



WARNERS BAY HIGH SCHOOL

"Quality Education for All"



BYOD Policy and Procedures

Rationale

WBHS values the rich learning experiences that technology can facilitate and enhance. Our school is committed to creating a future-focused learning environment that helps our students become self-directed learners, collaborative team players, skilled technology users, critical and creative thinkers, wise information consumers and intelligent information producers. The WBHS BYOD program is an integral part of the school's commitment to delivering quality teaching and learning programs that prepare our students to thrive.

WBHS students are expected to bring their own personal electronic devices to school to facilitate, support and enhance their learning.

Why BYOD?

Reasons include:

- our strong commitment to delivering engaging and relevant future-focused teaching and learning to enable students to successfully meet the requirements of the modern workforce
- supporting the development and use of technology skills as required in NSW syllabuses
- the abundance of wireless internet-enabled devices
- the integral nature of these devices to the student's own world
- using student attachment to devices to make learning deeper and student-centered
- personalised learning experiences for students
- encouraging independent learning
- promoting any time, anywhere learning opportunities
- allowing for group collaborative and co-curricular learning practices.

Student Responsibilities/Expectations

Students will:

- read and sign the BYOD Student Agreement in the presence of their parent/ caregiver when enrolling at WBHS
- use the Department's Wi-Fi network for appropriate learning
- understand that a mobile phone is not part of WBHS's BYOD program and that mobile phone use at school must comply with the school's policy
- bring their device fully charged to school
- use their device during school activities at the direction of the teacher
- use their own portal/internet log in/password and never share it with others
- follow copyright law by not copying and/or distributing another's work and by correctly acknowledging the work of others.
- practice cyber safety by not giving their personal information to others
- report inappropriate behaviour and inappropriate material to their teacher
- understand that their internet activity is recorded and that these records may be used in investigations, court proceedings or for other legal reasons
- acknowledge that the school cannot be held responsible for any damage to, or theft of their device, and that they alone are responsible for the safekeeping/safety of their device at all times
- understand that the school provides access to the DoE's filtered wireless network and those devices which access other networks (eg. 3G/4G/5G) are not covered by the DoE's filter. The school's BYOD policy still applies eg. acceptable usage and internet etiquette
- understand that non-compliance with this policy and associated school rules may result in disciplinary action being taken (see FAQ's below).
- understand that their device may be confiscated if the school has reasonable grounds to suspect that it contains inappropriate data or is being used in a manner which breaches relevant WBHS or the DoE policies.

Students will not:

- use their device to access inappropriate sites for messaging or social media (etc) during lesson time or other school activities
- attach any school equipment to their mobile device without the permission of the school
- hack/bypass any hardware/software security implemented by WBHS or the DoE
- use their device to knowingly search for, link to, access, show or send anything that is offensive, pornographic, threatening, abusive, defamatory, bullying or intimidating.

Consequences for Misuse

Teachers can confiscate a personal device, including a mobile phone, for use that is contrary to applicable school rules, such as:

- disrupting the school's learning environment
- compromising the safety or wellbeing of students, staff or other people
- failing to comply with any reasonable direction given by school staff about the use of the item
- bullying, intimidating or otherwise harassing others through SMS or text messaging or through photographic, video or other data transfer systems available on the phone
- recording conversations, including lessons, without the knowledge and permission of the teacher or those involved in the conversation
- downloading or otherwise accessing inappropriate material on the internet such as child abuse or pornography or other offensive material
- filming of fights or other criminal behaviour involving students that occur at school, during school activities or while on the way to or from school
- using it in a way that threatens or is likely to threaten the safety or wellbeing of any person
- using it in a way that disrupts an individual's learning or is likely to disrupt the learning environment of others or interfere with the operation of the school
- use that is in breach of any law.

If a student uses their devices inappropriately, the Principal or his/her delegate has the right to act. Depending on the circumstances, action can include:

- banning students from using personal devices and/or mobile phones during the school day
- confiscating personal devices and/or mobile phones from individual students
- requiring students to hand in their personal devices and/or mobile phones to designated school staff at the beginning of the school day and collect them before they go home
- applying student disciplinary procedures
- reporting the matter to the Police.

Supporting Policies

- DoE - Online Communication Services: Acceptable Usage for School Students Policy
- DoE – Student Bring Your Own Device Policy
- DoE – Values in NSW Public Schools
- WBHS Acceptable Use of Technology Policy
- WBHS Discipline Policy
- WBHS Anti-Bullying Policy

Monitoring, Evaluation and Review

This policy will be reviewed every three years. Parent, students and staff will be informed of policy changes, with appropriate prior consultation if these changes are significant in nature.

