**STUDENT BRING YOUR OWN DEVICE (BYOD) POLICY**

**MINNAMURRA PUBLIC SCHOOL**

1. **Introduction**

This document provides guidance and direction to the principal, staff, students and Minnamurra Public School community for the management and use of personal student devices at our school. Bring Your Own Device (BYOD) is a voluntary program at Minnamurra Public School.

1. **Key principles**
	1. Access to the Department of Education and Communities (DoE) network, including the Internet, will be made available to students who bring their own devices to school for appropriate learning activities in addition to accessing resources and research materials.
	2. This BYOD policy outlines how personal digital devices can and cannot be used at Minnamurra Public School.
	3. This policy aims to efficiently and safely incorporate student-owned devices into our digital learning environment while securing and protecting our school and DoE infrastructure and data.
	4. This policy must be read in conjunction with Minnamurra Public School’s *Student Use of Digital Devices and Online Services Procedures* document.
	5. The device in BYOD refers to any device brought in to school by students that has WiFi and/or cellular capabilities, this includes laptops, tablets, smartwatches, phones and other devices.
	6. Minnamurra Public School will ensure all students without BYO devices are provided with school owned devices and/or appropriate learning resources.
2. **Registration for network accessibility**
	1. Minnamurra Public School and the DoE network will enable student devices in our school.

1. **Student BYOD Agreement**
	1. Prior to connecting their devices to the school’s DoE network, students must return a Student and Parent BYOD User Agreement. This agreement must be signed by the student and by a parent/carer.
	2. It is important to ensure that students are aware of and agree to their obligations under the Student Bring Your Own Device (BYOD) Policy prior to using their own device in the school’s digital learning environment. School staff should endeavour to ensure that the BYOD student responsibilities are clearly understood by both students and their parents or carers.
	3. The Student and Parent BYOD User Agreement is a simple document with the purpose of acknowledging acceptance and agreement of the terms associated with the school’s implementation of the Student Bring Your Own Device (BYOD) Policy by both students and parents/carers. It is accompanied by an Information Sheet that must be provided in conjunction with the Student and Parent BYOD User Agreement.
	4. By accepting the terms, the student and parents/carers acknowledge that they:
* agree to comply with the conditions of the Student BYOD Policy.
* understand that both the school and the DoE have the capacity to access their device and the data/information it contains at the principal’s discretion.
* understand that under no circumstances will the DoE or the school accept any liability for the theft, damage or loss of any student’s device.
* understand that non-compliance may result in the withdrawal of BYOD permission and access.
	1. Student BYOD agreements should be retained in print or electronic form for future access as required.
1. **Cost to Students**
	1. Internet access through the Department’s network will be provided at no cost to students in NSW Public Schools.
	2. Access to school resources such as printer and its associated costs will be a school based decision.

1. **Student Responsibilities**
	1. Students are solely responsible for the care and maintenance of their BYO devices. This includes but is not limited to:
* Managing battery life and regular charging of their own device.
* Labeling their own device for identification purposes.
* Purchasing and using device protective casing.
* Ensuring the device is safe and secure.
* Maintaining up-to-date anti-virus software and operating system on their device.
* Taking insurance coverage of their own device to protect any accidental damage or theft or loss.
* Considering the use of the Find My iPad app to track lost or missing devices.
	1. Students are responsible for managing the battery life of their BYODs device and acknowledge that the school is not responsible for charging their devices. Students should ensure that their devices are fully charged before bringing them to school. Schools are not responsible for providing a facility for students to charge their devices at school.
	2. Students must have a supported operating system (Apple minimum version 10.2.1, Android minimum version 5) and current antivirus software installed where applicable on their BYO device and must continue to maintain the latest service packs, updates and antivirus definitions where available.

* 1. Students should not attach any school-owned equipment to their mobile devices without the permission of the school principal or their delegate.
	2. Students should clearly label their device for identification purposes.

* 1. Students are responsible for securing and protecting their device in schools. This includes protective/carry cases and exercising common sense when storing the device. Schools are not required to provide designated or secure storage locations; however, we will endeavour to provide secure storage whenever possible. .

