



## Bring Your Own Device (BYOD) BYOD Code of Conduct

### Rationale

Redhead Public School's BYOD strategy provides the opportunity for our students to enter a new world of curriculum possibilities, allowing engagement and involvement in their learning. Learning experiences across the school are purposefully designed to develop the attributes of life-long learners. In this way, each student learn to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be an engaged, robust, 21st century citizen. The intent is to provide our students with 'anywhere, anytime' inclusive and engaging learning.

Parents are asked to read these conditions carefully, together with their child, before signing and returning this agreement to the front office.

### Parent/Student Responsibilities

1. The student takes full responsibility for his or her device. While every effort is made to ensure their security, the school and its staff take no responsibility for loss, theft or damage to the device either at school or in travel to and from school. Parents are strongly advised to make their own arrangements regarding insurance and cover for accidental damage.
2. Students must ensure they bring their device to school fully charged for the entire school day. No charging equipment will be supplied by the school.
3. The student will have free access to the school's wireless network. Use of 3G and 4G wireless connections is not allowed.
4. Device must meet school recommendations and requirements.
5. Clearly label device with name and serial number.
6. Students must ensure they have a legal and licensed version of a supported operating system and of software. If applicable, students' devices must be equipped with anti-virus software.
7. Students are responsible for securing and protecting their devices at school. Any loss or damage to a device is not the responsibility of the school or the Department of Education.
8. Students are solely responsible for the maintenance and upkeep of their devices.
9. Students and their parents/caregivers are responsible for arranging their own insurance and should be aware of the warranty conditions for the device.

### Acceptable Usage

When at school, the student should only use their device to access classroom related activities.

1. The student will comply with teachers' requests to turn off and to complete learning tasks.
2. Students should not take photos, video or sound recordings of other students and members of staff without their knowledge and consent. They are not allowed to transmit or post photos, video or sound recordings taken at school without the express permission of a teacher.
3. Student devices are only permitted to connect to the department's Wi-Fi network while at school. There is no cost for this service.
4. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated school policies, school rules or has engaged in other misconduct while using their personal device. The school principal retains the right to be the final arbitrator of what is, and is not, appropriate content.
5. Violations of school or class rules involving a student's personally owned device may result in the

student being banned from using the device at school and/or disciplinary action.

6. Breaches to the acceptable usage agreement will result in the schools Wellbeing procedures being enacted.

## **Storage, Safety and Security of Devices**

1. The student agrees to register their device with the class teacher; once it has been registered it will be allowed at school.
2. Students are responsible for their device until class begins where the device is then brought into the classrooms and then will be kept in a locked classroom during recess and lunch.
3. The student agrees not to take their device into the playground unless for class use, under teacher supervision.
4. Students will be educated in safe handling procedures by their class teacher.
5. The student agrees to take their device home each night and will not store the device overnight at school.
6. Devices brought to school must be fully charged at home as students are NOT permitted to charge their device at school.
7. Neither the school nor the teachers are held responsible for any device that is lost, damaged or stolen. Please refer to Redhead Public School BYOD Acceptable Usage Policy for further information.

## **Device Requirements**

### **Device**

- Windows device (preferred) or Google Chromebook

### **Wireless connectivity:**

- The Department's Wi-Fi network installed in primary schools operates on the **802.11n 5Ghz standard**. Devices that do not support this standard will not be able to connect.

### **Operating system:**

- The current or prior version of Windows or Google Chrome operating system.

### **Software and apps:**

- School-based requirements. All software and apps should be fully updated.

### **Battery life:**

- A minimum of 5 hours battery life to last the school day.

### **Memory and RAM:**

- A recommendation of 8 GB RAM to process and store data effectively.

### **Hardware features:**

- Camera and microphone.

### **Ergonomics:**

- Reasonable sized screen and a sturdy keyboard to enable continuous use throughout the day.

### **Other considerations**

- Casing: Tough and sturdy to avoid breakage.
- Weight: Lightweight for ease of carrying.
- Durability: Durable and strong.
- Labelling of device and equipment with student name

### **Accessories**

- Carry case: Supply a carry case or skin to protect the device.

### **Insurance and warranty:**

- Be aware of the terms of insurance policies/warranties for the device. The school will not accept responsibility for loss or breakage.



**NSW Department of Education and Communities**  
**BRING YOUR OWN DEVICE (BYOD) STUDENT AGREEMENT**

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

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

- r I will use the Department's Wi-Fi network for learning.
- r I will use my device during school activities at the direction of the teacher.
- r I will not attach any school-owned equipment to my mobile device without the permission of the school.
- r I will use my own portal/internet log-in details and will never share them with others.
- r I will stay safe by not giving my personal information to strangers.
- r I will not hack or bypass any hardware and software security implemented by the department or my school.
- r I will not use my own device to knowingly search for, link to, access or send anything that is:
  - Offensive
  - Lewd
  - pornographic
  - threatening
  - abusive or
  - defamatory
  - considered to be bullying
- r I will report inappropriate behaviour and inappropriate material to my teacher.
- r 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.
- r I acknowledge that the school cannot be held responsible for any damage to, or theft of my device.
- r I understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
- r I have read the BYOD Student Responsibilities document and agree to comply with the requirements.
- r I have reviewed the BYOD Device Requirements document and have ensured my device meets the minimum outlined recommendations.
- r I have read and will abide by the NSW Department of Education and Communities' *Online Communication Services – Acceptable Usage for School Students*.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent/caregiver signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**Parent Agreement**

