Billabong
High School

BYOD

RATIONALE

Curriculum Driven

The Australian Curriculum in New South Wales explicitly addresses the need for students to meaningfully engage with technology to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at the School, and in their lives beyond Billabong High School.

Integrating Information Communications Technology (ICT) Capability

Students live in a rapidly changing technological world. Information and communication technology (ICT), including hardware and personal digital devices, software, and systems that manage, store, process, create, produce and communicate information, has become an important part of everyday life. The integration of ICT capabilities in teaching, learning and assessment in NSW syllabuses can lead to enhanced outcomes for students, and:

• support the interactive process of teaching, learning and assessment in NSW schools

• develop the knowledge, skills, understanding, attitudes and behaviours to assist students to live and work successfully in the 21st century.

ICT Capability supports students to be effective users of technology.

Digital Technologies Curriculum

Digital Technologies more specifically aims to develop the knowledge, understanding and skills to ensure that, individually and collaboratively, students:

• design, create, manage and evaluate sustainable and innovative digital solutions,

• use computational thinking and the key concepts of abstraction; data collection, representation and interpretation; specification, algorithms,

• confidently use digital systems to efficiently and effectively automate the transformation of data into information and to creatively communicate ideas,

• apply protocols and legal practices that support safe, ethical and respectful communications and collaboration,

• apply systems thinking to monitor, analyse, predict and shape the interactions within and between information systems and the impact of these systems on individuals, societies, economies and environments.

Digital technologies build on and extend ICT capabilities, moving students from technology consumers to creators.

WHAT IS BYOD

Definition

"Bring your own device (BYOD) refers to technology models where students bring a personally owned 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), staff or guests" (Alberta Education, 2012). Put simply, BYOD is a solution where students quite literally bring their own device to school in order to access the Internet and/or school network by 3G or Wi-Fi, be it a tablet, laptop or other device.

(From: State of NSW, BYOD in Schools Literature Review, 2013)

How Does it Work?

All students are encouraged to bring their own computing device to school every day. The school makes recommendations as to the specifications of the device students may choose to bring.

Students are required to sign a Student Agreement that sets out how the device can be used at school. Members of the school staff and the Technical Support Officer are available to answer questions and to give assistance. However, the school does not manage, support, own or warranty the device – the device remains owned by families.

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 throughout the school year.

Software available to students includes:

• Microsoft Windows

• Microsoft Office and Office 365

• Microsoft Visual Studio

• Adobe Creative Suite Design & Web

• Adobe Premiere Elements and Photoshop Elements

• Autodesk AutoCAD

• Trimble SketchUp

• Google's Suite of Applications

REASONS FOR BYOD

Much of the reasoning behind the use of BYOD in research literature, other than the financial imperative, revolves around the following arguments:

The devices are a significant part of students' lives

Many authors point out that these devices are a very significant part of students' lives (Clifford, 2012, p. 1) (Sheninger E. , 2011) (Lee, BYOT, 2012) (Sweeney, 2012) (Walling, 2012). Some of these authors argue that, as these devices are integral to the world in which these students live, they should be integral to their learning lives and their use will make learning part of their lives. In many schools, the use of such devices is banned. DeWitt (2013) argues that "Just like in the workplace, schools ban the devices that make them uncomfortable. Instead, we should teach students how to use it properly" (DeWitt, 2013, p. 1) and that "banning devices only makes the school system seem further behind society than it really is" (DeWitt, 2013, p. 1). BYOD also "allows students access to the same devices at school and at home, it can extend learning opportunities to times and places outside of the classroom" (Horizon Project, 2013) and "allow students to work with technology with which they are already comfortable and familiar" (Horizon Project, 2013).

For this reason it is seen as important that the device is not a locked down solution. "The more locked down a system, the less likely students are to see the device as of personal value to them. Conversely, the more personal activities the students can perform on the device, the more care they take" (Sweeney, 2012).

