Wednesday, 23 November 2022

## 2023 BYOD Information and Contract

Dear Parents and Caregivers,

At Hillsborough Public School the use of technology is one of many tools teachers use to enhance students learning outcomes. In 2023 our school will continue to use this learning tool to engage students in learning and support their individual learning needs. While each classroom, from Kindergarten through to Year 6, has a bank of laptops in their classroom, we have found that when students have their own device, they are more readily able to fully immerse themselves in the lesson with their own familiar device.

Technology is an important aspect of teaching and learning, however, there are times where the use of laptops is not the best mode of delivery for particular lessons. Teachers will use their professional judgement to balance the use of technology with other teaching methods to support all students in all key learning areas.

Stage 2 students (Year 3 and Year 4) can **opt in** to the Bring Your Own Device (BYOD) program in 2023.

Students in Stage 3 (Year 5 and Year 6) **participate in** the BYOD program in 2023. It is expected that **all students in Years 5 and 6** will continue to bring their own device to school every day.

Our school will continue to ensure that any student who does not own their own device will not be disadvantaged and will have access to school resources, as required or, they will be given equivalent work in a different format.

Please find attached the BYOD contract that will need to be signed by students and parents. This contract must be returned to school before the students can use their 'BYOD' in class learning activities.

Students are invited to bring in their signed contract and device from Week 3, Term 1, Monday, 13 February 2023.


Regards,


Bruce Scott                                                    Cassie Bate-Barnier
Assistant Principal                                         Principal

**Hillsborough Public School**
83 Waratah Avenue, Charlestown, NSW, 2290

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**INSTALLING SOFTWARE ON YOUR BYOD LAPTOP**

If you are readying a new laptop computer for your child's use at school, after the initial set up, you will need to install software (you may have received software with your device). As the administrator of your computer, you will need to install the software before sending the laptop to school (software cannot be installed at school – however, please let us know if you need help with this process).  Please note, the Department of Education has made a range of software available free of charge for NSW school students. This software can be accessed via the DoE student portal (https://student.det.nsw.edu.au/).
Please follow the steps below to access the student portal and download the required software.

Find software at:
➢ Student Portal - https://education.nsw.gov.au/  - your child will need to sign into the student portal with their school username and password. This is the same username and password that they use to log on to the school computers eg. John.Smith617 Please note: not all students have a number after their name. Your child should know their password.
➢ You will find multiple icons in the 'Launchpad' section.
➢ Select - Microsoft Office 365 this will take you to a Microsoft webpage that should be logged in as your child. You will see his/her initials/name in the top right corner.
➢ Click on the Install Apps dropdown box, top right of the screen, and select 'Microsoft 365 Apps' and follow the installation process.

**All students will require Microsoft Office programs installed on their computer from their student portal as this will give students access to the correct version of Office that is supported by the Department. While many computers come with Microsoft Office already installed this is more often than not a trial version and students will lose access to these programs after approximately 3 months.**

**All students will also require antivirus software installed on their computer. This is not supplied by the department and will need to be organised by parents.**

Once you have completed the set-up process and installed software, we will help students to connect their computer to the Department of Education Wi-Fi at school.

If you have any questions, don't hesitate to contact us through the office.

Regards,


Bruce Scott, Shannon House and Rachael Montgomery                                    Cassie Bate-Barnier
The Technology Team                                                                                              Principal

# BYOD Recommendations

(Bring Your Own Device)

*What are the requirements?*

## Wireless - **Dual Band Wi-Fi Access**

HPS runs on the DoE's wireless. Students need to connect to the school wireless network and home internet For devices to connect to our wireless the device needs to have 2.4Ghz or 5Ghz dual band wireless to access the school network

## Screen Size - **12" to 14"**

Screens smaller than 12" can be hard to read from and do not allow enough space for a decent sized keyboard. Devices larger than 14" can be large, heavy and cumbersome, most will not fit inside a school backpack. A touchscreen fs ideal for browsing and writing class notes and the device needs a keyboard for typing assignments

## Operating System

Windows

**Windows 10**

## Battery Life - **> 6hrs**

Greater than 6hrs is ideal. Students need to charge their laptops at overnight at home. Students are not to bring their charger for their laptops at school. Look for a modern processor to help stretch battery life further.

## Memory

4GB minimum for devices running Windows. 8GB or more is better.

## High Performance

Look for, Intel Core™ i3, Core™ i5 and Core™ i7 in Windows machines that are within the last two versions

## Storage

128GB min for Windows.

## Durable

For everyday use purchase a protective case and look for solid state drives

## Insurance

This is a personal choice. We recommend that you take out insurance on devices. Check with your insurer as some policies already cover BYOD devices as part of the contents insurance. The school takes no responsibility for damaged or broken devices.

# Student use of digital devices and online services

Advice to NSW public school communities on managing student use of digital devices and online services, including restricting access.

### Policy statement

This policy covers student use of digital devices (PDF 97.9 KB) (personal or school provided) and online services (PDF 97.9 KB) in school-related settings (PDF 97.9 KB), specifically on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and student conduct.

Every school is required to complete a school digital devices and online services procedure (DOCX 45.57KB) that aligns with this policy, as well as accepted school practices and requirements

Primary school students must not use digital devices during class, at recess and at lunch unless approved by a principal or teacher. Exemptions may be granted by a principal or teacher, including allowing students to use a device for an educational purpose (PDF 9739 KB), or as part of a reasonable adjustment (PDF 97.9 KB) for student learning and wellbeing.