September 2019

BYOD FAQs

- 1. What is BYOD?** BYOD (Bring Your Own Device) is an educational program where students are able to bring a personal electronic device to school to support their learning for school-related purposes.
- 2. What will be provided by the school?** The school will provide access to a filtered Wi-Fi internet service. The Department of Education supplies a variety of software including Microsoft Office 365 suite and Adobe Creative Suite. Along with this is a wide array of cloud-based solutions including Google Apps, Microsoft Cloud services and cloud-based file storage. Due to the multiplicity of devices brought to school, the school can offer limited technical support (see below).
- 3. Who pays for the technology brought to school?** BYOD devices are purchased by, and remain the property of, the family.
- 4. What types of computing devices may my child bring to school?** Students may bring suitable devices such as laptops and netbooks. Tablets are not advised due to inefficient data entry capabilities.
- 5. Is BYOD compulsory?** No, but students are expected to bring ICT devices to school to support and facilitate their learning and help them develop the necessary skills to meet the demands of the modern workforce.
- 6. What will happen if my child cannot bring their own device to school? What about equity?** WBHS has several laptop trolleys allocated across faculties. Teachers may book devices to support the use of technology in lessons. If a family is unable to afford a device, the school has a limited number of school-owned devices that can be loaned for a set period. A loan fee applies. All enquiries are to be made to the Head Teacher in charge of technology.
- 7. Can my child use their mobile phone/smartphone as their BYOD?** No. Reasons include:
 - poor screen size for extended periods of learning
 - a poor tool for extended typing, research and learning applications
 - ease of distraction by games, texts, social media
 - increased chance of disruption to teaching and learning
 - greater access to take/disseminate photos and send messages, cheating, cyber-bullying
 - possible inequity with some students being unable to afford a smartphone
 - a mobile phone is often not the best tool for the task
- 8. Is there a permission form to sign before a student brings their device to school?** Yes. This form is signed as part of the enrolment process.
- 9. How will theft, loss, or damage of a personally owned device be handled in a school?** The school is not responsible for lost, stolen, or damaged devices. Personal electronic devices are brought to school entirely at the risk of the student.
- 10. Will I need to have Internet access at home?** It is extremely helpful to have Internet access (wired or wireless) at home for a child to make full use of school resources from home, as well the multitude of resources available on the Internet. There are many providers of free Wi-Fi in the community that students could use to access the internet outside of school hours. Please be aware that these connections do not provide access to a filtered internet experience as experienced on the school's network.
- 11. Will the school wireless access be filtered?** The wireless Internet access available to students is a filtered service provided by the Department of Education. If students connect using their 3G, 4G or 5G connection then this filtering will be bypassed. This is not covered by the BYOD policy and is not permitted by the school.
- 12. Is there technical assistance to access the wireless network or with using BYOD devices?** Technical assistance is available to show students how to connect to the school's Wi-Fi and Sentral.
- 13. Will students be able to recharge devices during the school day?** Students should bring their device fully charged to school. Students should not have the expectation that they will be able to charge devices at school. Many school buildings do not have the capacity to charge personally owned devices.

- 14. Will students be able to record teachers or classmates (audio or video)?** Students may be allowed to make recordings strictly with the teacher's permission as part of a teacher-directed activity. Students are not permitted to make any recordings, audio and/or video, without explicit permission from those involved. Consequences may apply if this happens.
- 15. Can teachers require students to bring their own devices?** Students are not required to participate in the BYOD program. However, students may find it easier to more fully engage in lessons with their own device. Many teachers frequently use BYOD as part of lesson delivery.
- 16. Will students be able to use their devices during lunch and recess?** Yes, they will.
- 17. Does the school provide insurance for damage, loss or theft?** No. Families are encouraged to consider private insurance to cover these possibilities.
- 18. Can a student use another student's device?** No. Due to the inherent nature of personally owned devices, devices should only be used by the owner of the device. Usually, having physical access to a personal device also provides the ability to email or text message from the device. Passwords must not be shared.
- 19. How will students be able to print?** Students will not have the ability to print from their devices at school. When students wish to print work at school, they must buy printing cards from the front office. When using the Library printer, the process is streamlined when students use their student portal accounts for doing school work (not personal or home accounts) and login to the student portal first when using applications such as Google Classroom. Students should ensure that their passwords are kept up-to-date. Alternatively, they can copy their file to a USB flash drive? and connect this to a school workstation (in the Library) or students can email the file to themselves, then print from one of the school's desktop computers..
- 20. Is the use of 3G/4G/5G allowed within the school day?** The BYOD policy only covers the connection of devices to the school Wi-Fi. Importantly, if students use their 3G, 4G or 5G connection they will not be receiving filtered access to the internet. Accessing sites on the internet must always comply with the school's BYOD policy.
- 21. As a parent/ carer, am I required to add additional software to my child's technology tool such as virus protection, filter, tracking capacity?** Yes. All applicable devices that connect to the internet will need to have antivirus software installed. No other software is expected to be installed on students' machines. Teachers may recommend programs to support subject requirements.
- 22. How will these devices be used in the classroom?** Students will use their devices for a variety of activities which will vary from class to class. Activities may include, but are not limited to real time collaboration, research for projects, accessing websites with curriculum-related content, keeping track of classroom assignments, accessing, completing and uploading assessments and other class work.
- 23. Will pens and notepads still be needed?** Yes. Notepads and pens/pencils (etc) will also be needed in every subject. BYOD does not replace the need to write using pen and paper.
- 24. Is there a preferred device?** WBHS accepts all devices with keyboards and internet accessibility. Mobile phones are not considered to be an adequate personal learning device. They will be able to access all the educational platforms given the school's focus on future focused learning. Senior students may need to consider the ICT requirements of their courses when purchasing a device.