

BOMADERRY HIGH SCHOOL



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Bring Your Own Device' User Charter

Bomaderry High School Bring Your Own Device (BYOD) program seeks to continue the development of students' 21st century learning skills in the use of digital technologies and is an integral component of the School Plan Focus of using technologies to increase student engagement.

Our wireless network and other infrastructure enable the connection of a large number of devices to aid teaching and learning. A professional review of existing BYOD programs has resulted in the school choosing a specific device for the students to use in their learning.

Students and parents or caregivers must read and sign the 'Bring Your Own Device' User Charter before bringing the specific device to school and connecting it to the school facilities.

No other device is supported by the school BYOD and students are not able to bring an alternative device to school.

Bring Your Own Device User Charter

July 2017

Agreement:

1. We have read all of the pages of the Bring Your Own Device User Charter.
2. We understand our responsibilities regarding the use of the device and the internet.
3. In signing below, we understand and agree to the Bring Your Own Device User Charter.
4. We understand that failure to comply with the Bring Your Own Device User Charter will invoke the school's discipline procedures and/or the actions outlined in the charter.

Device Name/Model:

Device Serial Number:

Name of Student (print):

Signature of Student

Name of Parent/Caregiver:

Signature of Parent/Caregiver:

Date:

1. Objectives:

- 1.1 To facilitate and promote the bringing of a computing device to school by students for use in their education.
- 1.2 To provide a safe and secure learning environment.
- 1.3 To enable students to use technology to further their learning, independently and in structured lessons.
- 1.4 To provide a basis on which Bomaderry High School teachers can design and deliver digital units of work so that students can use their devices in lessons toward specific learning outcomes.
- 1.5 To ensure a minimum standard of device compatibility.

2. Equipment:

- 2.1 The specific device used by students at Bomaderry High School is the iPad 5th Gen, 32 GB, Wi-Fi device. An iPad Air 2 32 GB is also permitted.
- 2.2 The device must be able to be brought to school by the student every school day and be the sole property of the student.
- 2.3 Students and Parents are responsible for ensuring the device brought to school meets all the requirements of 2.1 or 2.3.
- 2.4 Students requiring the use of an alternate device, for medical or disability reasons, which does not meet the requirements of 2.1 or 2.3, must apply for and receive an exemption from the specification from the Principal before bringing such a device. The application should state the medical or disability reason for the request for exemption and must be supported by relevant documentation from a medical professional.
- 2.5 Students must bring the device to school fully charged every day. Students are not permitted to bring charging cables to school.
- 2.6 Students may only bring the device to school if they and their parent or caregiver have signed the User Charter.

3. Damage or loss of equipment:

- 3.1 Students bring their own device for use at Bomaderry High School at their own risk.
- 3.2 Whilst Bomaderry High School will do all that it can to safeguard property while the device is at school or during a school-related activity, it will not be responsible for any loss, theft or damage to:
 - the device
 - data stored on the devicewhile the device is at school or during a school-related activity, absolutely, in negligence or otherwise.
- 3.3 Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.
- 3.4 Students should not bring peripheral equipment, including power charges and cables to school with their device.
- 3.5 Repair of the device rests solely with the owner of the device.
- 3.6 Each student is solely responsible for the care and conduct of their own personal device whilst at school, at other school activities, travelling to and from school or to and from other school activities.

4. Acceptable Equipment Use:

- 4.1 Staff will have the right to confiscate the device from the student in order to save, retain and prove unacceptable use and inappropriate content.
- 4.2 Students must use their device in accordance with the school's Discipline Policy, the Department of Education's policy Online Communication Services: Acceptable Use for Students and the BYOD User Charter.
- 4.3 Students must follow teachers' directions as to appropriate use of their devices in class.
- 4.4 Students must connect their device to the designated wireless data network supplied by Bomaderry High School using their own, individual DET portal student account credentials only.
- 4.5 The backing up of all work and data to a readily accessible location is the responsibility of the student.
- 4.6 All assessment and class tasks are to be submitted on the due date despite computer/printer/access problems and breakdowns.
- 4.7 Acceptable usage includes compliance with the NSW Department of Education's Online Communication Services: Acceptable Usage for School Students policy. This policy should be read in conjunction with the User Charter.
- 4.8 Students will:
 - Keep passwords confidential and change them when prompted or if they are known by another user;
 - Use passwords that are not easily guessed;
 - Never allow others to access their DEC student account;
 - Log off at the end of each session to protect their DEC student account.
 - Not disable settings that have been applied by their parent or caregiver on their device;
 - Ensure that communication through the internet and online communication services is related to learning;
 - Promptly tell their supervising teacher if they suspect they have received inappropriate, unsolicited or damaging material from any source;
 - Seek advice if another user seeks excessive personal information or sends invitations to meet in person;
 - Never send or publish unacceptable or unlawful material, threatening emails or messages, offensive, abusive or discriminatory comments, sexually explicit material, false or defamatory information about a person or organisation;
 - Never damage or disable computers, computer systems or networks of the NSW Department of Education;
 - Ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
 - Never create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place;
 - Never knowingly initiate or forward emails or other messages containing:
 - A message that was sent to them in confidence;
 - A computer virus or attachment that is capable of damaging recipients computers;

- Chain letters and hoax emails;
- Spam

5. Care of Equipment:

- 5.1 Students will purchase and cover their iPad with a suitable protective cover that can be propped up.
- 5.2 Students will ensure that devices are kept in a safe and secure environment including ensuring that bags with devices are stored safely.
- 5.3 Devices are to be transported to and from school in a manner that will ensure that the device is not subject to damage.
- 5.4 Devices are never to be thrown or dropped, even when in a school bag or carry case.
- 5.5 Devices are to be identified with a photograph of the student owner in school uniform showing the Bomaderry High School logo as their lock screen.
- 5.6 Students will ensure that devices are decorated in an acceptable manner that does not contain:
 - Sexually explicit or suggestive material;
 - Drug references and images or words promoting the use of drugs;
 - Promotions of gangs;
 - Promotions of violence;
 - Vulgarities in any language;
 - Anything that can be considered offensive by anyone inside or outside of the school.

6. Privacy and Confidentiality:

- 6.1 Students will:
 - Never publish or disclose the email address of a staff member or student;
 - Not reveal personal information including names, addresses, passwords, photographs, credit card details and telephone numbers of themselves or others;
 - Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests;
 - Never access social media sites such as Facebook on their device whilst at school.

7. Misuse and Breaches of Acceptable Usage

- 7.1 Students must not publish or share photos taken for educational purposes unless specifically directed to do so as part of a learning task.
- 7.2 Students must never take photos of other students or staff members without permission from school staff.
- 7.3 At times, students may accidentally access sites that are considered appropriate. If this occurs, students will immediately report the access to a staff member.
- 7.4 Students must never use messages or any other app to communicate with others during school hours.
- 7.5 Students will be aware that:
 - They are held responsible for their actions while using internet and online communication services;

- They are held responsible for any breaches caused by them allowing any other person to use their device or NSW Department of Education student account to access internet and online communication services;
- The misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services;

8. Monitoring, evaluation and reporting requirements:

- 8.1 Students should be aware that their emails are archived and their web browsing is logged. The records are kept for two years.
- 8.2 Students should be aware that these records may be used in investigations, court proceedings or for other legal reasons.
- 8.3 Students should never provide their personal information in emails or on websites without advice from teaching staff.
- 8.4 Students will report any internet site that is considered inappropriate.
- 8.5 Students will report any suspected technical security breach involving users from other schools, TAFE's, or from outside the NSW Department of Education.