Arthur Phillip High School

Technology Policy

2023

Latest Revision

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Vision Statement

Arthur Phillip High School is committed to promoting learning excellence in an inclusive, innovative, technology-rich environment. Our collaborative, future-focused approach empowers students to pursue excellence as they build essential skills to succeed in a technologically sophisticated global community of the future. We have a long tradition as a pioneer in the integration of technology to enhance the learning experiences of all students. Our approach is to foster an online, interactive, digital learning environment that facilitates collaborative, critical and creative thinking skills essential for the development of active informed global citizens.

Overview

Arthur Phillip High School is a technology rich school integrating technology across a broad range of teaching and learning experiences. Through the facilitation of our **Connect 1 to 1** policy all students are expected to have their own personal device (preferably in the form of a Chromebook) to ensure easy procurement of technological tools both in and out of the classroom. Through the online learning platforms **Hapara** and **Google Classroom,** students have 24-hour access to the curriculum, courses, topics and learning experiences on offer at Arthur Phillip High School. Similarly, teachers use Hapara and Google Classroom to give students both timely, and thorough, feedback vital to academic growth and success.

Arthur Phillip High School's Laptop 'Bring Your Own Device' (BYOD) Program ensures equal opportunity for all students through the specifications of the Chromebook. Chromebooks are exceptional value for money and provide all students with an affordable device that quickly and easily connects to the APHS network. Chromebooks are designed to work with Google Drive and Google Apps, making collaboration, file backup and file sharing easy to manage. Similarly, they are lightweight and easy to bring to school each day. It is expected that all students purchase a Chromebook and bring it fully charged to school each day. Our Student Services can provide prompt technical support whenever the need arises. The success of the Laptop (BYOD) Program at APHS affords all students the opportunity to enhance their learning experience whilst building essential technological skills for their future.

BYOD Policy and Device Usage Charter

Arthur Phillip High School's Connect 1 to 1 program facilitates and promotes the bringing of a computing device to school by all students in Years 7 -12 to enhance their access to quality education.

This document provides advice and direction to students for the use of computing devices at school to access the Department of Education's wireless network.

Students, parents or guardians must read and understand this policy and user charter and sign the Student and Parent/Carer Agreement.

2. Key Principles

2.1 The term "device" in this policy refers to a personal Chromebook (or similar laptop or tablet) with the capability to connect to the Department's Wi-Fi network.

2.2 Al devices will be carefully assessed for compatibility with the school's network before students will be allowed access the Department's Wi-Fi network.

2.3 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.

2.4 The Department of Education and Arthur Phillip High School will provide internet access for Chromebooks and school approved devices through its wireless networks at no cost to students enrolled in NSW Public Schools at DoE sites.

2.5 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.

2.6 The Department will not accept any liability for the theft, damage or loss of any student's device. Students who bring their Chromebooks or devices onto school sites do so at their own risk.

2.7 Schools are not obliged to provide hardware or technical support for devices, however, as part of Arthur Phillip High School's commitment to the Laptop Program, technical support and/or advice will be provided for all students where practical and at the school's discretion.

2.8 Students and their parents/carers must complete and return a signed Device User Charter Student and Parent/Carer Agreement prior to connecting to the Department's network.

2.9 Where the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Policy, User Charter and Student 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 will also be a consequence for such breaches.

3. Student BYOD and User Charter Agreement

3.1 Prior to connecting their devices to the network, students must return a Student BYOD and User Charter Agreement. This agreement must be signed by the student and by a parent/carer. If a student is living independently of their parents or is 18 years of age or more, there is no requirement to obtain the signature of a parent.

3.2 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 Chromebook or other device on the DoE Wi-Fi network. School staff should endeavour to ensure that the BYOD student responsibilities are clearly understood by both students and their parents or carers.

3.3 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.

3.4 By accepting the terms, the student and parents/carers acknowledge that they:

Agree to comply with the conditions of the Arthur Phillip High School's BYOD Policy and User Charter.

Understand that noncompliance may result in the student being subject to school disciplinary action.

3.5 Student BYOD and User Charter Agreements will be retained in print and /or electronic form for future access as required.

4. Cost to Students

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

4.2 In addition to use of their BYOD Chromebook, existing access to school resources such as shared drives, printers and associated equipment will continue to be provided.

5. Student Responsibilities

5.1 Students are solely responsible for the care and maintenance of their BYO Chromebook or other device. 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; school students are responsible for maintaining up to date anti-virus software and operating system on their device; taking insurance coverage of their own device to protect against any accidental damage, theft or loss; securing their device; downloading software.

5.2 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 each day.**

5.3 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.

5.4 Students should not attach any school-owned equipment to their mobile devices without the permission of an Arthur Phillip High School staff member.

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

5.6 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.

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

6. Damage and Loss

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

6.2 In cases of malicious damage or theft of another student's device, existing school disciplinary processes for damage to the school's or another student's property apply.

7. Technical Support

7.1 NSW DoE staff are under no obligation to provide any technical support on either hardware or software relating to the student's device, however, as part of Arthur Phillip High School's commitment to the Laptop Program technical support and/or advice will be provided for all students where practical and at the school's discretion.

8. Long-term care and support of BYODs

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

8.2 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). Chromebooks purchased from the school come with a 12-month warranty only which is managed by the school's technical support team. However, willful damage, cracked screens, water damage or similar are not covered in any circumstances under warranty.

