



QUAKERS HILL HIGH SCHOOL

Bring Your own Device (BYOD) Policy

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1. Rationale

At Quakers Hill High School (QHHS) we believe that mobile connected devices are a central feature of the modern workplace and we must equip our students in all aspects of digital literacy so they can succeed and thrive. Key to this is learning and developing the self-discipline and control required to use personal devices in a positive and productive manner. This BYOD policy will outline the rights and responsibilities of students to bring, use and connect their own devices to the school network for use in their studies.

2. Equipment

- 2.1. Ownership – The device remains the property of the student. Students are expected to bring their device each school day (except Wednesdays) for use during class and study times.
- 2.2. Choice of equipment – The device must meet all the requirements of 9. Device Specifications (see below). This includes meeting any physical device characteristics and having required software installed. The specifications are attached to this policy.

Note: A mobile phone or any device with a SIM is not an acceptable device.

- 2.3. Damage or loss of equipment
 - 2.3.1. QHHS will not take responsibility for any loss, theft or damage to:
 - the device or peripherals
 - data stored on the device.
 - 2.3.2. Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.
 - 2.3.3. In circumstances where a device is damaged by abuse or malicious act of another student, the school discipline procedures will apply. Although the school may present a request for a recoup of all or partial costs of repairs, the school will not take responsibility for pursuing any payments on behalf of any parties.
 - 2.3.4. The school will not provide charging facilities for student devices. Students are expected to bring their device with enough charge to last the school day.

3. Standards for equipment care

3.1. Students are responsible for the following:

- Keeping their device safe from damage – both hardware and software.
- Respecting the property of other students.
- Adhering to the Department of Education’s policy ‘Student use of digital devices and online services’ (<https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471>).
- Backing up all data securely. All schoolwork should be backed up to either Google Drive or Microsoft OneDrive (both services are provided freely to all students).

4. Acceptable use of equipment and communication systems

- 4.1. Use of the device during the school day is at the discretion of teachers. Students must use their device as directed by their teacher.
- 4.2. The primary purpose of the device at school is to support the education of students.
- 4.3. Students must bring their device to school fully charged. Students will not have provision to charge devices at school.
- 4.4. The only peripherals allowed for student devices are a mouse, storage device or accessories required by students with specific accessibility needs (pending approval by the Learning Support Team).
- 4.5. The covers of student devices are not to display any inappropriate content or material.
- 4.6. While at school, all material on the device is subject to review by school staff without prior notice.
- 4.7. Students are to connect their device to the school’s wireless network only. Students are not to connect their device to other wired, wireless or cellular networks whilst at school.
- 4.8. Students are not to create, participate in, or circulate content that attempts to undermine, hack into or bypass the hardware and software security mechanisms that are in place.
- 4.9. Students must never reveal their passwords to another student for any purpose.
- 4.10. The ‘Student use of digital devices and online services’ policy (<https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471>) applies to the use of the device and online services when students are:
 - at school
 - in connection with school-related activities and programs, including outside of school.

5. Misuse of equipment and communication systems

- 5.1. Standard school discipline procedures apply for any use of a device that is contrary to this BYOD policy or QHHS SMART expectations.
- 5.2. Students are not permitted to use any device to record audio, video or take pictures of any student or staff member without permission.
- 5.3. Students are expected to communicate appropriately and respectfully when using school or personally owned devices.
- 5.4. Students must not use technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy classmates or others in the community. Cyberbullying is not acceptable in school, or society, and it will not be tolerated. Any student who engages in cyberbullying or any other online actions that disrupt the safety and/or wellbeing of the school will be subject to disciplinary actions.
- 5.5. Examples of action the school may take in cases of misuse include:
 - the removal of the device for the remainder of the lesson
 - the removal of the device by a Head Teacher or Deputy Principal for the remainder of the school day and/or until a parent or carer collects the device
 - permission for the student to bring their device to school is temporarily revoked
 - detention, formal caution or suspension, suspension or long suspension
 - the device being submitted to police by the Principal or their delegate, in the event of extreme or criminal misbehaviour.

6. School procedure of device approval

- 6.1. Students and parents/carers must complete and sign the BYOD Agreement.
- 6.2. Students are to return the agreement to the school, with their device for inspection and approval.

7. Equitable access to devices

QHHS recognises that not all students have equal access to technology. The school will endeavour to provide access to appropriate devices, to students as part of the school's BYOD program. This will include the option of daily access to devices and may include short-term loans and long-term loans.