As a parent I understand that my child will be responsible for abiding by the above conditions. I have read and discussed them with her/him and they understand the responsibilities they have in the use of their personal device. I have read the attached appendix and agree to them. I give my child \_\_\_\_\_ permission to bring the following device to school each day:

Device: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BYOD Code of Conduct**



# Redhead Public School

## Appendix 1: Caring for your Chromebook

### Packing away your Device

- Store your device bottom down
- Don't wrap the cord too tightly around the power adaptor because this might damage the cord
- Do not leave your device unattended on the floor where it could be stepped on

### Handling your Device

- Try to avoid moving your device around when it is on. Before switching on, gently place your device on a stable surface
- You still need to be careful with your device while it is in its bag

### Operating conditions

- Don't place objects on top of your device and never carry it around when it is on
- Avoid exposing your device to direct sunlight or sources of heat
- Avoid exposing your device to dust, dirt, rain, liquids or moisture
- Avoid exposing your device to heavy shocks or vibrations

### LCD screen

- LCD screens are very delicate- they don't like being poked, prodded, pushed or slammed
- Never pick up your device by its screen
- Don't slam the screen closed
- Don't close the device when there is anything on the keyboard
- Be gentle when putting your device down

### To clean your LCD screen

- Switch off your device
- Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion
- Do not directly apply water or cleaner to the screen
- Avoid applying pressure to the screen

### AC adaptor

- Connect your adaptor only to your device
- Do not step on your power cord or place heavy objects on top of it.
- When unplugging the power cord, pull on the plug itself rather than the cord
- Do not wrap the cord tightly around the adaptor box

### Keyboard

- Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt

## Appendix 2: Acceptable User Agreement

### Part A- The schools' support for responsible and ethical use of technology

Your child has been asked to agree to use the internet and mobile technology responsibly at school. Parents/carers should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed.

At Redhead Public School we:

- have a cyber safe and responsible use program across the school. We reinforce the school code of conduct values and behaviours when using technology and the internet.
- provide filtered internet service.
- provide supervision and direction in internet activities and when using Chromebooks for learning.
- utilise Chromebooks for educational purposes
- provide lessons in cyber safety

### **Part B: Advice for Parents/Carers**

At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used in social spaces to meet, play and chat. If you have the internet at home encourage your child you show you what they are doing online.

Bullying, stranger danger, gossip and telling the wrong people personal information about yourself have long been issues for young people growing up. These are all behaviours which are now present online. These are not 'virtual' issues, they are real and can harm and hurt.

At home we recommend you:

- make some time to sit with your child to find out how they are using the internet and who else is involved in any online activities.
- ask them to give you a tour of their 'space' if they are using a site which allows them to chat, publish photo, play games etc.
- abide by age restrictions on social networking sites.
- always get them to set their 'space' to private if they use social networking sites.
- have the computer with internet access in a shared place in the house- not in your child's bedroom.
- negotiate appropriate times for your child's online activities.
- investigate home filters and internet security settings.
- ask questions when your child shows you what they are doing:
  - How does it work and how do you set it up? Can you block people?
  - Who else is sharing this space or game? Do you know them? Did you meet online? What do you know about them?
  - Why is this so enjoyable/fun?
  - Can you see any risks or dangers?
  - What are you doing to protect yourself or your friends from any potential dangers?
  - When would you inform an adult if there was an incident?

Many students may they will not tell an adult they are in trouble or ask for help because:

- they might get the blame,
- they don't think adults 'get' their online stuff,
- they might worry about the consequences for inappropriate or dangerous use of their device.

## **Appendix 3: What is safe, responsible and respectful student behaviour?**

### **Be SAFE**

- Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.
- Only use your own usernames and passwords, and never share them with others.
- Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you or offers you money or gifts.
- Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable.
- Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.

### **Be RESPONSIBLE**

- Follow all school rules and instructions from school staff, including when using digital devices and online services.
- Take care with the digital devices you use.
  - Make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use.
  - Understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need.
  - Make sure the devices you bring to school have the latest software installed.
  - Take care with the school-owned devices you share with others, so that other people can use them after you.
- Use online services in responsible and age-appropriate ways.
  - Only use online services in the ways agreed to with your teacher.
  - Only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks.
  - Do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.
  - Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.

### **Be RESPECTFUL**

- Respect and protect the privacy, safety and wellbeing of others.
- Do not share anyone else's personal information.
- Get permission before you take a photo or video of someone, including from the person and from a teacher.
- Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.
- Do not send or share messages or content that could cause harm, including things that might be:
  - inappropriate, offensive or abusive;
  - upsetting or embarrassing to another person or group;
  - considered bullying;
  - private or confidential; and/or
  - a virus or other harmful software.