STUDENT BRING YOUR OWN DEVICE (BYOD) POLICY 2016

1. Introduction

This document provides advice to students and parents on bringing a device to use at Mona Vale 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 MVPS 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 MVPS 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 MVPS 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 data which 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. **Cost to Students**

3.1 Internet access through the Department’s network is provided at no cost.
3.2 Access to school resources such as shared drives, printers and associated costs will be covered by a Computer Access Fee.

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.
   - 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.

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.

5.2 In cases of malicious damage or theft of another student’s device, existing school processes for damage to schools or another student’s property apply.

6. **Technical Support**

6.1 MVPS will have a “Genius Bar” directed by delegated 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 Mona Vale 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:

- 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 DET network services to 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 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 form 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 (including parent/carer consent) being recorded and the permission of appropriate staff member.

9.5 Students shall comply with departmental or school policies concerning the use of BYOD at Mona Vale Public School and while connected to the Department’s network including:

- **Online Communication Services-Acceptable Usage for School Students.**

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

9.7 There will be consequences for any 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.
- Currently supporting Operating System- PC Windows7 or above. Mac OSX 10.6 or above.

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