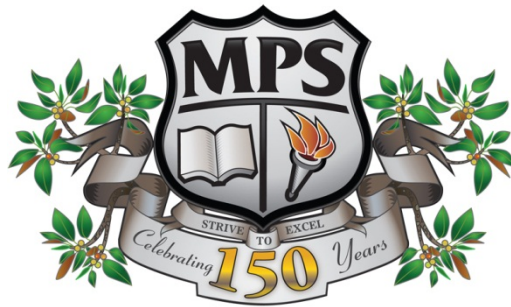


Morpeth Public School BYOD Policy 2014 DRAFT



STUDENT BRING YOUR OWN DEVICE (BYOD) POLICY

Introduction

This document provides advice and direction to parents, students and teachers who choose to participate in Morpeth Public School's Bring Your Own Device program.

Key Principles

1. The term "device" in this policy refers to the following personal mobile electronic devices with the capability to connect to the department's Wi-Fi network. Mobile phones are not part of the program and will not be connected to the Department of Education and Communities' wireless network.

Device	Minimum Operating System	Anti-Virus Software
iPad 2	Latest OS	
iPad Air	Latest OS	
Netbook/Laptop with a minimum of 3 hours battery life.	Windows 7/10	Microsoft Security Essentials (Free from Microsoft)

2. The Department of Education and Communities will provide internet access for Morpeth Public School students through its wireless networks at no cost.
3. Students are responsible for the care and maintenance of their devices including data protection and battery charging.
4. The department will not accept any liability for the theft, damage or loss of any student's device. Students who bring their own devices onto school sites do so at their own risk. Teachers will provide a secure cupboard for the storage of devices before school and during play breaks.
5. Morpeth Public school is not obliged to provide hardware or technical support for devices.
6. Students and their parents/carers must complete and return a signed Morpeth Public School BYOD Agreement prior to connecting to the department's network.
7. Where the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Agreement, they may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, further action may be taken including referral to the police. School disciplinary action may also be appropriate.

Student BYOD Agreement

- Prior to connecting their devices to the Morpeth Public School DEC network, students must return a Student BYOD Agreement. This agreement must be signed by the student and by a parent/carer.
- The Student BYOD Agreement is a simple document with the purpose of acknowledging acceptance and agreement of the terms associated with Morpeth Public School's implementation of the Student Bring Your Own Device (BYOD) Policy by both students and parents/carers.
- By accepting the terms, the student and parents/carers acknowledge that they:
 - Agree to comply with the conditions of the Student BYOD Policy.
 - Understand that noncompliance may result in the student being subject to school disciplinary action.

Student BYOD agreements will be retained in print or electronic form for future access as required.

Student/Parent Responsibilities

- Students are solely responsible for the care and maintenance of their BYO devices. This includes but is not limited to:
 - Managing battery life and regular charging of their device.
 - Labelling their device and providing the device's serial number to the school for identification purposes.
 - Purchasing and using device protective casing.
 - Ensuring the device is safe and secure during travel to and from school and throughout the school day.
 - Maintaining up-to-date anti-virus software and operating system on their device.
 - Taking insurance coverage of their own device to protect any accidental damage, theft or loss.
1. Students are responsible for managing the battery life of their device and acknowledge that the school is not responsible for charging their devices. Students should ensure that their devices are fully charged before bringing them to school. Morpeth Public School will not provide facilities for students to charge their devices.
 2. Students must have a supported operating system and current antivirus software installed on their device and must continue to maintain the latest service packs, updates and antivirus definitions.
 3. Students should not attach any school-owned equipment to their mobile devices without the permission of the school principal or their delegate.
 4. Students should clearly label their BYOD device for identification purposes. Labels should not be easily removable.
 5. Students and teachers are responsible for securing and protecting their device in schools. This includes protective/carry cases and exercising common sense when storing the device. Each class involved in the BYOD program will have a designated secure storage location.
 6. Students are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.

Teacher Responsibilities

1. 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.
2. Class teachers participating in the BYOD program need to teach two hours of Principal approved cyber-safety and device management lessons before children are allowed to bring devices to school. New students who arrive part way through the year will be taught the lessons in a small group as soon as possible. They will not be allowed to bring a device before they have these lessons.
3. Teachers will provide a secure cupboard to store devices during breaks or when they are not being used.

