

FRANCIS GREENWAY

— HIGH SCHOOL —



Bring Your Own Device

School Handbook

Bring Your Own Device (BYOD)

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Why BYOD?

Rationale:

At Francis Greenway High School, we value the learning experiences and opportunities that technology can provide. The promotion of all forms of learning are core to our educational philosophy.

Embedded in our school's Strategic Plan are values that focus on differentiated learning activities which are connected in a purposeful way to students' future needs and real world applications. Francis Greenway High School seeks to develop future focused skills in all of our students.

In schools that excel, educational aspiration and improvement is paramount. Curriculum programs and teaching practices effectively develop the knowledge, understanding and skills of all students, using innovative classroom delivery.

By facilitating BYOD, Francis Greenway High School empowers our students, giving them direct involvement in the way technology is used in their learning. At the same time, BYOD enables teachers to build on their experiences to ensure the relevance of student learning.



How will we address access and equity in a BYOD environment?

Rationale:

Francis Greenway High School (FGHS) is dedicated to the role of public education in ensuring equity of access to all resources for students to achieve learning outcomes. Our BYOD Policy will provide equity for all students, irrespective of their families' financial means.

FGHS recognises that the implementation of BYOD at our school inherently imposes a financial cost on students and their families for the purchase of a device. This cost occurs in all BYOD schools.

Objectives:

The FGHS BYOD Policy is designed:

- To provide an equitable framework to promote the bringing of a suitable computing device to school by students in Year 7 and Year 11 for use in their education.
- To ensure all students have access to appropriate technological resources in their classes if there is specific direction to use them from their teacher.

Actions:

Francis Greenway High School will:

- Endeavour to provide personal access to appropriate technology resources to all students operating under the school's BYOD Policy in keeping with the objectives of that policy and with respect to the school's role as a public education institution.
- Ensure the BYOD Policy Device Specifications are designed so that a range of devices (in capability and cost) are suitable and meet the requirements of the classroom environment.
- Consider a range of alternatives for providing device access for students, including:
 - Utilising class bookings in computer rooms for technology based lessons.
 - Faculty based access for students using laptop device stations.
 - Priority or reserved access to desktop computers in Library during class time, study periods or during breaks.
 - The loan of a laptop or other device for a particular period or class.
 - The loan of a laptop or other device for a particular day.
 - A procedure for signing out and signing back in a laptop from the Technical Services Officer (located in the library) or delegate and follow up any cases where the loaned device is not returned in accordance with the agreement.

**Parents/Carers please note:
Not all class lessons will be technology dependent.**

FGHS BYOD Policy

Objectives

- To facilitate the use of a computing device by all students in Year 7 for the purpose of learning; independently and in structured lessons.
- To provide a safe environment for students to use technology.
- To ensure a minimum standard of device compatibility.
- To provide a basis upon which Francis Greenway High School teachers can plan lesson delivery so that students can use their devices in class to work toward specific learning outcomes.

Actions

(A) Students and Parents/Carers

- Students must bring to school standard writing equipment, ie. workbook and pens/pencils, each day.
- Prior to bringing a personal device for the first time, students and their parents must read and sign the **FGHS BYOD Student Agreement** which sets out the responsibilities and expectations for use of the personal device at Francis Greenway High School.
- Students must use their device in accordance with the FGHS BYOD Student Agreement and the Department of Education's policies including:
 - Computer and Internet Policies, including *Online Communication Services, Podcasting and Student mobile device policy*
 - Student Discipline and Behaviour in Government Schools Policy
- Students must follow teachers' directions as to the appropriate use of their devices in class.
- A student's device is for their individual use while at school. The device is not to be borrowed by another student who may or may not have agreed to the terms of the FGHS BYOD student agreement.
- Students and Parents/Carers are responsible for ensuring the device brought to school meets all the requirements of the device specifications list. A device which does not meet the specifications will not be permitted access to school networks and services.
- Students requiring the use of an alternate device, for medical or therapeutic reasons, which does not meet the device specifications must apply for and receive an exemption from the specifications.
- Each student is solely responsible for the care and conduct of his/her own device whilst:
 - at school or at other school activities
 - travelling to and from school or to and from other school activities
- Students must connect their device to the designated wireless data network supplied by Francis Greenway High School using their own, individual student DoE account credentials only.
- Students must not connect to any other network, wired, wireless or cellular. Students must not bridge the Francis Greenway High School designated network to any other network.

(B) Teachers

- Teachers should encourage and facilitate the use of students' devices in their classes where they deem appropriate. Use of students' own devices in class is, however, at the sole discretion of the

teacher.

- Teachers should follow standard discipline procedures in case a student fails to adhere to the BYOD Student Agreement regards appropriate use of their device in the classroom and/or fails to bring a supplementary book and writing materials.

