



Kambora Public School

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STUDENT BRING YOUR OWN DEVICE (BYOD) POLICY 2015

1. Introduction

This document provides advice to students and parents on bringing a device to use at Kambora Public School for Educational purposes.

2. Key Principles

2.1 The term 'device' in this policy refers to a student owned laptop or tablet with the capability to connect to the Department's Wi-Fi network. Mobile phones or iPod touches are not an acceptable device.

2.2 Use of devices at school will be restricted to activities permitted by this policy and the KPS Student Agreement signed by students and their parents.

2.3 Students are responsible for the care and maintenance of their devices including data protection and battery charging. Students are to charge their device and leave chargers at home.

2.4 KPS will not accept any liability for the theft, damage or loss of any student's device. Students who bring their own devices onto school sites do so at their own risk.

2.5 Students and their parents/carers must complete and return a signed KPS BYOD Student Agreement prior to connecting to the Department's network.

2.6 Where the school has reasonable grounds to suspect that a device contains information, images or video that breaches the BYOD Agreement, the school may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, further action may be taken including referral to the police. School disciplinary action may also be appropriate.

3. Costs to Students

3.1 Internet access through the Department's network is provided at no cost.

4. Student Responsibilities

4.1 Students are solely responsible for the care and maintenance of their device. This could include the following:-

- Managing battery life and regular charging of their device.
- Labelling their device for identification purposes.
- Purchasing and using device protective casing.
- Ensuring the device is safe and secure during travel to and from school and throughout the day.



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- Maintaining up-to-date anti-virus software and operating system on their device.
- Taking insurance coverage of their own device to protect any accidental damage, theft or loss.
- Active antivirus software must be installed on laptops, iPads and Android devices.

5. Damage and Loss

5.1 Students bring their devices onto the school site at their own risk. Students should protect their device by use of a protective case and padded sleeve in a backpack.

6. Technical Support

6.1 KPS will have a 'Genius Bar' managed by KPS teachers, technical support officer (TSO) and tech savvy students. This will be a designated area for students and staff to come and ask questions.

6.2 It will be the responsibility of the student to remember the procedures required to connect their type of device to the Wireless Network.

7. Long-term care and support of your device

7.1 Students are solely responsible for repair and maintenance of their own device. It is not the school's responsibility.

7.2 Warranties: Students should understand the limitations of the manufacturer's warranty on their device, both in duration and in coverage. Under Australian consumer legislation, warranties usually last for one year, during which any manufacturing defects will be repaired or the device will be replaced (as per the specific terms and conditions of the manufacturer).

7.3 Extended Warranties: At the time of purchase, students may also purchase an optional extended warranty (past the standard warranty period) from the supplier/manufacturer of their device, during which any manufacturing defects that may occur will also be repaired.

8. Insurance

8.1 Student devices are not covered by Kambora Public School. When students purchase their device, they may also purchase an optional insurance policy from the supplier of their device or a relevant insurance company. As mobile devices are subject to a higher risk of accidental damage, prior to signing up for an insurance policy, students and their parents/carers should be fully aware of the details and limitations of the policy, including any excess charged for making a claim, and the name of the company that holds the policy. As a guide, a suitable BYOD insurance policy should cover all types of devices and provide worldwide replacement cost coverage against:-



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- Accidental damage
- Damage from falls and liquids
- Theft
- Fire
- Vandalism
- Natural disasters (such as floods, cyclones, earthquakes, tornadoes, water damage, and power surge due to lightning).

9. Acceptable Use of Your Device

9.1 Using the DEC network services to actively 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 legal and/or disciplinary action.

9.2 Students shall not create, transmit, retransmit or participate in the circulation of content on their devices that deliberately attempt 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.

9.3 Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.

9.4 Students must not take photos or make video or audio recordings of any individual or group without the express written permission of each individual and the teacher's consent.

9.5 Students shall comply with Departmental and school policies concerning the use of BYOD at Kambora Public School and while connected to the Department's network.

9.6 The Principal retains the right to determine what is, and is not, appropriate use of a device at Kambora Public School within the bounds of NSW privacy and other legislation.

9.7 There will be consequences for any deliberate breaches of this policy as the student device is intended as a personal learning tool.

10. DEC Technology Standards

10.1 Prior to purchasing or using an already purchased device, parents and students should be aware of the following technology standards required for devices within schools:-

- The DEC wireless network installed in all NSW Public Primary Schools only operate on the 802.11n 5GHz standard. Devices with 802.11a/b/g or 802.11n 2.4GHz only will not be able to connect.
- The battery life of the device should be capable of lasting 5 hours minimum of constant use without charge
- Device hardware specifications must meet the minimum- 64 bit with at least 4GB RAM to



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ensure devices can run software such as the Adobe Creative Suite.

- Ideally devices should have the current version of any operating system (E.g. iOS7, Windows 8.1) so the device can access the latest software/apps and updates. If this is not possible, a previous version of any operating system should be installed on devices (E.g. iOS6, Windows 7)

10.2 Other considerations when purchasing a device include:-

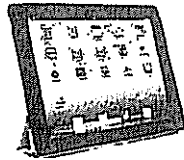
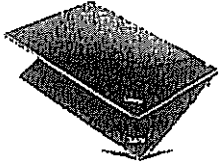
- Extended warranty
- Device insurance
- Protective casing (scratch/impact/liquid-splash resistant)
- Additional or spare battery packs
- Ergonomics (is this device comfortable to use for an entire school day)
- Backup storage such as portable hard drive or USB flash drive.



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What devices can students bring to school?



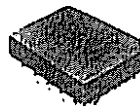
Students can bring a laptop or tablet to school. The laptop or tablet must follow the required specifications. Students currently bringing their own devices to school find iPads, Macbooks and Chromebooks the easiest to work with.

Device specifications



Wireless Connectivity

Devices must support 5GHz **dual** band, 802.11 a/b/g/n wireless. Android devices must be able to connect on all channels in the 5GHz range.



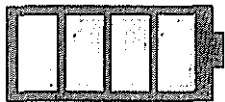
Memory **and** RAM

Devices must have minimum 16GB storage and 2GB RAM.



Operating system

Devices must have the current or the previous version of any operating system.



Battery life

Devices must last at least 5 hours without charge.

Software and apps

Devices must have software or apps that allow for:

- internet browsing
- note taking
- word processing
- creating spreadsheets
- creating presentations

Students can download free Microsoft & Adobe software for laptops at bit.ly/byodsoftware.

Active antivirus software must be installed on laptops and Android devices.

Student responsibility

Students must:

- sign the BYOD student agreement with their parent/ carer before bringing their own devices to school
- ensure their devices are safe and secure at all times
- keep their devices safe using carry cases, screen guards, etc
- use devices according to school and NSWDEC policies

Families may choose to purchase insurance for student devices.