



together WE ACHIEVE

Hedland Senior High School

Bring Your Own Device

Computer Usage Policy

Information for Parents and Students

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1. INTRODUCTION

The integration of 'Bring Your Own Device' (BYOD) and supporting information technology equipment into the classroom represents an exciting era at Hedland Senior High School. The BYOD project provides a wealth of rich educational resources and tools, that when used effectively, can deliver very positive teaching and learning outcomes. However, if the implementation of this new technology is not properly controlled there are certain pitfalls that students may encounter.

Hedland SHS supports students in the appropriate and safe use of their BYODs. By alerting parents and students to potential dangers, developing guidelines and providing advice and support, the exposure of students to potential problems can be minimised.

This document is specifically aimed at parents and students who are involved in the "Hedland Senior High School Bring Your Own Device Project" and details the policy, guidelines and support strategies to ensure that students are able to make effective use of their BYOD and avoid any problems.

2. DESCRIPTION AND PURPOSE OF THE PROJECT

The objective of the BYOD project is to implement a range of innovations that explore and exploit the latest in educational technology in a sustainable program. HSHS sees the value of one to one computer devices in teaching and learning and would like to have it available to all students.

BYOD will link to the school's wireless network providing access to the internet and curriculum materials as well as enabling communication between students and teachers.

Students' engagement and productivity is enhanced with their own BYOD as many of their learning resources are electronic.

2.1 Bring your own device (BOYD)



What is BYOD?

BYOD (Bring Your Own Device) refers to students bringing a personally owned device to school for the purpose of learning. In 2017 Hedland Senior high School will be moving to this model.

Hedland Senior high School recognises the need to prepare students for a rapidly changing world where technology plays an increasing role in students' everyday lives

2.2 What device can students bring to school?

Students can bring devices to school that follow the required device specifications (found on page 4).



These specifications mean that the device will be: -

- Easily connected to the school Wi-Fi
- They will provide access to a common platform of software and applications
- They will allow students access to a personal device that they can take home

2.3 Device specifications



Wireless connectivity—
Device must support 5GHz
dual band, 802.11 a/b/g/n
wireless



Battery life—Devices must last at
least 5 hours without charge, ideally
10 hours.

Please note: Batteries must be
charged overnight at home as there
will be no facility available to charge
them at school.



Screen size—we recommend
it be at least 10 diagonal
inches, but this is at the
discretion of the student or
Parent/Guardian.



The device must have a USB
capacity and ideally a **3.5 Aux Port**

Please note: Aux ports are optional
for most students, but are required
for all SIDE students



4GB RAM

Memory—devices must
have a minimum of 64GB
storage and 4GB RAM



An external USB or External HDD
will be required for Data Storage,
recommended size is 1 TB.

2.4 Software requirements

Devices must be loaded with a minimum of:-

- Windows 7 or 10 Professional operating system.

IMPORTANT: The windows operating software must be a Professional version (i.e. Windows PRO)

- Active Antivirus Software (**FREE** antivirus software is available to download including: AVG, or AVAST)
- Microsoft Office 2010 or 365 including Word, Excel, PowerPoint, One Note, Publisher & Outlook (Students receive **FREE** MS Office software using their Student ID's via the MS Office website, or on the school Portal. Hedland SHS I.T Administrator can assist students with the download of this software).

For full details of how Students install MS Office 2016 and log in, please refer to pages 6 & 7 of this document.

2.5 Optional items

Additional items are recommended for some students

- Camera and microphones are highly recommended for students to participate in 21st Century Learning
- Carry Case highly recommended for device protection
- 3.5 Aux Port (excluding SIDE students as this is a mandatory requirement for them).
- Image and Video editing software i.e. Adobe Photoshop (Dependent on courses selected some students may require this type of software)
- Stylus.

We request parents supply a device that complies with the above listed device specifications and software requirements. Parents are requested to sign and return the BYO Device agreement which can be found on page 11 of this document.

There are a wide range of devices on the market (It will be your choice which model you choose as long as it complies with the specifications above). You may already own one or prefer to organize your own through your preferred vendor. We have listed some more information regarding the types of devices available; please refer to section 2.6 General information, and pages 14 – 16 of this document.

2.6 General information

Important information to please note: The Department of Education does not support Apple Devices and they will not be connected to the school network

If your child has their own device, they will be able to bring that at their own risk. We would recommend personal insurance.

Students unable to afford a device will have access at school through loan devices kept in the library.

