



Castle Hill High School Student Bring Your Own Device (BYOD) Policy Guidelines Years 7 -12

1. Introduction

Castle Hill High School would like to facilitate and promote the bringing of a computing device to school by all students in Years 7 -12 for use in their education.

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

Students, parents and guardians must read and understand these guidelines and sign the student contract agreement.

2. Key Principles

- 2.1 The term "device" in this policy refers to a personal mobile electronic device which meets the specifications of the school with the capability to connect to the Department's Wi-Fi network (refer to minimum specifications documents)
- 2.2 Schools can allow students to bring their own devices to school and may provide access to 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 Castle Hill High School will provide internet access 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 own devices onto school sites do so at their own risk.
- 2.7 Schools are not obliged to provide hardware or technical support for devices.
- 2.8 Students and their parents/carers must complete and return a signed BYOD Student 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 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 may also be appropriate.

3. Student BYOD Agreement

- 3.1 Prior to connecting their devices to the network, students must return a Student BYOD 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 own 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 Castle Hill High School BYOD Policy.
 - Understand that noncompliance may result in the student being subject to school disciplinary action.
- 3.5 Student BYOD agreements will be retained in print 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 BYO Device, existing access to school resources such as shared drives, printers and associated costs will continue to be provided.

5. Student Responsibilities

- 5.1 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.
 - Maintaining up to date anti-virus software and operating system on their device.
 - Taking insurance coverage of their own device to protect 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.
- 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 a Castle Hill 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 processes for damage to schools or another student's property apply (Refer to school diary).

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.

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.

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).

- 8.2
- 8.3 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.

9. Insurance

- 9.1 Student BYO devices are not covered by Departmental or School Insurance. 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 BYO device insurance policy should cover all types of BYO 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).

10. Acceptable use of BYO devices

- 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 during and between lessons 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 Castle Hill 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

- 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. Castle Hill High School Equity Policy

14.1 Castle Hill High School will maintain a BYOD Equity Policy to ensure all students no matter their families 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 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.