* 1. Students are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.
	2. Each student is solely responsible of the care and conduct of their own personal device whilst at school, at other school activities or travelling to and from school.
1. **Damage and loss**
	1. Under no circumstances will the DoE or the school accept any liability for the theft, damage or loss of any student’s device. Please refer to:
* <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>
	1. 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.
	2. Minnamurra Public School will regularly review existing policies and processes to include BYO devices where appropriate e.g. Student Welfare and Discipline polices.
1. **Technical Support**
	1. Students will not receive any ICT hardware or software technical support from the school. The school will assist students to connect to the DoE network.
2. **Long-term care and support of BYODs**
	1. Students and parents are solely responsible for repair and maintenance of their own device. It is not the school’s responsibility.
	2. Warranties: Students/Parents should understand the limitations of the manufacturer’s warranty on their BYO devices, both in duration and in coverage. Under Australian consumer legislation, warranties usually last for one year, during which any manufacturing defects will be repaired or the device will be replaced (as per the specific terms and conditions of the manufacturer).
3. **Insurance**
	1. **Student BYO devices are not covered by Minnamurra Public School’s insurances.** When students purchase their BYO device, they may also purchase an optional insurance policy from the supplier of their device or a relevant insurance company. As mobile devices are subject to a higher risk of accidental damage, prior to signing up for an insurance policy, students/parents should be fully aware of the details and limitations of the policy, including any excess charged for making a claim, and the name of the company that holds the policy. As a guide, a suitable BYOD insurance policy should cover all types of BYO devices and provide worldwide, replacement cost coverage against:
* accidental damage,
* damage from falls and liquids,
* theft
* fire
* vandalism
* natural disasters (such as floods, cyclones, earthquakes, tornados, water damage, and power surge due to lightning)
1. **Acceptable use of BYO devices**
	1. The NSW Government has banned all mobile phone type devices in all NSW primary schools during school hours. This means that:
		1. Students are not to use devices that are capable of making phone calls or sending text and picture messages during school hours, including while on a school bus travelling to and from school, or on an excursion. This includes but is not limited to mobile phones, tablets and smart watches.
		2. Smartwatches are considered a BYO Device and therefore a BYOD User Agreement Form must be completed and signed by the parent and student. During school hours, (8:30 am – 2:55 pm), the Smartwatch must only function as a watch. No messages can be sent or received during school hours.
		3. If students require any type of device to contact parents for safety reasons, these devices may only be used outside of school hours, and while students are not on a school bus.
		4. Should a student need to contact a parent or carer during the school day, they must approach the administration office and ask for permission to use the school’s phone.
		5. During school hours, parents and carers are expected to only contact their children via the school office
	2. Using the Department’s DoE network services to seek out, access, store or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited. Such use may result in legal and/or disciplinary action.
	3. Students shall not create, transmit, retransmit or participate in the circulation of content on their devices that attempts to undermine, hack or bypass any hardware and software security mechanisms that have been implemented by the Department, its Information Technology Directorate DoE or the school.
	4. Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.
	5. Apps that require an age limit of 13 year plus or that can be used to network (communicate) with others are prohibited. Examples of these apps include, but are not limited to Tik Tok, Snapchat, Instagram and Facebook.
	6. For educational purposes photos, videos and audio recordings of any individual or group must have the expressed permission of the supervising teacher and any students to be involved. Photos, videos and audio recordings are not permitted at any other time.
	7. Students shall comply with departmental DoE or school policies concerning their use of BYO devices at school and while connected to the Department’s DoE network including:
* Online Communication Services – Acceptable Usage for School Students.
* Acceptable Use of Department’s DoE portal services.
	1. The principal retains the right to be the final arbiter of what is, and is not, appropriate use of BYO devices at the school within the bounds of NSW privacy legislation.
	2. The consequences of any breaches of this policy will be determined by the principal, in accordance with the school’s Welfare and Discipline Policy.
1. **Security and device management processes**
	1. Whilst using devices at school students must go through the school’s network via the Wi-Fi connection where DoE security policies are implemented (3G, 4G mobile cellular connections are not to be used).

* 1. There are a wide range of security considerations that will be addressed. These include but are not limited to:
* Strong passwords
* Device anti-virus software where available (provided by parents)
* Data and network traffic encryption
* Privacy controls
* Internet filtering
* DoE antivirus
* DoE technology infrastructure security
* Student Cyber Safety
	1. Educational policies and security processes will be updated as required to ensure a secure and effective digital learning environment, however, it should be noted apps on tablets and phones cannot be filtered through the DoE’s security processes.

**Bring Your Own Device (BYOD) Information Sheet**

In a changing and technological world, Minnamurra Public School aims to provide students with interfaces in education which encourage student understanding of the benefits that technology brings to an individual’s life. The BYOD program allows each student to have their own device which they can work with. The device is to enhance learning for all students and support existing classroom practices.

