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YEOVAL CENTRAL SCHOOL

BYOD HANDBOOK

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Introduction

Dear Parent/Caregiver

Yeoval Central School values the rich learning experiences that tightly integrated interactions with technology brings, and the Bring Your Own Device program is at the core of technological capabilities provided in our classrooms and teaching programs. The placing of a computing device in the hands of each student will enable many of our teachers to change radically the way they approach lessons.

As a Yeoval Central School student, your child will be encouraged to participate in the school's BYOD program and bring a device to school each day. This device will be of your child's and your own choosing and ownership but which meets the specifications set out by the school. The school believes in supporting local business and we encourage you to do so as well. Local retailers are able to provide a selection of devices which meet these requirements and provide multi-year on-site warranties, technical support and optional accidental damage insurance.

The expectation is that students use their own device from Year 5 to through to Year 12.

I encourage you to read this handbook and visit the school's website. Both provide an explanation of how the program operates, set out what is expected of parents/caregivers and students, provide information about the school's minimum device specification and list the school's recommended device models.

If you have questions about the BYOD, about the application of the handbook to your circumstances or about alternate device arrangements, please contact the school. Bring Your Own Device is an exciting technology path for Yeoval Central School. We look forward to its success with your support.

Nicole Bliss
Principal

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ABOUT BRING YOUR OWN DEVICE

What is BYOD?

Bring Your Own Device, or BYOD, is a technological trend in education and in the corporate world.

BYOD recognises that technology and choices about technology are very much personal.

BYOD acknowledges technology in education means more than meeting specific curriculum requirements.

BYOD is designed to give you, as students and families, freedom to make technology choices that suit you and all your circumstances.

How does it work?

All students are expected to bring their own computing device to school every day. The school makes recommendations as to the minimum specifications a device should have but essentially the device is of your own choosing.

There is also some software that is required on the device. In most cases there are free options for software.

Students are required to sign a BYOD Student Agreement that sets out how the device can be used at school.

A member of the school staff, the BYOD Technical Support Officer, is available to answer questions and to give assistance.

However, the school does not manage, support, own or warranty the device - it's your device.

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What type of device can we bring?

A range of devices in a range of price categories meet the Device Specification. The Device Specification includes Windows and Apple devices (preferred option is Windows). Devices should be practical for your child to carry to and from school.

Purchasing from a store

If you are considering purchasing a device in the marketplace, there are many factors to consider. While smaller tablet devices may be half the price of a larger sized ultrabook, you should carefully consider all your options for purchase and lease/rent-to-buy. Consider also that a good quality device could comfortably last four years.

Device Purchasing Pitfalls

Some of the Device Specification elements are quite particular and can be difficult to ascertain in store. For example, the Specification states:

• Device must have 5GHz 802.11n support

This refers to the wireless networking (Wi-Fi) technology the device supports and it may be advertised in different ways, including:

- • 'Dual Band Wireless'

- • 'agn' Wireless

- • 'abgn' Wireless

- • 'ac' Wireless

- • 'acgn' Wireless

- • 'Gigabit Wireless'

But yet devices with 'bgn' wireless will NOT work.

THE EASIEST WAY IS TO LOOK FOR A DEVICE ADVERTISED AS 802.11 AC.

THIS IS THE LATEST STANDARD AND WILL WORK!

The Device Specification included in this handbook and copies can be downloaded from the school's website.

Take the device specification with you when you go shopping. Ask the salesperson to verify the devices has the correct Wi-Fi inside. Also verify this yourself - salespeople can get this wrong too.

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Selecting a Device

A number of factors come into selecting a device. The Device Specification (below) sets out the minimum of what is required, but you are provided considerable leeway in device characteristics.

When selecting a device, you should give consideration, first and foremost, to the Device Specification. But consider also:

- Platform, Size and Form-factor
- Subject Selection
- Longevity
- Battery Life
- Warranty and Insurance
- The Home Situation
- Other Technical Specifications
- Price

Platform, Size and Form-factor

Windows and Mac devices are supported for the school's Bring Your Own Device program.