- 7.1. Device specifications are designed to ensure a wide range of devices are available to suit individual family budgets, while remaining compatible with the school's BYOD program.
- 7.2. QHHS currently has an agreement with Learning with Technologies (LWT), which provides approved devices. LWT also offers payment plans and insurance options. For more information, please visit <http://school.orderportal.com.au>.

8. Support

- 8.1. QHHS staff will provide limited technical support for student devices if the issue is directly related to student learning activities. Support will not be provided for any recreational use of the devices.
- 8.2. The school will not provide any support for warranty related hardware faults of student devices.
- 8.3. Students are responsible for performing regular backups of all their schoolwork. No support can be offered for deleted or lost files.
- 8.4. Students are responsible for ensuring that any software or application required is already installed on their device. Note: The NSW Department of Education provides students with access to Adobe creative Cloud, Google G Suite for Education and Microsoft Office 365 for free.

9. BYOD Device Specifications

The device must meet all the following requirements:

Component	Notes
Wireless compatibility Most important – there will be no internet access if your device does not comply	Device must have 5GHz ‘Dual Band Wireless’, 802.11abgn, 802.11ac or gigabit wireless.
Device type	Notebook computers ONLY – a mobile phone, tablet or any device with a SIM card is not acceptable.
Storage size	Minimum 64GB.
Operating system	Windows 10 or macOS.
Battery life	Advertised battery life of at least 6 hours. There are no facilities to charge computers in classrooms and students are required to bring their device charged and ready for school each day.
Software	Adobe Creative Cloud, Google G Suite for Education and Microsoft Office 365 are free for all NSW public school students. Access is via the student portal.
Additional considerations/recommendations	
Weight	Devices should weigh no more than 2kg.
RAM	Minimum 4GB.
Storage type	Solid state drive (SSD).
Protective cover/case	A hard cover or case containing memory foam for added protection is essential.
Insurance and warranty	Carefully consider the providers’ offerings for insurance and warranty when making your purchase.



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Bring Your Own Device (BYOD) Agreement

The Bring Your Own Device (BYOD) program at Quakers Hill High School (QHHS) will enrich student learning experiences in and outside of the classroom. QHHS provides considerable freedom to students in their choice and use of technology for the classroom. The school does so with the expectation that students will make SMART decisions regarding their personal use of technology. This BYOD Agreement must be signed before students will be permitted to use their device at school or connect it to the school network.

Students and parents/carers must carefully read the BYOD Policy prior to signing this agreement.

- We have read, understood and agree to the terms of the BYOD Policy.
- We understand our responsibilities regarding the use of the device and the Internet including:
 - the device brought to school meets the specifications as set out in the QHHS BYOD policy
 - the device must be fully charged for each school day
 - students are responsible for their own device, including the back up of all schoolwork.
- We understand that failure to comply with the BYOD Policy will be handled within the school's discipline procedures and/or the actions outlined in the policy.
- We understand that QHHS will not be responsible for any loss, theft or damage.

Device make/model:	E.g. Lenovo ThinkPad X131e (33722VU)
Device serial number:	E.g. C02LLY06DF65

Name of parent/carers:

Signature of parent/carers: Date:

Students must read this agreement in the company of their parent/carer.

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:

- I agree that my use of the NSW Department of Education (NSWDoE) internet will be for learning.
- I agree that I will only use my own portal/internet log-in details and that I will never share these with anyone.
- I agree not to bypass any hardware or software security implemented by NSWDoE or my school.
- I agree not share any software that allows the bypassing of the above.
- I agree not to infringe on any copyright rules.
- I agree not to search for, link to, access or send anything that is:
 - offensive
 - pornographic
 - threatening
 - abusive
 - defamatory.
- I agree to report inappropriate behaviour and material to my teacher.
- I agree to stay safe by not giving out my personal information to strangers.
- I understand that my activity on the Internet is recorded and these records may be used in investigations, court proceedings or for other legal reasons.
- I understand that my device is always my responsibility and I acknowledge that the school cannot be held responsible for any damage to or theft of my device.
- I agree that use of my device during school activities is at the direction of the teacher.

Name of student: Year:

Signature of student: Date:

In the presence of:

Name of parent/carer:

Signature of parent/carer: Date:

Note: Students are required to return this agreement, and their device for inspection to verify it meets school specifications. The device will be placed on the school's register indicating the student has permission to use the device at school. The agreement will be kept in the student's file.