Damage and loss

Students bring their devices onto the school site at their own risk. For advice on theft or damage of students' personal devices refer to legal issue bulletins below:

- <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/ls/legalissuesbul/bulletin35.pdf>
- <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/ls/legalissuesbul/bulletin8.pdf>

In cases of malicious damage or theft of another student's device, existing school processes for damage to schools or another student's property apply.

Technical Support

- NSW DEC staff are under no obligation to provide any technical support on either hardware or software.

Long-term care and support of BYODs

- Parents/carers are solely responsible for repair and maintenance of their child's device. It is not the school's responsibility.
- Warranties: Parents/carers should understand the limitations of the manufacturer's warranty on their BYO devices, both in duration and in coverage. Under Australian consumer legislation, warranties usually last for one year, during which any manufacturing defects will be repaired or the device will be replaced (as per the specific terms and conditions of the manufacturer).
- Extended Warranties: At the time of purchase, parents/carers may also purchase an optional extended warranty (past the standard warranty period) from the supplier/manufacturer of their device, during which any manufacturing defects that may occur will also be repaired.

Insurance

- Student BYO devices are not covered by Treasury Managed Fund. When parents/carers purchase their child's BYO device, they may also purchase an optional insurance policy from the supplier of their device or a relevant insurance company. As mobile devices are subject to a higher risk of accidental damage, prior to signing up for an insurance policy, students should be fully aware of the details and limitations of the policy, including any excess charged for making a claim, and the name of the company that holds the policy. As a guide, a suitable BYOD device insurance policy should cover all types of BYOD devices and provide worldwide, replacement cost coverage against:
 - Accidental damage
 - Damage from falls and liquids
 - Theft
 - Fire
 - Vandalism
 - Natural disasters (such as floods, cyclones, earthquakes, tornados, water damage, and power surge due to lightning)

Acceptable use of BYO devices

- Using the DEC network services to seek out, access, store or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited. Such use may result in legal and/or disciplinary action.
- Students shall not create, transmit, retransmit or participate in the circulation of content on their devices that attempts to undermine, hack or bypass any hardware and software security mechanisms that have been implemented by the Department, its Information Technology Directorate or the school.
- Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.
- Mobile phone voice and text, SMS messaging or device instant messaging is not to be used by students during the school hours unless they have permission from a teacher or executive.
- Students must not take photos or make video or audio recordings of any individual or group without the express written permission of each individual (including parent/carer consent for minors) being recorded and the permission of an appropriate staff member.
- Students shall comply with departmental or school policies concerning the use of BYODs at school and while connected to the Department's network including:
 - **Online Communication Services – Acceptable Usage for School Students**
- The principal retains the right to determine what is, and is not, appropriate use of BYODs device at the school within the bounds of NSW privacy and other legislation.
- The consequences of any breaches of this policy will be determined by the principal, in accordance with the school's welfare and discipline policies. As the student device is intended as a personal learning tool schools are encouraged to consider a variety of alternatives to ensure equitable access to continued learning opportunities.

DEC Technology Standards

- Prior to purchasing or using an already purchased device, parents and students should be made aware of the following technology standards required for devices used within schools:

- The DEC wireless network installed in primary schools operates on the 802.11n 5Ghz standard. Devices with 802.11a/b/g or 802.11n 2.4Ghz only will not be able to connect.
- The DEC wireless network installed in high schools only operates on the 802.11n 5Ghz standard. Devices with 802.11a/b/g or 802.11n 2.4Ghz only will not be able to connect.
- The battery life of the device should be capable of lasting 5 hours minimum of constant use without charge
- Device hardware specifications must meet the minimum (ideally the recommended) specifications of the operating system and all applications
- Currently supported Operating System
- Other considerations when purchasing a device include:
 - Extended warranty
 - Device insurance
 - Protective casing (scratch/impact/liquid-splash resistant)
 - Additional or spare battery packs
 - Ergonomics (is this device comfortable to use for an entire school day)
 - Backup storage such as portable hard drive or USB flash drive

Security and device management processes

Students using BYODevices at Morpeth Public School should consider the following.

- Strong passwords
- Device anti-virus software
- Data and network traffic encryption
- Privacy controls
- Internet filtering
- DEC technology infrastructure security
- Student Cyber Safety