



BRING YOUR OWN DEVICE (BYOD) POLICY

U:Public\Policies &
Procedures\Approved Policies\BYOD
Policy.doc

Authorised by: **Principal**

Approved by School Council: **16/8/17**

Date Created: 08/09/15

Last Updated: 4/8/17

Review Date: November 2017

Number of Pages: 7

Contents

Page

What is BYOD

2

Why BYOD

2

Equity and BYOD

2

BYOD @ Horsham College

3

Student Responsibilities

4

Student and parent agreement

5

BYOD Frequently asked questions

6

Appendix

BYOD Specifications and device options

7

What is BYOD?

“Bring your own device” (BYOD) refers to students bringing a personally-owned device to school for the purpose of learning. A personally owned device is any technology device brought into the school and is owned by a student or the student’s family. There are different models of BYOD. Horsham College students will be asked to bring their own laptop (for Year 10 to 12 students) or iPad (for Year 7 to 9 students) to school.

Horsham College’s vision is to be a leading school in incorporating eLearning strategies to engage and empower all learners, preparing them to become digitally literate, flexible and socially aware of their future with the skills to contribute responsibly as a member of a global eCommunity.

At the College we use various electronic devices to serve 21st century learners needs. Some of the key dispositions that we are seeking in our students are:

- the ability to use a device to communicate their ideas
- to be able to think critically
- to be able to use a device to collaborate with students and the global community
- to use a device to create and curate content.

Why BYOD?

The BYOD Policy replaces the Commonwealth Government’s National Secondary School Computer Fund (NSSCF) which concluded in 2013. Students who have previously been issued with an NSSCF laptop may continue to bring this device to school or they may prefer to bring an alternative computing device that meets the device specifications of the BYOD policy. Students who are no longer using their NSSCF device are to return it to the school.

Technology plays a large role in our students’ lives and personal devices can enhance and enrich learning opportunities both at school and at home. Horsham College is committed to allowing responsible, learning-centred use of personal devices at school so as to provide as many pathways to understanding as possible for our students.

Equity and BYOD

Horsham College will provide access to technology for all students regardless of the family’s financial situation. All students will have access to ICT resources to fulfil their educational requirements such as access to computers in the Senior Study Centre, library, IT suite in the Wimmera Trade Training Centre and use of laptop trolleys within the class environment. A wireless network with filtered internet connection is provided to all students in all learning spaces.



BYOD (Bring Your Own Device) refers to students bringing a personally-owned device to school for the purpose of learning. Horsham College recognises the need to prepare students for a rapidly-changing world where technology plays an increasing role in students' everyday lives. BYOD will help prepare students to become digitally literate, flexible and socially aware of their future with the skills to contribute responsibly as a member of a global eCommunity.

Which device can students bring to school?

YEAR 7, 8 & 9

Students in Years 7 to 9 can bring an iPad. The iPad must follow the required specifications.

The college will be partnering with JB HIFI Education Solutions to bring you suitable iPad purchasing arrangements for those who don't already own an iPad.

YEAR 10, 11 & 12

Students in Years 10 to 12 can bring a laptop. The device can be either Windows or OSX but must follow the required specifications.

Recommended Device Specification

YEAR 7, 8 & 9

Minimum specifications

iPad Air with WiFi

Storage

32 GB or higher

Operating System

ISO 10 or higher

NOTE: iPad minis will not be supported

YEAR 10, 11 & 12

To ensure BYO devices are able to operate with the Department's WiFi, **5GHz dual band is recommended, 802.11 a/b/g/n wireless.**

Battery life

It is recommended that batteries last for 6 - 8 hours without charge.

Memory and Storage

Recommendations:

250GB storage and 8GB RAM or higher

Hardware features

Devices may have a **camera** and **microphone**.

Software & Apps

YEAR 7, 8 & 9

You will need to have the following Applications (Apps) installed on the iPad:

- Numbers
- Keynote
- Pages
- iMovie
- GarageBand

There may be other applications required as the program develops.

YEAR 10, 11 & 12

You will need software that allows for:

- Internet browsing
- Note taking/Word processing
- Creating spreadsheets
- Creating presentations
- Antivirus protection

Students can download 'edustar' software from...
http://epotential.education.vic.gov.au/showcase/edustar_win

Student Responsibilities

The following will be the students' responsibility when using the BYOD:

- The device will be used only for learning purposes when in the school grounds
- Not to disclose/share students own portal/internet login details
- Not to hack or bypass any hardware and software
- Not to use the device to knowingly search for, link to, access or send anything that is:
 - Offensive
 - Pornographic
 - Threatening
 - Abusive
 - Defamatory
- Agree not to give out their personal information to strangers for their own safety
- Ensure their device is safe and secure at all times
- Keep their devices safe using carry cases, screen protectors, etc
- Acknowledge that the school cannot be held responsible for any damage to or theft of their device
- Agree to use the device according to the teachers' instructions
- Bring a device that matches the school's wireless specifications
- Students will be responsible to bring a device that is fully charged to school
- Students will be held responsible if they cause damage to another students' device.
- Acknowledge that the student agreement must be signed by a parent/carer and student before bringing the device to school.
- Use devices according to school Acceptable use Agreement and DET policies

Families may choose to purchase insurance for student devices.



