



Nunawading Christian College Secondary

BYOD Policy & Agreement 2017

Document Control

Revision Number	Implementation Date	Review Date	Description of Changes	Prepared By	Approved By
New	2013	Nov 2014		NCCS Admin	NCCS Admin
1	2014	Nov 2015	Yearly update	NCCS Admin	NCCS Admin
2	Nov 2015	Nov 2016	Yearly update	NCCS Admin	NCCS Admin
3	Nov 2016	Nov 2017	Yearly update	H Stekla	School Council

Bring Your Own Device (BYOD) Policy & Agreement 2017

This agreement is applicable to:

- Students in Years 10, 11 and 12 who wish to bring their own device to access the School network in 2017.
- Users connecting to the Nunawading Christian College (Secondary) network with a device not owned by Nunawading Christian College (Secondary) including staff.

Purpose

Nunawading Christian College (Secondary) (also referred to as NCCS) uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviours students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21stCentury skills, NCCS encourages Year 10 – 12 students to bring a device to school. Personal devices will be allowed on our wifi network and school grounds for students who follow the responsibilities stated in the Acceptable Use Agreement for ICT and the attached guidelines regarding BYOD.

Nunawading Christian College (Secondary) strives to provide appropriate and adequate technology to support instructional purposes. The use of personal devices by Year 10 and 11 students is recommended. Students in some Year 12 classes will need to access an online textbook and will need to either bring a BYOD device to class, or they will need to borrow from the limited pool of laptops available from the library.

An important component of BYOD will be education about appropriate online behaviours. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviours. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. Students who do not comply with the school's expectations of responsible use of technology will lose the right to access technology on campus.

Device Types

For the purpose of this program, the word "devices" will include: laptops, netbooks, iPads, tablets, and eReaders. Please note that iPods, Nintendo DS (and/or other gaming devices with internet access) are not permissible.

Guidelines

- The device should be fully charged prior to bringing it to school and able to run off its own battery while at school. Charging your device will be available on a limited basis.
- The backup and care of student data is the responsibility of the user.
- As the device is neither owned nor managed by the School it is therefore not in a position to offer any technical support. Details will be provided on how to connect to the School wireless, devices and any specific systems.
- Basic printing may be available from personal devices, however this cannot be guaranteed.
- Student devices are not to be accessed during recess or lunchtimes or left unattended around the School. When not in use, the device should be kept in a protective case and secured in the student's locker.
- It is recommended that families should ensure that the device is covered by appropriate insurance and that this covers the device outside the home.
- Students and parents/guardians participating in BYOD must adhere to NCCS School rules and policies, including the Acceptable Use Agreement.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls, text messaging or sending/ receiving updates on social media).
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.
- Devices may only be used to access information (locally or on internet sites), perform word processing or note taking in class which are relevant to the classroom curriculum.
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the Student Acceptable Use Policy.

Related Policies

NCCS Digital Technologies Acceptable Use Policy and Procedures

Bring Your Own Device (BYOD) Frequently Asked Questions

1. How does the BYOD program work? In 2017 Year 10, 11 and 12 students are able to bring their own computing device to school every day. We are making recommendations as to the minimum specification of device you may choose to bring. There is also some software that you must have on the device. In most cases there are free options for software. You are required to sign a BYOD Agreement that sets out how the device can be used at school. However, the school does not manage, support, own or warranty the device as it's your device.
2. How useful and effective is it going to be in the classroom? Access to this form of technology is another tool for learning, and there will still be lots of times when students can expect to be using pen and paper in the classroom. What these devices will do is open up a whole new way of supporting learning and in some cases provide greater and more successful access than in the past.
3. Will my child be disadvantaged if I cannot afford to buy into the BYOD scheme? No. The school will provide a range of devices that all students can use at various times of their learning. These will range from laptops and classroom computers.
4. Security of the devices at school, is it ok? The school will not be liable for an individual's property for loss or damage. This is the individual's own concern and students will be responsible for their device.
5. Is downloading safe? Students when at school will have a maximum download capacity. This will not allow for students to download significant apps / programs or other information. Students will need to download apps and other resources at home.
6. I am worried about what my child might be accessing and who they are interacting with. How can you reassure me? Teachers and staff do check and monitor what students are accessing. Your child will have to have agreed to operate within the school agreement

which covers the details of acceptable use. We also have a filter in place to prevent inappropriate material coming into the school.

7. What are the parental expectations for monitoring download / safe images etc? It will be an expectation that parents are responsible for the downloaded apps and images on individual student devices.
8. Will my child have to share their device? No. The device is the student's own and it will not be expected to be loaned to other students during the day.
9. What ensures the safety of searches? The School subscribes to an Internet content filter. This protection is in place through the wireless network that the students will be connected to.
10. Who is responsible for updating of apps, programs? It will be the student / parental responsibility to ensure the device is updated and ready for use. The school will not be responsible for updating or fixing of the device.
11. How will my child's device be used in the classroom? At the teacher's discretion, students will utilise their devices to access information, do research, solve problems, collaborate, communicate and engage in the curriculum.
12. Insurance who's responsible? It will be the parent's responsibility for insurance, the same way it is for bringing a bike / musical instrument etc to school. If you are not sure you will need to check your individual insurance policy.
13. How often will the device be used? This will vary depending on the lesson and the teacher. However your child will be using it during their Year 10, 11 & 12 classes to support their research and learning.
14. What happens with problem solving re hardware/software issues? Will the school technician do this / or teachers? Who pays? It will be the parent's responsibility to look after hardware/ software problems etc.
15. What are the recommended requirement and specifications for the device? In order to offer students the best experience possible with BYOD, NCCS has developed a list of requirements and recommendations.

