



# BRING YOUR OWN DEVICE (BYOD) POLICY

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

Authorised by: **Principal**

Approved by School Council:  
**16/11/22**

Date Created: 8/9/15

Last Updated: 7/11/22

Review Date: 2023

Page Number: 1 of 6



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Horsham College.

## Purpose:

The Horsham College Bring Your Own Device (BYOD) program, like all BYOD programs in an education setting, inherently imposes a financial cost on students and their families in supplying a device. At the same time, the Horsham College BYOD program can only function if all students have access to appropriate technological resources in all their classes. Horsham College takes seriously the role of public education in ensuring all students have access to the same learning outcomes.

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 learner's 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.

## 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. A wireless network with filtered internet connection is provided to all students in all learning spaces.

## Acceptable Use Agreement

Students and parents/guardians are required to complete and return an Acceptable Use Agreement before a student's device can be connected to school's server.

## Which device can students bring to school and what are the Specifications?

Horsham College students will be asked to bring their own laptop. The device can be Windows or Mac OSX but must follow the required specifications (See Appendix 1).

## Software and Apps

You will need software that allows for:

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

Students can download education software from – <https://www.edustar.vic.edu.au>

## Student Responsibilities

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

- 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 always safe and secure
- 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.

## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunctions with the following policies:

- Student Welfare, Wellbeing and Engagement Policy
- Digital Learning (Internet, Social Media and Digital Devices) Policy
- Horsham College's Acceptable User Agreement

## **Communication**

This policy will be communicated to our school community in the following ways:

- available publicly on school website
- discussed at parent information nights
- discussed at student forums/through communication tools
- hard copy available from school administration upon request

## **Review Cycle**

This policy will be reviewed in accordance with the Policy Review Schedule

# BYOD FREQUENTLY ASKED QUESTIONS

## **What happens if my child's device is lost or stolen?**

*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.*

## **Can the device be charged at school?**

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

## **Will there be a place at school for devices to be stored?**

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

## **Will there be an internet filter applied when the device is used?**

*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.*

## **Does the Department provide any software for students?**

*Yes. DET provides a number of software programs available for free download.*

*The link is: <https://www.edustar.vic.edu.au>*

## **Will I be able to put my own apps and programs onto my device?**

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

## **Will the school be doing a bulk purchase of devices for students to buy?**

*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.ibeducation.com.au/byod](http://www.ibeducation.com.au/byod)*

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

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

## **Appendix**

Student laptops can be either windows or OSX. To ensure BYO devices can 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 \$30.00 to be connected to and maintained on the school network and \$30.00 per year thereafter. Students can download free 'edustar' software from DET using the link: [http://epotential.education.vic.gov.au/showcase/edustar\\_win](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.*

### **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. This can be Windows Defender that is the default for a Windows device. Mac OSX antivirus can be downloaded from the EduSTAR website.