Horsham College

Bring Your Own Device Student & Parent Agreement

Students must read this agreement in the company of their parent/carer unless excused by the Principal. This page is to be signed and returned to the school. By signing at the bottom of this page students agree to the following behaviours:

- agree that my use of the device will be used only for learning purposes when in the school grounds.
- agree to only ever use my own portal/internet log-in details and never share those with others.
- agree to not hack or bypass any hardware and software.
- Agree to not to use the device to knowingly search for, link to, access or send anything that is:
 - Offensive
 - Pornographic
 - Threatening
 - Abusive
 - Defamatory
- agree to report inappropriate behaviour and material to my teacher.
- agree to stay safe by not giving out my personal information to strangers.
- understand that my activity on the internet is recorded and these records may be used in investigations, court proceedings or for other legal reasons.
- acknowledge that the school cannot be held responsible for any damage to or theft of my device.
- agree that use of my device during school activities is at the direction of the teacher.
- Agree to use devices according to school Acceptable use Agreement and DET policies

Date: __/__/

_____ in the presence of: _____
Student Name Parent/Carer Name

_____ in the presence of: _____
Student Signature Parent/Carer Signature

BYOD FREQUENTLY ASKED QUESTIONS

Q/ What happens if my child's device is lost or stolen?

A/ Any damage to a device that a student brings to school will be the student's responsibility. Theft will be dealt with as part of the school's existing Discipline policy. Families may consider purchasing insurance and/or an extended warranty for the device.

Q/ Can the device be charged at school?

A/ Most learning spaces do not have the capacity to charge devices. Students' need to bring their devices to school fully charged.

Q/ Will there be a place at school for devices to be stored?

A/ No. Students should keep their device with them at all times. They should not leave them unattended.

Q/ Will there be an internet filter applied when the device is used?

A/ While at school, students are to use the school network which will be restricted by the DET filtered internet service. All social media sites, and inappropriate sites, are blocked while students are at school.

Q/ Does the Department provide any software for students?

A/ Yes, the DET provides a number of software programs available for free download. The link is:
http://epotential.education.vic.gov.au/showcase/edustar_win

Q/ Will I be able to put my own apps and programs onto my device?

A/ Yes. Parents and students are able to install their own apps and programs on their devices. These are at the discretion of the parents.

Q/ Will the school be doing a bulk purchase of devices for students to buy?

A/ No. The ethos of the BYOD policy is that students will be purchasing the device that best suits their needs and appeals to them the most. Devices can be purchased from local providers such as: Wimmera Office Equipment, Harvey Norman, Betta Electrical or via the Horsham College JB HIFI portal.
www.jbeducation.com.au/byod

Q/ Will my child be disadvantaged if she can't bring a device to school?

A/ No. The school will be able to provide access to devices if they are a required component of the lesson.

Appendix

YEAR 7, 8 & 9

Students in Years 7 to 9 can bring an iPad. The minimum standard of an iPad 2 with the latest iOS installed. There will be a setup fee of \$30 to be connected to and maintained on the school network and \$30 per year thereafter. The college will provide a list of the required Apps to be installed.

The college will be partnering with a number of local and appropriate non-local providers to bring you suitable devices for purchasing arrangements if they are required.

Personal Accounts for the App Store

While teachers are excellent at finding free apps that students can use on their iPads, it is important to remember that the minimum age for use of an App Store is 13yrs. Parents are therefore advised to update devices for children under 13.

YEAR 10, 11 & 12

Students in Years 10 to 12 can bring a laptop. The device can be either windows or OSX. To ensure BYO devices are able to operate on our network and to fulfil students educational requirements the following specifications are recommended:

- WiFi, **5GHz dual band is recommended, 802.11 a/b/g/n wireless.**
- **Battery life** last for **6 - 8 hours** without charge.
- **8GB RAM**
- Devices may have a **camera** and **microphone**.

There will be a setup fee of \$30 to be connected to and maintained on the school network and \$30 per year thereafter. Students can download free 'edustar' software from DET using the link below. http://epotential.education.vic.gov.au/showcase/edustar_win

Students are encouraged to bring a computing device from home that they are already familiar with using.

NOTE: Students who have previously been issued with an NSSCF laptop may continue to bring this device to school.

Smartphones are not considered an acceptable learning device.

While the Acceptable Use Agreement does permit mobile phones to be used in the classroom as learning tools, for ergonomic reasons iPads and laptops are recommended as more effective learning tools for the duration of a school day.

Antivirus - Protect your Data

Be aware that the VIC DET BYOD Policy requires users to have a current antivirus system on their device to protect user data and DET infrastructure.