21st century skills

21st century skills are cited by many authors as a justification for the BYOD. "We have come to a time when we need to accept the fact that the concept of 21st century skills is no longer a progressive phase to latch onto but a reality that we need to instil into our school systems" (DeWitt, 2013, p. 1). These authors see that mobile devices are part of 21st century living and integral to learning 21st century skills. Furthermore they are so useful that " a growing number of schools, let students use their phones, recognising that even the simplest such gadget can be a tool for communication, calculation, photography, videography, and calculations" (Watters, 2012). "Learning becomes easier to achieve, as it is more collaborative. Students can integrate the device into their daily lives" (Clifford, 2012, p. 2).

More personalised student-centred learning

More personalised, student centred learning is often cited as a reason for BYOD (Alberta Education, 2012) (Argueta, Huff, Tingen, & Jenifer O. Corn, 2011). "Bring your own device puts students in a position of power over their learning. Many educational researchers argue that giving students the authority over their own learning is best: the teacher becomes a manager of learning, rather than a direct source of information" (Clifford, 2012, p. 2). "Such devices, in the hands of every student, afford seamless learning opportunities that bridge the formal learning in schools with the informal, outside of classrooms and schools" (Alberta Education, 2012, p. 5). Many argue that this, and the ability to use their own device, leads to increased motivation and engagement.

Increasing parental support

The Speak Up surveys in the US (Project Tomorrow, 2012) found that "87% of parents say that the effective implementation of technology within instruction is important to their child's success (50% label it as "extremely important") (p 1). Perhaps because of this "Parents are realising that a digital device is necessary for learning" (Livingston, 2012, p. 1). An informal survey run by the Sydney Morning Herald following an article on BYOD found that 68% of respondents thought that students should be able to bring their own smartphones and tablets to school (Topsfield, 2012).

(From: State of NSW, BYOD in Schools Literature Review, 2013)

SPECIFICATIONS

These are the recommended specifications of a BYOD device at Billabong High School

Form Factor

Laptop, tablet device or convertible device such as a Windows Surface device.
A table device must have a physical keyboard attached and mobile phones are not suitable BYOD device.

Memory and RAM

16GB Storage 4GB RAM.
To be able to store and process data effectively these minimum specifications are recommended. Consider Solid State Hard Drives They are more robust and start up faster.

Wireless connectivity

Device must be capable of connecting to a 2.4 or 5GHz 802.11 wireless network.

Screen Size

At least 9.7 inch – iPad size Ensure that the screen is of a reasonable size for use throughout the school day.

Battery Life

Devices need to last the school day.
Minimum 6 hour battery.

Other Hardware

Camera and Microphone.

Other Essential Accessories

Case - Needs to be tough and sturdy; can it be dropped?

Keyboard - A supplementary keyboard for tablet devices
Insurance - Consider insurance cover

Weight - Suggested under 2kg
Warranty - Extended warranty to be considered

BYOD ADVICE AND CONSIDERATIONS

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

- Operating system (Mac or Windows)

- Size and Form-factor

- Subject Selection

- Longevity

- Battery Life

Operating System

It is important that you choose the operating system that your child/ward is most familiar with which allows them to achieve the task outcomes quickly.

This can help alleviate concerns of students who enter the school with operating systems that they have never used before and are unfamiliar with how they function. They find themselves struggling to fulfil the requests from their teachers and produce the desired results.

All students must be able to perform the following basic tasks on their specific device as a part of their day-today learning:

- Turn the Wi-Fi on and off and connect using student Department of Education login details. (Mr Lawson and staff can help with this process)

- Access the Internet using a browser.

- Download and install software.

- Find an application such as Word and start it.

- Choose page size such as A4 or A3.

- Export and Save document as different file types.

- Save, locate and open documents.

Size and Form Factor

The Device can range from 10" up to 17". It is generally considered that around a 13" device is the "sweet spot" regarding size, form factor and weight. A device larger than 14" is heavier and your child/ward might find it too big to sit on a school desk with other equipment. Likewise, you may find that a 10" device is too small. Devices can be in laptop form-factor or tablet convertible form-factor (2-in-1).

