'Bring Your Own Device' Equity Policy

Rationale

The Deniliquin High School Bring Your Own Device (BYOD) program, like all BYOD programs in an education setting, inherently imposes a financial cost on students and their families in supplying a device. At the same time, the Deniliquin High School BYOD program can only function if all students have access to appropriate technological resources in all their classes. Deniliquin High School takes seriously the role of public education in ensuring all students have access to the same learning outcomes. The purpose of the BYOD Equity Policy is to establish the framework for the BYOD program to provide this for all students, irrespective of their families' financial means.

Objectives

1. To achieve objective (1) of the Deniliquin High School BYOD policy, being to facilitate and promote the bringing of a computing device to school by *all* students in Years 7 - 12 for use in their education.
2. To ensure equity in the BYOD program and its implementation.
3. To ensure all students have access to appropriate technological resources in their classes.
4. To provide a framework through which family requests for assistance can be managed consistently.

Actions

(A)   Deniliquin High School

Deniliquin High School will:

    1.   Endeavour to provide personal access to appropriate technology resources to all students operating under the school's Bring Your Own Device program in keeping with the objectives of that policy and with respect to its role as a public education institution.

    2.   Ensure the BYOD Program's **Device Specification** is designed so that a range of devices in capability and cost are suitable and meet the Specification.

    3.   Assess applications for assistance in meeting the requirements of the BYOD program on a case-by-case basis. Consideration will be given to all the facts of the matter, including:

        a) The level of assistance requested.
        b) Existing disbursements from the Student Assistance Scheme.
        c) The Year of the student.
        d) The subjects the student undertakes.
        e) The technology already available to the student at school and at home.
        f) Consult with the parent/carer in making determinations as to what form any assistance will take.

    4.   Consider a range of alternatives for providing device access for students, including:

        a) Loan of a laptop or other device for a particular period or class when personal device is flat or damaged.
        b) Loan of a laptop or other device for a particular day (Appendix 5).
        c) Long Term Loan

    5.   Make a written agreement between the school, student and parent/carer that specifies the arrangements agreed upon or determined for facilitating access to technological resources.

(B)   Students and Parents/Carers:

    1.   Consider your options for the purchase or lease of equipment that meets the **Device Specification**.

2. If you believe you are unable to provide a device that meets the specification, make an application in writing to the Principal or make an appointment to speak with the Principal and indicate, you require assistance in addressing the school's Bring Your Own Device program. See Appendix 7.
   a) The school will consult with you, your son/daughter, and their teachers to identify the most appropriate way to address the issue and ensure they have appropriate access to the technological resources of their peers.
   b) You will be asked to make an agreement with the school that confirms the alternative arrangements made for your son/daughter's access to technological resources.
3. The school will **not** purchase a device to assign to your son/daughter nor will the school make a device available for permanent loan. In substitution of a personal device the school will consider options including:
   a) Loan of a laptop or other device for a particular period or class when personal device is flat or damaged.
   b) Loan of a laptop or other device for a particular day.
   c) Long Term Loan

Appendix 1: *Deniliquin High School Equity Application*

Student Name		Family Name	
Parent/Carer Name		Family Name	

……………………………………………………………………………………………

Purpose

Deniliquin High School is a BYOD school but offers a small number of hire laptops for long term loans to students. Loan laptops remain school property.

A Laptop Loan Charter must be signed and provided to the student's school before the laptop will be loaned (Appendix 8).

If the student requires a laptop loan device, they may borrow one for no fee. Any damage to this device will be charged to the parent.

Please describe why you need the loan:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

By signing below, you are agreeing to the loan conditions.

Please submit to the School Principal

Signature of student:		Date:	
Signature of parent:		Date:	
Principal Approval:		Date:	

Appendix 2: *Deniliquin High School Laptop Loan Charter*

Device Type:		Serial No:	
Student Name	*Family Name*		*Given Name*
Parent Name	*Family Name*		*Given Name*

....

Purpose

Students who do not have access to a personal laptop or family computer may apply to borrow a device.

A Laptop Loan Charter must be signed and provided to the student's school before the laptop will be loaned.

Students and parents/carers must carefully read this charter prior to signing it. Any questions should be addressed to the school and clarification obtained before the charter is signed.

Laptop Loan Charter

- We have read the Laptop Loan Charter found over the page.
- We understand our responsibilities regarding the use of the laptop and the internet.
- In signing below, we acknowledge that we understand and agree to the Laptop Loan Charter.
- We understand that we accept responsibility for any costs associated with the repair or replacement if caused by negligence or non-return.
- We understand that failure to comply with the Laptop Loan Charter could result in loss of future loan permission.