Parents may choose to purchase a device from any source; however only devices with the specifications outlined above will be able to be used in the school. The school has researched various models and some of our recommendations include the below Brands:

- Non ATAR – Dell* are currently offering some extremely competitive prices for their inspiron 11 3000 2 in 1 series, which have an approximate average lifespan of 3-5 Years. These are available in various colours with matching accessories in the same colours also available. For further details please refer to the website (link below) and page 12 of this document.
http://www.dell.com/au/p/inspiron-11-3162-laptop/pd?ref=PD_Family
- ATAR – For an increased lifespan and larger capacity Laptops, our recommendations include the Lenovo Notebook, Acer and larger Dell models. These types and brands had an increased lifespan of 5 years +, so could continue to be used through University.

***Please Note: Dell devices include an onsite warranty where a technical support advisor will provide technical support onsite in the Pilbara. All other brands do not offer this service for major faults and their devices will need to be sent to Perth.**

2.7 MS Office installation & Student Log in procedures

Students automatically receive a Free Microsoft Office 365 account which is set up on enrolment by the Department of Education. A username and password is assigned to them and they are able to log in and use MS Office software for free at home as well as at school.

MS Office can be downloaded and installed from home. If students require assistance with this they can speak with the IT Administrator at Hedland Senior High School who will assist them with the download and install onto their own device during school time.

1. Type the following address into the web browser:- <https://login.det.wa.edu.au/oamfed/idp/samlv20> (Figure 1)
2. Students then login as they would when logging on to the school computers (Figure 2).

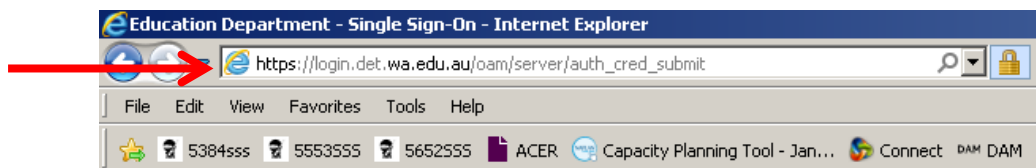



Figure 1

Figure 2

A screenshot of the Department of Education Sign In page. The page header features the Department of Education logo and the text "Department of Education". The main heading is "Sign In". Below the heading, it says "Enter your Single Sign-On user name and password to sign in". There are two input fields: "User Name" with the text "lachlan.moore2" and "Password" with masked characters "••••••••". Below the password field is a checkbox labeled "I have read and understand the Appropriate Use of Onlir" which is checked. At the bottom of the form are "Login" and "Cancel" buttons. At the bottom right of the page, there are links for "Forgot Your Password?" and "What is". At the very bottom, there is a small disclaimer: "Unauthorized use of this site is prohibited and may subject you to c". A red arrow points to the User Name field.

- Once logged in the following page will appear, click on **Install Office 2016** (Figure 3). Dependent on individual internet speeds the download time will vary.

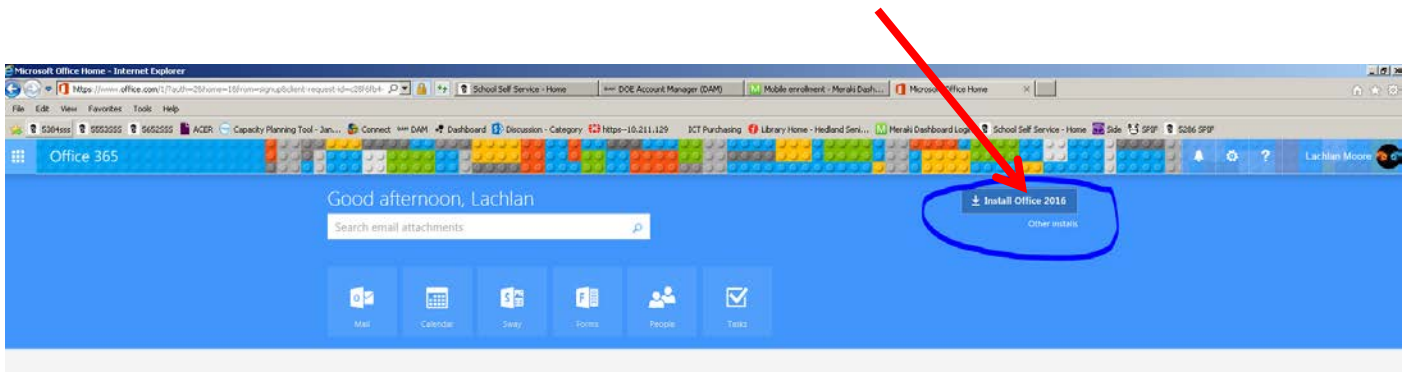


Figure 3

- The MS Office software is downloaded locally onto the students device, so once installed students can access it directly at any time at school and when at home.

