

EPPING BOYS HIGH SCHOOL

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INFORMATION COMMUNICATION TECHNOLOGY (ICT) and BRING YOUR OWN DEVICE (BYOD) POLICY

Terms

BYOD: Bring Your Own Device refers to the program whereby students are permitted to bring a form of technology that is capable of connecting to the school's wireless network from home to support their learning at school. There are conditions and standards defined in the BYOD Policy.

Device: Refers to technology that students bring from home to connect to the school wireless network in the BYOD program.

ICT: Information Communication Technology is technology such as computers and the necessary enterprise software, middleware storage and audio-visual systems that enable users to access, store, manipulate and transmit information. This applies to, but is not limited to, use of the school's hardwired and wireless network and the use of personal devices that utilise other networks in order to transmit data, the use of cloud based resources and the use of portable storage devices.

Purpose

Epping Boys High School, (EBHS) is committed to providing an engaging learning environment for all students and is keen to support students with personal laptops/tablet devices. Safety and security, from both the student's and school's point of view, are prime concerns, as is the impact on school resources. Consequently, the following Policy Position has been established.

Policy

Students need to be aware of and read the

- **Communication Services: Acceptable Usage for School Students** and the
- **ICT/BYOD Policy** that you are currently reading.

The **Communication Services: Acceptable Usage for School Students** can be found at https://www.det.nsw.edu.au/policies/general_man/general/accep_use/PD20020046.shtml

Students and parents/guardians must read and understand these guidelines and sign the agreement before students are permitted to connect a BYOD to the school's wireless network services. If a student connects a device without a user agreement they are in breach of the school rules and subsequent discipline action may be taken. EBHS reserves the right to confiscate any unauthorised device. The school adopts this policy in order to maintain a safe and secure environment for students and its staff.

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device shall include but is not limited to: MP3 players and iPods; iPads, Nooks, Kindle, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities.

1. Laptop computers and tablet devices can only be used at school with the knowledge and written approval of the parent/guardian and EBHS. The signing and returning of the **ICT/BYOD User Agreement Form** on page 4 constitutes such knowledge and approval. Your son should be able to produce a copy of the signed agreement if required to do so by a staff member. All signed agreements will be scanned and kept on file on the school network.
2. The student's name should be clearly visible on the back of the device and should not be able to be easily removed.
3. Students must take full responsibility for his device. EBHS is not responsible for the security of the device.
4. Students are responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.

5. Student devices are not covered by NSW Treasury Managed Fund. The student accepts FULL responsibility for the care and use of their own laptop/tablet device. In particular, the school does not accept responsibility for **theft or loss of the device** or parts/accessories. Families should check the details of their personal insurance coverage for events such as loss/damage. Unless specifically stated Home and Contents insurance does not cover a laptop/tablet device against accidental breakage or theft when outside the home. There is risk associated with bringing a laptop/tablet device to school and it is highly recommended that parents consider electing to purchase a suitable insurance option as part of their Home and Contents package. Devices should be transported in protective cases specifically designed for that device.
Refer to the ***Epping Boys High School Device Specifications Document***. This can be found on the Epping Boys High School website
<http://www.eppingboy-h.schools.nsw.edu.au/curriculum-activities/elearning/bring-your-own-device-byod>
6. Students should always attempt to minimise the total weight of materials transported to and from home. For this reason we have specified devices with a smaller form factor. Remember that the laptop/tablet device is valuable and always have it in sight or preferably hold it when travelling.
7. EBHS reserves the right to inspect a student's personal device if there is reason to believe that the student has violated any Department of Education and Communities 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 may result in the loss of use of the device in school and/or disciplinary action.
8. At NO stage will students have direct access to the EBHS server.
9. 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.
10. Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in disciplinary action including but not limited to suspension, criminal charges, and expulsion.
11. Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behaviour 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.
12. EBHS attempts to provide a safe Internet experience for students by deploying state of the art 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 not recommended as the school is unable to manage filtering.
13. 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 contravenes acceptable use of the school wireless network. Students using the wireless network for other than educational purposes could result in disciplinary action.
14. The use of a laptop/tablet device at particular times in individual lessons is at the discretion and direction of the 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. At NO stage should students access programs or material from the laptop/tablet device which are not relevant to their current work/learning. In the event of students using their laptop/tablet device inappropriately, the teacher may require the student to close down the computer and continue working via other means.
15. The use of power cords creates a Work, Health and Safety risk and also increases the possibility of damage to the device should a student trip on it. Students are expected to bring their devices to school each day with a fully charged battery. If one battery does not provide the required length of use then a second battery should be purchased. If the student purchases devices that comply with the Epping Boys High School Specifications Document the device should not need to be charged during the school day. Students will not have provision to charge batteries at school. Batteries are considered a consumable device and will deteriorate over time. If the laptop/tablet device is purchased privately then typically it has a one year warranty and will most likely require a replacement battery before it reaches three years of use.
16. Students should not attach any school-owned equipment to their mobile devices without the permission of their supervising teacher.

Technical Assistance or Advice

EBHS provides some basic technology assistance through IT support staff. The support is limited to ensuring that the device is connected to the wireless network and some basic troubleshooting as it relates to accessing the school's wireless network. This is partly funded through the student technology contribution. However, the school cannot undertake to provide technical assistance for hardware or software problems that may occur with laptops/tablet devices. Such assistance remains the personal responsibility of the student as a private matter. If the laptop/tablet device malfunctions during a lesson, the student is required to continue with his learning promptly in a conventional manner.