Hardware Specification

Type of BYOD device	Laptop, tablet or similar device
Operating System	<ul style="list-style-type: none"> • Microsoft Windows 7 or later version • Apple MacOS X 10.6 or later version • Apple iOS 6 or later version Other operating systems may be considered
Wireless Compatibility	802.11 a/g/n
Battery Life	Battery life of at least six hours
Recommendations	<ul style="list-style-type: none"> • Maximum weight: 2kg • Minimum RAM (laptops): 4GB
Considerations	Accidental loss and breakage insurance External hard drive for data/ document backups

Software Specification

Additionally, the device must meet all of the following functional requirements pertaining to software:

Operating System	As per the Hardware Specification above
Web browser	Any modern web browser such as Firefox, Internet Explorer, Safari or Chrome.
Word Processor	Examples include Microsoft Word, Apple Pages, Google Docs
Spreadsheet Package	Examples include Microsoft Excel, Apple Numbers, Google Docs
Security Software	Anti-virus with current updates loaded Anti-malware with current updates loaded

BYOD Agreement

Please review, sign and return. No student will be permitted to use personal portable technology devices unless the agreement is signed and returned. This agreement extends the Nunawading Christian College (Secondary) Acceptable Use Agreement for ICT to allow access for the applicable students and users for personal laptop or similar device.

Please read carefully as students and parents need to acknowledge every statement by signing:

1. Students take full responsibility for their devices and arrange appropriate insurance for the device. The school is not responsible for the security of personal technology. Personal devices cannot be left at school before or after school hours.
2. When devices are not in use they will be stored in the secured student's locker, the school holds no responsibility for any loss or damage which might occur.
3. Devices cannot be used during assessments, unless otherwise directed by a teacher.
4. Students must immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.
5. Students must protect the privacy of others and never post private information about another. Students are not permitted to transmit or post photographic images/videos of any person from school on public and/or social networking sites. Nor are they to take photos of students in uniform on school grounds, or at a school activity without the express permission of the individual.
6. Personal devices must be charged prior to bringing them to school and run off their own batteries while at school. Charging will be available on a limited basis.
7. To ensure appropriate network filters, students will only use the BYOD wireless connection in school and will not attempt to bypass the network restrictions by using any other type of connectivity such as 3G or 4G network.
8. Students understand that bringing devices on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the Acceptable Use policy and will result in disciplinary actions. The school has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.
9. The school has the right to inspect files on any device bought on campus irrespective if it has been the cause of a problem / attack / virus (this covers devices that may contain objectionable material obtained offsite and stored on the Student Owned Device).
10. It is the owner's responsibility for the repair of any malfunctioning / damaged devices. The School does not supply technical services for student owned devices.
11. Devices brought to school are for the individuals use, any sharing is at their discretion.
12. To enable access to various devices and systems such as printers, software may need to be loaded onto the device. The software will be from an authorised source and will be available as software packages which can then be accessed and loaded. The School will not be responsible for any impact this software may/ will have on the device.
13. Students are responsible for their own backup of critical data at all times. This may be through a USB drive, SD card, external drive, or cloud-based solution. Students have access to Google Drive via their school account with Unlimited storage during their time at NCCS.

Response: *Please complete and detach this page and return it to school.*

Student: If the rules and expectations are abused then the privilege of use of personal devices at school may be taken away. I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my technology privileges as well as other disciplinary action.

Student Name		Student Signature		Date
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Parent: I have discussed the scenarios, potential problems and responsible use of the Internet and the contents of this BYOD Agreement. I will contact the school if there is anything here I do not understand.

Parent Name		Parent Signature		Date
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Students are allowed ONE device on the NCCS Network

If the student will be participating in BYOD, please check which device will be nominated.

I already have a BYOD device on the school network and I will be using the same device in 2017. *No further information required on this page.*

I will be bringing a BYOD device that has not been on the school network previously. *Please complete information on the next page.*

Details about the device you will be bringing to school:

 iPad

 MacBook

 Laptop

 Netbook

 Notebook

 Tablet

Type

 Other

Type

My Device has the ability to: (Please tick all that are relevant)		
<input type="checkbox"/> Create/ update documents (Word, Pages, etc)	<input type="checkbox"/> Produce a presentation (Keynote/Powerpoint)	<input type="checkbox"/> Record my work (imovie, video, show-me)
		HIGHLY RECOMMENDED

School Login ID						
WiFi MAC Address of device						
Serial Number of device						
Operating System Version (Mac OS X, Windows 8, etc)						

(Not sure how to find the MAC Address? This link will help: <http://goo.gl/WorrK4>)