



OATLEY PUBLIC SCHOOL

BRING YOUR OWN DEVICE (BYOD) POLICY

Last Updated November 2014

Introduction

This document provides advice and direction to Oatley Public School parents and students who choose to use a BYO Device to access the Department of Education and Communities' wireless network.

Key Principles

- The term "device" in this policy refers to any personal mobile electronic device with the capability to connect to the department's Wi-Fi network.
- Schools can allow students to bring their own devices to school and may provide access to the department's Wi-Fi network.
- Use of devices at school will be governed by school developed guidelines and processes based on the Bring Your Own Device Implementation Guidelines and the needs of the school.
- The department will provide internet access through its wireless networks at no cost to students enrolled in NSW Public Schools at DEC sites.
- Students are responsible for the care and maintenance of their devices including data protection and battery charging.
- 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.
- Schools are not obliged to provide hardware or technical support for devices.
- Students and their parents/carers must complete and return a signed BYOD Agreement prior to connecting to the department's network.
- 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.

Student BYOD Agreement

- Prior to connecting their devices to the network, students must return the ICT Student Agreement. This agreement must be signed by the student and by a parent/carer.
- It is important to ensure that students are aware of and agree to their obligations under the Student Bring Your Own Device (BYOD) Policy and relevant policies, prior to using their own device on the DEC Wi-Fi network. School staff should endeavor to ensure that the BYOD student responsibilities are clearly understood by both students and their parents or carers.
- The Student BYOD Agreement is a simple document with the purpose of acknowledging acceptance and agreement of the terms associated with the school's implementation of the Student Bring Your Own Device (BYOD) Policy by both students and parents/carers. It is accompanied by an Information Sheet that must be provided in conjunction with the Student BYOD Agreement.
- By accepting the terms, the student and parents/carers acknowledge that they:
 - Agree to comply with the conditions of the Student BYOD Policy.
 - Understand that noncompliance may result in the student being subject to school disciplinary action.

Cost to Parents/ Students

- Internet access through the Department's network will be provided at no cost to students enrolled in NSW Public Schools at DEC sites.
- Access to school resources such as shared drives, printers and associated costs will be a school based decision.

Student Responsibilities

- 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.
 - Taking insurance coverage of their own device to protect any accidental damage, theft or loss.

1. 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. Schools are not responsible for (or restricted from) providing facilities for students to charge their devices.

2. Students should not attach any school-owned equipment to their mobile devices without the permission of the school principal or their teacher.

3. Students should clearly label their BYOD device for identification purposes. Labels should not be easily removable.

4. 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.

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

Damage and loss

Students bring their devices onto the school site at their own risk. For advice on theft or damage of students personal devices refer to legal issue bulletins below:

<https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/ls/legalissuesbul/bulletin35.pdf>

<https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/ls/legalissuesbul/bulletin8.pdf>

1. 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.

2. The school will regularly review existing policies and processes to include BYO devices where appropriate e.g. Student Welfare and Fair Discipline Code.

Technical Support

NSW DEC staff are under no obligation to provide any technical support on either hardware or software.

Long-term care and support of BYODs

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

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).

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.

Insurance

Student BYO devices are not covered by Treasury Managed Fund. 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 BYOD device insurance policy should cover all types of BYOD 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)

Acceptable use of BYO devices

Using the DEC network services to seek out, access, store or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited. Such use may result in legal and/or disciplinary action.

Students shall not create, transmit, retransmit or participate in the circulation of content on their devices that attempts to undermine, hack or bypass any hardware and software security mechanisms that have been implemented by the Department, its Information Technology Directorate or the school.

Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.

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

Students shall comply with departmental and school policies concerning the use of BYODs at school and while connected to the Department's network including:

Online Communication Services – Acceptable Usage for School Students

Oatley Public School Mobile Devices Policy

Oatley Public School Online Communications Policy

The principal retains the right to determine what is, and is not, appropriate use of BYODs device at the school within the bounds of NSW privacy and other legislation.

The consequences of any breaches of this policy will be determined by the principal, in accordance with the school's welfare and discipline policies. As the student device is intended as a personal learning tool, the school has considered a variety of alternatives to ensure equitable access to continued learning opportunities for all students.

DEC Technology Standards

- Prior to purchasing or using an already purchased device, parents and students should be made aware of the following technology standards required for devices used within schools:
- The DEC wireless network installed in primary schools operates on the 802.11n 5Ghz standard. Devices with 802.11a/b/g or 802.11n 2.4Ghz only will not be able to connect.
- The battery life of the device should be capable of lasting 5 hours minimum of constant use without charge
- Device hardware specifications must meet the minimum (ideally the recommended) specifications of the operating system and all applications
- Currently supported Operating System

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)
- Backup storage such as portable hard drive or USB flash drive

Security and device management processes

Students using BYO Devices at Oatley Public School should consider the following.

- Strong passwords
- Device anti-virus software
- Data and network traffic encryption
- Privacy controls

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- Internet filtering
- DEC technology infrastructure security
- Student Cyber Safety

Introduction and Reinforcement of Bring Your Own Device Policy

- ✓ Teachers will discuss this policy with their class.
- ✓ When inappropriate use is detected it will be dealt with in terms of the policy, thereby reinforcing the policy.
- ✓ The community will be made aware of the policy in the school newsletter and will be available on the school website.
- ✓ The policy will be sent out to all parents with students invited to participate in the BYOD program.

Mrs Deborah Hunter
Principal