The Device can range from 9.7" (iPad) up to 13.3". A device larger than 13.3" is simply too large to put in a school bag each day and is too big to sit on a school desk with other equipment. You may decide on seeing an 11" device that it is simply too small, or you may decide it is perfect.

Devices can be in laptop form-factor or tablet- convertible form-factor. They may or may not have touch screens. A laptop is good for doing written work seated at a desk or even on the ground. A tablet- convertible is a little bit more versatile in where it can be used, but note two typical drawbacks: the quality of the keyboard is likely to be lower and if the convertible tablets does not have a rigid hinge, then it may be difficult to use to type with when not at a normal desk.

Devices in the BYOD program are used for a lot of content creation. This means actually producing work, rather than just consuming reference material like textbooks or teaching videos. A Windows device or a MacBook will have a distinct advantage over an iPad – as there are limitations with iPads accessing the required programs your child needs to use at school.

Longevity

Varying devices have varying build quality. This is mostly based on price. A device with cheap, flimsy hinges and plastic exterior components will not last as long as a better built device. A good quality device, well looked-after could easily last four years and more.

All vendors provide optional accidental damage protection insurance to help ensure the device you want to last four years will last four years.

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Battery Life

The Device Specification says your device should have eight hours of battery life. This will see it through the school day. Charging of a device is not recommended at school – the school does not have the facilities, the chargers present a trip hazard when in use and are something easily lost when not.

Note also the advertised battery life of a device and its real battery life are often vastly different. Furthermore, batteries degrade. Over time, the amount of runtime you get out of your device will decline. After two years, battery life may be cut by 30-50%. You should plan for this scenario.

If the device has a removable battery, then you can consider purchasing a new battery for it after a couple of years. Otherwise you should consider a device which has ample spare battery life such that a degraded battery still gets you through the school day.

The Home Situation

Consider the following:

- Is the device brought to school your primary device at home too?

- Do you have access to or mostly use another device at home?

- Will you use the device for [reasonable amounts of] playing games at home?

- Do you travel to different parents' homes?

If the device is being used more because it is also used at nights/weekends plus during the school day, that will increase wear-and-tear and battery utilisation.

Other technical specifications

The Device Specification only mandates a few technical specifications. Processor speed, screen resolution, RAM quantity, storage (disk) size and the use of spinning or solid state disks are all absent from the specification because these do not impact student's fundamental ability to participate in the Bring Your Own Device program.

That's not to say they should not form part of your considerations in selecting a device. The reasonable life of the device, for example, will be significantly impacted by these specifications. And while bigger is better, it comes at the expense of price, weight and battery life.

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Price

Your personal circumstances will determine how much price necessarily forms part of your device choice considerations. Price is certainly a consideration. Beware purchasing the cheapest device available because of what has been said above. At the same time, you should not be spending thousands of dollars on a device to bring to school.

This level of specification costs extra money above what the Device Specification requires. The school considers this reasonable, but it is for you to decide whether it is necessary.

Cash back

All students in Years 5-12 are expected to bring their own device. Parents/Caregivers will be eligible for $100 cash back every four years when they produce an original receipt of their BYOD purchase (a leased device is not eligible for the cash back – BYOD must be purchased outright).

Warranty & Insurance

Warranty and insurance can add a large amount to the cost of a device, but they provide you with peace of mind.

Accidental Damage Protection can be purchased to cover situations where the laptop is dropped or knocked over (or stood on, or crushed). Students at Yeoval Central School have practical classes multiple times per week. All increase the risk of damage.

For insurance against loss or theft, your best course of action is to specifically list the device as a valuable on the home contents insurance.

Lockers

Lockers are available to all secondary students. Priority is given to senior students.

