

MUIRFIELD HIGH SCHOOL

'Bring Your Own Device' (BYOD) Policy

Rationale

Muirfield High School values the rich learning experiences that interactions with technology facilitates. The promotion and advancement of these interactions is core to the school's educational philosophies. The school provides a rich variety of technology resources to its students through computer labs, portable laptop classrooms, interactive whiteboards and class sets of tablet computers. This BYOD policy aims to augment these facilities with technology that belongs to the student.

From 2019, Muirfield will implement a mandated student-owned laptop, requiring students to bring their own laptop to school. This will commence with Year 7 2019 and progressively continue through the year groups. For the year cohorts with the student-owned mandated device, this policy must be read in conjunction with the BYOD guidelines.

In implementing its Bring Your Own Device (BYOD) policy, Muirfield High School empowers its students and gives them direct involvement in the way they use technology in their learning. At the same time, BYOD enables teachers to augment school-delivered technology and adapt to this new heterogeneous BYOD environment without losing the core technological capabilities on which they have been able to rely. Muirfield High School provides considerable freedom to students in their choice of technology and in their use of technology in the classroom. The school does so with the expectation that students will make good decisions with regard to their personal use of technology.

ELECTRONIC DEVICES AND INTERNET USAGE AGREEMENT

This Agreement must be agreed to and signed in order to access the Department's Wi-Fi network and school's digital services and before students are permitted to bring their own device to school and connect it to school facilities. The Agreement also applies to students during school excursions, camps and extra-curricular activities.

Students and parents/carers must carefully read this agreement prior to signing it. Any questions should be addressed to the school and clarification obtained before the agreement is signed.

Agreement:

- 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.
- 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 others.
- I will not hack or bypass any hardware and software security implemented by the department or my school.
- I will not use any device, including my own, to knowingly search for, link to, access or send anything that is, or could reasonably be considered, offensive, pornographic, threatening, abusive or defamatory or considered to be bullying.
- I will not use my own device to knowingly search for, link to or access anything that is outside my normal access rights, including (but not limited to) decrypting passwords, intercepting network packets, accessing non-students file servers, print servers, and file shares.
- I will report inappropriate behaviour and 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.
- I understand that any teacher has the right to inspect and confiscate a device, including a storage device, if there are suspected violations of the school discipline code, MHS Electronic Devices and Internet Usage Charter and the Department Online Communications Services: Acceptable Usage for School Students which may result in the loss of network or other disciplinary action.
- I have read and will abide by the NSW Department of Education's *Online Communication Services – Acceptable Usage for School Students*.

Declaration:

- i. We understand our responsibilities regarding the use of the device and the Internet.
- ii. In signing below, we understand and agree to the Electronic Devices and Internet Usage Charter.
- iii. We understand that failure to comply with the Electronic Devices and Internet Usage Charter will invoke the school's standard discipline procedures and/or the actions outlined in clause (5).

Name of student:

Signature of student: Date: / /

Name of parent/carer:

Signature of parent/carer: Date: / /

ELECTRONIC DEVICES AND INTERNET USAGE CHARTER

1. Purpose

Muirfield High School's Bring Your Own Device (BYOD) Program gives freedom to students and their families to tailor their choice of technology to their own educational needs and personal preferences. Muirfield High School will facilitate this in accordance with the BYOD Policy. However, students and parents must be aware of and consent to the program's boundaries described in the Electronic Devices and Internet Usage Agreement. Student-owned mandated laptops will commence with Year 7 2019 and progress through each subsequent year group. Students in the cohorts that are required to bring a laptop that meets the required specifications. These students may also choose to bring other devices.

This charter incorporates the use of mobile phones. Many students possess smart phones which they use in place of tablets or computers. It is also accepted that many parents wish their children to have mobile phones in their possession during the school day. For this reason there is no ban on mobile phone possession at school.

The Charter also applies to students during school excursions, camps and extra-curricular activities.

2. Scope and Definitions

2.1 Parties

This agreement is between Muirfield High School, a student currently attending or who will be attending Muirfield High School and their parent or carer.

2.2 "Student" and "Students"

Reference in this agreement to student or students means a student currently attending or who will be attending Muirfield High School and binds his/her parent or carer.

2.3 "Bring Your Own Device User Charter"

This agreement may be referred to as the Bring Your Own Device (BYOD) User Charter or Electronic Devices and Internet Usage Charter.

2.4 "Device"

Reference in this agreement to device means any electronic device brought by a student to Muirfield High School. The term device refers to any personal mobile electronic device which can connect to the Department's Wi-Fi network or to the Internet via 3G or 4G and can store information, unless specific reference is made to the student-owned laptop. It also includes storage devices, such as USBs and media devices, such as iPods.

3 Equipment

3.1 Custodianship

The device brought to school pursuant to this policy is to be solely the student's to use throughout the school day.