Subject Selection

If the student is intending to study Higher School Certificate (HSC) Art or Design and Technology, maybe you will see benefit from a more powerful device or one with a better-quality screen and more RAM. Or, maybe you see a benefit in being able to take mathematics notes on the screen with a digital pen and want a device with a digitizer.

This is not to suggest a smaller/slower/cheaper device will inherently place any student at an academic disadvantage. Rather, it is to make the point that the choice of device is personal and should be used to further student learning.

Longevity

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

However, no device can reasonably be expected to last all six years of a high school career. So it's important to factor in when you're likely to want to replace a device when purchasing it. A quality device bought for Year 7 could last until Year 10, with a new device intended for Years 11-12 and beyond.

Battery Life

The Requirements Specification says your device should have six hours of battery life. This will see it through the school day. Note also the advertised battery life of a device and its real battery life are often vastly different and this will also depend on the applications they may use.

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 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.

Antivirus

Students who bring a certain devices will need their own antivirus software to combat any 'undesirables' they may pick up when Internet surfing.

Some devices you purchase will have a trial version of Antivirus such as Norton, it is best that you uninstall it if you are not going to subscribe to it. Once the trial ends, your computer will not be protected unless you purchase the ongoing subscription.

Malware Protection

Today, malware infections are more common than virus ones. We recommend that all student devices install a Malware protection product such as MalwareBytes. Malware can infect all devices, which can create the following issues: stop the device from functioning correctly, theft of information or the locking of files requesting payment.

Software

An array of commercial software is available to students involved in the school's Bring Your Own Device program free of charge (See 'What is BYOD' Chapter above). 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.

Data Back Up

As we all know, technology can fail, be lost or stolen so it is extremely important that all students have a backup plan in case things go wrong. Students are encouraged to use their Office 365 "OneDrive Cloud Storage" as part of a free licensing agreement between Microsoft and the NSW Department of Education. With 1TB for each student this offers ample storage. Google's cloud storage platform "Google Drive" is also free and available to students through a similar licensing agreement.

Both options will potentially help prevent data loss in case of computer failure or accidental user error. The OneDrive Cloud Storage app also provides a recycle bin in case you want to restore deleted files if you saved them online.

Care of Device

It is the responsibility of families to keep their chosen ICT device in good working order to ensure minimal disruption to learning.

It is expected that students bring their IT device to school each day fully charged. Each device should be clearly labelled with the student's name.

The final responsibility for care remains with the owner of the device. A protective cover and carry case are recommended for use on school grounds to reduce the chances of accidental damage.

Insurance

This is not to be confused with general manufacturers' or retailers' warranty.

Purchasing insurance is a personal choice – but the School recommends this. When purchasing your device please check your options to purchase accidental damage protection for your device. Ensure that this covers your device for accidental damage on and off the school campus.

Take note of what is specifically covered under these programs to ensure it meets the needs of device usage. The insurance can be purchased with your computer vendor or any insurance company. All insurance claims must be settled between you and the insurance company.

BILLABONG HIGH SCHOOL 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. Students' devices must be equipped with anti-virus software, and this must be updated regularly.

NSW Department of Education and Communities Wi-Fi 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

