



MACARTHUR GIRLS HIGH SCHOOL BYOD POLICY AND USAGE GUIDELINES and AGREEMENT

1. Introduction

The *Bring Your Own Device* (BYOD) guidelines contain information for parents and students to allow student use of personal mobile electronic devices at school to access the NSW Department of Education's Wi-Fi network.

The term "device" refers to any mobile electronic technology, including assistive technologies, brought into the school, which is owned by the student, and which has the capability of connecting to the department's Wi-Fi network.

Macarthur Girls High School is a BYOD school.

2. Policy requirements

1. Students are required/allowed to bring devices to school for the purpose of learning.
2. Use of devices is governed by MGHS acceptable on-line Community Use Policy.
3. Students and their parents/caregivers must indicate on the MGHS Acknowledgement and Permission Form that they both understand and agree to the BYOD Student Agreement prior to participation in BYOD.
4. The connected learning fee must be paid in order for students to connect their device to the school Wi-Fi

3. Acceptable use of devices

The principal will retain the right to determine what is, and is not, appropriate use of devices at the school within the bounds of the department's policies and NSW privacy and other legislation.

1. Students must comply with departmental and school policies concerning the use of devices at school while connected to the department's Wi-Fi network.
2. Students should not attach any school-owned equipment to their mobile devices without the permission of the school principal or an appropriate staff member.
3. Students must 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.
4. Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.
5. 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/caregiver consent for minors) being recorded and the permission of an appropriate staff member.

6. Students must not use the department's 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 disciplinary and/or legal action.
7. Students and their parents/caregivers must be advised that activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.

Where the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Student Agreement, the principal may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, school disciplinary action may be appropriate or further action may be taken including referral to the police.

The consequences of any breaches of the school's BYOD policy will be determined by the principal in accordance with relevant Department policies and procedures and accepted school practice.

4. Long-term care and support of devices

Students and their parents/caregivers are solely responsible for the care and maintenance of their devices.

1. Students must have a supported operating system and current antivirus software, if applicable, installed on their device and must continue to maintain the latest service packs, updates and antivirus definitions as outlined on the BYOD Student Responsibilities document.
2. Students are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.
3. Students are responsible for managing the battery life of their device. Students should ensure that their devices are fully charged before bringing them to school. Schools are not responsible for (or restricted from) providing facilities for students to charge their devices.
4. Students are responsible for securing and protecting their device in schools, and while travelling to and from school. This includes protective/carry cases and exercising common sense when storing the device. Schools are not required to provide designated or secure storage locations.
5. Students should clearly label their device for identification purposes. Labels should not be easily removable.
6. Students should understand the limitations of the manufacturer's warranty on their devices, both in duration and in coverage.

5. Damage and loss

1. Students bring their devices onto the school site at their own risk. For advice on theft or damage of students' personal devices, schools should refer to the 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>
2. In cases of malicious damage or theft of another student's device, existing school processes for damage to school or another student's property apply.

6. Technical support

Schools are under no obligation to provide technical support for hardware or software.

7. Insurance

Student devices are not covered by Treasury Managed Fund. Insurance is the responsibility of parents/caregivers and students.

8. DEC technology standards

Parent/Caregivers should be aware of the following essential information regarding technology standards for devices used within schools.

The department's Wi-Fi network installed in high schools operates on the 802.11n 5Ghz standard. Devices that do not support this standard will not be able to connect.

9. Security and device management processes

- strong passwords (the portal has Password Help information);
- device anti-virus software, if applicable; and
- privacy controls.

The department's Digital Citizenship (www.digitalcitizenship.nsw.edu.au) website contains information to support security and device management.

10. BYOD Student Agreement

Prior to connecting your daughter's BYOD device to the department's Wi-Fi network, student and parent indicate their understanding and agreement on the Acknowledgement and Permission Form.

1. The BYOD Student Agreement outlines the student responsibilities in relation to BYOD usage at Macarthur Girls High School.
2. If a student is living independently of their parents/caregivers or is 18 years of age or more, there is no requirement to obtain the signature of a parent/caregiver. The Principal will make this determination.

By accepting the terms of the BYOD Student Agreement, the student and parents/caregivers acknowledge that the student:

- agrees to comply with the conditions of the school's BYOD policy and usage guidelines; and
- understands that noncompliance may result in disciplinary action.



Macarthur Girls High School

MACARTHUR GIRLS HIGH SCHOOL BRING YOUR OWN DEVICE (BYOD) STUDENT AGREEMENT

The parent and student agree that the student will abide by the Macarthur Girls High School's BYOD policy and usage guidelines.

1. As a student at Macarthur Girls High School, I will :

- use the department's Wi-Fi network for learning.
 - pay my connected learning fee for 2018. (Year 7 = \$20)(Years 8, 9, 10, 11, 12 = \$25)
(This fee includes internet access, cabling, site licences and computer software as well as \$5 printing credit for Year 7, and \$10 printing credit for Years 8-12)
 - use my device during school activities at the direction of the teacher.
 - not attach any school-owned equipment to my mobile device without the permission of the school.
 - use my own portal/internet log-in details and will never share them with others.
 - stay safe by not giving my personal information to strangers.
 - not hack or bypass any hardware and software security implemented by the department or my school.
 - 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.
 - report inappropriate behaviour and inappropriate material to my teacher.
2. 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.
3. I acknowledge that the school cannot be held responsible for any damage to, or theft of my device.
4. I understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
5. I have reviewed the BYOD Device Requirements document and have ensured my device meets the minimum outlined specifications.
6. I have read and will abide by the NSW Department of Education's Online Communication Services – Acceptable Usage for School Students.