3.2 Choice of equipment

Families have a wide choice of device as most devices connect to Muirfield's Wi-Fi network. If families are unsure whether their device will connect, they can speak with the TSO.

3.3 Damage or loss of equipment

3.3.1 Students bring their own device for use at Muirfield High School at their own risk.

3.3.2 Muirfield High School will not be responsible for any loss, theft or damage to:

(a) the device

(b) data stored on the device while the device is at school or during a school-related activity.

3.3.3 Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

3.3.4 In circumstances of malicious damage or theft of a student's device, existing school processes for the damage to school or another student's property apply. The Principal will, having regard to all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student.

3.3.5 Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

4. Standards for equipment care

4.4.1 Students are responsible for:

(a) taking due care of their device.

(b) adhering to the Department of Education's policy *Online Communication Services: Acceptable Usage for School Students* (PD/2002/0046/V04).

(c) backing up all data securely. All electronic data and resources used for school coursework must be stored on another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.

(d) ensuring the operating system and all software on their device are legally obtained and appropriately licenced.

4.2 Students should clearly label their device for identification purposes.

5. Misuse of equipment and communication systems

5.1 Standard school discipline procedures apply for misuse of the device as outlined in this Charter or other school rules.

5.2 The consequences of any breach will be determined by the Principal, in accordance with the school's discipline code and welfare practices. Examples of action the school may take in cases of misuse include:

(a) the teacher will direct the student to pack away the device for the remainder of the lesson

(b) the device is taken away by a Head Teacher or Deputy Principal for the remainder of the school day and/or until a parent or carer picks up the device

(c) permission for the student to bring their device to school pursuant to the Bring Your Own Device policy is revoked

(d) student access to the Department's Wi-Fi network is disabled

(e) conventional discipline procedures, including detention or suspension where deemed appropriate, pursuant to the school's discipline procedures.

6. Acceptable equipment and communication system use

6.1 Use of the device during the school day is at the discretion of teachers and staff. Students must use their device as directed by their teacher. Devices should not be used in any manner or place that is disruptive to learning or the normal routine of the school.

6.2 The primary purpose of the device at school is educational. Mobile voice, text, SMS or device messaging should be off or on silent at school. The learning environment should not be disrupted by ringtones, music or other sounds or non-educational uses of the devices. Phone calls must not be made or answered during class time.

6.3 Students' own device should be charged at home and brought to school fully charged.

6.4 While at school, all material on the device, including peripheral storage devices, is subject to review by school staff.

6.5 Students are to connect their device to the designated wireless network only. Students are not to utilise the school's wired network to connect their device.

6.6 Students are not to 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.

6.7 Students must not take photos or video or audio recordings of any individual or group without the express written permission of each individual (including parent/career consent for minors) being recorded and the permission of an appropriate staff member.

6.8 Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the Department of Education's policy *Online Communication Services: Acceptable Usage for School Students* (PD/2002/0046/V04). Extracts are provided below. This policy forms part of this Bring Your Own Device User Charter.

6.9 The policy *Online Communication Services: Acceptable Usage for School Students* (PD/2002/0046/V04) applies to the use of the device and internet on the device:

- a. at school
- b. to access school-hosted systems
- c. in connection with a school-related activity or school-related program, including coursework.

6.10 The Principal retains the right to determine what is, and is not, appropriate use of devices at school within the bounds of NSW privacy and other legislation and Departmental policy.

7. Equity

7.1 All students, no matter their families' financial means, have access to computing resources in the school. Students from year groups which are part of the student-owned mandated laptop program may have access to loaned "equity laptops".

Extracts: *Online Communication Services: Acceptable Usage for School Students:*

Note: The complete *Online Communication Services: Acceptable Usage for School Students* (PD/2002/0046/V04) policy is available for viewing at:

<https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students>

4.1 Access and Security

4.1.1 Students will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- ensure that communication through internet and online communication services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- never knowingly initiate or forward emails or other messages containing:
 - 1) a message that was sent to them in confidence.
 - 2) computer virus or attachment that is capable of damaging recipients' computers.
 - 3) chain letters and hoax emails.
 - 4) spam, e.g. unsolicited advertising material.
- never send or publish:
 - 1) unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
 - 2) threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
 - 3) sexually explicit or sexually suggestive material or correspondence.
 - 4) false or defamatory information about a person or organisation.
- ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- 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.
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

4.2 Privacy and Confidentiality

4.2.1 Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, 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.

4.3 Intellectual Property and Copyright

4.3.1 Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

4.4 Misuse and Breaches of Acceptable Usage

4.4.1 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 e-learning 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.

5. Monitoring, evaluation and reporting requirements

5.1 Students will report:

5.1.1 any internet site accessed that is considered inappropriate.

5.1.2 any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education.