Within this program, students will still be required to write and read printed material. However, there will be a balance of learning using technology.

This information sheet is a summary of Minnamurra Public School’s Bring your Own Device Policy. The full policy is available on our website.

**Device Requirements**

Students will connect to the Minnamurra Public School’s Wireless network; as such the device needs wireless capability. Through connection to the DoE’s network, students will have protections against inappropriate sites which will assist in the control of what students can access.

The device is not to be 3G, 4G or 5G active as this allows connections to external sources through personal Wi-Fi data. (If the device does have this capability the SIM card needs to be removed prior to the device arriving to school, or the device needs to be placed into airplane mode so personal WiFi and cellular access is disabled).

Devices must support 5GHz dual band, 802.11a/b/g/n Wi-Fi. Apple devices must be updated to at least version 10.2.1. Devices that cannot or are not updated to version 10.2.1 will not be able to access the DoE’s proxy settings and therefore will not be able to access the school’s wireless network.

Android devices must be able to connect on all channels in the 5GHz range and must be updated to at least version 5.

It is also required that the device have a large enough screen which supports students reading. As such, a screen size of 140mm (5.5inch) or larger is preferable.

**Student Responsibilities**

Students are responsible for numerous aspects of the program. This includes:

* Care of the device at, to and from the school.
* Any damage that may occur with the device through use at school.
* Charging the device at home so as the device is ready for use at school.
* Appropriate use of programs.
* Use of any anti-virus software where applicable.
* No digital images, video recordings or voice recordings taken of other people without the expressed permission of the supervising teacher and person being filmed/photographed.
* Not accessing any social media sites.
* Not using their device when travelling on school buses.
* Consider enabling the Find My iPad app so lost or missing devices may be tracked.

(The school takes no responsibility for any device and/or any damage that may occur to it)

**The Use of Apps**

Apps will not be downloaded at school. Notes will be sent home to have parents download Apps at home. This serves a dual purpose; parents are aware of programs being used and parents have control of what is loaded onto a device. Apps to be used will be free (where possible) and will have an educational purpose.

Furthermore, apps that require an age limit of 13 years plus or that can be used to network (communicate) with others are not allowed on a device that is being used at school as the DoE’s network cannot block inbound or outbound messages. Students and parents are asked to remove these Apps before the device is brought to school. Examples of these Apps include, but are not limited to, Tik Tok, Snapchat, Instagram and Facebook.

**Agreement Form**

Prior to any student being allowed to access the BYOD program, the **Student and Parent User Agreement** must be signed and returned to the school. In signing the permission form parents hereby agree with the conditions of the BYOD program.

**Students not able to bring their Own Device**

Participation in Minnmaurra Public School’s BYOD program is voluntary. There may be a number of reasons why a child cannot participate in the program. For all students unable to participate, a school owned iPad or laptop will be supplied.

**BYOD Policy**

You can access the complete Minnamurra Public School BYOD Policy document at our school website in the “About Our School” section. Alternatively, you can request a printed copy from the school front office. We encourage you to read this thoroughly.

**Bring Your Own Device**

**Student and Parent User Agreement**

In order to extend student learning, students at Minnamurra Public School are going to be given the opportunity to bring their own technology device (iPad or iPad Mini, Android tablets and laptops) for use at school. Before permission can be granted, parents and students wishing to participate in this program must agree to the following conditions. Parents are asked to read these conditions carefully together with their child before signing and returning this agreement to their child's class teacher.

Any device capable of accessing personal WiFi, making and receiving phone calls, and /or sending and receiving messages is considered a BYOD device and a BYOD agreement form must be returned prior to bringing this device to school. This includes smart watches.

**Student and Parent Responsibilities**

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.

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.

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,

4. The NSW Government has banned all mobile phone type devices in all NSW primary schools during school hours. This means all students will use the school’s wireless network. The use of 3G, 4G and 5G wireless connections are not allowed. If your device has a SIM card, parents are required to store the SIM at home, or devices must be placed into airplane mode so personal WiFi and cellular access are disabled. ***Parental locks will need to be turned off while at school.***

5. Apple devices must be running on a minimum of version 10.2.1 and android devices must be running at a minimum of version 5.

6. The school recommends that parents enable the 'Find My iPad' application and become familiar with its use. We also recommend that each device is housed in a sturdy case for protection.

7. Students should clearly label their device for identification purposes.

**Storage**

7. Prior to the morning 9:00am bell, devices must be stored safely in student’s bags. Devices are not permitted to be used on school grounds before 9:00am for any reason.