3. RESPONSIBILITIES

3.1 The Role of Students

Students must use their BYOD and the school computer network responsibly. Communications on information networks are often public and general school rules for student behaviour, conduct and standards will apply.

When using their BYOD and accessing school information resources students must follow the policy and guidelines detailed in this document.. **Students who fail to honour this Code of Conduct may forfeit use of their BYOD and access to the Internet and/or school network.**

3.2 The Role of Parents or Guardians

Parents or guardians are required to take responsibility for conveying the importance of the policy guidelines in this document and other school policies to their children. They are also required to monitor their child's use of the BYOD, especially at home, including access to media and information sources.

3.3 The Role of Teaching Staff

School teaching staff will monitor appropriate care of the BYOD and its use in accessing curriculum information. They will also provide guidance and instruction to students in the appropriate use of such resources.

This includes staff facilitating student access to information on their BYOD in support of and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.

3.4 The Role of the School

The school commits to upholding the Usage Policy Guidelines and providing physical and financial resources to enable safe, educationally relevant access to the BYOD and relevant curriculum facilities for staff and students.

The school also has a responsibility to ratify information published on the internet by students or the school, under the school's name, meets legal requirements and community standards in relation to copyright and safety.

4. AUTHORISATION AND RULES FOR HOME USE

Students will be expected to bring their BYOD to school to use in class. This will be subject to approval by Parents/Guardians as indicated on the School Usage Permission Letter and also by student compliance with the usage conditions outlined in this document.

School usage will be granted subject to adherence to the following rules:

1. Students must bring their BYOD to school each day. **It must be fully charged.**
2. The Students must have their BYOD inside their protective cover and inside their school bag when travelling to and from school.
3. Students are responsible for the safe storage and care of their BYOD AT ALL TIMES. For example BYODs should not be left outside classrooms or the library.
4. When the BYOD is at school the school Network Agreement applies at all times.

Since school use brings with it a risk of accidental damage or theft of the BYOD we expect parents to arrange insurance. If an insurance claim is partially or wholly rejected by the insurer due to non-compliance with the guidelines the school will not cover the cost associated with the loss or damage.

5. GUIDELINES FOR PROPER CARE OF BYOD

5.1 Security and Storage

When the BYOD is at school, students must know the location of their BYOD at all times and are responsible for ensuring its safe keeping. When the computer is not required in class, for example during Physical Education, it is to be placed in the secure storage provided. BYODs must also be under the student's direct care during recess and lunchtime.

When the BYOD is being used away from school, students should avoid leaving it unattended or where it is visible to the public (eg in a vehicle). In these circumstances, the BYOD can become a target for theft.

5.2 Transport and Handling Procedures

When transporting the BYOD, students are to make sure that it is in the cover and in their school bag which must be securely closed. Students must carry their BYOD inside the cover and place this inside their school bag when leaving the school. Students must never remove the BYOD from its cover and place it directly into their school bag.

5.3 Occupational Health and Safety Guidelines

The basic health and safety guidelines for desktop computers also apply to BYODs use:

- Keep the upper arms relaxed at the side of the body
- Bend the elbows to around 90 degrees
- Keep the wrists straight
- Change position every 15-20 minutes and take a complete break to get up and move your body every 30-60 minutes.

Students with special needs will be catered for according to Department of Education guidelines.

5.4 General Care of the BYOD

It is the student's responsibility to maintain the BYOD in good condition.

5.5 Report of Loss or Damage

In circumstances where deliberate damage or theft has occurred, it is the student's responsibility to report to the Police.

6. DATA MANAGEMENT

Saving or back-up of data is the student's responsibility. To backup work it is recommend that students use cloud storage, purchase a USB flash drive or preferably, an external hard drive. Staff will not accept data loss as an excuse for not handing in work on time.

7. PRINTING

Wherever possible we are committed to delivering and receiving electronic forms of class work and assessment. Students must endeavour to produce and submit work and assessments electronically.

Students unable to submit work electronically will be encouraged to print work at home for submission to their teacher. Students should minimise printing at all times by print-previewing, editing on screen rather than on printouts and spell-checking before printing.

Students will have limited access to network printers. Printing will be supervised by the teacher in charge of the learning area in which the student wishes to print materials. Students must arrange for this to be conducted during class time or at another time convenient for the classroom teacher.

8. VIRUS PROTECTION

The BYODs should be configured with anti-virus software which regularly and automatically checks for viruses on the device. On the detection of a virus or the suspicion of a viral infection, the student must inform the School Network Administrator.