BYOD – Student-owned laptop guidelines

Muirfield High School promotes the bringing of a laptop to school by all students in Years 7 from 2019 for use in their education. This document provides advice and direction to students for the use of personal computing devices at school to access the Department of Education's wireless network. Students and parents/carers must read and understand these guidelines and Electronic Devices and Internet Usage Charter and sign the student contract agreement.

1. Key Principles

1.1 The term "device" refers to a personal mobile laptop which meets the specifications of the school with the capability to connect to the Department's Wi-Fi network (refer to minimum specifications documents)

1.2 The Department of Education and Muirfield High School will provide internet access through its wireless networks at no cost to students enrolled in NSW Public Schools at DoE sites.

1.3 Students are responsible for the care and maintenance of their devices including data protection and battery charging. The student's name should be clearly visible on the back of the device.

1.4 The Department and school 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.

1.5 Schools are not obliged to provide hardware or technical support for devices.

1.6 Students and their parents/carers must complete and return a signed BYOD Student Agreement prior to connecting to the Department's network.

2. Cost to Students

2.1 Internet access through the Department's network will be provided at no cost to students enrolled in NSW Public Schools at DoE sites.

2.2 In addition to use of their BYO Device, existing access to school resources such as shared drives, printers and associated costs will be provided.

2.3 Software is available to students for one BYOD device only through the student portal.

3. Student Responsibilities

3.1 Students are solely responsible for the care and maintenance of their BYO devices. This includes but is not limited to:

- Managing battery life and regular charging of their device.
- Labelling their device for identification purposes.
- Purchasing and using device protective casing.
- Ensuring the device is safe and secure during travel to and from school and throughout the school day.
- Maintaining up to date anti-virus software and operating system on their device.
- Securing their device.
- Downloading software.

The school strongly recommends insurance coverage of their own device to protect any accidental damage, theft or loss.

3.2 Students are responsible for managing the battery life of their device and acknowledge that the school is not responsible for charging their devices. Students should ensure that their devices are fully charged before bringing them to school.

3.3 Students must have a supported operating system and current anti-virus software installed on their device and must continue to maintain the latest service packs, updates and anti-virus definitions.

3.4 Students should not attach any school-owned equipment to their mobile devices without the permission of a Muirfield High School staff member.

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

3.6 Students are responsible for securing and protecting their device in schools. This includes protective/carry cases and exercising common sense when storing the device. Schools are not required to provide designated or secure storage locations.

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

4. Damage and Loss

4.1 Students bring their devices onto the school site at their own risk.

4.2 In cases of malicious damage or theft of another student's device, existing school processes for damage to schools or another student's property apply (Refer to school diary).

5. Technical Support

5.1 NSW DoE staff are under no obligation to provide any technical support on either hardware or software relating to the student's device.

6. Long-term care and support of BYODs

6.1 Students are solely responsible for repair and maintenance of their own device. It is not the school's responsibility.

6.2 Warranties: Students should understand the limitations of the manufacturer's warranty on their BYO devices, both in duration and in coverage. Under Australian consumer legislation, warranties usually last for one year, during which any manufacturing defects will be repaired or the device will be replaced (as per the specific terms and conditions of the manufacturer).

6.3 Extended Warranties: At the time of purchase, students may also purchase an optional extended warranty (past the standard warranty period) from the supplier/manufacturer of their device, during which any manufacturing defects that may occur will also be repaired.

7. Insurance

7.1 Student BYO devices are not covered by Departmental or School Insurance. When students purchase their BYO device, they may also purchase an optional insurance policy from the supplier of their device or a relevant insurance company. As mobile devices are subject to a higher risk of accidental damage, prior to signing up for an insurance policy, students should be fully aware of the details and limitations of the policy, including any excess charged for making a claim, and the name of the company that holds the policy. As a guide, a suitable BYO device insurance policy should cover all types of BYO devices and provide worldwide, replacement cost coverage against:

- Accidental damage
- Damage from falls and liquids

- Theft
- Fire
- Vandalism
- Natural disasters (such as floods, cyclones, earthquakes, tornados, water damage and power surge due to lightning).

8. DoE Technology Standards

8.1 Prior to purchasing or using an already purchased device, parents and students should note the following technology standards required for devices used within schools:

- Refer to the BYOD Minimum requirements document.

8.2 Other considerations when purchasing a device include:

- Extended warranty
- Device insurance
- Protective casing (scratch/impact/liquid-splash resistant)
- Additional or spare battery packs
- Ergonomics (is this device comfortable to use for an entire school day, this includes the weight of materials transported to and from school)
- Backup storage such as portable hard drive or USB flash drive
- Software specific various courses
- The DoE software will not be available for all devices.

9. Security and device management processes

9.1 Depending on the model of BYOD you will need to consider how the following will be implemented:

- Strong passwords (your portal has Password Help Information)
- Device anti-virus software
- Privacy controls
- Internet filtering (At school this is provided by the DoE)
- Student Cyber Safety