



Belair Public School

Telephone: (02) 4952 1735

Fax: (02) 4956 2450

Address: 34 Carolyn Street
Adamstown Heights, 2289

2021 Bring Your Own Device (BYOD) **Policy Conditions & Agreement**

Parents and Students

In order for students to participate in the BYOD program at Belair Public School, parents and students must adhere to the conditions outlined in this policy and the BYOD Student Agreement. Before a device can be brought to school, the student agreement must be signed and returned to their classroom teacher.

- The term 'device' within this document is in reference to a personal laptop. Mobile phones are not permitted as a BYO Device.
- Students are to only make use of their own device.
- The student takes full responsibility for his or her device. While every effort is made to ensure their security, the school and its staff take no responsibility for loss, theft or damage to the device either at school or in travel to and from school. Parents are strongly advised to make their own arrangements regarding insurance and cover for accidental damage.
- Student learning devices should be as per the device specifications set by the school.
- Students requiring an alternate device which does not meet the school's device specifications must seek approval from the school.
- Understand that the school is not obliged to provide hardware or technical support for devices.
- Students are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.
- Students must bring their device fully charged
- Access to the internet is provided through the school's WiFi network at no cost to students enrolled in NSW Public Schools. Each student will be able to login through the DET portal using their username and password. Devices that allow access through alternative networks (e.g. 3G/4G) must be disabled while on school grounds.
- Students must follow teachers' directions as to the appropriate use of their devices during class time
- Students must use their device in accordance with the 'Online Communication Services – Acceptable Usage for School Students' and 'Bring Your Own Device Parent & Student Licence Agreement'.
- 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. Depending on the nature of the material involved, further action may be taken, including referral to the police. School disciplinary action may also be appropriate.

Storage, Safety and Security of Devices

- Devices must be registered with the class teacher; once a device has been registered it will be allowed at school.
- Students must only connect their devices to the school wireless network whilst at school. Students are not permitted to use mobile data or hotspots whilst at school.
- Students must keep passwords confidential and change them when known by other users or ask for them to be changed by a staff member.
- Students must only use their personal account and never use the account of another student.
- Students should promptly inform a teacher if they suspect they have received a computer virus, spam or an inappropriate email or message or an email or message that makes them uncomfortable.
- Students are NOT to create, participate in or circulate content that attempts to undermine, hack into and/or bypass any hardware and software mechanisms in place.
- Devices are only to be used for learning purposes. Any other use will result in the device being confiscated and then a decision will be made by the class teacher, executive staff or Principal about future use, based on individual circumstances.

- Students are never to knowingly send or publish any content that is offensive, abusive or discriminatory, bullies or harasses, is false or defamatory or contains sexual content. They are to immediately report to their teacher if they receive any material of this nature.
- Students are never to publicly publish their own or the personal details of others, unless under the explicit supervision of a teacher.
- Students will be educated in safe handling practises by their class teacher (it is highly recommended that students use a protective carry case when their device is not in use).
- Under no circumstances should a device be left at school overnight.

School and Staff

- Classroom teachers will keep a record of all signed BYOD student agreements for their class for that year. At the end of the year these agreements will be filed in the school records to be kept.
- Classroom teachers will keep a log of all devices brought in by students in their classroom. At the end of the year this will be filed in the school records
- Teachers will encourage and facilitate the use of learning devices in their lessons/classroom environments. It should be noted however that the timing and use of all devices is at the discretion of the teacher.
- Teachers are able to review material on a student's device to ensure they are
- The school is not responsible for the maintenance, management or repair of BYO devices. This includes hardware and software.
- Students who use their device inappropriately in relation to the NSW DoE BYOD & Online Communications Services Agreement, 'Online Communication Services – Acceptable Usage for School Students', 'Bring Your Own Device Parent & Student Licence Agreement' or Belair Public School BYOD Agreement may be disciplined in accordance with the schools Wellbeing and Discipline Procedures.
- The principal retains the right to determine what is and is not appropriate use of a device within the bounds of NSW privacy and other legislation and what steps are necessary if inappropriate use is determined.

Equity

- The school encourages any parent/carers to contact the school in the case of not being able to provide a learning device due to financial or other reasons. An arrangement can be made to support students to equitably access a device.
- There will be class laptops made available to students to ensure they have the same access to technology for learning purposes as their peers.
- If you believe you are unable to provide a device that meets the specifications outline above, but have a device that may be close to these specifications and suitable for student learning please contact the school to see if an arrangement can be made.

Free Software Downloads for BYOD

The Department of Education has enterprise agreements which allow the download and installation of particular software, to support Bring Your Own Device initiatives.

Adobe Products

The DoE's enterprise agreement with Adobe allows students to download and install Adobe Creative Cloud (and some other software) for free on one personally owned device.

<https://nsw-students.onthehub.com/WebStore/Welcome.aspx>

Microsoft Products

The DoE's enterprise agreement with Microsoft allows students to download and install the full suite of Microsoft Office applications for use on their personal BYOD devices. These complete applications complement the provision of access to Microsoft Office 365 or "Office in the Cloud" which is also available.

The Office 365 software and associated mobile apps can be used on a limited number of devices owned or used by students of the DEC at no charge:

<https://nsw-students.onthehub.com/WebStore/Welcome.aspx>



Belair Public School

Bring Your Own Device Parent & Student Licence Agreement

In order to broaden students' educational context, provide greater access to e-learning tools and promote greater collaboration in learning, Belair School has decided to allow students to bring a laptop/notebook for use at school. This program will increase the access to technology of all students as those without their own device will have greater access to school devices. To participate in this program, students and parents must thoroughly understand and agree to the conditions outlined above. Please read through the policy outlined above carefully with your child before signing and returning the agreement to their class teacher. Once this is signed and returned to the class teacher the student can bring their device to school.

Student/Parent Responsibility:

- i. We have read the above four pages of the 'Belair Public School BYOD Policy' and understand the conditions outlined.*
- ii. We both understand and agree to abide by our responsibilities according to the conditions outlined above regarding the use of personal student computing devices and the internet.*
- iii. We understand that failure to comply with the agreement will invoke the school's discipline procedures with the course of action taken to be decided upon an individual basis at the discretion of the Belair Public School Principal and Executive.*

Once you have read through, understand and agree to abide by the policy please sign below and return this page to the class teacher. Keep the preceding part of the document.

As a student, I understand and agree to abide by the conditions outlined above. I further understand that any violation of the above may lead to the loss of network privileges as well as other disciplinary action.

Please Print Student Name: _____.

Student Signature: _____ Date: _____

As a parent, I have read and discussed the above with my child and accept the terms of this agreement.

I give permission for my child _____ of class _____ to bring the following device to school for the purpose of educational activities:

Device: _____ Serial Number: _____

Please Print Name: _____

Parent Signature: _____ Date: _____