



Point Clare Public School Bring Your Own Device Program

Dear Parents and Carers,

As part of our strong and ongoing commitment to 21st century teaching and learning excellence, Point Clare Public School is continuing with the implementation of the Bring Your Own Device (BYOD) program in Stages 2 and 3. This program aims to improve student learning experiences, both in and out of the classroom.

What is BYOD?

BYOD refers to where students bring a personally owned, school approved device to school for the purpose of learning. A personally owned device is any technology device brought into the school and owned by a student (or the student's family). Put simply, BYOD is a solution where students quite literally bring their own device to school in order to access the internet via the school's secure Wi-Fi.

How does it Work?

After surveying parents and the community, students in Years 5 and 6 trialled the implementation of the BYO iPad program in 2015. After review in 2016, the decision was made to open the program up to other mobile devices. Careful consideration and investigation led to the decision that Point Clare Public School will cater for any **mobile device** that connects to the school's secure **802.11n 5Ghz WiFi** network. The following device specifications were provided by the Department of Education in 2020, however current specifications are yet to be advised. Please consider choosing a device with the latest software and hardware specifications:

Device Specifications	
Device	Mobile tablet or device such as an iPad, Android tablet or Windows tablet or laptop that meets the specifications noted in this table. PCPS strongly advises students to have a laptop as their device as this allows for greater skill development and optimal network connectivity Chromebooks are not accepted.
Wireless Compatibility	Able to connect to the school's secure 802.11n 5Ghz WiFi Network
Operating System	The latest version of Windows (10), iOS (14) or latest version of Android
Screen Size	Minimum screen size of 7.9 inches (device/tablet) 10-14 inches (laptop)
Battery Life	Minimum 6hrs
Memory	Minimum 32Gb (device/tablet) Minimum 64Gb (laptops)
Hardware Features	In-built camera and microphone The device must be mobile 4Gb RAM (recommended for laptops) Laptops must have an antivirus installed Laptops must have Microsoft Office 365 installed – This is available from the Student Portal
Other Considerations	Casing: Tough and sturdy to avoid breakage, screen protector Headphones Protective sleeve (laptops) Please consider the weight of laptop
Accessories	Insurance and Warranty: This is recommended, however, be aware of the terms of insurance policies/warranties for the device. The school will not accept responsibility for loss or breakage.

Students who wish to take advantage of the BYOD program, are required to read through the **BYOD Policy Document** as well as the **Student Responsibilities** and sign a **Student Agreement** that sets out how the devices can be used at school. This agreement must be read and signed in the company of students' parent or carer, unless otherwise excused by the principal and returned to the classroom teacher. **Students are not permitted to bring a device to school unless a Student Agreement has been signed and returned.**

If you have any concerns or queries regarding the use of a BYOD, please contact Mr Johnston or Mrs Burke on 4325 0594.

Please note that the school does not manage, support, own, provide or warranty any BYOD device.

Updated November 2020

BYOD FAQs

Do we have a preferred device?

Whilst we would prefer a standardised platform, we understand the reasons for additional devices to be added to the program. Devices that meet the specifications are permitted. PCPS strongly advises students to have a laptop as their device as this allows for greater skill development and optimal network connectivity

I have a laptop at home, can I bring that in?

Yes, laptops are our preferred devices of choice. The laptops must be mobile and meet the device specifications.

Will we be expected to purchase apps at an additional expense?

Depending on the device you purchase, some applications may be included. We have devised a core list of applications that will be communicated in advance of the date needed. We understand cost is important and try to use free applications where possible.

Will my child be disadvantaged if they do not have access to a BYOD?

No, students will not be disadvantaged. Assessments and class work will be assessed by the concept and content demonstrated, not the specific application used to complete the task.

Will my child be playing games on their devices?

Devices are for educational use only. This being said, students may be allowed to access applications that interest them for special occasions. This is at the teacher's discretion.

Security is a concern to me.

The school does not own the device, support the device or warranty the device. Experience from the previous Commonwealth-funded Digital Education Revolution scheme indicates that students who took good care of their device and considered themselves the device's owner, rarely had device security issues. If you are concerned the device is going to be broken, lost or stolen, you may wish to consider specific accidental loss and breakage insurance for the device. You can specifically list the item on your home contents insurance, or you can purchase an Accidental Damage Protection plan for your device. Insurance remains the responsibility of parents/caregivers and students. Insurance will not be provided by the school and it is advised that you consider adding this device to an existing home and contents insurance policy.



Point Clare Public School BYOD Student Agreement

Students must read and sign this BYOD agreement in the company of their parents or carer, unless otherwise excused by the principal.

