



BYOD POLICY



Dear Parent / Carer

Ballina Coast High School uses a 'Bring Your Own Device' (BYOD) model for classroom computers. Parents/ carers are asked to provide a device for their child that meets a set of minimum hardware and software requirements. This document outlines those specifications and recommends suitable devices. Recommended devices will integrate with school infrastructure, be capably supported by our onsite technical staff and properly support ICT-based teaching and learning at BCHS. Suitable devices vary in price and capability allowing most families to participate in this program.

Please understand that access to a computer for your child's use at school is essential. Should you believe you are not in a financial position to participate in BYOD, there are options for assistance.

Please read all the attached documentation thoroughly. The Policy and Permission Form will need to be completed and returned before the new devices will be added to our network and can be used in the school.

Yours sincerely,



BYOD TECHNICAL SPECIFICATIONS

Wireless connectivity:	The department's Wi-Fi network installed in high schools operates on the 802.11ac 5Ghz standard.
Operating system:	Windows 10 Mac OSX (current is Catalina 10.15) iOS 9.0 or later
Software and apps:	Google Chrome - BCHS utilises G Suite for Education Microsoft Office - Students may license MS Office free via DoE sign-in/account, School can assist.
Battery life:	Must be able to operate under normal conditions for a minimum of 6 hours Note: Charging stations for devices are located at the school. These are the only method of laptop charging for safety reasons.
Storage and RAM:	A minimum specification for storage of 128 GB HDD or SSD for Laptops, and 4 GB RAM (8 GB preferred), to process data rapidly. Devices with less than 128GB may require access to additional external/ cloud storage.
Hardware features:	Built in camera and microphone
Display:	Integrated display no smaller than 11 inches
Pointer:	Touch screen or track-pad
Weight:	Weight - 2 kg maximum
Accessories	Carry case: Supply a carry case or skin to protect the device. Insurance and warranty: Be aware of the terms of insurance policies/warranties for the device. The school will not accept responsibility for loss or breakage. Back-up storage: Consider a portable external drive as an appropriate source of back-up storage for essential documents. Students also have access to Google Drive and OneDrive to back up their data.

Recommended Suppliers/ Laptops:

Harvey Norman:

[Harvey Norman HP 14-inch-laptop](#)

[Harvey Norman Lenovo Ideapad 14-inch-laptop](#)

[Harvey Norman Acer Aspire 1 14-inch-laptop](#)

School Locker:

[School Locker BCHS Portal](#)

[School Locker Brochure](#)

[School Locker Accidental Damage Protection](#)



BYOD STUDENT RESPONSIBILITIES

Operating system and anti-virus:

Students must ensure they have a legal and licensed version of a supported operating system and of software. If applicable, students' devices must be equipped with anti-virus software.

NSW Department of Education Wi-Fi network connection only:

Student devices are required to connect to the department's secure Wi-Fi network and access internet via detnsw.net managed portal while at school. There is no cost for this service. Students found to be bypassing the department's Wi-Fi network while at school may have their device confiscated and their BYOD rights removed. This is considered Serious Misconduct under the school's discipline policy and appropriate consequences will result.

Note: The MAC address of all student devices may be used to track student's access to DETNSW network and the Internet whilst at 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. Parents/ Carers should ensure that **all devices and accessories are clearly and permanently marked with their child's name**. This will help ensure the return of lost or misplaced items to their owners.

Confiscation:

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

Maintenance and support:

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

Ergonomics:

Students should ensure they are comfortable using their device during the school day particularly in relation to screen size, sturdy keyboard etc.

Insurance/warranty:

Students and their parents/caregivers are responsible for arranging their own insurance and should be aware of the warranty conditions for the device.



BRING YOUR OWN DEVICE (BYOD) PARENT & STUDENT AGREEMENT

Students must read and sign the BYOD Student Agreement in the company of a parent or caregiver unless otherwise directed by the principal.

Ballina Coast High School is committed to providing supportive learning environments for all students and is prepared to allow students to use personal laptop/tablet devices. Clearly, safety and security from both the student and the school perspective are prime concerns.

Any parent whose child uses a personally owned electronic device within Ballina Coast High School must sign the agreement and return it to the School.

By signing the form, you agree to abide by the school's BYOD policy and that:

- I will use the department's Wi-Fi network for learning. **Use of 3G & 4G wireless/ mobile connections (known as 'Hot Spotting') is strictly not permitted and constitutes a serious breach of Ballina Coast High School's Discipline Policy.**
- 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: **NO EXCEPTIONS.**
- I will have my name clearly visible on the back of my device.
- I will comply with my teacher's request to shut down the computer or device or close the screen.
- 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 use my device to record, transmit or post photos or video of a person or persons at school.
- I will not hack or bypass any hardware and software security implemented by the department or my school.
- 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 understand the school reserves the right to inspect my personal device if there is reason to believe that I have violated the terms of this agreement.
- I acknowledge that the school cannot be held responsible for any damage to, or theft of my device.



BRING YOUR OWN DEVICE (BYOD) PARENT & STUDENT AGREEMENT

This document should be read in conjunction with the DET “Bring Your Own Device Policy” and the “Online Communication Services: Acceptable Usage for School Students” Policy, available on the DET Website.

DET “Bring Your Own Device Policy” link below

<https://education.nsw.gov.au/policy-library/policies/student-bring-your-own-device-policy-byod>

DET “Online Communication Services: Acceptable Usage for School Students” Policy link below

<https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students>

- 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 Responsibilities**.
- I understand that violations of any DET or school policies, administrative procedures or school rules involving my personally owned device may result in the loss of the privilege to use my device in school and/or disciplinary action.
- I have reviewed the **BYOD Device Requirements** and have ensured my device meets the minimum outlined specifications, **in particular, Wireless Standard 802.11AC**.
- I have read and will abide by the NSW Department of Education and Communities’ ***Online Communication Services – Acceptable Usage for School Students***.
- Families should check the details of their personal insurance cover for events such as loss/damage.
- I understand the BYOD device does not replace the need for exercise books and other essential school equipment.
- I will bring my BYOD device to school fully charged each day, as charging at school is not permitted.
- My device and accessories have my name clearly marked on each item.

Additional NOTE

- Teachers are **NOT** responsible for dealing with technical issues on BYOD devices in class.
- Teachers **WILL** indicate to students when the BYOD devices are needed for class activities.
- The **School Technical Support Staff** will provide assistance with connecting BYO devices to the DETNSW network, accessing DoE internet and student portals, and basic user assistance in support of required classwork. All other hardware and software issues are a matter between the devices owner and commercial support providers. School technical staff will assess, advise and recommend external providers if required.

I will keep an electronic or paper copy of this policy for my personal records.



BRING YOUR OWN DEVICE (BYOD) STUDENT AGREEMENT

(Submit this Agreement Form to the Year Adviser)

I have read the Ballina Coast High BYOD Policies and Procedures and the DET Acceptable Use Policy, and understand my responsibilities.

Please tick your Year box.

Year 7 Year 8 Year 9 Year 10 Year 11 Year 12

Student name: _____

Parent/Carer name: _____

As a parent I understand that my child will be responsible for abiding by the BYOD policy and guidelines.

I have read and discussed them with my child, who understands his/her responsibility in the use of a personal device at Ballina Coast High School.

Student signature

Date: __/__/__

Parent/caregiver signature

Date: __/__/__

Please sign the agreement and return to the School.