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, screen fatigue, sturdy keyboard and good posture.
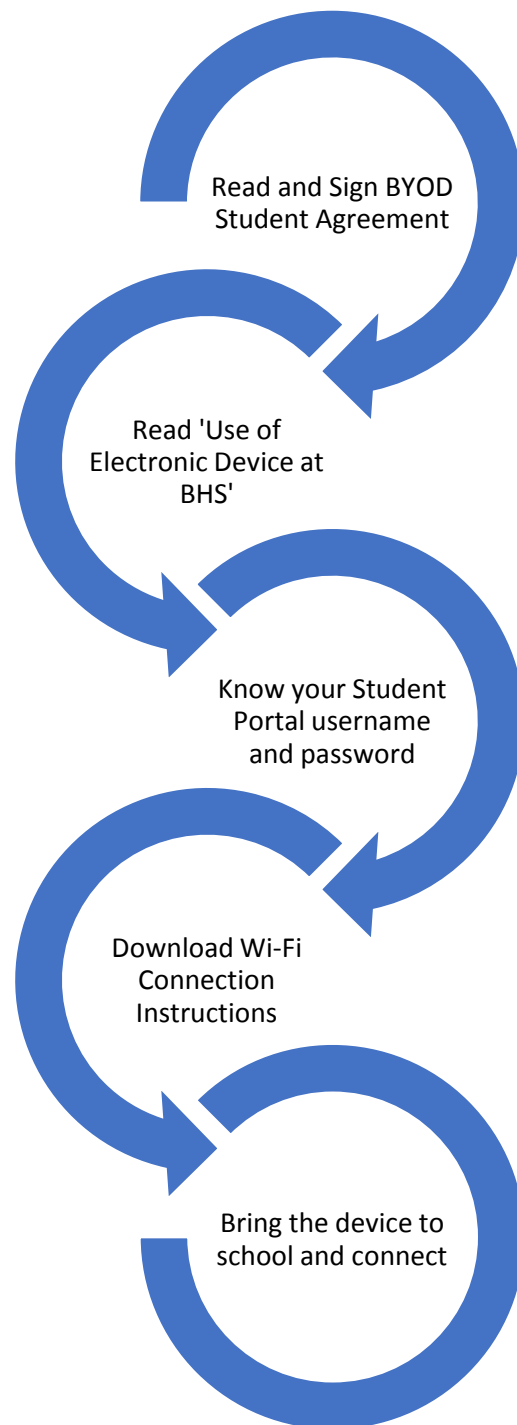
Data back-up

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

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.

BRINGING A DEVICE TO SCHOOL FOR THE FIRST TIME

Read and Sign BYOD Student Agreement

Read 'Use of Electronic Device at BHS'

Know your Student Portal username and password

Download Wi-Fi Connection Instructions

Bring the device to school and connect

What Students and Parents/Carers need to know and do before bringing a device to school

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

1. **Read and sign the Student Agreement in the presence of a parent/caregiver.** 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 Billabong High School's front office.

2. **Read Policy for the Use of Electronic Devices at Billabong High School.** This policy applies to all school students located at Billabong High School who access internet and online communication services within the department network and from any external location, as such it is important you are familiar with your responsibilities as a student who conducts themselves in accordance with this policy. This policy outlines appropriate and acceptable student use of Internet and online communication services provided by the Department of Education.

3. **Know your Student Portal username and password.** Students are given Department of Education Student Portal login username and password soon after starting school. This username and password is a requirement to access the school's network and Department of Education resources.

4. **Download Wi-Fi Connection Instructions.** This is a simple one-page instruction sheet for connecting your device to the school's Wi-Fi network. Download it for reference at school.

5. **Bring the device to school and connect.** Once a device is ready to be brought to school, it's simply a matter of connecting it to the school's Wi-Fi network by following the instructions already downloaded.

Students who run into difficulties should consult their classroom teacher, the ICT Support Officer (Mrs Conley) where assistance can be provided.

POLICY FOR THE USE OF ELECTRONIC DEVICES AT BILLABONG HIGH SCHOOL

1. Access and Security

Students will:

• 1.1 not disable settings for virus protection, Spam and filtering that have been applied as a DoE Standard on School Computers.

• 1.2 ensure that communication through the Internet and online communication services is related to learning.

• 1.3 keep passwords confidential, and change them when prompted, or when known by another user.

• 1.4 use passwords that are not obvious or easily guessed.

• 1.5 never allow others to use their personal e-learning account.

• 1.6 never use the personal e-learning account of another student.

• 1.7 log off at the end of each Session to ensure that nobody else can use their e-learning account.

• 1.8 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.

• 1.9 seek advice if another user seeks excessive personal information, asks to be phoned, offers gifts by email or wants to meet a student.

• 1.10 never knowingly initiate or forward emails or other messages containing:

     o a message that was sent to them in confidence

     o a computer virus or attachment that is capable of damaging recipients' computers

     o chain letters and hoax emails

     o spam, e.g. unsolicited advertising material.