9. ACCEPTABLE USE POLICIES

Any Acceptable Use Policy is a written agreement that formally sets out the rules of use of software, networks, printers and the Internet. All staff and students are accessing the Department of Education System and are bound by Department of Education rules of use.

Computer operating systems and other software have been set up to maximise the effectiveness of the BYOD. Students are prohibited from:

- Bringing or downloading unauthorised programs, including games, to the school or running them on school computers.
- Online internet games are banned.
- Accessing social media sites eg. Facebook at school is banned.
- Deleting, adding or altering any configuration files.
- Breaking software copyright. Copyright is to be observed at all times. It is illegal to copy or distribute school software. Illegal software from other sources is not to be copied to or installed on the school equipment.
- Deliberately introducing any virus or program that reduces system security or effectiveness.
- Attempting to log into the network with any user name or password that is not their own, or change any other person's password.

- Revealing their network password to anyone except the network administrator. Students are responsible for everything done using their accounts and everything on their BYOD. Since passwords must be kept secret, no user may claim that another person entered their home directory and did anything to cause school rules to be broken.
- Using or possessing any program designed to reduce network security.
- Enter any other person's file directory or do anything whatsoever to any other person's files.
- Attempting to alter any person's access rights; or
- Storing the following types of files in their home directory, without permission from their teacher:
 - Program files
 - Compressed files
 - Picture files, unless they are required by a subject
 - Obscene material – pictures or text
 - Obscene filenames
 - Insulting material
 - Password-protected files
 - Copyrighted material.

9.1 Access Security

It is a condition of entry to the BYOD for Students Project that students agree to the monitoring of all activities including their files, e-mail and Internet accesses.

Monitoring and Logging

A log of all access to the internet including e-mail will be maintained and periodically scanned to ensure that undesirable internet sites have not been accessed and that the content of e-mail remains within the guidelines described in this document.

9.2 Internet usage

Internet access is expensive and has been provided to assist students' education. Students must use it only with permission, and not in any unauthorised way.

As the Internet is an unsupervised environment, the school has a responsibility to ensure that, as far as possible, material obtained from the Internet is not offensive or inappropriate. To this end, filtering software has been placed on the Internet links. Ultimately, it is the responsibility of individual students to ensure their behaviour does not contravene school rules or rules imposed by parents/guardians.

The school is aware that definitions of "offensive" and "inappropriate" will vary considerably between cultures and individuals. The school is also aware that no security system is perfect and that there is always the possibility of inappropriate material, intentionally and unintentionally, being obtained and displayed.

It is the responsibility of the school to:

- provide training on the use of the Internet and make that training available to everyone authorised to use the school's internet link
- take action to block the further display of offensive or inappropriate material that has appeared on the internet links.

Students must not deliberately enter or remain in any site that has any of the following content:

- Nudity, obscene language or discussion intended to provoke a sexual response
- Violence
- Information about committing any crime
- Information about making or using weapons, booby traps, dangerous practical jokes or "revenge" activities

Students must:

- Follow school guidelines and procedures when preparing materials for publication on the web
- Not use material from other websites unless they have permission from the person who created the material. If unsure, they should check with their teacher
- Not access any other material that their parents or guardians have forbidden them to see. If students encounter any such site, they must immediately turn off the BYOD and notify a teacher. They should not show the site to their friends first.

9.2.1 Chat lines (IRC, MIRC, ICQ, Facebook etc)

Real-time chat programs including MIRC, ICQ, Facebook, Whatsapp, Snap chat, Yahoo messenger, and Messenger are not to be used by students unless instructed by a teacher.

9.2.2 Cyber safety

Parents will be aware of many incidents reported in the media regarding safety online. Personal information is easily tracked and harvested by those who know how, so it is important to keep as safe as possible while online.

Parents are encouraged to check the following sites online for further useful information:

<http://www.cybersmart.gov.au/> – Federal Government cyber safety information website

www.cybernetrix.com.au – Internet Safety for Secondary Students

9.3 User Agreement

STUDENT PARENT MEMORANDUM OF AGREEMENT

Connection and Use of Student Owned Device on the Hedland SHS Network

10. PARTIES TO THE MEMORANDUM

Student's Full Name: _____

Parent's Full Name : _____

Device Make/Model: _____

Preamble

This memorandum relates to the connection and use of a student owned device at Hedland SHS. This memorandum describes the terms of the provisions including level of service and scope of services agreed to by Hedland SHS, the student and the student's parent(s).