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Device Specification: Hardware

Hardware Specification Requirements

Form Factor	Laptop, tablet device or convertible device A tablet device must have a **physical keyboard attachment** with separate keys for A – Z and 0 – 9 and which physically move when depressed.
Physical Dimensions	Minimum Screen Size: 25cm Maximum Screen Size: 34cm
Operating System	• Microsoft Windows 10 • Chrome OS (Note: Android devices and Apple iPads are intentionally omitted due to compatibility issues)
Processor	Dual core processor or better. Minimum processor speed 1.5GHz **Note:** A quad core device is recommended.
Memory	Minimum Ram: Laptops 4GB is recommended
Wireless Compatibility	The department's Wi-Fi network installed in high schools operates on the 802.11a/n 5Ghz standard. Devices must be able to connect to the 802.11a/n 5Ghz wireless network. **Look for 802.11AC as this is the latest standard and will definitely work**
Battery Life	Advertised battery life of 8 hours or more.
Storage	Minimum 128GB storage on device for laptops and 32GB for tablets. A SSD (solid state disk) is recommended
Protective casing	Students are required to store their device in a suitable protective case when not in use. **Note:** A scratch/impact/liquid-splash resistant case is recommended. A screen protector may also be advisable for touch screen devices
SIM	A SIM and ability to connect to a phone network is NOT required and discouraged as all internet connection at school **MUST** be through the school's provided network connections.
Additional Recommendations	• Maximum weight: 2kg • USB 2.0 or USB 3.0 port • Accidental loss and breakage Insurance

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Software Requirements

In addition to the hardware requirements outlined above, the device must also have access to the following software.

Operating System	As per previous table.
Web Browser Options	Google Chrome (preferred), Internet Explorer 10 (minimum), Apple Safari, Mozilla Firefox, Edge.
Pdf Document Viewing Software	Adobe Acrobat Reader or Equivalent Software
Google Apps	Either through the browser or via a dedicated application (Google Apps are free through the student portal)
Microsoft 365	Either through the browser or via a dedicated application (Microsoft Office is provided as a free download through the student portal)
Additional Recommendations	Up to date Antivirus for Windows devices (e.g. Microsoft Security Essentials)

Software Available to Students Free of Charge

An array of commercial software is available to students involved in the school's Bring Your Own Device program free of charge. This includes Microsoft Office. **Hence there is no need to purchase software for a BYOD program device.**

Apart from Microsoft Office, the software made freely available are not requirements of the BYOD program, but depending on their course of studies, students may make use of the software variously throughout the school year.

Software available to students includes:

- Microsoft Office
- Microsoft Windows
- Microsoft Visual Studio
- Adobe Creative Suite Design & Web
- Adobe Premiere Elements and Photoshop Elements

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Support Procedures

The school is staffed by a Technical Support Officer (TSO) one day per week to provide assistance to students.

The TSO can provide students with assistance in a multitude of areas, including:

- Getting a device connected to the school Wi-Fi network.
- Being a first point of call for students and parents with questions BYOD.
- Installing software freely available to students.

"There Is Something Wrong with My Device"

If there is a problem with your device, but:

- You don't exactly know what or you do not know how to fix it then do not just ignore it/hide it/make do in class somehow. The Technical Support Officer is there to help you. Either the device can be made to work again on the spot, or the Technical Support Officer can suggest to you how to fix the device.

What you need before bringing a device

There are some steps to take before bringing a device to school for the first time:

1. Read and sign the BYOD Student Agreement
   The Student Agreement sets out the rights and responsibilities of students and families in the Bring Your Own Device Program. It must be returned and processed by the school before a device can be connected to school systems. Student Agreements can be returned to the school office.

2. Know your school username and password. Students are given a computer login username and password soon after starting school.

3. Students to bring device to school and they will be assisted with logging onto the network the first time that they use it.

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What to do on the day you first bring a device

Once a device is ready to be brought to school, it is simply a matter of connecting it to the school's Wi-Fi network by having a one on one meeting Technical Support Officer (TSO).

Common Parent Concerns

On the matter of costs

The purchase of a device is a major decision and a significant expense. A good quality device may last four years (or even more) and viewed over such a period the expense is considerably less.

Yeoval Central School has taken strides to integrate device use into many aspects of teaching and learning. Your investment allows the school to maximise learning outcomes for all students.

We are committed to our obligations as a public education institution to deliver the same learning outcomes to all our students no matter their families' financial means.

On the matter of device security

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 damage 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. Accidental Damage Protection is available as an option for all our recommended devices.

You may also consider using a device locator service. These services include the "Find my iPad" service built in to Apple iOS devices, "Prey" for Windows or "LoJack" for Laptops.