I agree that I will abide by the school's BYOD agreement and that:

- I will use the department's Wi-Fi network for learning.
- I will use my device during school activities at the direction of the teacher.
- I will not attach any school-owned equipment to my mobile device without the permission of the school.
- I will not use Apps that have not been approved by my teacher.
- I will use my own portal/internet log-in details and will never share them with others.
- I will stay safe by not giving my personal information to strangers.
- I will not hack or bypass any hardware and software security implemented by the department or my school.
- I will not send messages, emails or other forms of communication without teacher permission.
- I will not use my own device to knowingly search for, link to, access or send anything that is:
 - Offensive
 - Pornographic
 - Threatening
 - Abusive or
 - Defamatory
 - Considered to be bullying.
- I will report inappropriate behaviour and inappropriate material to my teacher.
- I understand that my activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.
- I acknowledge that the school cannot be held responsible for any damage to, or theft of my device.
- I understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
- I have read the BYOD Student Agreement document and agree to comply with the requirements.
- I have reviewed the BYOD Requirements and have ensured my device meets the minimum outlined specifications.
- I have read and will abide by the NSW Department of Education and Communities' Online Communication Services – Acceptable Usage for School Students.

Name of student: _____ Roll class: _____

Signature of student: _____ Date: ____ / ____ / ____

Name of parent/carer: _____

Signature of parent/carer: _____ Date: ____ / ____ / ____

**PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL
KEEP THE REMAINDER OF THE AGREEMENT FOR YOUR REFERENCE**

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**Point Clare Public School
Bring Your Own Device and
Student Responsibilities
Policy Document**

Introduction

Point Clare Public School Bring Your Own Device (BYOD) program aims to improve student learning experiences both in and out of the classroom. Point Clare Public School provides considerable freedom to students in their choice of device. The school does so with the expectation that students will make good decisions with regard to their personal use of technology. While the use of the BYOD program allows individualised learning and classroom access to a dynamic learning environment, it is not compulsory and students who do not have a BYOD device will still be provided with the opportunity and access to an academically challenging and diverse curriculum.

The BYOD Policy Document needs to be read and the BYOD Student Agreement signed before students are permitted to bring their device to school and connect it to school facilities.

Any questions should be addressed to Mr Johnston or Mrs Wilson on 4325 0594.

Purpose

BYOD refers to a technology model where students have the option to bring a personally owned device to school for the purpose of learning. A personally owned device is any technology device that meets the specifications, brought into the school and owned by a student (or the student's family). Put simply, BYOD is a solution where students quite literally bring their own device to school in order to access the secure internet via Wi-Fi and enhance the teaching and learning cycle.

1. Scope and Definitions

1.1 Parties

This agreement is between Point Clare Public School, a student currently attending or who will be attending Point Clare Public School, and his parent or carer.

1.2 "Student" and "Students"

Reference in this agreement to Student or Students means a student currently attending or who will be attending Point Clare Public School and binds his parent or carer.

1.3 "Bring Your Own Device Student Agreement"

This agreement may be referred to as the Bring Your Own Device Student Agreement or BYOD Student Agreement.

1.4 "Device"

Reference in this agreement to Device means a mobile electronic device brought by a student to Point Clare Public School pursuant to the school's Bring Your Own Device strategy and this BYOD Student Agreement.

2. Equipment

2.1 Custodianship

The device brought to school pursuant to this strategy must be able to be brought on every school day and be solely the student's to use throughout the school day.

2.2 Choice of equipment

The device must meet all the requirements of the Device Specification. This includes meeting any required physical device characteristics and the having the listed software installed. The device specifications are listed on the next page.

Device Specifications	
Device	Mobile tablet or device such as an iPad, Android tablet or Windows tablet or laptop that meets the specifications noted in this table. PCPS strongly advises students to have a laptop as their device as this allows for greater skill development and optimal network connectivity Chromebooks are not accepted.
Wireless Compatibility	Able to connect to the school's secure 802.11n 5Ghz WiFi Network
Operating System	The latest version of iOS (10), latest version of Android or Windows (8 or higher)
Screen Size	Minimum screen size of 7.9 inches (device/tablet) 10-14 inches (laptop)
Battery Life	Minimum 6hrs
Memory	Minimum 32Gb (device/tablet) Minimum 64Gb (laptops)
Hardware Features	In-built camera and microphone The device must be mobile 4Gb RAM (recommended for laptops) Laptops must have an antivirus installed Laptops must have Microsoft Office 365 installed – This is available from the Student Portal
Other Considerations	Casing: Tough and sturdy to avoid breakage, screen protector Headphones Protective sleeve (laptops) Please consider the weight of laptop
Accessories	Insurance and Warranty: This is recommended, however, be aware of the terms of insurance policies/warranties for the device. The school will not accept responsibility for loss or breakage.

