



BRING YOUR OWN DEVICE (BYOD)

User Policy and Information



JOHN FORREST
Secondary College
INDEPENDENT PUBLIC SCHOOL

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1. INTRODUCTION

The integration of 'Bring Your Own Device' (BYOD) and supporting information technology equipment into the classroom represents an exciting era at John Forrest Secondary College (JFSC). The BYOD program provides a wealth of rich educational resources and tools, that when used effectively, can deliver very positive teaching and learning outcomes. However, if the implementation of this new technology is not properly controlled there are certain pitfalls that students may encounter.

JFSC supports students in the appropriate and safe use of their BYODs. By alerting parents and students to potential dangers, developing guidelines and providing advice and support, the exposure of students to potential problems can be minimised.

This document is specifically aimed at parents and students who are involved in the JFSC Bring Your Own Device program and details the policy, guidelines and support strategies to ensure that students are able to make effective use of their BYOD and avoid any problems.

2. DESCRIPTION AND PURPOSE OF THE PROGRAM

The objective of the BYOD program is to implement a range of innovations that explore and exploit the latest in educational technology in a sustainable program. JFSC sees the value of one to one computer devices in teaching and learning and would like to have it available to all students.

BYOD will link to a campus wide wireless network providing access to the internet and curriculum materials as well as enabling communication between students and teachers.

Teachers have been issued with their own device and have participated in a range of professional learning programs to develop teaching and learning strategies to value add using the device. Students' engagement and productivity is enhanced with their own BYOD as many of their learning resources are on the device and improved communication with their teachers with the ability to electronically connect to them at any time.

We request parents supply a device that complies with the following specifications:

- Apple device with at least: 10 inch screen, 10 hour battery life and running OS X 10.10 or above or IOS 8 or above.
- Windows device with at least: 10 inch screen, 10 hour battery life and running Windows 8.1 or above.
- Software/apps installed
BYO devices must have these software/apps installed for the teaching and learning program at JFSC:
 - Note taking, eg Evernote or Onenote.
 - PDF markup, eg Preview or Adobe Reader.
 - Cloud storage (optional), eg Dropbox or Google Drive or Copy.
 - Word processing, eg Pages or Word or Google Drive.
 - Spreadsheet, eg Numbers or Excel or Google Drive.
 - Presentation, eg Keynote or PowerPoint or Google Drive.
 - Image editing, eg iPhoto or Photo Gallery or Photoshop.
 - Video editing, eg iMovie or Movie Maker.
 - Web browser, eg Safari, or Chrome or Firefox or Internet Explorer/Edge.
- ***BYOD Student/Parent Memorandum of Agreement signed and returned.***

There is a wide range of devices on the market (it will be your choice which model you choose as long as it complies with the specifications above). JFSC is offering a range of devices in a bundle including support, cover and App credit through Winthrop Computing website:
<https://portal.winaust.com.au/a/johnforrestsc>.

There is also the option to purchase insurance with the device or lease a device over two or three years with insurance included. These options will be at extra cost. There is no obligation to purchase the device through Winthrop. You may already own a device or prefer to organise to purchase a device through another vendor.

Please Note: If your child has their own device they bring it to school at their own risk. We would recommend personal insurance.

Parents entering this program may be eligible for the Schoolkids Bonus. For complete details, please refer to the following link: www.humanservices.gov.au/customer/information/schoolkids-bonus. Students unable to bring a device to school will have access to computer labs and laptop trolleys.

JFSC will be improving communication with parents by opening a parent *Connect*. *Our Connect* will give you access to information whenever you want, on any device you are using. You can view your child's assessment requirements, attendance, college notices and a wealth of other important information.

3. RESPONSIBILITIES

3.1 The Role of Students

Students must use their BYOD and the college computer network responsibly. Communications on information networks are often public and general college rules for student behaviour, conduct and standards will apply.

When using their BYOD and accessing college information resources students must follow the policy and guidelines detailed in this document.

Students who fail to honour this Code of Conduct may forfeit use of their BYOD and access to the internet and/or college network.

3.2 The Role of Parents/Guardians

Parents/guardians are required to take responsibility for conveying the importance of the policy guidelines in this document and other college policies to their children. They are also required to monitor their child's use of the BYOD, especially at home, including access to media and information courses.

4. AUTHORISATION AND RULES FOR HOME USE

Students will be expected to bring their BYOD to school to use in class. This will be subject to approval by parents/guardians as indicated on the [Students Online – Acceptable Usage Policy](#), the [BYOD Student/Parent Memorandum of Agreement](#) and by student compliance with the usage conditions outlined in this document.

