South Sydney High School
Bring-Your-Own-Device (BYOD) Policy

“Bring your own device (BYOD) refers to technology models where students bring a personally owned device to school for the purpose of learning. A personally owned device is any technology device brought into the school and owned by a student (or the student’s family), staff or guests”. Put simply, BYOD is a solution where students quite literally bring their own device to school in order to access the internet and/or school network by 3G or Wi-Fi, be it a tablet, laptop or other device.

Objectives
1. To facilitate and promote the bringing of a computing device to school by all students for use in their education.
2. To provide a safe environment in which students can achieve Objective 1.
3. To ensure a minimum standard of device compatibility.
4. To enable students to use technology to further their learning, independently and in structured lessons.
5. To provide a basis on which South Sydney High School teachers can continue to tailor lesson delivery so that students can use their devices in class toward specific learning outcomes.

General Information
Access to the South Sydney (DEC wireless network), whether with school-provided or personal devices is filtered in compliance with the Acceptable Usage Agreement. However, access from personal devices is limited to Internet and email use only.

Access to the wireless guest network is a privilege, not a right. Any use of the wireless network entails personal responsibility and compliance with all school rules and the Acceptable Use Agreement. In using the South Sydney network you willingly grant IT staff permission to conduct any necessary investigations regarding inappropriate Internet use at any time.

Guidelines for use
- Use of personal laptop or tablet devices during the school day is at the discretion of teachers and staff. Students must use these devices as directed by their teacher.
- The primary purpose of the use of personal devices at school is educational.
- The use of a personal device is not to be a distraction in any way to teachers or students. The use of personal devices must not disrupt class in any way.
- Students must bring their device to school fully charged and are not permitted to charge their device at school.
- Students agree not to attempt to circumvent the school’s network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- Students shall not distribute pictures or video of students or staff without their express permission.
- Students must use their device in accordance with the school’s Cyber Safety Policy, the Department of Education and Communities’ policy Online Communication Services: Acceptable Usage.
- Students must follow teachers’ directions as to appropriate use of their devices in class.
• Each student is absolutely and solely responsible for the care and conduct of his own personal device whilst: at school or at other school activities
• Students must connect their device to the designated wireless data network supplied by South Sydney High School using their own, individual user account credentials only. Students must not connect to any other network, wired, wireless or cellular. Students must not bridge the South Sydney High School designated network to any other network.

Consequences for Misuse/Disruption (one or more may apply):

• The device is taken away for the period or the rest of the school day
• The device is taken away and kept with the Deputy until a parent/guardian picks it up
• The student is refused permission to use personal devices at school
• Disciplinary action including detention / suspension / exclusion from school may be imposed.

School Liability Statement

Students bring their own personal devices to use at South Sydney High School at their own risk. It is their duty to be responsible in the upkeep and protection (anti-virus software / security settings) of their devices.

South Sydney High School will NOT be responsible for:
• Personal devices that are broken/damaged while at school or during school-related activities
• Personal devices that are lost or stolen at school or during school-related activities
• Maintenance or upkeep of any personal device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues). School licenced software will not be installed on student personal devices.
• Should a student’s device fail to meet a requirement of the Device Specification, the school will not facilitate the student’s access to any network or school services. The school may direct a student to cease bringing a device to school which does not meet all the requirements of the Device Specification.

South Sydney High School will:
• Maintain a BYOD Equity Policy to ensure all students, no matter their family’s financial means, have access to the computing resources, inside and outside of class time, that are required by their coursework.
• Provide a BYOD User Charter to list the responsibilities and expectations of each student and their families in the BYOD program.
• Ensure a copy of the BYOD User Charter is signed by each student and their parents prior to allowing the student’s device to be brought to school.
• Publish a Device Specification that outlines the requirements for BYOD program devices.
• Provide a wireless network with filtered Internet connection to which students may connect their BYOD program device.
• Provide support to assist students with establishing network connectivity with the BYOD program device.

Acceptable Usage Agreement
To the student and parent/legal guardian: Please read below carefully to check that you understand the cyber-safety user requirements at School.

1. If I have my own user name, I will log on only with that user name. I will not give permission to anyone else to access my user name. At the end of each session, I will log off to maintain security.

2. I will keep my password private.

3. While at school or involved in a school-related activity, I will inform the teacher of any involvement with any ICT material or activity that might put me or anyone else at risk (e.g., bullying or harassing).

4. I will use the Internet, e-mail, social media, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone in the school community, or the school itself.