• 1.11 never send or publish:

o unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments

o material that threatens, bullies or harasses another person or makes excessive or unreasonable demands upon another person

o sexually explicit or sexually suggestive material or correspondence o false or defamatory information about a person or organisation.

• 1.12 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.

• 1.13 never damage or disable computers, computer systems or networks of the NSW Department of Education.

• 1.14 ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

• 1.15 be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

2. Privacy and Confidentiality

Students will:

• 2.1 never publish or disclose the email address of a staff member or student without that person's explicit permission.

• 2.2 not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.

• 2.3 ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

3. Intellectual Property and Copyright

Students will:

• 3.1 never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.

• 3.2 ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.

• 3.3 ensure any material published on the Internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

4. Misuse and Breaches of Acceptable Usage

Students will be aware that:

• 4.1 they are held responsible for their actions while using Internet and online communication services.

• 4.2 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.

• 4.3 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

Students will report:

• 5.1 any Internet site accessed that is considered inappropriate.

• 5.2 any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education.

6. Equipment

6.1 Custodianship

• 6.1.1 Any 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.

6.2 Choice of Equipment

• 6.2.1 Any 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 Billabong High School.

6.3 Damage or Loss of Equipment

• 6.3.2 Students bring their own device for use at Billabong High School at their own risk.

• 6.3.3 For the removal of any doubt, Billabong High 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, in negligence or otherwise.

• 6.3.4. Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance for use outside the home is appropriate for the device.

• 6.3.5 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.

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

• 6.3.7 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.

7. Standards for Equipment Care

Students are responsible for:

• 7.1 Taking due care of the device in accordance with school guidelines.

• 7.2 Adhering to the Department of Education policy Online Communication Services: Acceptable Usage for School Students
https://www.det.nsw.edu.au/policies/technology/computers/mobiledevice/PD20130458.shtml

• 7.3 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.

8. Misuse of Equipment and Communication Systems

• 8.1 School discipline procedures may apply for misuse of the device contrary to this policy or other school rules.

• 8.2 Examples of action the School may take in cases of misuse in terms of alleged criminal behaviour related to the School include:

(a) the device is taken away by the Principal with Collection to be negotiated with parents/guardians

(b) permission for the Student to bring their device to School pursuant to this Agreement is revoked

(c) school discipline procedures may be implemented where deemed appropriate and consistent with the School's discipline procedures.

9. Acceptable Equipment and Communication System Use

• 9.1 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.

• 9.2 The primary purpose of the device at school is educational.

• 9.3 Students must bring their device to school fully charged.

• 9.4 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

• 9.5 While at School, ALL material on the device may be subject to review by School Staff if deemed necessary.

• 9.6 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.

• 9.7 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.

• 9.8 Upon enrolment into a New South Wales Government School, parental/guardian permission is 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. https://www.det.nsw.edu.au/policies/technology/computers/mobile-device/PD20130458.shtml Extracts are provided below. This policy forms part of the Policy for Use of Electronic Devices at Billabong High School.

• 9.9 The policy Online Communication Services: Acceptable Usage for School Students https://www.det.nsw.edu.au/policies/technology/computers/mobile-device/PD20130458.shtml 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.

10. Scope and Definitions

• 10.1 Parties This agreement is between Billabong High School, a student currently attending or who will be attending Billabong High School, and his or her parent or guardian.

• 10.2 'Student' and 'Students' Reference in this agreement to Student or Students means a student currently attending or who will be attending Billabong High School and his or her parent or guardian.

• 10.3 "Agreement for the Use of Electronic Devices at BHS" This agreement may be referred to as the Agreement for the Use of Electronic Devices at School.

• 10.4 'Device'

NSW Department of Education and Communities
BRING YOUR OWN DEVICE (BYOD) 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.

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

NSW Department of Education and Communities
BRING YOUR OWN DEVICE (BYOD) STUDENT AGREEMENT

❒ 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 document 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.*

❒ I will turn my phone off upon arriving to class and will not turn it on until I leave class or am instructed otherwise.