3. Damage or loss of equipment

3.1 Students bring their own device for use at Point Clare Public School at their own risk.

3.2 For the removal of any doubt, Point Clare Public School will not be responsible for any loss, theft or damage to:

- a) The device
- b) Data stored on the device while the device is at school or during a school-related activity, absolutely, in negligence or otherwise. All due care will be made by the school to limit loss, theft or damage.

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 In circumstances where a device is damaged by abuse or malicious act of another student (“the other student”), reimbursement may be required. The Principal will, having regard to all the 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.

3.5 The above clause does not bind students to the determination of the Principal.

3.6 In accordance with clause (6.4) below, students should not bring peripheral equipment, including power charges and cables to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

4. Standards for equipment care

Students are responsible for:

- a) Taking due care of the device in accordance with school guidelines.
- b) Adhering to the Department of Education and Communities’ policy *Online Communication Services: Acceptable Usage for School Students* (PD/2002/0046/V04).

- c) Backing up all data securely. All electronic data and resources used for school coursework must be stored on another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.

5. Misuse of equipment and communication systems

5.1 Standard school discipline procedures apply for misuse of the device contrary to this BYOD Student Agreement or other school rules.

5.2 Examples of action the school may take in cases of misuse include:

- a) The device is taken away by a teacher for the remainder of the lesson
- b) The device is taken away by an Assistant Principal, Grade Supervisor or Deputy Principal for the remainder of the school day and/or until a parent or carer picks up the device
- c) Permission for the student to bring their device to school pursuant to the Bring Your Own Device policy is revoked
- d) Conventional discipline procedures including detention or suspension where deemed appropriate pursuant to the school's discipline procedures.

6. Acceptable equipment and communication system use

6.1 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.

6.2 The primary purpose of the device at school is educational.

6.3 Students must bring their device to school fully charged.

6.4 Students should avoid bringing peripheral device equipment to school with the device.

6.5 Peripheral equipment includes:

- a) Chargers
- b) Charging cables
- c) Docking cradles, with the exception of a docking cradle that includes a keyboard integrated into the peripheral
- d) External pointing devices, such as computer mice
- e) Adapters for the connection of video output or data transfer

7. While at school, all material on the device is subject to review by school staff

7.1 Students are to connect their device to the designated school (DoE) wireless network only. Students are not to connect their device to other wired, wireless or cellular networks whilst at school.

7.2 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.

7.3 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 strategy forms part of this Bring Your Own Device Student Agreement.

7.4 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:

- a) At school
- b) Where in connection with a school-related activity or school-related program, including coursework, outside school.

Note: The complete *Online Communication Services: Acceptable Usage for School Students* (PD/2002/0046/V04) policy is available for viewing at:

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

Extracts: *Online Communication Services: Acceptable Usage for School Students:*

8. Access and Security

8.1 Students will:

- a) Not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- b) Ensure that communication through internet and online communication services is related to learning.
- c) Keep passwords confidential, and change them when prompted, or when known by another user.
- d) Use passwords that are not obvious or easily guessed.
- e) Never allow others to use their personal e-learning account.
- f) Log off at the end of each session to ensure that nobody else can use their e-learning account.
- g) 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.
- h) Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- i) 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.
- j) 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 defamatory information about a person or organisation.
- k) Ensure that personal use is kept to a minimum and internet and online communication services are 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.
- l) Never damage or disable computers, computer systems or networks of the NSW Department of Education and Communities.
- m) Ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- n) Be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

9. Privacy and Confidentiality

9.1 Students will:

- a) Never publish or disclose the email address of a staff member or student without that person's explicit permission.
- b) Not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.

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

10. Intellectual Property and Copyright

10.1 Students will:

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

11. Misuse and Breaches of Acceptable Usage

11.1 Students will be aware that:

- a) They are held responsible for their actions while using internet and online communication services.
- b) 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.
- c) 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.

12. Monitoring, evaluation and reporting requirements

12.1 Students will report:

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

Point Clare Public School BYOD Student Responsibilities

Operating system:

Students must ensure they have a legal, licensed and current version of a supported operating system and of software.

NSW Department of Education and Communities' Wi-Fi network connection only:

Student devices are only permitted to connect to the department's Wi-Fi network while at school. There is no cost for this service.

Battery life and charging:

Students must ensure they bring their device to school fully charged for the entire school day. *No charging equipment will be supplied by the school.*

Theft and damage:

Students are responsible for securing and protecting their devices at school. *Any loss or damage to a device is not the responsibility of the school or the Department.*

Confiscation:

Updated November 2020

Students' devices may be confiscated if the school has reasonable grounds to suspect that a device contains data which breaches the BYO Student Agreement.

Maintenance and support:

Students are solely responsible for the maintenance and upkeep of their devices.

Data back-up:

Students are responsible for backing-up their own data and should ensure this is done regularly.

Software and Applications

All school-based software and applications should be fully updated.