



Regentville Public School

BYOD – Bring Your Own Device Policy

School Policy for personal (Wireless Network Capable) Digital Devices brought from home for class use

Portable devices approved by the school connection specifications are now able to be brought to school by students in years K-6 after a copy of this policy has been signed and dated by parent, class teacher and student. These devices may then be used only at the direction of the class teacher for activities linked to class learning programs. Permission, if granted, will be for the current school year only and does not necessarily transfer to future school years. This policy will be reviewed as necessary in collaboration with year K-6 students, parents and staff. Changes will be published on the school website and sent out with current amendments.

1. Purpose –

1.1 Devices are to be used solely for school purpose and only at the instruction of the teacher. This will enable more access to technology through connecting with the school's wireless network. Our school pedagogy is focused on 21st Century learners and integrating technology as a means to develop these skills further. BYOD enables students' access to a wide range of tools for learning.

2. Devices –

2.1 Devices are to have 5 Ghz connectivity to enable connection to the school wireless network.

2.2 Devices may need to be assessed for compatibility and, where required, assessment of up to date antivirus protection, by the ICT team and class teachers before approval to use in the school setting.

2.3 Devices may include iPads, laptops, netbooks, tablets or notebooks. Mobile phones are not part of the program and will not be connected to the Department of Education and Communities' wireless network.

2.4 All devices must be registered with the school before they are permitted to be used at school. This will be on a BYOD register stored on the school server. This will include information to where the devices are located.

2.5 All devices must be clearly labelled for owner identification.

3. Responsibility –

3.1 Students are responsible for the care of their devices. This includes any protective covering required and maintenance to ensure the safety of their device. While Regentville Public School will support the students to manage their individual devices, the final responsibility will rest with each student.

3.2 Devices are to remain in classrooms during recess and lunch, unless supervised by a staff member.

3.3 Teachers will provide a secure location to lock devices when not in use. However, in the event of loss, theft or damage, the school takes no responsibility either while the device is at school or transport to and from school. Students and parents will be made aware of this when signing the Student BYOD agreement.

3.4 Students are responsible for the proper care of his or her personal device, including any costs to repair, replacement or any modifications needed to use the device at school.

3.5 Classroom teachers and/or Tech Team will assume responsibility for entering the school username and password details into their device network settings in order to access the internet through the school's cyber safety filters.

3.6 Internet access through the school's wireless network will be provided to the students.

3.7 Students must bring their device fully charged to school.

3.8 Students must ensure that their device has current antivirus software and that it has installed the latest service packs and updates as required. Students not attach any school owned equipment to their devices without permission.

3.9 Students must abide by the student BYOD policy and the responsibilities outlined. This includes online

etiquette and use of devices during school hours. Any breach of these stipulations will have consequences such as the right to engage in BYOD for a specified time as decided by the classroom teacher and executive.

3.10 Students must agree to surrender their devices upon request by any member of staff for routine monitoring.

3.11 Student devices will be utilised for collaborative practices within the school setting.

4. Acceptable use of devices –

4.1 Students must comply with departmental and school policies concerning the use of devices at school while connected to the department's Wi-Fi network.

4.2 Students must not take photos, video or audio recordings of any individual or group without their prior knowledge and written consent. They are not permitted to post photos, video or sound recordings or transmit these without the express permission of a teacher.

4.3 Students must follow school policies and values when accessing, storing or sending any material ensuring that all content accessed and actions are appropriate.

4.4 Devices are to be used at the teacher's discretion and should only be used in relation to school activities. Personal use of the device is not permitted while on school grounds.

4.5 While at school, devices are to connect to the school Wi-Fi only and are not permitted to use any personal network connections.

4.6 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.

4.7 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.

4.8 Students are not to make online purchases while on school premises. Any purchases made should be under parent or caregiver supervision.

5. Storage –

5.1 Students agree not to take their device into the playground unless under teacher supervision for class use.

5.2 Students agree to give their device on arrival to the classroom teacher who will lock these up in a secure venue. Students agree to take their device home each night and the device will not be stored overnight in the school.

5.3 Teachers must lock away devices in a secure cupboard and also provide a secondary level of security to ensure the safety of the devices.

6. Teacher responsibility –

6.1 Teachers must ensure that all students have equal and accessible opportunity to devices or technology so as to not hinder learning or isolate students who do not have devices to use.

6.2 Teachers must monitor the use of devices to ensure that students are accessing appropriate material and are following DET and school policies and guidelines.

