



Deniliquin High School

Student Use of Digital Devices and Online Services Procedure

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Purpose

This document guides student use of digital devices and online services at our school. Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible, and respectful ways.

Scope

This document:

- Provides a consistent framework for the safe, responsible, and respectful use of digital devices and online services by students in our school.
- Sets out the shared responsibilities of school staff, students, and parents/carers.
- Provides a framework to manage potential risks to student safety and wellbeing.
- Covers student use of digital devices and online services in school-related settings, including on:
 - School grounds
 - At school-related activities including sports and excursions, and
 - Outside of school where there is a clear and close connection between the school and the conduct of students.
- Covers the use of school-provided and personal digital devices and all online services (Appendix 4).

Our school's approach to mobile phones

At Deniliquin High School we acknowledge that students may need to be in possession of an electronic device, especially a mobile phone, for reasons relating to their safety in travelling to and from school.

We recommend that students DO NOT bring mobile phones to school. If students do bring their mobile phone to school, the device is the student's responsibility. Deniliquin High School will not accept any responsibility for the security, loss, or damage whilst the phone is in the student's possession.

During the school day, mobile phones are *off and away* in the student's Yondr pouch. Students cannot use their phone to:

- Record images, video, or sound (unless under explicit teacher instruction)
- Access, download or send inappropriate, offensive, or prohibited material.

Urgent communication between parents and students can be carried out via the Front Office between 8:30 am and 3:30 pm on (03) 5881 1211 or via the school email deniliquin-h.school@det.nsw.edu.au

Usage

- Students are not allowed to use electronic devices without the direct permission of a teacher while at school. This includes before school, recess, and lunch breaks as well as study periods. Electronic devices may be used after the last bell at the end of the day.
- The school will take all reasonable care with the safe keeping of confiscated electronic devices but takes no responsibility for the loss or damage of confiscated electronic devices.
- If a student must carry an electronic device to and from school, it is their responsibility to ensure that it is stored securely away in the Yondr pouch during the school day.

Implementation

- Students are expected to use the unlocking stations on the external walls of the school buildings each morning as they enter to unlock their pouch and place the phone inside. The phones remain locked throughout the day. At the end of the day, students leave the school via the gates and use the unlocking stations to unlock their pouches.
- Student Yondr pouches should be closed and always locked, except when adding or removing their phones at the beginning and end of the school day.
- Unlocking stations are placed at the Front Office and Henry Street Office for students who sign in late or must leave early.

- If a student is seen with an electronic device whilst on school grounds, it will be confiscated and placed in the safe in the front office with the student's name on it. The device can be collected from a Deputy Principal or the Principal at the end of the day.

Confiscated devices will be:

- Turned off by the student.
- Placed in an envelope with the student's name, date, time, and teacher's name.
- Placed in front office and entered on the register by the staff member who confiscated the device or their supervisor.
- Picked up at the end of the school day or when the student is leaving for the day from a Deputy Principal or the Principal.





Consequences for inappropriate use

Consequences of a breach of this policy may include:

- Confiscation of device for collection at the end of the day, or time of leaving school, from a Deputy Principal or the Principal.
- Confiscation of a device until such time as a parent/caregiver can attend the school to collect the device.
- In the case of bullying, harassment or threatening behaviour, school-based management (meetings, detentions, reflection, suspension) as well as outside agencies such as the police may be involved.
- If a student damages their pouch they will be required to pay \$20 for a replacement and cannot bring their phone to school until they have purchased a new pouch– or they need to hand it in to one of the Deputy Principals before school and collect it at the end of the day.
- Consequences based on the number of offences per term.
 - First Offence – Sentral entry and pick up at end of day.
 - Second Offence – Sentral entry and interview with DP.
 - Third Offence – Sentral entry, parent to pick up device, and pre-suspension letter and/or Reflection.
 - Fourth Offence - Suspension for continued disobedience.

In case of refusal to hand over the device, school-based management systems will be involved.

