Figtree High School

BYOD Procedure

Bring Your Own Device (BYOD) – Figtree High School Procedures

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What is the problem to be solved?

Problem to be solved:

In Term 2, 2019 a Google Survey was conducted which revealed Figtree High School students do not regularly engage enough with technology and there are not enough computer rooms available to meet the demands of teachers. At Figtree High School we believe technology is important for students and will properly roll out this updated procedure, to ensure consistency across the school.

Implementing a school-wide BYOD program enables effective development of digital skills, increase in collaborative learning, advancement in social and personal development, as well as increased engagement with students' personal devices that can be used in the classroom. The overall aim is to equip students with the skills needed for future careers in the 21st century ***(Parsons & Adhikari, 2016)***. *The NSW DoE BYOD Guidelines document states that "Schools are in a position to harness students' connection to their own personal mobile devices for the purpose of developing 21st century learning skills and for fostering digital literacy, fluency and citizenship in a safe environment."*
(NSW DoE, 2013).

What is BYOD?

The aim of this procedure is to ensure that all students from years 7 to 12 of Figtree High School have personal access to technology for educational purposes. Bring your own device (BYOD) defines how staff, students and members of the school community can use their own devices to interact with the technologies used within the grounds of the school. This procedure reflects the current practices of the wider community to have access to information when required.

Students are expected to have access to a computing device to complete tasks associated with their education, both during normal classes and outside of normal school hours.

New BYOD Procedure Aims
Improve student use of personal electronic devices in the classroom alleviating the computer room bookings and constraints on availability in the school.
Development of digital literacy skills using BYOD technologies, and empowering the individual to be responsible for their own equipment that is managed beyond the classroom.
Provide support/training to both staff and students in implementing effective means to deliver content electronically, and enhance collaboration between staff and their students.

Devices

Any device chosen by a student for school purposes must enable the student to complete the normal activities set as part of their education. Teachers are increasingly distributing content and expecting that students will hand in their work electronically.

Devices that allow students to do this must meet the following minimum standards.

Hardware

Generally suitable devices are small Windows or Apple laptops. Large laptops are not recommended due to their weight, power consumption and increased risk of damage. All devices brought to school should be transported in a suitable case to provide protection when not in use.

	Required	Optional
RAM	4GB minimum.	8GB or more
Storage	60GB of internal storage.	Solid State Drives (SSD) deliver significantly better performance and are less prone to damage from dropping or shock.
Processor		Intel Core i3 / Ryzen 3 or better
Battery Life	5 Hours	
Operating Systems	One of the following: Windows 10 Windows 11 Mac OS Linux (Any version with the 5.x or higher kernel) Chrome OS (not recommended)	

Software

Students should become familiar with the software on their devices. NSW schools use Microsoft and Adobe software for most activities.

Students can install the Microsoft Office 365 suite for free by going to the following link and signing in with their @education.nsw.gov.au school email address and password:
https://www.office.com
Once signed in, there is an option on the top right to Install Office > Office 365 apps.
Students must be signed in to Office products with their school email in order for the software to stay licensed.

Students can install the Adobe Creative Cloud suite (including apps such as Photoshop) for free by going to the following link and signing in with their @education.nsw.gov.au school email address and password: https://creativecloud.adobe.com/cc
Once signed in, students can download either the individual apps they require, or the Creative Cloud app which will allow easy access to download and install multiple Adobe Creative Cloud apps at once.

Category	Versions
Browser	Any of the following: Microsoft Edge, Google Chrome, Safari (Apple), Firefox
Anti-Virus	If running Windows 10 or 11, the Built-In Antivirus Software (Windows Defender) is sufficient. It is not recommended to install Antivirus Software on Apple products.
Media Player	VLC Media player

*All software required for student use is available for free through the Department of Education. Students can contact the Technical Support Officer for assistance.

BYOD STUDENT CHARTER AGREEMENT

Students must read and sign the BYOD Student Charter Agreement in the company of a parent or caregiver unless otherwise directed by the principal.

I already have a device that I can bring to school: **Yes / No (circle as appropriate)**

I agree that I will abide by the school's BYOD procedure and that:

❐ 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 department or my school.

❐ I will not use my own device to knowingly search for, link to, access or send anything that is: Offensive, pornographic, threatening, abusive, defamatory or considered to be bullying.

❐ 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 that I will be responsible for organising all maintenance and repairs in consultation with the manufacturer, and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.

❐ I have read the BYOD Student Responsibilities document and agree to comply with the requirements.

❐ I have reviewed the BYOD Device Requirements document and have ensured my device meets the minimum outlined specifications.

❐ I have read and will abide by the NSW Department of Education and Communities' *Online Communication Services – Acceptable Usage for School Students.*

Date:_____/_____/_____

_____   in the presence of: _____
Student name   Parent/caregiver name

_____   _____
Student signature   Parent/caregiver signature

* The school accommodates families, providing other options in the case a student cannot obtain a BYOD:
* *Classroom teachers can book and provide a laptop from a faculty set every lesson*
* *Students can also lease a laptop from the school. Please note the devices are older but in working order.*

BYOD Student Responsibilities

Appropriate usage:

Ensure students have read the BYOD user agreement in full, and maintain appropriate usage of their device in conjunction with the Online Communication Services: Acceptable Usage for School Students policy.

Battery life and charging:

Students must ensure they bring their device to school fully charged. No charging equipment will be supplied by the school.

Data back-up:

Students are responsible for backing-up their own data and should ensure this is done regularly.

Maintenance and support:

Students are solely responsible for the maintenance and upkeep of their devices.

NSW Department of Education and Communities' Wi-Fi network connection only:

Student devices are only permitted to connect to the department's Wi-Fi network while at school. There is no cost for this service.

Suggestions for support at home:

Students, Parents and Carers are encouraged to discuss any aspects of a student's education at any time. Advice and support regarding specific devices can be provided upon request and students will be assisted with connecting their devices to the school computer network.

Students who are unable to obtain their own device should contact the classroom teacher at the school to discuss bookings from faculty laptop sets.

BYOD Checks

Classroom Teacher Checks

To ensure there is consistent use of devices in classrooms, the school will be asking classroom teachers to conduct spot checks once a week, in addition to general monitoring of device usage. Teachers will follow this up as general requirement of everyday classroom equipment. This will be implemented to ensure consistent use of technology in classrooms.

Rewards

Students who are recorded as consistently bringing their devices will be rewarded by their classroom teachers in the form of an RSL or merit award. This can be entered into Sentral as a "positive incident".

Appendix A: Online Communication Services: Acceptable Usage for School Students & NSW DoE Student BYOD Guidelines Policy

Please refer to both policies for further information about the safety, security and appropriate guidelines for usage of electronic devices in schools.

Links:

https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students

https://education.nsw.gov.au/policy-library/policies/student-bring-your-own-device-policy-byod