(C) The School

Francis Greenway High School will:

- maintain fair and **equitable access** to a device when required by the classroom teacher.
- provide a **BYOD Student Agreement** to list the responsibilities and expectations of each student and their families under the BYOD Policy.
- ensure a copy of the BYOD Student Agreement is signed by each student and their parents prior to allowing the student's device to be brought to school.
- publish a **device specification list** that describes the requirements for devices brought to school pursuant to the BYOD Policy. This device specification list may include requirements such as:
 - size
 - network connectivity
 - operating system and standard software
 - security measures
 - battery runtime
 - other device feature or software requirements determined by the school
- provide a wireless network with filtered Internet connection to which students may connect their BYOD device.
- provide support to assist students when first bringing their device to school and establishing network connectivity.
- accept no responsibility for loss, damage, maintenance or repair required on a student's own device.
- not facilitate the student's access to any network or school services should a student's device fail to meet a requirement of the device specification list. The school may direct a student to cease bringing a device to school which does not meet all the requirements of the device specification list

NSW Department of Education
BRING YOUR OWN DEVICE (BYOD) STUDENT AGREEMENT
(An original, signed agreement to be kept at school)

Dear Parent/Guardian and Student,

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:

- I will use the Department's Wi-Fi network only for learning while at school.
- I will use my device during school activities at the direction of the teacher.
- I will only attach any school-owned equipment to my mobile device with the permission of the school.
- I will use my own portal/internet log-in details and will never share them with others.
- I will stay safe by keeping my personal information to myself when learning online.
- I will not access or bypass any hardware and software security implemented by the Department or my school.
- I will not use my own device to knowingly search for, link to, access or send anything that is offensive, pornographic, threatening, abusive, defamatory or considered to be bullying.
- I will report inappropriate behaviour and inappropriate material to my teacher.
- 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.
- I acknowledge that the school cannot be held responsible for any damage to, or theft of my device.
- I understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
- I have read the "*BYOD Device Specifications and Student Requirements*" document (over page) and agree to comply with these.
- I have read and will abide by the NSW Department of Education *Online Communication Services – Acceptable Usage for School Students*. <http://bit.ly/2fkWals>

Date: ___/___/___

Student name

Parent/Carer name

Jo Edwards

Student Signature

Student Signature

Principal Signature

BYOD Device Specifications and Student Requirements

Wireless connectivity:

The Department's Wi-Fi network installed in high schools operates on 2.4 - 5Ghz. Devices that do not support this range will not be able to connect. Student devices are only permitted to connect to the Department's Wi-Fi network while at school. There is no cost for this service. This network is protected for student use against inappropriate material and students will be in breach of their student agreement to use another network.

Operating system and anti-virus:

The current or prior version of any operating system is required. Students must ensure they have a licensed version of a supported operating system and software. Student devices should be equipped with anti-virus software.

Software and apps:

Any device must have productivity software eg. Microsoft Office or Microsoft Office 365. All software and apps should be fully updated prior to coming to school. Google Docs and Microsoft Office 365 are both available for NO COST from the DoE portal.

Battery life:

A minimum of 6hrs battery life will be required in order to last the school day. Students must ensure they bring their device to school fully charged. No charging equipment will be supplied by the school.

Memory and RAM:

A minimum specification of 16 GB storage and 2 GB RAM to process and store data effectively is required.

Hardware features:

A camera and microphone are useful tools. A reasonable sized screen (a minimum of 9.7") and a sturdy, external keyboard to enable continuous use throughout the day is required. An iPad is not an ideal device for use in a classroom setting.

Other considerations

- Casing: Tough and sturdy to avoid breakage.
- Weight: Lightweight for ease of carrying.

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.
- Back-up storage: Consider a portable hard drive as an appropriate source of back-up storage for essential documents. Students are responsible for backing-up their own data and should ensure this is done regularly.

Theft and damage:

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.

Confiscation:

Students' devices may be confiscated if the school has reasonable grounds to suspect that a device contains offensive data or is being used inappropriately.

Maintenance and support:

Students are solely responsible for the maintenance and upkeep of their devices.

Insurance/warranty:

Students and their parents/carers are responsible for arranging their own insurance and should be aware of the warranty conditions for the device.

Further References and information

1. Learning modules for student and teachers in incorporating BYOD in the classroom (and at home)
http://www.digitalcitizenship.nsw.edu.au/Sec_Splash/index.htm
2. NSW Department of Education BYOD Policy with regards to students, school and Department responsibilities
<https://education.nsw.gov.au/policy-library/policies/student-bring-your-own-device-policy-byod>
4. FGHS School Plan 2018- 2020
https://francisgre-h.schools.nsw.gov.au/content/dam/doi/sws/schools/f/francisgre-h/localcontent/20182020school_plan.pdf
5. Francis Greenway High School website
<http://www.francisgre-h.schools.nsw.edu.au/>
6. Harvey Norman Student Device portal
<http://www.harveynormanbusiness.com.au/fghs2018portal>