bring a device to school do so voluntarily; there is no compulsory requirement for participation in BYOD at Annandale North Public School.
- 2.2 Prior to connecting their devices to the department's Wi-Fi network, students must complete and submit a BYOD Student Agreement.
- 2.3 The BYOD Student Agreement contains both BYOD Device Specifications and BYOD Student Responsibilities.
- 2.4 The BYOD Student Agreement must be signed by the student and by a parent/caregiver. If a student is living independently of their parents/caregivers or is 18 years of age or more, there is no requirement to obtain the signature of a parent/caregiver. The Principal will make these determinations.
- 2.5 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 BYOD policy and understands that noncompliance may result in disciplinary action.
- 2.6 Students are to safely store their devices in tote trays each morning and return to the playground before school.

Teachers:

- 3.1 Retain the option of when and how students' devices are used in class according to learning program requirements and timetable.
- 3.2 Will endeavor to provide a secure classroom by locking doors during breaks, though as stated above, the school accepts no responsibility for the devices therein.
- 3.3 Encourage and monitor safe online practices through appropriate modelling and supervision of activities.
- 3.4 Acquire school based computing resources, where available, for those students who do not have their own device available to them during ICT related activities.
- 3.5 Provide adequate breaks from screen time where prolonged use is required.



Background Information

1. Introduction

The term “device” refers to any mobile electronic technology, including assistive technologies for students with disabilities, brought into the school, which is owned by the student, and which has the capability of connecting to the department’s Wi-Fi network.

ANPS has decided to adopt BYOD as an optional strategy for students. The decision to send a device from home remains with students’ families.

2. Research

A literature review undertaken by the NSW Department of Education and Communities in 2013 found that the key considerations for implementing BYOD were:

- The widespread availability of wireless internet-enabled devices.
- The integral nature of these devices to the students’ own world.
- The possibility of leveraging students’ attachment to their own devices to deepen learning and to make learning more personalised and student-centred.

The pedagogy that is used in conjunction with the devices is a key factor in determining the model used.

- In a teacher-centred learning environment, the BYOD model should focus on students having the same software and desktop experience, with either a single standard device managed by the school or a controlled range of devices.
- In the student-centred learning environment, far less standardisation and control is required. Some devices (e.g. laptops) are able to carry out more tasks than others. The potential for their use in pedagogy needs to be carefully assessed before decisions are made.

Schools and their communities are best placed to determine the most appropriate BYOD model for their school.

Annandale North Public School is developing student-centred learning pedagogy. Hence we do not specify a single standard device.

3. Policy requirements

- 3.1 Schools can allow students to bring devices to school for the purpose of learning.
- 3.2 Use of devices at school will be governed by school-developed policies that involve community consultation.
- 3.3 Prior to implementing BYOD, schools should provide information to key community stakeholders including teachers, parents, caregivers and students.
- 3.4 Students and their parents/caregivers must complete and return a signed BYOD Student Agreement prior to participation in BYOD.
- 3.5 The school and its community can choose the BYOD model that is relevant and appropriate for the needs of the students and the community.
- 3.6 Prior to implementing BYOD, schools should consider/identify strategies to ensure that all students are able to engage fully in classroom activities. This should include strategies to accommodate students without a device.

4. Access to the department's Wi-Fi network and resources

- 4.1 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.
- 4.2 Access to school resources such as shared drives, printers and associated costs will be a school-based decision.

5. 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 and other legislation.

Schools should review existing policies and processes to include the BYOD policy, where appropriate.

- 5.1 Students must comply with departmental and school policies concerning the use of devices at school while connected to the department's Wi-Fi network.
- 5.2 Mobile phone voice and text, SMS messaging or device instant messaging use by students during school hours is a school-based decision. **ANPS will not be using these services and therefore are not considered acceptable use by ANPS students.**
- 5.3 Students should not attach any school-owned equipment to their mobile devices without the permission of the school principal or an appropriate staff member.
- 5.4 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.
- 5.5 Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.
- 5.6 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.

- 5.7 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.
- 5.8 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.

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

6. BYOD Student Agreement

Schools must ensure that students and their parents/caregivers are aware of, and agree to their obligations under the school's BYOD policy and other relevant departmental policies.

- 6.1 Prior to connecting their devices to the department's Wi-Fi network, students must return a BYOD Student Agreement.
- 6.2 The BYOD Student Agreement contains both BYOD Device Requirements and BYOD Student Responsibilities.
- 6.3 The BYOD Student Agreement must be signed by the student and by a parent/caregiver. If a student is living independently of their parents/caregivers or is 18 years of age or more, there is no requirement to obtain the signature of a parent/caregiver. Principals will make these determinations.
- 6.4 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.

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

7. Long-term care and support of devices

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

- 7.1 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.