Internet access on the device will be filtered at school and students will be prohibited from connecting to other networks while at school.

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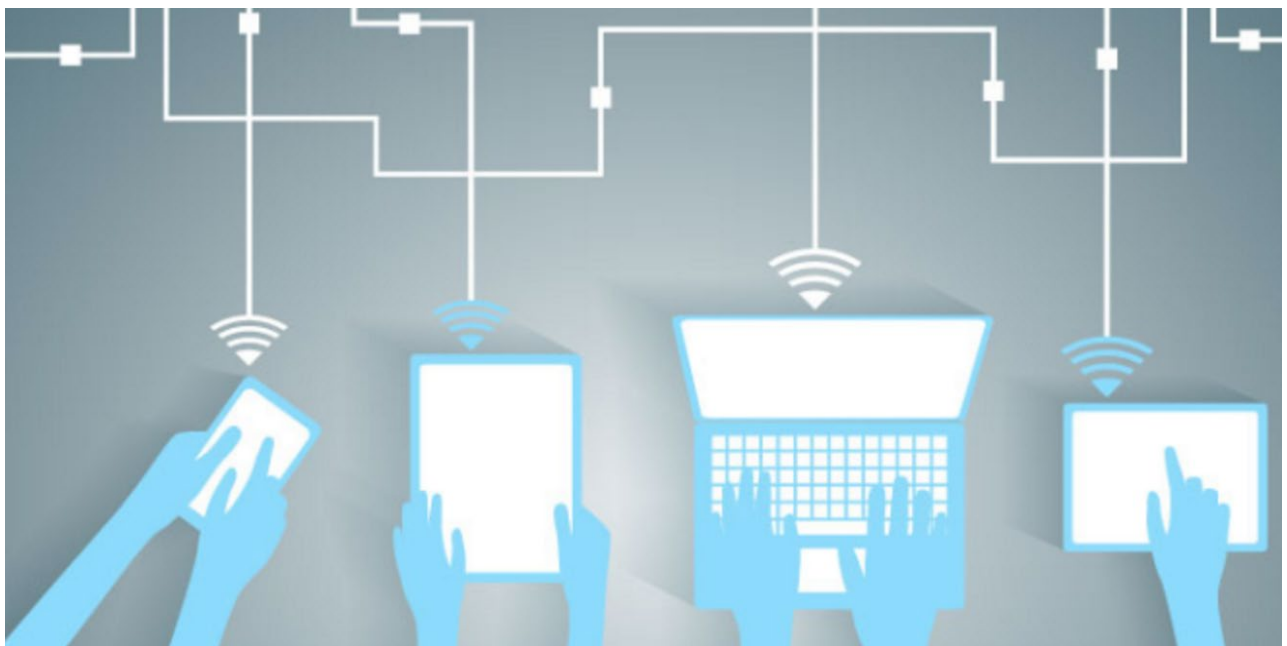RESPECT
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On the matter of device use at home

The school is frequently asked questions about use of a device at home. This is a matter which is largely a negotiation within the family. Students do not need to use their device in their bedroom, students do not need to use their device at midnight. The freedom and latitude afforded to one child may not, in all the circumstances, be appropriate for another.

Students receive information about safe and appropriate device use across their time at school. If you feel device use is becoming problematic for your child's schoolwork, you may considering speaking with their Year Advisor to determine what strategies can be put in place to address your concerns.

How to get help

Students in attendance at Yeoval Central School should always visit the school's Bring Your Own Device Technical Support Officer as their first port of call for any issue about processes or about their device.

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Rationale

Yeoval Central School values the rich learning experiences that tightly integrated interactions which technology brings. The promotion and advancement of this integration is core to the school's educational philosophies.

By facilitating Bring Your Own Device (BYOD), Yeoval Central 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 diverse BYOD environment without losing the core technological capabilities on which they have been able to rely.

References

i.   Social Media Policy
ii. Discipline Policy
iii. Student Bring Your Own Device Policy
iv. *Online Communication Services: Acceptable Use for Students* (PD/2002/0046/V04)

Objectives

1. To facilitate and promote the bringing of a computing device to school by *all* students in Years 5 - 12 for use in their education.
2. To provide a safe environment for students to further Objective 1.
3. To ensure a minimum standard of device compatibility.
4. To enable students to use technology to further their learning, independently and in structured lessons.
5. To provide a basis on which Yeoval Central School teachers can continue to tailor lesson delivery so that students can use their devices in class toward specific learning outcomes.

