



CARLINGFORD HIGH SCHOOL

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Carlingford High School BYOD Policy

BYOD refers to Bring Your Own Device which is a program whereby students are permitted to bring a personal computer device that satisfies set specifications, capable of connecting to the schools wireless network to support their learning at school and at home.

This policy applies to any student connecting a personal learning device to the department of Education's Wi-Fi network.

- Students need to be aware of and read the Carlingford High School's BYOD policy and DEC Online Communication Services: Acceptable Usage for Students found at:

https://www.det.nsw.edu.au/policies/general_man/general/accep_use/PD20020046.shtml

- Students and parents/guardians must read and understand these guidelines and sign the User Agreement before students will be permitted to connect a personal computer device to the school's wireless network services. If a student connects a device without a user agreement they are in breach of the school rules and disciplinary action may be taken.
- The term device refers to any personal technology device students bring from home with the capability to connect to the departments Wi-Fi network.
- Students can only use a personal technology device at school with the knowledge and written approval of parent/guardian and Carlingford High school. The signing and return of CHS BYOD User Agreement constitutes such knowledge and approval. Carlingford High School reserves the right to confiscate any unauthorised device. The school adopts this policy in order to maintain a safe and secure environment for students and staff.
- Students are to use the device for educational purposes. Activities such as downloading files not related to school work, playing computer games or watching movies is not permitted and contravenes the schools acceptable use agreement.
- Students must take full responsibility for the care and maintenance of their own device. Carlingford High School is not responsible for the safety and security of the personal learning device. These responsibilities include:
 - The device should be clearly labelled with students name and roll class on the back of any device and this should not be able to be easily removed or tampered with.
 - Students are responsible for the backup and secure storage of school files. It is recommended that students back up their work with a portable hard drive or USB flash drive)
 - Students are responsible for the proper care of the device including the use of a protective case, costs of repair, replacement or any modifications required to use the device at school.
 - Students need to ensure that they have the device with them at all times, always having the device in line of sight during class and break times and secured in a protective carry case when travelling to and from school . Students should not loan their device to any other person.
 - Managing battery life and regular charging of their device. Devices should be fully charged when brought to school.
 - Purchasing and using device protective casing.
 - Maintaining up to date anti-virus software and operating system on their device.
 - Taking insurance coverage of their own device to protect from accidental damage, theft or loss
 - Students are responsible for ensuring that the operating system and all software on their device are legally and appropriately licensed.
- Students are not to use any electronic device to record audio or video or take pictures of any student or staff member without their permission.

- Cyber-bullying will not be tolerated. Students are not permitted to use technology to harass, threaten, humiliate, intimidate, annoy or threaten any member of the school community and breaches will be subject to normal school disciplinary procedures.
- Carlingford High School reserves the right to inspect any device if a student is suspected of being engaged in misconduct or violating the DEC or School policies, administrative procedures, school rules or the CHS Student User Agreement when using the device. Violations may result in the loss of the privilege to use the device at school and/or disciplinary action.
- Student devices are not covered by NSW Treasury Managed Fund. The student MUST accept FULL responsibility for the care and use of their own device. In particular, the school does not accept responsibility for theft or loss of the device or its parts and accessories.
- In cases of malicious damage of a student's device, existing school policies and processes for damage to schools or another student's property apply.

Technical Assistance or Advice

- Carlingford High School is not obliged to provide hardware or technical support for personal devices. Basic assistance around connectivity to the wireless network will be provided when students make a connectivity appointment with the IT department in the school library.
- Students need to make a connectivity appointment with the IT department located in the library prior to commencement of use of the personal learning device at school.
- The school cannot undertake to provide technical assistance to students for hardware and software problems that may arise with personal devices. If a personal device were to malfunction during a lesson, the student would be required to continue with classwork in a conventional manner.
- The student is responsible for ensuring that the required software and applications are installed on their device as well as current anti-virus software and must continue to maintain the latest service packs, updates and anti-virus controls.
- The school's Wi-Fi network operates on a 5GHz frequency. Devices that do not support this standard will not be able to connect.

Security

- System security is protected through the use of passwords. Failure to adequately protect or update passwords may compromise security and result in unauthorised access to files.
- Students must follow these guidelines:
 - Students should not share or reveal their passwords to another individual.
 - Students should have strong passwords and suitable privacy controls.
 - Students must log in under their own name and are not to use a computer or resource that has been logged in under another name.
 - Any student identified as a security risk or proven to be an irresponsible user may be denied access to the network.
 - Students are responsible for installing appropriate anti-virus software and ensuring such software is updated on a regular basis.
 - Ensure that the operating system and all software on their device are legally and appropriately licensed.

Intellectual property and Copyright

Students must comply with all copyright standards. Students must not plagiarise, copy, transmit or download any copyright material without appropriate permissions.

**Carlingford High School
BRING YOUR OWN DEVICE (BYOD) STUDENT AGREEMENT**

Students must read and sign the BYOD Student Agreement in the company of a parent or caregiver unless otherwise directed by the principal.

I agree that I will abide by Carlingford High School's BYOD policy and DEC Online Communication Services: Acceptable usage for students and that:

- I will use the department's Wi-Fi network primarily for learning.
- I will use my device during school activities with the permission and direction of the teacher.
- I will use my own portal/internet log-in details and will never share them with others.
- I will stay safe by not giving my personal information to strangers.
- I will not hack or bypass any hardware and software security implemented by the department or my school.
- I will not use my own device to knowingly search for, link to, access or send anything that is:
Offensive or pornographic
Threatening, abusive or defamatory or considered to be bullying.
- I will report inappropriate behaviour and inappropriate material to my teacher.
- I understand that my activity on the internet is recorded and that these records may be used in investigations, Court proceedings or for other legal reasons.
- I acknowledge that the school cannot be held responsible for any damage to, or theft of my personal device.
- I understand that I must bring the device to school fully charged every day and there are no facilities for charging my device at school.
- I understand that technical support at school is limited to helping me access the schools wireless network only.
- I have read the BYOD Student Responsibilities document and agree to comply with the requirements.
- I have reviewed the BYOD Device Requirements document and have ensured my device meets the minimum outlined specifications.
- I understand that inappropriate use of my device may result in confiscation of my device and disciplinary action and that any staff member has the right to inspect and confiscate a device if there are suspected violations of Carlingford High School's BYOD policy and DEC Online Communication Services: Acceptable usage for students, and this may result in the loss of network/device privileges.

Please print Student Name: _____
 Family Name Given Name Roll call

Parent/caregiver:

I understand that my child will be responsible for abiding by the Carlingford High School's BYOD Policy and DEC Online Communication Services: Acceptable Usage for Students. I have read and discussed these documents with my child and I understand the responsibility they have in the use of their personal device

Date: ___/___/___

_____ in the presence of: _____
Student name Parent/caregiver name

_____ _____
Student signature Parent/caregiver signature

Please complete the above sections and return to Technology Support located in the library. They will then support you in connecting your device to the school's network.