Responsibilities and obligations

	<p>Students</p> <ul style="list-style-type: none"> ▪ Follow the requirements of the policy by not using mobile phones at school. ▪ Unlock their Yondr pouch in the morning, place their mobile devices in the pouch and lock it. ▪ Unlock the pouch at the end of the day, or when they leave school. ▪ Look after their pouch. ▪ Hand over a device when requested without argument. Ensure device is turned off at time. ▪ Collect device at the end of the day, or at the time of leaving school from one of the Deputy Principals or the Principal.
	<p>Parents/carers</p> <ul style="list-style-type: none"> ▪ Support the school in the implementation and enforcing of this policy. ▪ Ensure their child fully understands the policy and its requirements.
	<p>Teachers</p> <ul style="list-style-type: none"> ▪ Support the implementation of the policy. ▪ Undertake daily checks of Yondr pouches, as requested by Deputy Principals. ▪ Deliver confiscated devices to Front Office. Place in envelopes provided and fill in register. ▪ Complete mobile phone data record on Sentral. <p>Head Teachers</p> <ul style="list-style-type: none"> ▪ Support the implementation of the policy. ▪ Deliver confiscated devices to Front Office. Place in envelopes provided and fill in register. ▪ Support staff. ▪ Undertake random checks of Yondr pouches. <p>Principal / Deputy Principals</p> <ul style="list-style-type: none"> ▪ Support the implementation of the policy. ▪ Undertake random checks of Yondr pouches. ▪ Return devices at the end of the day or time of leaving and complete register.
	<p>Communicating this policy and associated procedures to the school community</p> <ul style="list-style-type: none"> • This document can be accessed electronically via the school's website as a PDF and in paper form at the school's administration office.

'Bring Your Own Device' Policy

Rationale

The centrally driven and supported model for the supply of technology resources in education is no longer a model which can meet the demands of teachers and students. Deniliquin High School values the rich learning experiences that tightly integrated interactions with technology brings. The promotion and advancement of this integration is core to the school's educational philosophies.

By facilitating Bring Your Own Device (BYOD), Deniliquin High School empowers its students and gives them direct involvement in the way they use technology in their learning. At the same time, BYOD enables teachers to build on their experiences in the previous centrally delivered model and adapt to this new heterogeneous BYOD environment without losing the core technological capabilities on which they have been able to rely.

Objectives

1. 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 provide a safe environment in which students can achieve Objective 1.
3. To ensure a minimum standard of device compatibility.
4. To enable students to use technology to further their learning, independently and in structured lessons.
5. To provide a basis on which Deniliquin High School teachers can continue to tailor lesson delivery so that students can use their devices in class toward specific learning outcomes.

Actions

Students and Parents/Carers

- Eventually, all students in Years 7 - 12 will be expected to bring a computing device to school each day.
- This device must be a personal device of student's own choosing and ownership which meets the **Device Specification** (Appendix 1 & 2).
- Prior to bringing a personal device for the first time, students and their parents must read and sign the BYOD User Charter which sets out the responsibilities and expectations for use of the personal device at Deniliquin High School.
- Students must use their device in accordance with the:
 - Deniliquin High School's Cyber Safety Policy
 - Department of Education and Communities' *Student Use of Digital Devices and Online Services policy*
 - BYOD User Charter
- Abide by best practices for digital devices (Appendix 3).
- 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 their 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 Deniliquin High School using their own, individual user account credentials only. Students who also have a TAFE level user account **MUST NOT** use it at school. Students must not connect to any other network, wired, wireless or cellular. Students must not bridge the Deniliquin High School designated network to any other network.

Teachers

- 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.
- 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.



Consequences for inappropriate use

- Consequences based on the number of offences per term.
 - First Offence – Discussion with classroom teacher and Sentral entry.
 - Second Offence – Discussion with classroom teacher and Sentral entry.
 - Third Offence – Discussion with BYOD co-ordinator, Sentral entry and parent notified.
 - Fourth Offence – Discussion with DP, Sentral entry, one day in Reflection Room and parent notified.

Deniliquin High School will;

- 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 **BYOD User Charter** to list the responsibilities and expectations of each student and their families in the BYOD program (Appendix 6).
- Ensure a copy of the **BYOD User Charter** is signed by each student and their parents prior to allowing the student's device to be brought to school.
- Publish a **Device 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:
 - o Size or form factor
 - o Network connectivity.
 - o Operating system and standard software
 - o Input method.
 - o Security measures
 - o Battery runtime
 - o 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 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 **Device 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 **Device Specification**.

