Granville South Creative and Performing Arts High School

Bring Your Own Device (BYOD) Policy

Policy Date: 31st March 2015.

Rationale

Bring Your Own Device (BYOD) supports the use of individual student devices for learning. With the conclusion of the NSW DER program, BYOD allows students to access and utilise technology within the classroom as a tool for learning. BYOD hopes to continue the 1:1 technological ratio previously used as part of the DER model. BYOD permits students to bring their own device with Internet capabilities to use in the classroom for education purposes.

At Granville South Creative and Performing Arts High School (GSCAPAHS), BYOD is empowering students to become 21st century learners, who are engaged and knowledgeable participants in the world around them. BYOD allows students at GSCAPAHS to become sensible and responsible digital citizens in a structured manner, engaged in highly individualised learning which allows for greater ownership over learning. The focus within the classroom, for both staff and students, is to use the device to enhance the teaching and learning. Students will use their device to access the school’s Wi-Fi network.

Policy statement

This policy outlines the requirements and expectations of students, their parents/caregivers and staff at GSCAPAHS, to use and implement BYOD to assist students to become 21st century practitioners. Students bring their own device, with Internet capabilities, at no extra cost to the family or school. It is student’s individual responsibility to care and look after the device, whilst following the BYOD Student and Parent agreement documents.

Objectives

1. Promote student engagement and digital citizenship using current technological devices
2. Provide a safe, supportive and secure environment to teach students using technology
3. Deliver and tailor lessons that meet current needs of 21st century students and curriculum at GSCAPAHS.

Implementation

BYOD will run at Granville South Creative and Performing Arts High School on a trial basis in 2014. Students from Year 9 will trial the BYOD program in Term 4 2014. If successful, the program will expand and students from Year 7-12 will take part in 2015. BYOD is not designed to cost families more money or time.
Students will need to bring their own device to school every day as it will be used in several but not all classes. Use will be at the discretion of the individual teachers. Students who do not bring their devices will still participate in class activities.

**What is a device?**
The term “device” refers to any mobile electronic technology brought into the school, which is owned by the student, and which has the capability of connecting to the department’s Wi-Fi network.

Devices are to be non-disruptive devices and include the following:
- Laptops
- Mobile phones
- Netbooks/tablets
- iPads/iPod touch

Any device which may cause unnecessary disruption to the classroom environment, such as recording devices, radios, pagers, laser pointers and other electronic devices are not permitted as part of GSCPAPA’s BYOD program.

**Device specific guidelines**

**Mobile Phones**
- Students with a mobile phone MUST complete and return GSCAPAHS BYOD student and parent agreement forms
- Mobile phones may only be used during timetabled BYOD lessons as instructed by the class teacher and only if student and parent consent forms have been returned
- Mobile phones are to be switched off and out of sight during ALL timetables lessons unless the teacher has given permission for use of the phone as a device and only if student and parent consent forms have been returned
- Use of the phone’s capabilities is subject to what the teacher is teaching. Students are to be only using the application that they have been directed to use by the classroom teacher. Students are to not use other application during the lesson
- Mobile phones are not to be used to contact parents during class hours. Parental contact can be made via the front office.
- If parents need to contact their child they are to contact the office on 98922654 or in person
- Mobile phones are not to be used for texting or contacting other students within the class or other classes
- Parents must be aware of ergonomic issues, including issues with eye sight.

**All Devices**
- Students are to only be on the application as directed by the teacher.
- Students are not to be on any social media or contacting other students, via SMS or calling, unless specified by the classroom teacher.
Wifi Connectivity

A wifi connection will be provided at the school for electronic devices to be connected to, depending upon device capabilities. Any device that is brought to the school to be used as part of the BYOD program must be able to connect to the Internet. Students may connect to their own Internet provider, but this is at the students’ and their families’ own expense and not the schools.

Student and Parent Requirements

Responsibilities and requirements of schools, staff, students and parents/caregivers are detailed below. Attached in the appendix is the Student BYOD documents and the Parents/caregiver BYOD documents that are to be signed before the student can commence using their electronic device within the classroom.