17. The student is responsible for ensuring that any software or application required is already installed on their laptop/tablet device. The school is unable to supply or install software due to resource constraints and licensing agreements. Where specific software is required for classroom learning and or tasks, the teacher will provide access to the software via desktop computers in one of the computer labs at school.
18. Students are encouraged to perform regular backups of their files. The importance of current work will often determine backup frequency. EBHS is not responsible for any data loss. It should be noted that loss of data is not a valid excuse for the late submission of a task. Students are encouraged to utilise cloud based options for backing up data.
19. Currently, printing of documents from student laptops/tablet devices can only be done through school desktop computers using a personal data-transfer device (USB device) compatible with the school network computers, by storing and accessing the data from a cloud based storage location or by emailing the information to themselves. Direct connection of the laptop/tablet device to the printer network is not permitted. It is the student's responsibility to have a suitable data-transfer device. While this may change, students should not expect this service as part of BYOD.
20. The use of a personal laptop computer at school is regarded as a privilege and teachers may wish to view the work being carried out on the computer during class time. Students are required to provide the teacher with access to the laptop to view the school related files when asked. Where there is reasonable suspicion that material contrary to the ethos of the school is being brought to school or accessed during class time on the laptop/tablet device, the school reserves the right to impound the computer and institute a search for such material.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. Each user is required to report any security problems to the EBHS technical support staff. The problem is not to be demonstrated to other users. To protect the integrity of the system, the following guidelines shall be followed:

21. Users shall not reveal their passwords to another individual.
22. 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.
23. Users are not to use a computer or network resource that has been logged in under another User's name.
24. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
25. Users are required to have appropriate anti-virus software installed on their devices to avoid the spread of viruses. Students are also responsible to update their anti-virus software on a regular basis.
26. Students should use strong passwords and have suitable privacy controls.

Intellectual Property and Copyright

Students will:

27. Never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
28. Ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
29. Ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.
30. Never copy, transmit, retransmit or download any material that is protected by copyright, without prior permission of the copyright owner.
31. Ensure that the operating system and all software on their device are legally and appropriately licensed.

Epping Boys High School Technology Wi-Fi Standard

32. The school's Wi-Fi network installed operates on the 802.11n 5 GHz standard. Devices that do not support this standard will not be able to connect.
(Refer to the ***Epping Boys High School Device Specifications Document***).

Epping Boys High School ICT/BYOD User Agreement

Student name: _____

Roll Call: _____

Epping Boys High School provides access to ICT in the form of desktop computers connected to a school network. The computer rooms are a limited resource that gives students access to specialist technology that may not be available or function effectively on a portable device. The Bring Your Own Device, (BYOD) program aims to enhance learning opportunities and experience both inside and outside of the classroom. Any student who wishes to use either a computer device, (either personally owned or school owned) at school must read this agreement in conjunction with the ***Epping Boys High School ICT/BYOD Policy*** and the ***DEC Online Communication Services: Acceptable Usage for School Students*** in the company of an adult unless otherwise excused by the principal.

This page is to be signed and returned to the school. By signing at the bottom of this page, (with the consent of a parent or carer) students agree to the following behaviours:

Student:

- I have read and agree to use my device in accordance with ***Epping Boys High School BYOD Policy*** and ***DEC Online Communication Services: Acceptable Usage for School Students***.
- I agree that my use of the Department's internet will be primarily for learning.
- I agree to only ever use my own portal/internet log-in details and never share those with others.
- I agree to not hack or bypass any hardware and software security implemented by the Department or my school.
- I agree to not use BYOD to knowingly search for, link to, access or send anything that is;
 - offensive
 - pornographic
 - threatening
 - abusive
 - defamatory
- I agree to report inappropriate behaviour and material to my teacher.
- I agree to stay safe by not giving out my personal information to strangers.
- I understand that my activity on the internet is recorded and 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.
- I agree that use of my device during school activities is at the direction of the teacher.
- I understand that I must bring the device to school fully charged each day and that there are no facilities for charging my device at school.
- I understand that technical support at school is limited to helping me access the school's wireless network.
- I understand that inappropriate use of my device will result in confiscation of my device and disciplinary action. I understand that any teacher has the right to inspect and confiscate a device if there are suspected violations of the ***Epping Boys High School ICT/BYOD Policy*** and ***DEC Online Communication Services: Acceptable Usage for School Students*** which may result in the loss of network and/or device privileges, as well as other disciplinary action.

Please print student name:

_____ Family name

_____ Given name

_____ Roll Call

Parent/Caregiver:

I understand that my child will be responsible for abiding by the ***Epping Boys High School BYOD Policy*** and ***DEC Online Communication Services: Acceptable Usage for School Students***. I have read and discussed these documents with my son/ward and I understand the responsibility they have in the use of their personal device.

Please print parent/carer name:

_____ Family name

_____ Given name

Signature of student: _____

date: / /

Signature of parent/carer: _____

date: / /

Please complete the above sections, detach and hand in to the Technical Support Officers. They will then support you connecting your device to the school's network.