Signed student agreement

	<p>To help students demonstrate their responsible use of technology, the school will require students to read and sign the BYOD User Charter that outlines the school expectations around appropriate, and inappropriate, use of technology. Students will acknowledge the school's expectations and accept consequences for any breaches of the student agreement.</p>
	<p>Any questions about this policy and related procedures should be addressed to: Technology Co-ordinator (Mr M Kiley) Deputy Principals (Mrs R Kiley or Mrs M Hindriks).</p>

1. Purpose

The Deniliquin High School Bring Your Own Device (BYOD) Program gives freedom to students and their families to tailor their choice of technology to their own educational needs. Students and parents must be aware of and consent to the program's boundaries described in this **BYOD User Charter**.

2. Scope and Definitions

2.1: Parties

This agreement is between Deniliquin High School, a student currently attending or who will be attending Deniliquin High School, and their parent or carer.

2.2: "Student" and "Students"

Reference in this agreement to Student or Students means a student currently attending or who will be attending Deniliquin High School and binds their parent or carer.

2.3: "Bring Your Own Device User Charter"

This agreement may be referred to as the Bring Your Own Device User Charter or BYOD User Charter.

2.4: "Device"

Reference in this agreement to Device means an electronic device brought by a student to Deniliquin High School pursuant to the school's Bring Your Own Device program and this BYOD User Charter.

3. Equipment

3.1: Custodianship

The device brought to school pursuant to this policy must be able to be brought to school by the student on every school day and be solely the students to use throughout the school day.

3.2: Choice of equipment

The device must meet all the requirements of the **Device Specification**. This includes meeting any required physical device characteristics and the having the listed software installed. The **Device Specification** is a separate document available from Deniliquin High School.

3.3: Use of alternate equipment

Equipment which is not in accordance with clause (3.2) is not permitted for use in the Bring Your Own Device program in the absence of a separate agreement between the parties for the use of such equipment.

3.4: Damage or loss of equipment

3.4.1: Students bring their own device for use at Deniliquin High School at their own risk.

3.4.2: For the removal of any doubt, Deniliquin High School will not be responsible for any loss, theft or damage to the device or data stored on the device while the device is at school or during a school-related activity, absolutely, in negligence or otherwise.

3.4.3: Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

3.4.4: In circumstances where a device is damaged by abuse or malicious act of another student ("the other student"), reimbursement may be required. The Principal will, having regard to all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student.

3.4.5: The above clause (3.4.4) does not bind students to the determination of the Principal.

3.4.6: In accordance with clause (6.5) below, students should not bring peripheral equipment, including power chargers and cables to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

4. Standards for equipment care

Students are responsible for:

- a) Taking due care of the device in accordance with school guidelines.
- b) Adhering to the Department of Education and Communities' policy *Online Communication Services: Acceptable Usage for School Students* (PD/2002/0046/V04).
- c) Backing up all data securely. All electronic data and resources used for school coursework must be stored on another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.

5. Misuse of equipment and communication systems

5.1 Students bring their own device for use at Deniliquin High School at their own risk.

5.2 *Standard* school discipline procedures apply for misuse of the device contrary to this BYOD User Charter or other school rules.

6. Acceptable equipment and communication system use

6.1 Students bring their own device for use at Deniliquin High School at their own risk.

6.2 Use of the device during the school day is at the discretion of teachers and staff. Students must use their device as directed by their teacher.

6.3 The primary purpose of the device at school is educational.

6.4 Students must bring their device to school fully charged.

6.5 Students should avoid bringing peripheral device equipment to school with the device.

Peripheral equipment includes:

- a) chargers
- b) charging cables
- c) docking cradles, except for a docking cradle that includes a keyboard integrated into the peripheral.
- d) adapters for the connection of video output or data transfer

6.6 While at school, all material on the device is subject to review by school staff.

6.7 Students are to connect their device to the designated wireless network only. Students are not to connect their device to other wired, wireless, or cellular networks whilst at school.

6.8 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.

6.9 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 Department of Education and Communities' policy *Online Communication Services: Acceptable Usage for School Students* (PD/2002/0046/V04). Extracts are provided below. This policy forms part of this Bring Your Own Device User Charter.