Date: ___/___/____

_____   In the presence of: _____
Student name   Parent/caregiver name

_____   _____
Student signature   Parent/caregiver signature

FREQUENTLY ASKED QUESTIONS (FAQS)

What is BYOD?

BYOD is a program whereby students will be able to bring a familiar personal device to school to use as their primary technological device. The school can provide the ability to connect compatible devices to a filtered Internet service.

What will be provided by Billabong High School?

The school will provide access to a filtered Wi-Fi Internet service. Note: schools that provide student-device access to the network via an Ethernet cable are operating outside DEC network security guidelines. This is beyond the scope of the BYOD policy, guidelines and student agreement.

Who pays for the device brought to school?

These devices will be purchased by and remain the property of the family.

What types of computing devices may the student bring to school?

Students may bring devices such as laptops, netbooks, 2-in-1 laptops and tablets. Please be aware devices such as Nintendo DSis and Sony PSPs are considered gaming devices and are not part of the BYOD program.

What will happen if my child/ward cannot bring their own device to school? What about equity?

Billabong High School has a number of laptop trolleys that have been allocated across faculties for Years 7-12. Teachers will book trolleys to support lessons that require access to technology.

Loan and equity devices will also be made available for students' eligible under equity considerations or downtime due to device repair.

Can my child/ward use their mobile phone/smartphone as their BYOD?

No. This decision has been made based on research. Dominant reasons include: poor screen size for extended periods of learning; a poor tool for extended typing, research, learning applications; ease of distraction – games, texts, social media; increased chance of disruption to teaching and learning; greater access to take/ disseminate photos and sending messages, cheating, cyber bullying; possible inequity with some students being unable to afford a smartphone. A mobile phone is often not the best tool for the task.

Will there be a permission form that needs to be signed before a student brings their own device to school?

Yes, parents and students will need to sign the BYOD Student Agreement before students can use the device within the school.

How will theft, loss, or damage of a personally owned device be handled in a school?

The guidelines for the BYOD program specifically address the risk of students bringing their own devices to school. The school is not responsible for lost, stolen, or damaged devices. As with any incident of theft or vandalism it should be reported immediately to a staff member. Keeping track of the device's serial number, model and type at home is also suggested.

Will I need to have Internet access at home?

No. It would be helpful, however, to have some form of Internet access (wired or wireless) in order for a child to make full use of school resources from home, as well the multitude of resources available on the World Wide Web. But, it is not required in order for a child to use a personal computing device at school. In addition there are many providers of free Wi-Fi in the community that students could use to access the Internet outside of school hours. Please be aware that these connections do not provide access to a filtered Internet service as experienced on the schools network.

Will the wireless access be filtered?

The wireless Internet access available to students will be filtered in the same way that access is managed at present. If students connect using their 3G or 4G connection then this will bypass the filtering, this is not covered by the BYOD policy and is not permitted by the school.

Will there be technical assistance provided to access the wireless network or to assist with the use of BYOD devices?

Since there are literally hundreds of devices that could be brought to school as part of the BYOD program, there is limited technical assistance provided other than providing the name of the wireless connection. Students will be expected to know how to connect their devices. Where possible, Billabong High School will provide guidance and support on how to solve a variety of simple troubleshooting and connectivity issues in the BYOD program, as well as ongoing communications regarding updates to technical infrastructure.

Will students be able to recharge devices during the school day?

Students should not have the expectation that they will be able to charge devices at school. Many school buildings do not have the capacity to handle additional electrical demands for charging personally owned devices. Students should bring their device fully charged to school each day.

Will students be able to record teachers or classmates (audio or video)?

Only with the permission of the teacher, and as part of a teacher directed activity, can students make recordings.

Can teachers require students to bring their own devices?

No. Students are not required to participate in the BYOD program. However, students may find it easier to more fully engage in lessons with their own device.

Will students be able to use their devices before or after school? During lunch?

Yes.

Does the school provide insurance for damage, loss or theft?

