Bring Your Own Device Policy

Rationale

The centrally driven and supported model for the supply of technology resources in education (the Digital Education Revolution – DER) is no longer available to meet the demands of Australian teachers and students. North Sydney Girls High School values the rich learning experiences that tightly integrated interactions with technology provide. The promotion and advancement of this integration is core to the school's educational philosophy.

North Sydney Girls High School has been using student owned devices in teaching and learning for the past eight years. This was supplemented by the introduction of the DER in 2009. Over the past eight years these two resource models have been a central feature of the delivery of a quality learning environment at our school.

The demise of the DER requires us to develop a model that enables teachers and students to build on their experiences in the previous centrally-delivered model (DER) and adapt to a new heterogeneous BYOD environment without losing the core technological capabilities on which they have been able to rely. The expansion of our Student Owned Device program to a more flexible BYOD model is a logical step but provides new challenges for the school in delivering an affordable, ubiquitous and equitable computing experience to all students and staff.

This has been addressed at NSGHS by leveraging new advances in technology: the cloud, software subscription licensing, remote access, browser-based applications and virtualisation. The implementation of the NSGHS Private Cloud environment provides a ubiquitous computing experience to all users regardless of device. The school has changed the delivery model for computing but the net cost remains a constant. School server farms and infrastructures have become more expensive to build and maintain shifting more of the net cost of computing to the school community and less to the individual user. This is essential to achieve equity.

References

I. Cyber Safety Policy
II. Discipline Policy
III. Computer User Charter
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 for use in their education.
2. To ensure that the computing experience for all students and staff is affordable, ubiquitous and equitable, regardless of the device used.
3. To provide a safe environment in which students can achieve Objective 1.
4. To ensure a minimum standard of device compatibility.
5. To enable students to use technology to further their learning, independently and in structured lessons.
6. To provide a basis on which North Sydney Girls High 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/Carers

- All students are expected to bring a computing device to school each day.
- This device must be:
  - An assigned device supplied pursuant to the Digital Education Revolution program, or
  - A personal device of student’s own choosing and ownership which meets the **NSG BYOD Minimum Specification**. (also see “Fees and Charges” below) or
  - A personal device from the list of NSG Preferred Devices.
- 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 **NSG BYOD Minimum 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 bring such a device. The application should state the reason for the request for exemption and include medical documentation.
- Prior to bringing a personal device for the first time, students and their parents must read and sign the **Computer User Charter** which sets out the responsibilities and expectations for use of the personal device at North Sydney Girls High School.
- Students must use their device in accordance with the school’s Cyber Safety Policy, the Department of Education and Communities’ policy *Online Communication Services: Acceptable Use for Students* (PD/2002/0046/V04) and the **Computer Charter**.
- 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 her own personal device whilst:
  - at school or at other school activities
  - 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 North Sydney Girls High 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 North Sydney Girls High School designated network to any other network.
- Networking cables, personal modems and hotspots are not permitted at school and this equipment may be confiscated if the school suspects it is being used contrary to the **Computer Charter**.

(B) Teachers

- Teachers should encourage and facilitate the use of students’ devices in their classes.
- 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. ("Three strikes” and refer to supervisor who will contact parents.)
- Teachers may confiscate network cables, mobile phones or personal modems if they suspect students are using them to gain unfiltered access to the internet.
- In implementing this policy the DP Middle School will deal with all referral issues to ensure consistency.
(C) North Sydney Girls High School

- Maintain a BYOD Equity Policy 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 Computer Charter to list the responsibilities and expectations of each student and their families in the BYOD program.
- Ensure a copy of the Computer Charter is signed by each student and their parents prior to allowing the student’s device to be brought to school.
- Publish a NSG BYOD Minimum 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:
  - Size or form factor
  - Network connectivity
  - Operating system and standard software
  - Input method
  - Security measures
  - Battery runtime
  - 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 all software required by the students through the NSGHS Private Cloud.
- Provide support to assist students with 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 NSG BYOD Minimum 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 NSG BYOD Minimum Specification.

(D) Fees and Charges

- Technology Levy: All students at North Sydney Girls High School pay an annual technology levy that is used to provide the following consumable goods and services:
  - Minimum student printing costs (credited to student accounts on payment of the Technology Levy – additional credits may be purchased if students exceed the minimum quota.)
  - Infrastructure maintenance
  - Technical Support
  - NSGHS Cloud Access and Storage
  - All Software Licensing (on an annual basis).
- Additional BYOD Charges: Students who choose to bring a device that is not a DER notebook or a NSGHS Preferred device (purchased through the preferred vendor portal) will pay an additional fee of $50 (for the first device) to cover the cost of connecting a non-standard device to the NSGHS Private Cloud environment. Additional devices will incur a charge of $30 each. This requires additional tech support hours as it is a manual process and requires installation of applications. DER and NSGHS preferred devices supported by the extended support model of the preferred vendors are exempt from this charge. The devices are preconfigured for this.
(E) **Maintenance and Support**

There are three levels of maintenance and support.

1. **DER Devices:** are fully supported by the school under the scope of the current DEC warranty agreement with Lenovo. This includes hardware, software and access to resources – diagnosis and remedy. (Does not include accidental or malicious loss or damage)

2. **NSGHS Preferred Devices:** are fully supported by the school and the vendor for the period of the warranty contract purchased with the device. (2, 3, or 4 years) This includes hardware, software and access to resources – diagnosis and remedy. (Does not include accidental or malicious loss or damage)

3. **Bring Your Own Device:** The following basic support is provided.
   - a. Connection to the Internet.
   - b. Connection to the NSGHS Cloud.
   - c. Installation of Remote Access applications.
   - d. Diagnosis but **not remedy** of other issues.

(F) **Support Procedures**

1. IT support is available for students from the IT office in the Library Mon-Fri at the following times:
   - Before School from 8pm
   - Lunchtimes
   - After School till 4pm

2. In some emergency situations a staff member may send a student to IT support during lesson time with a note. Students will not receive IT support during lesson time without a note from a teacher.

3. Year 12 students are able to access IT support in their free periods.

4. If students are required to leave their device with IT support staff for any length of time they will receive a receipt slip as evidence that they are authorised to be without a device.

5. Staff will accept this receipt as a valid reason for a student to be without a device.

6. Students with DER or NSGHS preferred devices will receive a replacement device if repairs/remedy will take longer than 48hrs. A signed parent permission note is required if the device is to leave the school premises.

7. Students with BYOD devices are able to seek IT support but this will be limited to:
   - Diagnosis **but not remedy** of a problem/issue.
   - Maintenance of connection to internet and NSGHS Private Cloud.
   - Computer account problems.