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**Russell Vale Public School**

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Principal: Paul Cuthbertson

**'Bring Your Own Device' Policy**

Rationale

The centrally driven and supported model for the supply of technology resources in education is no longer a model that can meet the demands of teachers and students. Russell Vale Public School values the rich learning experiences that tightly integrated interactions with technology brings. The promotion and advancement of this integration is core to the school's educational philosophies.

By facilitating Bring Your Own Device (BYOD), Russell Vale Public School empowers its students and gives them direct involvement in the way they use technology in their learning. At the same time, BYOD enables teachers to build on their experiences in the previous centrally-delivered model and adapt to this new BYOD environment without losing the core technological capabilities on which they have been able to rely.

Objectives

1. To enable students to use technology to further their learning, independently and in structured lessons.
2. To facilitate and promote the bringing of a computing device to school by all students in Years 3 - 6 for use in their education.
3. To provide a safe environment for students to further Objective 1.
4. To ensure a minimum standard of device compatibility.
5. To provide a basis on which Russell Vale Public School teachers can continue to tailor lesson delivery so that students can use their devices in class toward specific learning outcomes.

Actions

1. **Students and Parents/Carers**

* All students involved in the BYOD program are expected to bring a computing device to school each day. This device is a personal device of student's own choosing and ownership which meets the Device Specifications.
* The personal device must be able to be brought to school on each and every school day and be solely the student’s to use throughout the school day.
* The device must be fully charged before school everyday. The school is not able to provide charging options for devices.
* Students and parents are responsible for ensuring the device brought to school meets all the requirements of the Device Specifications. A device which does not meet the specifications will not be permitted access to school networks and services.
* Prior to bringing a personal device for the first time, students and their parents must read and sign the BYOD User Agreement which sets out the responsibilities and expectations for use of the personal device at Russell Vale Public School.
* Students must use their device in accordance with the school's Cyber Safety Policy, the Department of Education's policy Online Communication Services: Acceptable Use for Students and the BYOD User Agreement.
* Students must follow teachers' directions as to appropriate use of their devices in class.
* Each student is absolutely and solely responsible for the care and conduct of his/her own personal device whilst:

- at school or at other school activities.

- travelling to and from school or to and from other school activities

* Students must connect their device to the designated wireless data network supplied by Russell Vale Public School using their own, individual user account credentials only. Students must not connect to any other network, wired, wireless or cellular. Students must not bridge the Russell Vale Public School designated network to any other network.
* Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

1. **Teachers**

* Teachers should encourage and facilitate the use of students' devices in their classes where they deem appropriate. Use of students' own devices in class is, however, at the sole discretion of the teacher.
* Teachers should follow standard procedures in case a student fails to bring their device, in the same manner as if a student fails to bring any other required material to class. If a spare school device is available, it could be loaned for the day, however there is no guarantee.
* Proactively incorporate internet safety and digital citizenship into their teaching.

1. **The Principal**

* In circumstances where a device is damaged by abuse or malicious act of another student (“the other student”), reimbursement may be recommended. The Principal will, having regard to all circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student.
* The above clause does not bind students and families to the determination of the Principal.

**(D) Russell Vale Public School will:**

* Maintain a BYOD Equity Policy to ensure all students, no matter their family’s financial means, have access to the computing resources, inside of class time.
* Provide a BYOD User Agreement to list the responsibilities and expectations of each student and their family in the BYOD program.
* Ensure a copy of the BYOD User Agreement is signed by each student and their parents prior to allowing the student's device to be brought to school.
* Publish a Device Specification that describes the requirements for devices brought to school pursuant to the BYOD program.
* Provide a wireless network with filtered Internet connection to which students may connect their BYOD program device.
* Provide support to assist students with first bringing their device to school and establishing network connectivity with the BYOD program device.
* Accept no responsibility for loss or damage to, or for maintenance or repair required on a student’s own device.
* Accept no responsibility for the loss or damage of school devices. The parent/carer will be responsible for repair and/or replacement costs.

1. **Misuse of equipment and communication systems**

* Standard school discipline procedures apply for misuse of the device contrary to this BYOD User Policy or other school rules. Examples of action the school may take in cases of misuse include:

1. the device is taken away by a teacher for the remainder of the lesson
2. the device is take away by an Assistant Principal or Principal for the remainder of the school day and/or until a parent or carer picks up the device.
3. permission for the student to bring their device to school pursuant to the Bring Your Own Device policy is revoked
4. conventional discipline procedures, including detention or suspension where deemed appropriate, pursuant to the school’s discipline procedures.
5. **Acceptable equipment and communication system use**

* Use of the device during the school day is at the discretion of teachers and staff. Students must use their device as directed by their teacher.
* The primary purpose of the device at school is educational.
* Students must bring their device to school fully charged.
* Students should not bring peripheral device equipment to school with the device. Peripheral equipment includes:

1. chargers
2. charging cables
3. docking cradles, with the exception of a docking cradle that includes a keyboard integrated into the peripheral

* While at school, all material on the device is subject to review by school staff. If a student unintentionally accesses inappropriate material they are to notify the teacher immediately.
* Students are to connect their device to the designated wireless network only. Students are not to connect their device to other wired, wireless or cellular networks at school.
* 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 in place.
* Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student access to the internet at school based on the Department of Education policy Online Communication Services: Acceptable Usage for School Students. This policy forms part of this Bring Your Own Device policy.
* The policy Online Communication Services: Acceptable Usage for School Students applies to the use of the device and internet on the device:

1. at school
2. to access school-hosted systems
3. in connection with a school-related activity or school-related program, including homework

* Should a student’s device fail to meet a requirement of the Device Specification, the school will not facilitate the student’s access to any network or school services. The school may direct a student to cease bringing a device to school which does not meet all the requirements of the Device Specifications.

1. **Access and Security**

Students will:

* not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
* ensure that communication through internet and online communication services is related to learning.
* keep passwords confidential, and change them when prompted, or when 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 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.

-threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.

-sexually explicit or sexually suggestive material or correspondence.

-false or deframatory information about a person or organisation.

* never damage or disable computers, computer systems or networks of the NSW Department of Education.
* be aware that all use of internet and online comunication services can be audited and traced to the e-learning accounts of specific users.