**Student responsibilities**

- Take individual responsibility for any electronic device brought to school.
- Read, signed (with their parents) and follow the Student BYOD documents, which will be kept in each student’s file.
- If you are bringing a mobile phone to school you MUST return GSCAPAHS BYOD student and parent consent forms.
- Mobile phones are only to be used during timetabled lessons if requested by the classroom teacher. Otherwise, mobile phones need to be switched off and out of sight during class hours.
- Mobile phones are not to be used to contact others including parents, family, friends or students during class hours.
- Use mobile phones in a respectful and responsible manner at all times.
- Bring their registered electronic device to school every day.
- Any device brought to the school needs to have Wi-Fi connectivity. Students must use the Wi-Fi appropriately. If connecting with 3G and 4G students can bypass the DEC filters. Students are to therefore, be on sites that are appropriate or those chosen by the teacher.
- Students are to be aware that their activities on the Internet are monitored and will be recorded.
- Students are not to access social media and/or socialise on their device during the lesson, unless stated by the classroom teacher.
- All device software and programs are to be downloaded legally and appropriately licensed.
- All devices are required to have at least a 5 hour battery life. Students will not have access to school property in which they can charge a device.
- It is the student’s responsibility to secure and protect their device throughout the day. This includes having protective casing and necessary storage of the device in school bags and exercising common sense when storing the device.
- Parents and students have signed the agreement forms. This is recorded on Sentral for all teachers to view. Students who have not brought in their forms are not to be using electronic devices in the classroom.
Students must understand the manufacturer’s limited warranty and follow all instructions according to the manufacturer’s instructions.

Understand that the school takes no responsibility for lost, stolen, misplaced or damaged devices. In the case of malicious damage, the school will follow the school’s existing process for damage to school or another student’s property.

Understand that the school will not provide technical support for both hardware and software of any device.

Devices are not covered under the school’s insurance policy. Insurance is the responsibility of the parents/caregivers.

Students must have a secured password for their DEC portal and device that is secure and strong. Students are not to share or tell anyone else their password. The school takes no responsibility if a student shares their password. Strong privacy controls should also be utilised.

Students are to use their devices in an appropriate manner. Students are report any misuse to their teachers. Students must not search, send or use inappropriate material, nor take photos or recordings of any individual or group (including any DEC employees) without written permission of each individual (parents and caregivers for those under 18).

Not attach any devices to any school owned equipment or devices without the permission of the principal or appropriate staff member.

**Parent responsibilities**

- Read, sign and discuss with their child/children the schools BYOD documents.
- Ensure the BYOD device meets the requirements as stated in the Parent and Student agreement documents.
- Understand that it is the responsibility of the student to take care of any device brought to school. Any lost, stolen or misplaced devices are not the responsibility of the DEC or GSCAPAHS. Devices that are stolen will follow the schools already existing policy on stolen items.
- If your child is bringing a mobile phone to school they MUST return GSCAPAHS BYOD student and parent consent forms.
- Mobile phones are only to be used during timetabled lessons if requested by the classroom teacher. Otherwise, mobile phones need to be switched off and out of sight during class hours.
- If parents wish to make contact with their child they are required to contact the office on 98922654 or in person.
- Parents may take out insurance on the device, however, it is up to the family as no insurance will be provided by the DEC or school.
- Accept all responsibility for the maintenance, upkeep, protection and use of the device by their child/children.

**School responsibilities**

- Use the device as a tool for enhancing student learning and engagement.
- The school takes no responsibility for stolen, damaged and/or misplacement of any device brought to the school.
- All devices are to be stored in student’s bags or the front office and no responsibility will be taken by the school.
- Report any misuse or inappropriate material to the relevant authorities.

**Staff responsibilities**

- Use BYOD devices in the classroom to create a learning environment which promotes 21st century learning and thinking.
- Report any misuse of devices or inappropriate sharing, sending or generating of material, to the principal.
- Use appropriate and relevant websites when allowing students to access the Internet.
- Follow the Code of Conduct in relation to the electronic devices section.

**Consequences of not abiding by guidelines**

The principal has the right to determine what is and is not an acceptable usage of a device brought to the school, within the bounds of the department’s policies and NSW privacy and other legislation. The principal has the right to confiscate a device if they believe the BYOD policies have been breached and examine the device for the purpose of confirming the breach. Depending upon the actions, school disciplinary action may occur, including suspensions and referral the NSW Police or relevant authorities.

The classroom teacher is to direct the use of the electronic devices in the classroom. If students are using their device inappropriately this may results in (1) handing the device into the teacher who will give it to the front office, where it can be picked up after school by the student or parent/caregiver, (2) detentions, (3) formal cautions or suspension.

**Monitoring, evaluation and review**

This policy will come into effect in 2014. It will be evaluated and reviewed every six months to ensure that all outcomes of the policy are current and relevant. The policy will be brought to a committee of staff, students and parents and assessed. It will then be presented to the Principal, senior executive and executive before it is adjusted, if needed.

**References**

- DEC BYOD Policy
- Acceptable User Policy
- Student Bring Your Own Device Guidelines