'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: Recommended specifications “Bring Your Own” learning devices (laptop and/or another 2-in-1 laptop hybrid)

Baseline

Criteria	Minimum specifications
Physical dimensions	11.6” to 14” in screen size
Operating System	Windows 10 with latest updates installed
Processor	Core i5 or Ryzen 3, 1.2GHz; 2 Cores; 4 Threads or above
Memory	8GB
Wireless Compatibility	802.11n 5Ghz
Battery life	6 hours and above
Storage	128 GB and above
Input	Wireless mouse
Protective casing	Lightweight Hard shell laptop case
Additional Recommendations	Laptop weight less than 1.6 kg

Recommended

Criteria	Minimum specifications
Physical dimensions	12” to 14” in screen size
Operating System	Windows 10 with latest updates installed
Processor	Core i5 or Ryzen 5, 2 GHz; 4 Cores; 4 Threads or above
Memory	16GB
Wireless Compatibility	802.11ac or above
Battery life	10 hours and above
Storage	256 GB and above
Input	Wireless mouse, 10-point touch and stylus equipped
Protective casing	Lightweight Hard shell laptop case
Additional Recommendations	Laptop weight less than 1.6 kg

Software – **There is no need to buy the Microsoft Office suite, as the Department of Education supplies this software for free.** There are also alternatives such as G Suite for Education (Google apps).

- Google Drive provides UNLIMITED free storage for students and staff, and has a desktop app: https://www.google.com/intl/en_au/drive/download/
- Microsoft’s OneDrive also provides UNLIMITED free storage for students and staff: <https://www.office.com/>
- Adobe Creative Cloud is FREE for students and staff: <https://creativecloud.adobe.com/>

Note: there is only limited support available for MacOS. iOS and Android/Chromebook devices are not supported.

Appendix 2: Purchasing “Bring Your Own” learning devices.

Shop Local – Deniliquin High has spoken to local providers about the requirements and supply of BYOD to our students. All suppliers have assorted options available to meet the needs of our students.

The three options available are:


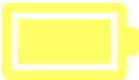


1. Concept Technology Centre
357 Cressy Street, Deniliquin
PH: (03) 5881 1884
2. Deniliquin Info Tech Solutions
297 Cressy Street, Deniliquin
PH: (03) 5881 1144
3. Harvey Norman Deniliquin
Harfleur Street, Deniliquin
PH: (03) 5881 0700

Deniliquin High also have partnerships with Acer, HP, and JB HiFi Education. Devices can be purchased with discounts through the portals below. Simply log in with the details below.

1. Acer – Deniliquin High School Portal - <https://dhsacer.orderportal.com.au/>
2. HP - Please go to www.hp.com.au/byod and your school code is DeniliquinHS.
3. JB – <https://www.jbeducation.com.au/byod/> and use the school code: **Deniliquin23**.

Apple Laptops – These are compatible with the school network and are also an option for those interested in purchasing one through Apple or a local provider.

Appendix 3: Best practices for digital devices

	<ul style="list-style-type: none"> • The student's name should be clearly visible on the back of the device and should not be able to be easily removed. • Students should always attempt to minimise the total weight of materials transported to and from home. For this reason, we have specified devices with a smaller form factor (See Appendix 1). Remember that the laptop/tablet device is valuable and always have it in sight.
	<ul style="list-style-type: none"> • Students are expected to bring their devices to school each day with a fully charged battery as the use of power cords creates a trip hazard and increases the possibility of damage to the device. <ul style="list-style-type: none"> - Batteries are considered a consumable device and will deteriorate over time. - If the laptop/tablet device is purchased privately then typically it has a 1-year warranty and may require a replacement battery before it reaches three years of use.
	<ul style="list-style-type: none"> • Students should use cloud-based storage options supplied by the NSW Department of Education for storing data. <ul style="list-style-type: none"> - Each student has been supplied with their own OneDrive (Microsoft) and Google Drive (Google Workspace) account via the <i>education.nsw.gov.au</i> account. - It is best practice to use the respective cloud storage technology's <i>sync client</i> to achieve this. - The school is not responsible for any data loss, especially for files stored on the "Desktop" folder or any other offline folder of the device. - It should be noted that loss of data is not a valid excuse for the late submission of a task.
	<ul style="list-style-type: none"> • Students should use strong passwords and have suitable privacy controls. • Students will never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.

Appendix 4: Key terms

Bring your own device (BYOD) is a program where parents and carers can provide personal digital devices for use at school. Any decision to adopt a bring your own device program is made by the principal in consultation with a school community. All digital devices used in schools are covered by the Student Use of Digital Devices and Online Services procedure. Schools retain discretion to determine the specifications of personal devices to be used at school.

Digital citizenship refers to the skills and knowledge a person needs to effectively use digital technologies in a positive way so they can participate in society, communicate with others, and create and consume digital content.

Digital devices are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones, and other devices.

Digital literacy is the set of social, emotional, and technological skills and competencies that people need to understand to use digital devices and online services, and to expand their opportunities for education, employment, and social participation, including entertainment.