College usage will be granted subject to adherence to the following rules:

1. Students must bring their BYOD to school each day. **It must be fully charged.**
2. Students must have their BYOD inside a protective cover and inside their school bag when travelling to and from the college.
3. Students are responsible for the safe storage and care of their BYOD AT ALL TIMES. For example BYODs should not be left outside classrooms or the library.
4. When the BYOD is at school the college Network Agreement applies at all times.

Since school use brings with it a risk of accidental damage or theft of the BYOD we expect parents to arrange insurance. If an insurance claim is partially or wholly rejected by the insurer due to non-compliance with the guidelines the college will not cover the cost associated with the loss or damage.

5. GUIDELINES FOR PROPER CARE OF BYOD

5.1 Security and Storage

When the BYOD is at school, students must know the location of their BYOD at all times and are responsible for ensuring its safe keeping. BYODs must also be under the student's direct care during recess and lunchtime.

When the BYOD is being used away from the college, students should avoid leaving it unattended or where it is visible to the public (eg in a vehicle). In these circumstances, the BYOD can be a target for theft.

5.2 Transport and Handling Procedures

When transporting the BYOD, students are to make sure that it is in the cover and in their school bag which must be securely closed. Students must carry their BYOD inside the cover and place this inside their school bag when leaving the college. Students must never remove the BYOD from its cover and place it directly into their school bag.

5.3 Occupational Health and Safety Guidelines

The basic health and safety guidelines for desktop computers also apply to BYODs use:

- Keep the upper arms relaxed at the side of the body.
- Bend the elbows to around 90 degrees.
- Keep wrists straight.
- Change position every 15-20 minutes and take a complete break to get up and move body every 30-60 minutes.
- Avoid prolonged use of computers/devices/laptops.

Students with special needs will be catered for according to Department of Education guidelines.

5.4 General Care of the BYOD

It is the student's responsibility to maintain the BYOD in good condition.

5.5 Report of Loss or Damage

In circumstances where deliberate damage or theft has occurred, it is the student's responsibility to report to the Police.

6. DATA MANAGEMENT

Saving or back-up of data is the student's responsibility. To backup work it is recommended that students use cloud storage, purchase a USB flash drive or preferably, an external hard drive.

Staff will not accept data loss as an excuse for not handing in work on time.

7. PRINTING

Wherever required we are committed to delivering and receiving electronic forms of class work and assessment. Students must endeavour to produce and submit work and assessments electronically.

Students unable to submit work electronically will be encouraged to print work at home for submission to their teacher. Students should minimise printing at all times by print-previewing, editing on screen rather than on printouts and spell-checking before printing.

Students will have limited access to network printers. Printing will be supervised by the teacher in charge of the learning area in which the student wishes to print materials. Students must arrange for this to be conducted during class time or at another time convenient for the classroom teacher outside class time.

8. VIRUS PROTECTION

The BYODs should be configured with anti-virus software which regularly and automatically checks for viruses on the device. On the detection of a virus or the suspicion of a viral infection, the student must inform the Network Administrator, IT Support Centre in the library.

9. ACCESS SECURITY

9.1 Access Security

It is a condition of entry to the BYOD for student's projects that students agree to the monitoring of all activities including their Department of Education email and internet accesses.

9.2 Monitoring, Logging and Operational Updates

A log of all access to the internet including email will be maintained and periodically scanned to ensure that undesirable internet sites have not been accessed and that the content of email remains within the guidelines described in this document.

9.3 Cyber safety

Parents will be aware of many incidents reported in the media regarding safety online. Personal information is easily tracked and harvested by those who know how, so it is important to keep as safe as possible while online.

Parents are encouraged to check the following sites online for further useful information:

www.esafety.gov.au

<http://www.education.gov.au/national-safe-schools-framework-0>

<http://www.safeschoolshub.edu.au>

10. PROCEDURES

Devices are very expensive items and looking after them requires students to show great responsibility.

Teachers will manage behaviour in their classes as they do at any other time. Students are required to follow classroom and college rules at all times.

In the event a student does not follow classroom rules, college rules or the policies and guidelines regarding appropriate use of technology, normal behavioural management strategies will apply.

In the event of a breach of the *BYOD User Policy and Information*, the privilege of network access may be removed and other penalties may apply.

11. WHAT DO I NEED TO DO KNOW?

- Ensure you have read this document and the *Student Parent Memorandum of Agreement*.
- Discuss the information, rules, procedures and responsibilities of appropriate use. It is important your child understands that this privilege is subject to following the rules and procedures as described, both at the college and at home.
- Ensure your child takes the signed *Student/Parent Memorandum of Agreement* together with the device to the IT Technician (in the college library) to enable connection to the College Network.
- Keep a copy of this document for your records. An online version is available through our website.
- Check that the device is adequately insured and read the user manuals and information provided by the manufacturer.
- Spend time with your child getting used to the operation of the device and establishing appropriate behaviour and expectations at home.

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