Signature of student: _____   Date:

Signature of parent/carer: _____   Date:

LAPTOP LOAN CHARTER

Long-term device loan		
Device Model and Make:	**Serial Number:**	**Barcodes:** Laptop:
Please tick I have read and agree to the long-term learning device loan and internet use terms ☐		Charger:

PLEASE SIGN AND RETURN THIS PAGE TO SCHOOL

1. Purpose

The laptop is to be LOANED as a tool to assist student learning both at school and at home.

2. Equipment

2.1: Ownership

2.1.1: The student must bring the laptop fully charged to school every day if required. Chargers should be left at home.

2.1.2: The school retains ownership of the laptop.

2.1.3: All material on the laptop is subject to review by school staff. If there is a police request, NSW DoE will provide access to the laptop and personal network holdings associated with your use of the laptop.

2.1.4: Loans are based on school priorities and may vary from short term to long term loans to class groups or individual students.

2.2: Damage or loss of equipment

2.2.1: All laptops and batteries are covered by a manufacturer's warranty. The warranty covers the manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse, or malicious damage.

2.2.2: Any problems, vandalism, damage, loss, or theft of the laptop must be reported immediately to the school.

2.2.3: In the case of suspected theft, a police report must be made by the family and an event number provided to the school.

2.2.4: In the case of loss or accidental damage a witnessed statutory declaration signed by a parent/carer should be provided.

2.2.5: Laptops that are damaged or lost by neglect, abuse, or malicious act, will require reimbursement. The principal will determine whether replacement is appropriate and/or whether the student is responsible for repair or replacement costs and whether the student retains access to laptop loans.

2.2.6: Students will be required to replace lost or damaged chargers.

3. Standards for laptop care

The student is responsible for:
  I.   Taking care of laptops in accordance with school guidelines.
  II. Adhering to <u>Student Use of Digital Devices and Online Services</u> procedure.
  III. Backing up all data securely. This should be on the DoE online storage or for personal data including photographs or music, on an external storage device. Students must be aware that the contents of the laptop will be deleted, and the storage media reformatted during repairs.
  IV. Never damaging or disabling laptops, laptop systems and networks or establishing, participating in, or circulating content that attempts to undermine or bypass laptop security mechanisms for either software or hardware.

4. Acceptable computer and internet use

1. Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.
2. Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the <u>Student Use of Digital Devices and Online Services</u> procedure. Extracts are provided below. This policy forms part of the Laptops Loan Charter
3. The <u>Student Use of Digital Devices and Online Services</u> procedure applies to the use of the laptop and internet both on and off school grounds.

Extracts: <u>Student Use of Digital Devices and Online Services</u>

Access and Security

Students will:
-   not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
-   ensure that communication through internet and online communication services is related to learning.
-   keep passwords confidential, and change them when prompted, or when known by another user.
-   use passwords that are not obvious or easily guessed.
-   never allow others to use their personal e-learning account.
-   log off at the end of each session to ensure that nobody else can use their e-learning account.
-   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.
-   seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email, or wants to meet a student.
-   never knowingly initiate or forward emails or other messages containing:
    -   a message that was sent to them in confidence.
    -   a computer virus or attachment that is capable of damaging recipients' computers.
    -   chain letters and hoax emails.
    -   spam, e.g., unsolicited advertising material.
-   never send or publish:
    -   unacceptable or unlawful material or remarks, including offensive, abusive, or discriminatory comments.
    -   threatening, bullying, or harassing another person or making excessive or unreasonable demands upon another person.
    -   sexually explicit or sexually suggestive material or correspondence.
    -   false or defamatory information about a person or organisation.
-   ensure that personal use is kept to a minimum and internet and online communication services are 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.
-   never damage or disable computers, computer systems or networks of the NSW Department of Education.
-   ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling, or any unlawful purpose.

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

Privacy and Confidentiality

Students will:
- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

Intellectual Property and Copyright

Students will:
- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

Misuse and Breaches of Acceptable Usage

Students will be aware that:
- they are held responsible for their actions while using internet and online communication services.
- 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.
- 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.

Monitoring, evaluation and reporting requirements

Students will report:
- any internet site accessed that is considered inappropriate.
- any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Training.

Deniliquin High School aims to provide a safe and happy environment which caters for individual differences and provides opportunities for all students to maximise their potential.

Principal:
Mr Glen Warren

Deputy Principals:
Mrs Robyn Kiley
Mrs Michelle Hindriks

Phone: 03 5881 1211
Email: deniliquin-h.school@det.nsw.edu.au
Website: https://deniliquin-h.schools.nsw.gov.au/