Educational purpose is any use approved by school staff that supports student learning, wellbeing, and educational outcomes.

General capabilities are the broad collection of knowledge, skills, behaviours, and dispositions described within the Australian curriculum and NSW syllabus.

Image-based abuse occurs when intimate, nude or sexual images are distributed, or threatened to be distributed, without the consent of those pictured. This includes real, altered and drawn pictures and videos. This is a crime in NSW.

Online bullying involves using technology such as the internet or mobile devices to bully someone. Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. Bullying behaviour can also involve intimidation, victimisation, and harassment, including that based on sex, race, religion, disability, or sexual orientation.

Online safety is the safe, responsible, and respectful use of digital media, devices, other technology, and online services.

Online services are any software, website or application that can gather, process, or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media, and other online spaces.

Reasonable adjustment is a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students.

School-related settings include school grounds, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This connection may exist in situations where: there is discussion about school taking place outside of school hours; a student is wearing their school uniform but is not on school premises; a relationship between parties commenced at school; students are online in digital classrooms; and where online contact has flow on consequences at school and duty of care requires the school to respond once an incident is reported.

School staff refers to school personnel who have some level of responsibility for implementing policy and the school digital devices and online service procedure. This includes principals, senior staff, teachers, non-teaching staff, school administrative staff, volunteers and contracted staff engaged by schools.

Appendix 5: What if you do not have a device?

Students who do not have devices will be able to take out a 'Day or Long-term Loan' from the Maths Staffroom.

Students can go to the Maths Staffroom between 8.30am and 8:50am to request a laptop and return at 3:05pm each day.

Loaning of school laptops should be seen as only a temporary measure. If a student fails to return their device on time, they may be restricted from borrowing for the remainder of the week. If a student repeatedly fails to return a day-loan laptop, they may lose access to the facility for the remainder of the term.

For longer-term loans, students may apply for eligibility through the Principal. Upon permission granted, a student will be able to borrow a long-term loan laptop for a mutually agreed upon time. The student is responsible for charging and the safe keeping of the device.

Appendix 6: 'Bring Your Own Device' User Charter

To use digital devices and technology at Deniliquin High School, students must read this **BYOD User Charter**, initial each requirement and sign below in the company of a parent or caregiver.

What is safe, responsible, and respectful student behaviour?

I agree to be Safe.

Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.	
Only use your own username(s) and passwords, and never share them with others.	
Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you, or offers you money or gifts.	
Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable.	
Never hack, disable, or bypass any hardware or software security, including any virus protection, spam, and filter settings.	

I agree to be Responsible.

Follow all school rules and instructions from school staff, including when using digital devices and online services.	
Take care with the digital devices you use: Make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use. Understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need. Make sure the devices you bring to school have the latest software installed and take care with the school-owned devices you share with others, so that other people can use them after you.	
Use online services in responsible and age-appropriate ways: Only use online services in the ways agreed to with your teachers. Only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks. Do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.	
Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.	

I agree to be Respectful.

Respect and protect the privacy, safety, and wellbeing of others.	
Do not share anyone else's personal information.	
Get permission before you take a photo or video of someone, including from the person and from a teacher.	
Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.	
Do not send or share messages or content that could cause harm, including things that might be: <ul style="list-style-type: none">• Inappropriate• Offensive or abusive• Upsetting or embarrassing to another person or group• Considered bullying; private or confidential.• A virus or other harmful software.	

I have read and will abide by the Deniliquin High School *Digital Devices and Online Services Procedure*.

Student Name: **Calendar Year:** 20_____

Academic Year: 7 / 8 / 9 / 10 / 11 / 12

Student Signature: **Date:**

Parent Signature: **Date:**

Once signed, please return this form to the **Front Office**.

Appendix 7: 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 8: Deniliquin High School Laptop Loan Charter

Device Type:		Serial No:	
Student Name	<i>Family Name</i>	<i>Given Name</i>	
Parent Name	<i>Family Name</i>	<i>Given Name</i>	

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 <input type="checkbox"/>		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 Student Use of Digital Devices and Online Services 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 Student Use of Digital Devices and Online Services procedure. Extracts are provided below. This policy forms part of the Laptops Loan Charter
3. The Student Use of Digital Devices and Online Services procedure applies to the use of the laptop and internet both on and off school grounds.

Extracts: Student Use of Digital Devices and Online Services

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

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