Conditions

The internet access is supplied by Hedland SHS to the student, based upon the following Agreement:

1. The student must take all reasonable care to prevent against any form of damage and loss of the student owned device.
2. The student will abide by all conditions outlined in the Students Online – Acceptable Usage Policy.
3. The student and their parent will be solely responsible and legally accountable for any data stored or installed on the student owned device.
4. The student owned device and any software installed will be provided by the Parent and or Student.
5. Student owned devices can only be connected to the school's wireless network.
6. The Department strongly recommends that:
 - a. *Student owned devices are installed with Anti-Virus protection which is either current or the version immediately prior to the current version:*
 - b. *Student owned devices are installed with the recent release of the anti-virus definitions files (one of the most recent four (4) released definitions).*
 - c. *Student owned devices have Operating System patches which are within seven (7) days of the vendor's release date.*
 - d. *Student owned devices are enabled to receive auto-updates from the software vendor.*

Signed: _____ Date: _____

Student's Full Name: _____

Signed: _____ Date: _____

Parent Full Name: _____

Signed: _____ Date: _____

----- OR -----

I **do not** give permission for my son/daughter to take their BYOD to school for learning purposes for the following reasons:

I am requesting consideration is given to allow my son/daughter to access a loan device from the school library.

I am aware that I will be responsible for any damage to this machine and will be billed for any repairs above and beyond normal wear.

Student's Name: _____

Parent/Guardian Signature: _____

Date: _____

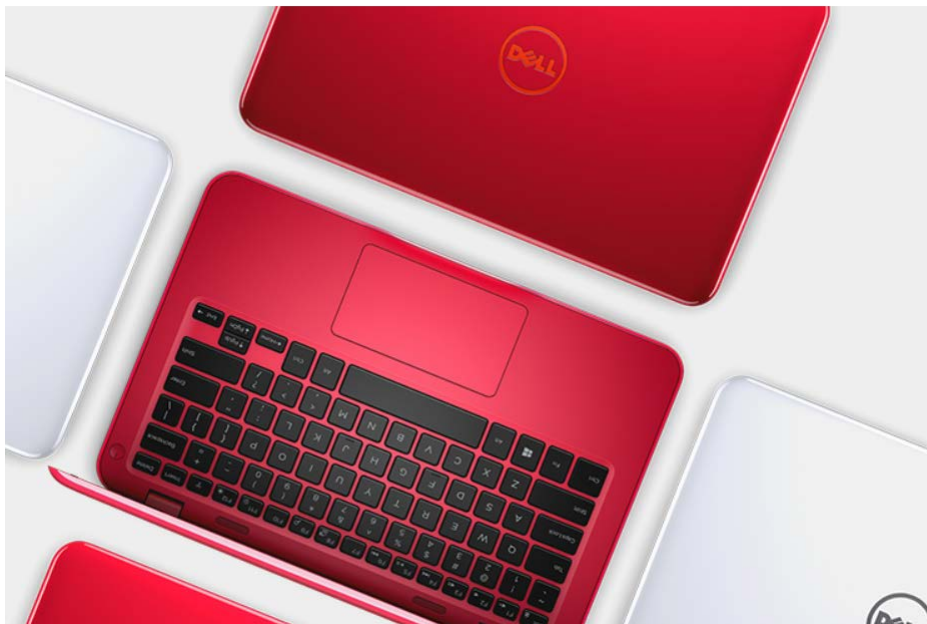
Please return only this page completed and signed to the front office.

11. EXAMPLES OF DEVICES

Dell inspiron 11 3000 2 in 1 Series laptops

<http://www.dell.com/au/p/inspiron-11-3162-laptop/pd?ref=PD> Family

Vibrant, ultra-portable 11" laptop featuring fast, long-range Wi-Fi and great battery life.



Dell Laptops

Dell XPS 13

<http://www.dell.com/au/p/xps-13-9350-laptop/pd>



Dell's smallest 13-inch with Infinity Edge display

More screen, less to carry, with a virtually borderless InfinityEdge display which maximizes screen space by squeezing a 13-inch display in an 11-inch frame.

Measuring a slim 9-15 mm, the XPS 13 is exceptionally thin and light

High-resolution screen and high level processing power



Lenovo Laptops



IdeaPad 310 (14") or IdeaPad Y700

Fast, responsive processing, enhanced audio, and graphics options make this a great multimedia PC.

1TB HDD storage

Intel® 6th Gen Core™ processors.

Dolby technology and stereo speakers

Acer Laptops

The Acer Switch V 10 with Windows 10



The Switch V 10 2-in-1 laptop powered by Windows 10 is a great choice for students.

With high-resolution video output and convenient charging of the USB Type-C port.

With a built-in fingerprint reader, it can conveniently and securely sign into the PC using Windows

The Acer Snap Hinge latch-less magnetic design allows this 2-in-1 laptop to transform into four different modes — notebook, pad, tent, and display