9. Insurance

9.1 Student BYO devices are not covered by Departmental or School Insurance. 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 from falls and liquids Theft Fire Vandalism Natural disasters (such as floods, cyclones, earthquakes, tornados, water damage and power surge due to lightning).

10. Acceptable use of BYODs and Chromebooks

10.1 Using the DoE 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.

10.2 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.

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

10.4 Mobile phone voice and text, SMS messaging or device instant messaging used by students on school premises is not permitted.

10.5 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.

10.6 Students shall comply with departmental or 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.

10.7 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.

10.8 The consequences of any breaches of this policy will be determined by the principal, in accordance with the school's welfare and discipline policies. The student device is intended as a personal learning tool.

10.9 Arthur Phillip High School supports the Department of Education in the way it conducts surveillance and monitoring of its computer systems to ensure ongoing confidentiality, integrity, and availability of services.

11. DoE Technology Standards (Do not apply to APHS students who purchase a Chromebook from the school.)

11.1 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.

11.2 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.

12. Security and device management processes

12.1 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.

13. Software

13.1 Software is available to students for one BYOD device ONLY through the student portal.

14. Arthur Phillip High School Equity Policy

14.1 Arthur Phillip High School will maintain a BYOD Equity Policy to ensure all students, no matter their family's financial means, have access to computing resources, inside and outside of class time, that are required for course work.

14.2 If you believe you are unable to provide a device or Chromebook that meets the specifications:

Make an application in writing to the Principal (or their delegate), or make an appointment with the Principal (or their delegate) and indicate that you require assistance in addressing the BYOD program.

The school will liaise with you, your child/ward and their teachers to identify the most appropriate way to address this issue and ensure they have appropriate access to technological resources. You will be asked to make an agreement with the school that confirms the alternative arrangements made for your child's access to technological resources.

14.3 The school **will not** purchase a device to assign to your child. However, the school may make a device available for a permanent or semi-permanent loan.

Arthur Phillip High School

Device Usage Charter - Student and Parent/Carer Agreement

Students and parents/carers must read and agree to the **Arthur Phillip High School Device User Charter** by signing and returning this agreement to Student Services before they are allowed to use their Chromebook or device at school.

- ✓ I agree that I will abide by the school's BYOD Policy and Device Usage Charter.
- ✓ I will bring my device fully charged to school each day.
- ✓ 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 strangers.
- ✓ I will not hack or bypass any hardware and software security implemented by the NSW Department of Education my school.
- ✓ I will not use my own device to knowingly search for, link to, access or send anything:
  - ➢ offensive
  - ➢ pornographic
  - ➢ threatening
  - ➢ abusive
  - ➢ defamatory
  - ➢ of a bullying nature.
- ✓ I will report inappropriate behaviour and inappropriate 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 and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
- ✓ **I have read the APHS BYOD Policy and Device User Charter and agree to comply with the requirements.**
- ✓ I have read and will abide by the **NSW Department of Education's Online Communication Services – Acceptable Usage for School Students**.

Student's Name: _____ Year Group: _____

Signature: _____ Date: _____

Parent / Carer's Name: _____ Mobile: _____

Signature: _____ Date: _____

NSW Department of Education's Online Communication Services: Acceptable Usage for School Students

Outlines appropriate and acceptable student use of internet and online communication services provided by the department.

1. Objectives – Policy Statement

1.1 The internet provides an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. Online communication links students to a collaborative learning environment and is intended to assist with learning outcomes. Today's students are exposed to online communication tools and the internet in their community. They have the right to expect secure access to these services as part of their learning experiences.

1.2 Use of the internet and online communication services provided by the department is intended for research and learning and communication between students and staff. Access to internet and online communication tools at school will assist students to develop the information and communication skills necessary to use the internet effectively and appropriately.

1.3 Responsible use of the services by students, with guidance from teaching staff, will provide a secure and safe learning environment.

1.4 Students using internet and online communication services have the responsibility to report inappropriate behaviour and material to their supervisors.

1.5 Students who use the internet and online communication services provided by the department must abide by the conditions of acceptable usage. They should be made aware of the acceptable usage policy each time they log on.

1.6 Students should be aware that a breach of this policy may result in disciplinary action in line with their school's discipline policy.

2. Audience and applicability

2.1 This policy applies to all school students located at NSW public schools who access internet and online communication services within the department network and from any external location.

3. Context

3.1 This policy document takes account of the Memorandum Student Access to the Internet of 18 July 1997 and the Memorandum DN/04/00215 – Review by Schools of their Student Access to the Internet Policies.

3.2 This policy document should be read as consistent with school discipline, child protection, anti-discrimination and anti-racism policies.

4. Responsibilities and delegations

4.1 Access and Security

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:
  - a message that was sent to them in confidence.
  - a computer virus or attachment that is capable of damaging recipients' computers.
  - chain letters and hoax emails.
  - spam, e.g. unsolicited advertising material.
- never send or publish:
  - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
  - threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
  - sexually explicit or sexually suggestive material or correspondence.
  - 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 department.
- 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:

- any internet site accessed that is considered inappropriate.
- any suspected technical security breach involving users from other schools or from outside the NSW Department of Education.

5.1 Students should be aware that:

- their emails are archived and their web browsing is logged. The records are kept for two years.
- the email archive and web browsing logs are considered official documents.
- they need to be careful about putting their personal or sensitive information in emails or on websites.
- these records may be used in investigations, court proceedings or for other legal reasons