5. I will use my mobile phone as stated in the Student mobile phone/Electronic Device Policy.

6. While at school, I will:
   - access, attempt to access, download, save and distribute only age-appropriate and relevant material;
   - not attempt to get around or bypass security, monitoring and filtering that is in place at school.

7. If I accidentally access inappropriate material, I will:
   - not show others;
   - turn off the screen or minimise the window;
   - report the incident to a teacher immediately.

8. To ensure my compliance with copyright laws, I will download or copy files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material. If I infringe the Copyright Act 1968, I understand that I may be personally liable under this law. This includes downloading such files as music, videos, games and programs or using proxy sites to bypass a firewall.

9. My privately owned ICT equipment/devices, such as a laptop, mobile phone, tablet, USB/portable drive I bring to school or use for a school-related activity, are also covered by the User Agreement. Any images or material on such equipment/devices must be appropriate to the school environment.

10. I will be mindful of personal safety when I put personal information online. Personal identifying information includes any of the following:
   - my full name;
   - my address;
   - my school;
   - my e-mail address;
   - my phone numbers;
   - photos of me and/or people close to me.

11. I will seek permission from others before uploading any identifying information or images regarding them.

12. I will respect all school ICTs and will treat all ICT equipment/devices with care. This includes:
   - not intentionally disrupting the smooth running of any school ICT systems;
   - not attempting to hack or gain unauthorised access to any system;
   - following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs;
   - reporting any breakages/damage to a staff member.

13. I understand the following:
   a. The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.
   b. The school may monitor and audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including e-mail.
   c. If I do not follow cyber-safe practices, the school may inform my parents/legal guardian. In serious cases, the school will take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

Student: I have read the above and agree to maintaining these cyber-safety user requirements while using ICT at School.

Signature of student: ..........................................................   Date.........................................
For the Parent / Legal Guardian: I have discussed the above with my son/daughter and encourage my child to follow the cyber-safe user requirements while using ICT at School

Signature of parent / legal guardian: ..........................................................
Date..................................
BYOD User Charter

Student Information

NAME ___________________________________ YEAR ____________

HOME ADDRESS
____________________________________________________________________________

HOME PHONE ___________________________ STUDENT MOBILE NO.

FATHER’S MOBILE NO. _______________ MOTHER’S MOBILE NO.

TYPE OF DEVICE ______________________

SERIAL NUMBER ______________________

WIRELESS ADDRESS ____________________

I, ________________ agree to abide by the South Sydney Acceptable Usage Agreement and all policies pertaining to the use of computer devices at the school. I acknowledge that the South Sydney High School will not be liable for any devices damaged, broken or stolen at school or on school-related activities.

I will bring the device to school fully charged every day and will only use the device for school related educational purposes while at school. I understand that should I breach any of the School regulations pertaining to the use of laptops or the internet whilst at school will mean I forfeit the opportunity of using my own personal device at school.

Signed (student) _______________________ Date ____________

Signed (parent / guardian) ________________ Date ____________

Signed (school official) ___________________ Date ____________
‘Bring Your Own Device’ Program Device Specification

Hardware Specification

The device must meet

**Form Factor**
Laptop, tablet device or convertible device

A tablet device must have a physical keyboard attachment with separate keys for A – Z and 0 – 9 and which physically move when depressed.

**Physical Dimensions**
Minimum Screen Size: 9.7"
Maximum Screen Size: 13.3"

**Operating System**
- Microsoft Windows 7 or newer
- Apple MacOS X 10.6 or newer
- Apple iOS 6 or newer
- Microsoft Windows RT*

*Note 1: Android-based tablets are intentionally omitted from the Hardware Specification.
*Note 2: Windows RT is untested but should be functional for the basic requirements of the Bring Your Own Device program.

**Wireless Compatibility**
Device must have **5GHz 802.11n** support

This may be advertised as “Dual Band Wireless”, “802.11abgn”, “802.11agn”, “802.11ac” or “Gigabit Wireless”.

**Note:** We would prefer that you have the wireless card on board on a USB wireless connections

Note: Devices marketed as “802.11bgn” probably do not support the required standard.

**Battery Life**
Advertised battery life of six hours

**Additional Recommendations**
- Maximum weight: 2kg
- Minimum RAM (laptops): 4GB
- Disk configuration (laptops): Solid State disk
- Accidental loss and breakage insurance

**Functional Specification**
Additionally, the device must meet all of the following functional requirements pertaining to software:

**Web browser** Windows computers must run Internet Explorer 10 or newer.
**Word Processor** Examples include Microsoft Word, Apple Pages, OpenOffice Writer.
**Spreadsheet Package** Examples include Microsoft Excel, Apple Numbers, Open Office Calc.