8. Devices will be locked in the classroom at lunch and recess. The student agrees not to take their device into the playground unless for class use, under teacher supervision.

9. The student agrees to take their device home each night and will not store the device overnight at school.

**Usage**

 10. The student’s device will have only age appropriate apps installed and any apps with networking capabilities (such as, but not limited to Tik Tok, Snapchat, Instagram and Facebook) are not permitted on devices bought to school. The ratings are specified in the AppStore (iPad) or PlayStore (Android). The students will not share these apps between devices.

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

12. The student will comply with teachers’ requests to turn off their device when instructed to do so.

13. For educational purposes students can take photos, video or sound recordings of other students and members of staff only with the expressed permission of the supervising teacher. Photos, video or sound recordings should never be taken of another person without their knowledge and consent.

14. Students will only communicate between devices and other students using Department of Education approved applications (e.g. DoE email, Google Apps and EduBlog).

15. 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.

16. 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.

17. It is strongly recommended that you consider purchasing a new device or a device less than 3 years old in order to access the schools Wi-Fi network efficiently. Please consider the minimum requirements of your chosen high school. Many high schools have strictly defined minimum technical specification requirements for student devices. For this reason, we have included the following advice:

***Wireless connectivity – Devices must support 5GHz dual band, 802.11a/b/g/n Wi-Fi. Apple devices must be updated to at least version 10.2.1. Android devices must be able to connect on all channels in the 5GHz range and be updated to at least version 5.***

**Student and Parent User Agreement**

**As a student** of Minnamurra Public School, I understand and agree to 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 in accordance with school policies.

**As a parent** of a Minnamurra Public School student, I understand that my child will be responsible for abiding by the above conditions and have read and discussed them at length with her/him. I understand that my child’s device privileges may be revoked for a period of time upon receiving a BYOD infringement letter.

I give my child (name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of class \_\_\_\_\_\_\_\_\_\_ permission to bring the following device to school.

Device Make and Model:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Device Serial Number   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student’s Signature Parent’s Signature

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notice of BYOD Infringement**

Dear Parents/Carers,

In accordance with Minnamurra Public School’s Bring Your Own Device policy and student agreement, **Student Name** has been asked to keep his/her device at home for **###** days for the following reasons:

He/She can resume BYOD on **date**, providing that the lower portion of this infringement is signed by a parent/carer and returned to the teacher.

Thank you for your support,

**Teacher Name**

Please detach and return the lower half of this infringement letter.

**Parent Acknowledgment of Notice of BYOD Infringement**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , have received and read an infringement letter for my

child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in class \_\_\_\_\_\_\_\_ and have discussed the contents of it

with my child. I acknowledge that my child is not to bring their device to school before the

aforementioned date.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Bring Your Own Device (BYOD) Classroom Procedures**

Personal devices may be used during class with permission from the teacher for educational purposes. Any use of personal devices during class time (without permission) will result in disciplinary procedures for the student/s involved. Teachers are to follow the ensuing procedures at all times in regards to BYOD.

1. Devices are to be kept in students bags when they get to school until the roll is marked at 9am
2. Devices are not to be used unsupervised for any reason in the classroom, playground, on buses or on excursions
3. Devices are to be placed in the class BYOD storage container and locked in the class storeroom whenever not in use during the day
4. Devices are to stay locked in the storeroom for the whole day, unless being used during class activities for educational purposes. Furthermore, classrooms **must** be locked during lunch time, recess and at any other time when there is nobody in the classroom
5. Devices are not to be used by the class if a casual teacher is supervising the class for the day
6. Devices are to be used by its owner, and no one else
7. Devices are to be used for educational purposes only, i.e. Devices are not to be used during wet weather or on excursions to play games or take photos
8. Devices must not have networking apps (Tik Tok, Snap Chat, Instagram etc). If a device does have one of these, the app is to be deleted or the device cannot be used at school
9. If a device is left at school at the end of the day, the device must be locked in the school strong room with the school devices overnight. This is the responsibility of the supervising classroom teacher
10. If a device is used in a way that is deemed inappropriate, the Stage supervisor must be notified immediately. Students may have their BYOD contract suspended and the school’s discipline policy will be followed
11. Teachers should discuss and display the three DoE posters titled: ‘What Does it Look Like to Be **Safe** with Technology?’, ‘What Does it Look Like to Be **Responsible** with Technology?’ and ‘What Does it Look Like to Be **Respectful** with Technology?’. Teachers should refer to these posters whenever they deem it necessary to remind students of appropriate use of digital devices.