

'Bring Your Own Device' Program: User Charter

Albion Park High School Bring Your Own Device (BYOD) program seeks to continue the development of students' 21st Century Skills in the use of digital technologies. Our wireless network and other infrastructure enable the connection of a range of devices to aid in teaching and learning. The school has provided considerable freedom in students' choice of technology to assist in their learning. It does this with the expectation that they will make good decisions with regard to their personal use of technology.

Students must read and sign the Bring Your Own Device User Charter in the company of a parent or caregiver unless otherwise directed by the principal. This must be agreed to and signed before students are permitted to bring their device to school and connect it to school facilities.

Students and parents/carers must carefully read this Charter together prior to signing it. Any questions should be addressed to the school and clarification obtained before the Charter is signed.

Bring Your Own Device User Charter

Version 2019

Agreement:

- 1. We have read all 5 pages of the Bring Your Own Device User Charter.**
- 2. We understand our responsibilities regarding the use of the device and the Internet.**
- 3. In signing below, we understand and agree to the Bring Your Own Device User Charter.**
- 4. We understand that failure to comply with the Bring Your Own Device User Charter will invoke the school's discipline procedures and/or the actions outlined in the charter.**

Device name/model:

Device serial number:

Operating system

Name of student:

Year:

7	8	9	10	11	12
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Signature of student:

Date:

Name of parent/carer:

Signature of
parent/carer:

Date:

Please sign and return this page to the school



To have your device connected to the DET network Mr Pencil must know the following information.

Device Password (To get into your computer) _____

DET User ID (Internet Username) _____

DET Password (Internet Password) _____

Please write clearly: if we cannot read your writing we cannot connect your device

Objectives:

- 1.1 To facilitate and promote the bringing of a computing device to school by students for use in their Education.
- 1.2 To provide a safe and secure learning environment
- 1.3 To enable students to use technology to further their learning, independently and in structured lessons.
- 1.4 To provide a basis on which Albion Park High School teachers can continue to tailor lesson delivery so that students can use their devices in class toward specific learning outcomes.
- 1.5 To ensure a minimum standard of device compatibility.

Equipment:

- 2.1 The device brought to school in accordance with this charter must be able to be brought to school by the student every school day and be the sole property of the student.
- 2.2 The device must meet all the requirements of the Device Specification. The Device Specification is a separate document available from Albion Park High School.
- 2.3 Students and Parents are responsible for ensuring the device brought to school meets all the requirements of the Device Specification. A device which does not meet the Specification will not be permitted access to school networks and services.
- 2.4 Students requiring the use of an alternate device, for medical or other reasons, which does not meet the Device Specification must apply for and receive an exemption from the Specification from the Principal before bringing such a device. The application should state the reason for the request for exemption.
- 2.5 Students must bring the device to school fully charged every day. Students are not permitted to bring charging cables to school.

Damage or loss of equipment:

- 3.1 **Students bring their own device for use at Albion Park High School at their own risk.**
- 3.2 Whilst Albion Park High School will do all that it can to safeguard property while the device is at school or during a school-related activity, it will not be responsible for any loss, theft or damage to:
 - the device
 - data stored on the device.
- 3.3 Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.
- 3.4 Students should not bring peripheral equipment, including power charges and cables to school with their device.

Access:

- 4.1 Staff have the right to confiscate the device from the student in order to save, retain and prove unacceptable use and inappropriate content.
- 4.2 Students must use their device in accordance with the school's Discipline Policy, the Department of Education and Communities' policy Online Communication Services: Acceptable Use for Students and

the BYOD User Charter.

- 4.3 Students must follow teachers' directions as to appropriate use of their devices in class.
- 4.4 Each student is solely responsible for the care and conduct of their own personal device whilst at school, at other school activities, travelling to and from school or to and from other school activities.
- 4.5 Students must connect their device to the designated wireless data network supplied by Albion Park High School using their own, individual DET portal e-learning account credentials only.
- 4.6 Students will:
 - keep passwords confidential and change them when prompted or if they are known by another user
 - use passwords that are not easily guessed
 - never allow others to access their e-learning account
 - log off at the end of each session to protect their e-learning account.
- 4.7 Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

Acceptable use and care of devices

- 5.1 The purpose of the device at school is educational.
- 5.2 Students will ensure that devices are kept in a safe and secure environment including ensuring that bags with devices are stored safely.
- 5.3 Devices are to be transported to and from school in a manner that will ensure that the device is not subject to damage.
- 5.4 Devices are never to be thrown around, even whilst in a school bag or carry case.
- 5.5 Devices are to be identified by name using a non-removable method of marking.
- 5.6 Students will ensure that devices are decorated in an acceptable manner that does not contain
 - sexually explicit or suggestive material
 - drug references and images or text messages promoting the use of drugs
 - promotions of gangs (personal and gang tags)
 - promotions of violence (weapons)
 - vulgarities in any language
 - anything that can be considered offensive by anyone inside or outside of the school.
- 5.7 The backing up of all work and data to a readily accessible location is the responsibility of the student.
- 5.8 All assessment and class tasks are to be submitted on the due date despite computer/printer/access problems and breakdowns.
- 5.9 Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the Department of Education and Communities' policy *Online Communication Services: Acceptable Usage for School Students* (PD/2002/0046/V04). Extracts are provided below. This policy forms part of this Bring Your Own Device User Charter.
- 5.10 The policy *Online Communication Services: Acceptable Usage for School Students* (PD/2002/0046/V04) applies to the use of the device and internet on the device:
 - at school
 - to access school-hosted systems
 - in connection with a school-related activity or school-related program, including coursework.

Extracts: Online Communication Services: Acceptable Usage for School Students

https://www.det.nsw.edu.au/policies/general_man/general/accep_use/PD20020046.shtml

4.1

Access and Security

4.1.1

Students will:

- ensure that communication through internet and online communication services is related to learning.
- keep passwords confidential, and change them when prompted, or if known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- never knowingly initiate or forward emails or other messages containing:
 - a message that was sent to them in confidence.
 - a computer virus or attachment that is capable of damaging recipients' computers.
 - chain letters and hoax emails.
 - spam, e.g. unsolicited advertising material.
- never send or publish:
 - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
 - material that is threatening, bullying or harassing to another person or making excessive or unreasonable demands upon another person.
 - sexually explicit or sexually suggestive material or correspondence.
 - false or defamatory information about a person or organisation.
- ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the NSW Department of Education and Training.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

4.2

Privacy and Confidentiality

4.2.1

Students will:

- never publish or disclose the email address of a staff member or student.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.

- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

4.3

Intellectual Property and Copyright

4.3.1

Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

4.4

Misuse and Breaches of Acceptable Usage

4.4.1

Students will be aware that:

- they are held responsible for their actions while using internet and online communication services.
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

5. Monitoring, evaluation and reporting requirements

5.1

Students will report:

- any internet site accessed that is considered inappropriate.
- any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Communities.

5.2

Students should be aware that:

- their emails are archived and their web browsing is logged. The records are kept for two years.
- the email archive and web browsing logs are considered official documents.
- they need to be careful about putting their personal or sensitive information in emails or on websites.
- these records may be used in investigations, court proceedings or for other legal reasons.