No. We do however recommend taking out insurance to cover these possibilities through manufacturers, retailers and/or third party providers.

Can students use another student's device?

No. Due to the inherent nature of personally owned devices, devices should only be used by the owner of the device. Usually, having physical access to a personal device also provides the ability to email or text message from the device. Passwords must not be shared.

Is the use of 3G or 4G allowed within the school day?

The BYOD policy only covers the connection of devices to the school WIFI. It must be reinforced that if students use their 3G or 4G connection they will not be receiving filtered access to the Internet. Accessing sites on the Internet must always comply with the school's BYOD policy, and while on school premises students bypassing filtered connections through private 3G or 4G connections is a breach of Billabong High School's BYOD policy.

How will these devices be used in the classroom?

Students will use their devices for a variety of activities, which will vary from class to class. Activities may include (but are not limited to): complete in class activities, collaborate in real time, research for projects, access websites with curriculum-related content, keep track of classroom assignments, and record journal entries and other approved instructional activities.

I don't have an electronic communication device that my child can bring to school. Will my child be penalised or miss out on instruction?

No, it is not mandatory for students to bring a device, even if they do own one. However, students may find it easier to more fully engage in lessons with their own device.

As a parent/caregiver, am I required to purchase a new device and add additional software (virus protection and filter) to my child's technology device?

Students do not need a new device as long as the device meets the Billabong High School BYOD Requirements. All devices must have an antivirus software program installed and frequently updated where appropriate. There is no need for additional Internet filtering software. Key software is freely available to students through Department of Education licensing agreements and includes Microsoft Windows, Microsoft Office365, Inspiration, Adobe Creative Cloud and Autodesk Software, and Google's Application Suite. This is at no additional costs to families.

What controls should parents/caregivers implement?

The use of the device outside of the school is at the discretion of parents/caregivers. We strongly encourage you to work as a family to set ground rules for the care, maintenance, and usage of the devices. We also strongly encourage families to set ground rules about the use of games, chat programs or other social networking programs while students are working on their device at home. The School will work in partnership with families to promote and enhance ethical, safe and responsible use of technology. Building digital citizenship is the responsibility of both the School and families.

Won't my child be writing anymore?

Please be assured the use of a BYOD device does not mean your child will not be writing. The BYOD device is intended to be an adjunct to their instructional habits, not a replacement for them. While not diminishing our emphasis on traditional skills Billabong High School also promotes 21st century digital skills pertinent to the ever-changing post-school environment.

Will my child have access to Hotmail, Gmail, Facebook, Twitter, Kik, Instagram and Tumblr etc. while on the school WI-FI network?

No, Student Internet access is filtered through the Department of Education network. Billabong High School BYOD Wi-Fi network is filtered in accordance with the Department's Secure Proxy Authentication protocols.

My child has media content (photos, video and audio) stored on the device. Can they use the device at School? Yes, the media content (photos, video, and audio) stored on the device should be appropriate in nature and shouldn't be accessed within the School grounds unless part of an educational activity. Students who do not follow the guidelines will lose the privilege of using a device at school.

How do I keep my children safe online?

We recommend parents look at this site:

• Cybersmart Online Safety - http://www.cybersmart.gov.au/

Billabong High School is committed to providing education to parents/caregivers to help them work with their child/ward to create a safe and engaging online experience. The website above also has comprehensive advice about reporting eSafety issues.

Links for students:

• http://www.cybersmart.gov.au/

• https://esafety.gov.au/esafety-information/get-help

• https://www.smilingmind.com.au/

• https://au.reachout.com/

Kids Helpline: 1800 55 1800.

 Links for Parents/carers:

• https://esafety.gov.au/esafety-information/get-help

Parentline: 1300 1300 52

Does the School have answers to all the issues that may arise?

We have attempted to anticipate most scenarios, but we will continue to refine, review and reformulate our policies and practices as we move into this next chapter of learning at Billabong High School. We welcome your constructive feedback in regard to any matter outlined in any BYOD documentation provided by the school.