Pennant Hills High School

BRING YOUR OWN DEVICE (BYOD) STUDENT AGREEMENT

The New South Wales Department of Education and Communities (NSW DoE) has adopted a Bring Your Own Device (BYOD) Policy in response to the ending of the 2008 Digital Education Revolution in New South Wales schools.

Essentially the BYOD policy will allow students to utilise their own computing device to facilitate and enhance their learning. Internet access will be provided through the existing DoE wireless network and DoE portal at no cost to students.

Pennant Hills High School BYOD program aims to enhance student learning both in and out of the classroom.

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

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

- ❑ I will use the NSW DoE'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 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 NSW DoE 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 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 Responsibilities document and agree to comply with the requirements.
- ❑ I have reviewed the BYOD Device Requirements Checklist document and have ensured my device meets the minimum outlined specifications.
- ❑ I have read and will abide by the Pennant Hills High School Bring Your Own Device policy.

Device name/model:	Eg. Lenovo Thinkpad X1 Carbon
Device serial no:	Eg. C02LLY056DFG5
Device MAC address: (Wireless and/or Ethernet)	Eg. 00-DE-34-4E- 24-88

Name of student: ..... Year:.....
(Please PRINT CLEARLY.)

Signature of student: ..... Date ..../..../.....

Name of caregiver: .....
(Please PRINT CLEARLY.)

Signature of caregiver: ..... Date ..../..../.....

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL

BYOD Student Responsibilities

1 Purpose

Pennant Hills High School Bring Your Own Device (BYOD) policy gives freedom to students and their families to tailor their choice of technology to their own educational needs. Pennant Hills High 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.

2 Scope and Definitions

2.1 Parties

This agreement is between Pennant Hills High School, a student currently attending or who will be attending Pennant Hills High School, and his or her 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 Pennant Hills High School and binds his or her parent or caregiver.

2.3 'Bring Your Own Device Student Agreement'

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

2.4 'Device'

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

3 Equipment

3.1 Custodianship

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

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 having the listed software installed. The Device Specification is a separate document available from Pennant Hills High School.

3.3 Damage or loss of equipment

3.3.1 Students bring their own device for use at Pennant Hills High School at their own risk.

3.3.2 For the removal of any doubt, Pennant Hills High School will not be responsible for any loss, theft or damage to:

a) the device; or

b) data stored on the device while the device is at school or during a school-related activity, absolutely, in negligence or otherwise.

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

3.3.4 In circumstances where a device is damaged by abuse or the 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.

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

3.3.6 In accordance with clause 6.4 below, students should not bring peripheral equipment, including power chargers 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's 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 a Head Teacher or Deputy Principal for the remainder of the school day and/or until a parent or caregiver collects 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. 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) 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 networks whilst at school.

6.7 Students are NOT to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass any hardware and software security mechanisms that are in place.

6.8 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 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 Student Agreement.

6.9 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, school-related program, including coursework, outside school.

Extracts from NSW DoE's Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/V04) policy.

4.Responsibilities and delegations

4.1 Access and Security

4.1.1

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 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.
- 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.
- ensure that personal use is kept to a minimum and internet and online communication services is 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.
- never damage or disable computers, computer systems or networks of the NSW Department of Education and Training.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

4.2 Privacy and Confidentiality

4.2.1

Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

4.3 Intellectual Property and Copyright

4.3.1

Students will:

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

4.4

Misuse and Breaches of Acceptable Usage

4.4.1

Students will be aware that:

- they are held responsible for their actions while using internet and online communication services.
- 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.
- 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.

5. Monitoring, evaluation and reporting requirements

5.1

Students will report:

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

5.2

Students should be aware that:

- their emails are archived and their web browsing is logged. The records are kept for two years.
- the email archive and web browsing logs are considered official documents.
- they need to be careful about putting their personal or sensitive information in emails or on websites.
- these records may be used in investigations, court proceedings or for other legal reasons.

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