6.3 Teachers must refrain from any ICT maintenance of devices that could lead to ramifications of responsibility of damage to devices. Instead, they should refer to guiding trouble shooting if time permits.

6.4 Teachers should ensure that devices are used to enhance current pedagogy and classroom practices for the purpose of learning.

6.5 Teachers are responsible for ensuring all devices are locked in a secure location during inactivity and that students collect these at the end of the day.

6.6 Teachers will enter the security password to allow access to the school network.

6.7 Teachers must conduct routine monitoring of student devices of content accessed and media stored.

6.8 Teachers should not recommend brands or models to parents. You can however advise a range of suitable devices. This is to ensure that the school is not held responsible for misinformed choices.



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Regentville Public School

BYOD – Bring Your Own Device Policy Student Agreement

School Policy for personal (Wireless Network Capable) Digital Devices brought from home for class use

At Regentville Public School, we provide our students with innovative and engaging classroom programs that encourage our students to be 21st Century Learners. To enhance student learning, students at Regentville Public school are given the opportunity to bring their own technology device (iPad, tablet, iPad Mini, netbooks, laptops or notebooks) to use at school. Devices are to be used solely for school purpose and only at the instruction of the teacher. This will enable more access to technology through connecting with the school's wireless network. **Bring Your Own Device - BYOD** enables students' access to a wide range of tools for learning. Before permission can be granted, parents and students wishing to participate in this program must agree to the following conditions.

Parents please read these carefully together with your child before signing and returning this agreement to your child's teacher.

1. Device specifications

- 1.1. Acceptable devices that are included in the BYOD agreement are iPads, tablets, notebooks, netbooks and laptops.
- 1.2. iPods, smartphones, MP3 players, handheld gaming consoles, smart watches and other wireless devices not acceptable.
- 1.3 Devices need to have 5Ghz wireless capabilities to enable use in the school setting.
- 1.4 Notebooks, netbooks and laptops need to have current antivirus software installed and the latest service packs and updates as required.

2. Student Responsibilities

- 2.1. 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.
- 1.2. The student is responsible for the proper care of his or her personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
- 1.3. The student is responsible for charging their device prior to bringing it to school. It should be capable of running off its own battery while at school.
- 1.4. The student will use the school's wireless network. Use of 3G and 4G wireless connections is not allowed. If your device has a SIM card, parents are required to store the SIM at home.
- 1.5. The school recommends that parents enable the 'Find My iPad' application and become familiar with its use if using an iPad. We also recommend that each device is housed in a sturdy case for protection.
- 1.6. Students are not to make online purchases such as iTunes whilst at school. If a purchase is required, this should be done by the parent or the caregiver.
- 1.7. Student devices will be utilised for collaborative practices within the school setting. Students may be required to download or purchase apps at home for classroom use.

2. Storage

- 2.1. The student agrees to store their device in the secure location designated by the classroom teacher outside of class time and before school. The student agrees not to take their device into the playground unless for class use and

under teacher supervision.

2.2. The student agrees to take their device home each night and the device will not be stored overnight at school.

3. Usage

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

3.2. 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.

3.3. 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.

3.4. 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. Students are required to hand in their devices for routine inspections for content and media stored.

Bring Your Own Device Parent and Student User Agreement

As a student, I understand and will abide by the above conditions. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action.

As a parent/caregiver, 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.

We understand that the BYOD User Agreement is only valid for the current year of signing and will need to be renewed each school year.

I give my child (name) _____ of class _____ permission to bring the following device to school on their designated day as stipulated by the classroom teacher.

_____	Device
_____	Serial Number
_____	Make and Model
_____	_____
Student’s Signature	Date
_____	_____
Parent’s /Caregivers Signature	Date

NB. If there is a change in device, please inform classroom teacher and complete a new Parent and Student User Agreement.

For more information:

Damage and loss

- Students bring their devices onto the school site at their own risk. For advice on theft or damage of students' personal devices refer to legal issue bulletins below:
- <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/ls/legalissuesbul/bulletin35.pdf>
- <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/ls/legalissuesbul/bulletin8.pdf>
- 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.

Technical Support

- NSW DEC staff are under no obligation to provide any technical support on either hardware or software.

Security and Device Management Processes

Students using BYOD devices at Regentville Public School should consider the following:

- ✓ Strong passwords
- ✓ Device anti-virus software
- ✓ Data and network traffic encryption
- ✓ Privacy controls
- ✓ Internet filtering
- ✓ DEC technology infrastructure security
- ✓ Student Cyber Safety