Actions

(A) Students and Parents/Caregivers

- All students in Years 5 - 12 are expected to bring a computing device to school each day.
    - Students may bring their device from the start of Term 1.
    - Families of students entering the school in Year 7 will receive specific information to support the transition to high school.

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Device Specification.

- 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.
- 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.
- Students requiring the use of an alternate device, for medical or therapeutic reasons, which does not meet the device specification must apply for and receive an exemption from the specification before bringing such a device. The application should state the reason for the request for exemption.

- 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 Yeoval Central School.

- Students must use their device in accordance with the Department of Education's policy *Online Communication Services: Acceptable Use for Students* (PD/2002/0046/V04) 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 own personal device whilst:
  - o at school or at other school activities
  - o 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 Yeoval Central 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 Yeoval Central School designated network to any other network.

(B) 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 discipline 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.

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(C) Yeoval Central School

- Maintain a p**olicy** to ensure all students, no matter their family's financial means, have access to the computing resources, inside and outside of class time, that are required by their coursework.

- Provide a **BYOD User Agreement** to list the responsibilities and expectations of each student and their families 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. This Device Specification may include requirements for devices specifications that go to:
    o Network connectivity
    o Operating system and standard software
    o Input method
    o Security measures
    o Battery runtime
    o Other device feature or software requirements determined by the school

- 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 through any act or omission resulting from the negligence or otherwise of the school, a member of the school staff or of another student.

- 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 Specification.

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BYOD User Agreement

1 Purpose

The Yeoval Central School Bring Your Own Device (BYOD) Program gives freedom to students and their families to tailor their choice of technology to their own educational needs. Yeoval Central School will facilitate this in accordance with the BYOD policy. However students and parents must be aware of and consent to the program's boundaries described in this BYOD User Agreement.

2 Scope and Definitions

2.1 Parties

This agreement is between Yeoval Central School, a student currently attending or who will be attending Yeoval Central School, and their parent or caregiver

2.2 "Student" and "Students"

Reference in this agreement to Student or Students means a student currently attending or who will be attending Yeoval Central School and binds their parent or caregiver.

2.3 "Bring Your Own Device User Agreement"

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

2.4 "Device"

Reference in this agreement to Device means an electronic device brought by a student to Yeoval Central School pursuant to the school's Bring Your Own Device program and this BYOD User Agreement.

3 Equipment

3.1 Custodianship

The device brought to school in line with this policy can be brought to school by the student on each school day and be solely the students to use throughout the school day.

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3.2 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 Specification is a separate document available from Yeoval Central School.

3.3 Use of alternate equipment

Equipment which is not in accordance with clause (3.2) is not permitted for use in the Bring Your Own Device program.

3.4 Damage or loss of equipment

3.4.1 Students bring their own device for use at Yeoval Central School at their own risk.

3.4.2   For the removal of any doubt, Yeoval Central 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.

3.4.3   Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

3.4.4   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.

3.4.5   The above clause (3.4.4) does not bind students to the determination of the Principal.

3.4.6   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.

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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 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 User 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 a Head Teacher or Assistant 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, in line with the schools 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. 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

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(d) external pointing devices, such as computer mouses

(e) adapters for the connection of video output or data transfer

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

6.6 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 (3/4G) networks whilst at school.

6.7 Students who are also enrolled with TAFE or have a TAFE account are not permitted to use TAFE logins at school. Use of TAFE account at school will be considered as breach of the BYOD User Agreement and may result in disciplinary action.

6.8 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.

6.9 Upon enrolment into a New South Wales Government school, parental/caregiver 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 Agreement.

6.10 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:

(a) at school

(b) to access school-hosted systems

(c) in connection with a school-related activity or school-related program, including coursework.

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

At Yeoval Central School we inspire all to be responsible, respectful and cooperative learners. Working together to achieve and grow.

V.2 28 October 2020