Secondary school principals, in consultation with their school community, can restrict or permit student use of digital devices and online services in all school-related settings, including at recess and lunch.

School staff are required to consider the needs of their students and their school community when developing their school procedure, including making reasonable adjustments and considering exemptions for individual students.

Parents, carers, and, if appropriate, students themselves, can request the principal to provide an exemption from parts of this policy or the school procedure.

Principals, in consultation with their school communities, can make decisions about participating in and implementation of a bring your own device (PDF 97.9 KB) program.

Principals are to consult students, parents, carers and school staff when developing their school procedure. The Student Representative Council and the P&C Association may be consulted as appropriate.

School staff should manage and report incidents of inappropriate use of digital devices and online services in accordance with school procedure, departmental policy and any statutory and regulatory obligations to help prevent any further incidents and provide support where required.

If a student, parent or carer has any complaints relating to this policy, they should first follow the school's complaints process. If the issue cannot be resolved, please refer to the guide for students/ parents/ carers about making a complaint about our schools. The department's Complaints Handling policy and procedures also provide information and links to other resources to support staff in managing complaints effectively.

### Audience and applicability

All NSW public schools and students.

### Context

The department provides guidelines, procedures and safe and secure technology-related resources, equipment and infrastructure to help protect students from harm and create environments where students can benefit from using technology.

Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments, at school and at home, should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments, and prepare students for life beyond school.

Student use of digital devices and online services in schools is intended to enhance learning, wellbeing and educational attainment. Digital devices and online services can help students develop the skills needed for digital literacy, creativity, critical thinking, problem solving, interpersonal relationships and collaboration.

Digital devices and online services may form part of the reasonable adjustments provided to a student to enable them to participate in school on the same basis as their peers.

Digital devices and online services may cause harm if used inappropriately, such as to bully or intimidate others or gain access to and share inappropriate content.

The department does what it reasonably can to provide safe and secure access to school resources, equipment and infrastructure, including internet connectivity, for students at school.

This policy should be read in conjunction with other relevant departmental policies, procedures and guidelines.

## Responsibilities and delegations

Students' safe, responsible and respectful use of digital devices and online services is the shared responsibility of students, parents, carers and school staff

Students:

use digital devices and online services in safe, responsible and respectful ways, as described in their school procedures and the Behaviour Code for Students, and support their peers to do the same.

Parents and carers:

recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services

support implementation of the school procedure, including its approach to resolving issues

take responsibility for their child's use of digital devices and online services at home

communicate with school staff and the school community respectfully and collaboratively, as outlined in the 2018 School Community Charter.

Teachers:

model appropriate use of digital devices and online services in line with departmental policy;

establish strategies and practices consistent with their school's procedures and deliver learning experiences to encourage appropriate use of digital devices and online services

respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements

support parents and carers to understand the strategies that can be employed to promote their children's safe, responsible and respectful use of digital devices and online services;

participate in professional development related to this policy.

Non-teaching staff, including volunteers and contracted staff engaged by schools:

be aware of the policy and act in line with the conduct described in it

report any inappropriate use of digital devices and online services to the principal, school executive or staff.

Principals:

maintain a positive school culture that includes and promotes safe, responsible and respectful use of digital devices and online services

develop and implement a school procedure in consultation with school staff, students, parents and carers

inform staff, including new and casual staff, about school-based procedures

model appropriate use of digital devices and online services in line with departmental policy

respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements

support parents and carers understand the strategies that will promote their children's safe, responsible and respectful use of digital devices and online services

provide teachers and other school staff with support and professional development in appropriate use of digital devices and online services and implementation of their school procedure

monitor and periodically review the suitability of their school procedure.

Directors, Educational Leadership:

support principals to comply with this policy.

## Monitoring and review

The Director, Online Implementation Support and the Director, ITD Service Operations and Security monitor the implementation of this policy, regularly review its contents to ensure relevance and accuracy, and update it as needed.

## Contact

Devices in schools

devicesinschools@det.nsw.edu.au

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# HILLSBOROUGH PUBLIC SCHOOL

## BYOD STUDENT RESPONSIBILITIES 2023

**Operating system and anti-virus:**
Students must ensure they have a legal and licensed version of a supported operating system and of software. Student's devices must be equipped with anti-virus software.

**NSW Department of Education Wi-Fi network 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 and their parents/caregivers are responsible for the maintenance and upkeep of the device.

**Ergonomics:**
Students should ensure they are comfortable using their device during the school day particularly in relation to screen size, sturdy keyboard etc.

**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.


Student Name _____          Parent/Caregiver Name _____

Student Signature _____          Parent/Caregiver Signature _____

Date: _____          Date: _____

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**NSW Department of Education**

**BRING YOUR OWN DEVICE (BYOD) STUDENT AGREEMENT 2023**

*Students must read and sign the BYOD Student Agreement in the company of a parent or caregiver.*

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.

- ❐  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 overleaf 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 *'Student use of digital devices and online services'* policy. https://education.nsw.gov.au/policy-library/policies/pd-2020-0471

Student Name _____       Parent/Caregiver Name _____

Student Signature _____       Parent/Caregiver Signature _____

Date: _____       Date: _____