



Lake Munmorah High School

# ***BYOD Policy***

***Date To Be Implemented: Term 1 2020***

***Review Date: Term 4 2020***

## **Objectives/ Policy Statement**

Lake Munmorah High School recognises that our world is rapidly changing, and our student's ability to develop technological skills is of vital importance to their success in their post-school lives. We value the rich and varied learning experiences that computing devices can bring to the curriculum and understand the depth of potential, personalised devices can bring to the classroom. Our aim is to promote and facilitate Bring Your Own Device (BYOD) at Lake Munmorah High, with a strong focus initially on Year 7 students in 2020, to equip students with the skills that are needed to be future focused learners, thinkers and citizens.

- ✓ To facilitate and promote the bringing of a computing device to school by students in Year 7 (2020) for use in their education.
- ✓ To allow students in Years 8-12 (2020) to bring a computing device to school should they choose to, to supplement devices that are already available in the classroom.
- ✓ To provide a safe environment for students to access technology.
- ✓ To provide guidelines on the suitability of devices entered into the program.
- ✓ To enable students to use technology to further their learning, independently and in structured lessons.
- ✓ To provide a basis on which Lake Munmorah High School teachers can continue to tailor lesson delivery so that students can use their devices in class toward specific learning outcomes.

## **Audience**

The intended audience/s of this policy includes all members of the Lake Munmorah High School community – students, parents/ carers, teachers and school executive.

## **Context**

The priority at this school is to provide a safe and peaceful learning environment where students can focus on learning, and achieve their personal best in terms of learning outcomes. All students at Lake Munmorah High School will comply with the LMHS BYOD Policy to be implemented in Term 1 2020 should they choose to engage with bringing their own approved technological device. Additionally, student use of all technologies must comply with staff directions for use, the DoE Online Communication Services: Acceptable Use for Students (PD/2002/0046/V04) and relevant NSW & Commonwealth laws.

## Summary of Responsibilities

### a. Students and Parents/Carers

- Parents/Carers are encouraged to obtain a copy of the BYOD Requirements and this policy from the school's website, at <https://lakemunmor-h.schools.nsw.gov.au/>, or the school office,

All students in Year 7 are encouraged to bring a computing device to school each day. Students in Years 8-12 may also bring a device to school if they choose to.

- Students may bring their device any time of the school year.
- The personal device must be solely the students to use throughout the school day.
- The device must be a personal device of student/parent/carer ownership which meets the BYOD program requirements.
- Students and parents are responsible for ensuring the device brought to school meets all of the BYOD Program Requirements. A device which does not meet the specifications will not be permitted access to school networks and services. (\*Allowances will be made for medical or therapeutic reasons upon application.)
- Students must use their device in accordance with the Department of Education's policy Online Communication Services: Acceptable Use for Students (PD/2002/0046/V04).
- Students must follow teacher directions as to appropriate use of their devices in class.
- Each student is absolutely and solely responsible for the care, maintenance and conduct of their own personal device whilst at school or at other school activities. This includes, but is not limited to:
  - Managing battery life and regular charging of their device (student devices are not permitted to be charged at school).
  - Appropriate labelling of 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.
  - Taking insurance coverage of their own device to protect any accidental damage, theft or loss.
- Students must connect their device to the designated wireless data network supplied by Lake Munmorah High School using their own, individual user account credentials only.
  - Students must not connect to any other network, wired, wireless or cellular.
  - Students must not bridge the Lake Munmorah High School designated network to any other network.
  - 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.
- Students bring their devices onto the school site at their own risk.
  - 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.
  - Students are responsible for ensuring their data is backed up securely. The loss of data is solely the student's responsibility.
  - While at school, all material on the device is subject to review by School Staff.
  - Before their first use, students must present their device to Mr Kroehnert (TSO) in the LMHS Resource Centre, along with a signed agreement form, for approval. Once approved, a sticker will be placed on the device in a visible location. Only devices with approval stickers may be in use in the BYOD program. This will be monitored across all school settings.

PLEASE NOTE: ANY device and its contents are subject to inspection at any time by school staff, and in bringing as device into the school environment students agree to co-operate with any inspection and provide any passwords necessary to undertake such inspections.

b. Teachers

- Teachers should encourage and facilitate the use of student devices in their classes where they deem appropriate. Use of student devices in class is, however, at the sole discretion of the teacher.
- Teachers should follow established disciplinary procedures for any use or misuse of approved devices.
- Teachers will provide alternate technology in the instance a student does not possess an approved device, ensuring equitable access to the curriculum.

c. Lake Munmorah High School

- Maintain a BYOD Equity Policy to ensure all students, regardless of their family's financial means, have access to the computing resources, inside and outside of class time, that are required for equitable access to the curriculum.
- Publish a copy of this policy on the school's website where it can be accessed by parent/careers
- Publish a BYOD Requirements document that describes the requirements for devices brought to school pursuant to the BYOD program including Hardware, Software and Security requirements.
- Provide a wireless network with filtered Internet connection to which students may connect their BYOD program device.
- Provide support to assist students with first bringing their device to school and establishing network connectivity with the BYOD program device.
- Accept no responsibility for loss or damage to, or for maintenance or repair required on a student's own device through any act or omission resulting from the negligence or otherwise of the school, a member of the school staff or of another student.
- Should a student's device fail to meet a requirement of the Device Specification, the school will not facilitate the student's access to any network or school services. The school may direct a student to cease bringing a device to school which does not meet all the requirements of the Device Specification.

d. Technical Support

- NSW DoE staff are under no obligation to provide any technical support on either hardware or software. Support is limited to assisting the connection of a BYOD device to the school's network.

## **Appropriate Use of BYOD Devices**

Appropriate use of BYOD Devices will be directed and monitored by staff members.

Generally, a BYOD Device will be used inappropriately if it:

- does not comply with the school's BYOD Policy and/ or Device Specifications
- disrupts a student's own learning, the class or is likely to disrupt the learning environment or interfere with the operation of the school
- is taken into an assessment task or examination situation
- threatens or is likely to threaten the safety or wellbeing of any person
- is in breach of any NSW or Commonwealth law, or Departmental standard, in particular, the Department of Education's policy Online Communication Services: Acceptable Use for Students (PD/2002/0046/V04).

Inappropriate use of BYOD Devices includes students using them to bully, intimidate or otherwise harass other people through any message format, photographic, video or other data transfer system available on the device.