- 7.2 Students are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.
- 7.3 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. Schools are not responsible for (or restricted from) providing facilities for students to charge their devices.
- 7.4 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.
- 7.5 Students should clearly label their device for identification purposes. Labels should not be easily removable.
- 7.6 Students should understand the limitations of the manufacturer's warranty on their devices, both in duration and in coverage.

8. Damage and loss

- 8.1 Students bring their devices onto the school site at their own risk. For advice on theft or damage of students' personal devices, schools should refer to the Legal Issue bulletins below:
 - <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/ls/legalissuesbul/bulletin35.pdf>
 - <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/ls/legalissuesbul/bulletin8.pdf>
- 8.2 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.

9. Technical support

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

ANPS staff will assist in the initial connection to the network, but will have limited time to problem solve other technical support requirements beyond this.

Insurance

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

10. DEC technology standards

Schools should be aware of the following essential information regarding technology standards for devices used within schools.

- 10.1 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.
- 10.2 The department's Wi-Fi network installed in most primary schools operates on the **802.11n 5Ghz standard**. Devices that do not support this standard will not be able to connect. There may be some variation to this standard in some primary schools. The IT delegate in the school will be able to provide details.

11. Device requirements

The BYOD Device Requirements' document and the BYOD Student Responsibilities' document should be developed to suit the school's purpose and should contain recommendations relating to:

- Departmental technology standards
- Hardware specifications, including the operating system
- Software and apps
- Battery life/spare batteries/battery charging
- Protective casing (scratch/impact/liquid-splash resistant)
- Device insurance/safety
- Ergonomics
- Back-up storage such as portable hard drive or USB flash drive.

12. Security and device management processes

Depending on the model of BYOD a school chooses, the following considerations are essential:

- strong passwords (the portal has Password Help information);
- device anti-virus software, if applicable; and
- privacy controls.

The department's Digital Citizenship (www.digitalcitizenship.nsw.edu.au) website contains information to support security and device management.



Annandale North Public School

BYOD Device Specifications

Annandale North Public School will be adopting a “Bring something suitable” model for privately owned devices at school. That is, a device with a suitable screen size, keyboard and battery life that can connect to our Wifi network as specified in this section. This includes tablets such as iPad or iPad mini with Bluetooth connectable keyboards, and laptops. **Please note we have had difficulty getting Android tablets to work at school**, but if you already have one we will try to connect with it. Smartphones and smaller tablets such as iPod Touch are not practical for sustained use.

Wireless connectivity:

The department’s Wi-Fi network installed in primary schools operates on the **802.11n 5Ghz standard**. Check your device model number in a search engine to determine whether your device is compatible. Some devices are ‘dual band’ 2.4Ghz and 5Ghz. These should work.

Operating system:

The current or prior version of any operating system.

Software and apps:

All software and apps should be fully updated. It is highly recommended to install apps such as a word processing application and video editor, but it is the responsibility of the parent and student to ensure the device can be used adequately for learning.

Battery life:

A minimum of 5hrs battery life to last the school day.

Memory and RAM:

A minimum specification of 16 GB storage and sufficient RAM *to process and store data effectively*.

Hardware features:

If using a tablet, a separate keyboard will be required to allow students to work efficiently. A built-in camera and microphone are useful tools.

Ergonomics:

Reasonable sized screen and a sturdy keyboard *to enable continuous use throughout the day*. **Be advised that small screens as found on smartphones and iPod Touch are not suitable.**

Other considerations

Casing: Tough and sturdy to avoid breakage.

Weight: Lightweight for ease of carrying.

Durability: Durable and strong.

Accessories

Carry case: Supply a carry case or skin to protect the device.

Insurance and warranty: Be aware of the terms of insurance policies/warranties for the device. The school will not accept responsibility for loss or breakage.



Annandale North Public School 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. **Students at ANPS will not be permitted to use SMS or other messaging systems across the department's network or through the cellular mobile network while at school.** The student portal provides for a department email address for each student. Teachers will only ask students to communicate or send files through this system unless prior permission is sought.

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 by leaving them in the classroom when not in use. *Any loss or damage to a device is not the responsibility of the school or the Department.*

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.

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.



Annandale North Public School
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 and not at other times. If not I understand my device will be confiscated and returned at 3pm.
- I will not attach any school-owned equipment to my mobile 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, threatening, abusive or defamatory, or 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. To keep my device safe I will place it in my tote tray each morning and put it in my bag at 3pm.
- 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 Specifications document and have ensured my device meets the minimum outlined requirements.
- I have read and will abide by the NSW Department of Education and Communities' *Online Communication Services – Acceptable Usage for School Students*.

Date: ___/___/___

Student name

Student signature

in the presence of: _____

Parent/caregiver name

Parent/caregiver signature