

Bring Your Own Device Program: User Charter



**Cherrybrook
Technology
High School**

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Principal
Mr M Townsend

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Mr B Clements
Mrs A Gatt
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The Cherrybrook Technology High School Bring Your Own Device program aims to improve student learning experiences both in and beyond the classroom. Cherrybrook Technology High School provides considerable freedom to students in their choice of technology and in their use of technology in the classroom. The school does so with the expectation that they will make positive decisions regarding their personal use of technology.

This Bring Your Own Device User Charter must be agreed to, signed, and returned before students are permitted to bring their device to school and connect it to school facilities.

Students and parents/carers must carefully read the Charter prior to signing it. Any questions should be addressed to the school and clarification obtained before the Charter is signed.

Bring Your Own Device User Charter

Agreement:

- i. We have read all the pages of the Bring Your Own Device User Charter.
- ii. We understand our responsibilities regarding the use of the device and the internet.
- iii. We understand that a range of online applications will be used as part of teaching and learning and may require student login and use of data.
- iv. In signing below, we understand and agree to the Bring Your Own Device User Charter.
- v. We understand that failure to comply with the Bring Your Own Device User Charter will invoke the school's standard discipline procedures and/or the actions outlined in clause (5).

Name of student:

Student ID (if known):

Year group (circle): 7 8 9 10 11 12

Calendar year: 20.....

Signature of student:

Date: / /

Name of parent/carer:

Signature of parent/carer:

Date: / /

PLEASE SIGN AND RETURN THIS PAGE ONLY TO THE SCHOOL TSO OFFICE

1 Purpose

The Cherrybrook Technology High School (CTHS) Bring Your Own Device (BYOD) Program enables students to make use of purchased devices to expand and enhance their learning in and beyond the classroom. Cherrybrook Technology High School will facilitate this in accordance with the BYOD Policy. However, students and parents must be aware of and consent to the program's boundaries described in this BYOD User Charter. This document also includes the ways in which the school integrates online tools to facilitate student learning through the use of online applications for information, learning activities and student progress.

2 Scope and Definitions

2.1 Parties

This agreement is between Cherrybrook Technology High School, a student currently attending or who will be attending Cherrybrook Technology High School and his/her parent or carer.

2.2 "Student" and "Students"

Reference in this agreement to Student or Students means a student currently attending or who will be attending Cherrybrook Technology High School and binds his/her parent or carer.

2.3 "Bring Your Own Device User Charter"

This agreement may be referred to as the Bring Your Own Device User Charter or BYOD User Charter.

2.4 "Device"

Reference in this agreement to Device means an electronic device brought by a student to Cherrybrook Technology High School pursuant to the school's BYOD program and this BYOD User Charter.

2.5 "Online Applications"

Digital resources and software that are provided by third-party organisations and are accessible via the internet, that students log into and provide data through participation in learning activities.

3 Equipment

3.1 Custodianship

The device brought to school pursuant to this policy must be able to be brought to school by the student on every school day and be solely used by the student throughout the school day.

3.2 Choice of equipment

The device must meet all the requirements of the Device Specification. This includes meeting any required physical device characteristics and having the listed software installed. The Device Specification is a separate document available from Cherrybrook Technology High School.

3.3 Use of alternate equipment

Equipment which is not in accordance with clause (3.2) is not permitted for use in the Bring Your Own Device program in the absence of a separate agreement between the parties for the use of such equipment.

3.4 Damage or loss of equipment

- 3.4.1 Students bring their own device for use at Cherrybrook Technology High School at their own risk.
- 3.4.2 For the removal of any doubt, Cherrybrook Technology High School will not be responsible for any loss, theft, or damage to:
 - (a) the device,
 - (b) data stored on the device (backup of vital data is the student's responsibility),while the device is at school or during a school-related activity, in negligence or otherwise.
- 3.4.3 Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device. Investigation into personal or home contents external coverage is advised. In circumstances where a device is damaged by abuse or a malicious act by another student ("the other student"), reimbursement may be required. The Principal or Principal's representative will, having regard to all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student.
- 3.4.4 The above clause (3.4.3) does not bind students to the determination of the Principal.
- 3.4.5 Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

4 Standards for equipment care

Students are responsible for:

- (a) taking due care of the device in accordance with school guidelines.
- (b) adhering to the NSW Department of Education (DoE) policy *Digital Devices and Online Services for Students Procedures*.
- (c) backing up all data securely. All electronic data and resources used for school coursework must be stored on another device or electronic medium (e.g. OneDrive, Google Drive) accessible on demand. Students must not rely on the continued integrity of data on their device.

5 Misuse of equipment and communication systems

5.1 Standard school discipline procedures apply for misuse of the device contrary to this BYOD User Charter or other school rules.

5.2 Examples of action the school may take in cases of misuse include:

- (a) the device is taken away by a teacher for the remainder of the lesson.
- (b) the device is taken away by a Head Teacher or Deputy Principal for the remainder of the school day and/or until a parent or carer picks up the device.
- (c) permission for the student to bring their device to school pursuant to the Bring Your Own Device policy is revoked.
- (d) conventional discipline procedures, including detention or suspension where deemed appropriate, pursuant to the school's discipline procedures.

6 Acceptable equipment and communication system use

- 6.1** Use of the device during the school day is at the discretion of teachers and staff. Students must only use their device as directed by their teacher.
- 6.2** The primary purpose of the device at school is educational.
- 6.3** Students will be given access to:
- (a) the school's online learning management system.
 - (b) appropriately filtered internet and network access whilst connected to the school's wireless network.
 - (c) minimal school network access and printing.
 - (d) DoE supplied webmail.
- 6.4** Students must bring their device to school fully charged. Students should not assume access to charging in the classroom as this is a safety hazard.
- 6.5** While at school, all material on the device is subject to review by school staff.
- 6.6** Students are to connect their device to the designated wireless network only. Students are not to connect their device to other wired, wireless, or cellular networks whilst at school. Using a VPN at school is strictly prohibited.
- 6.7** Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.
- 6.8** Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the Department of Education's policy *Digital Devices and Online Services for Students Procedures*. This policy forms part of this Bring Your Own Device User Charter.
- 6.9** The policy *Digital Devices and Online Services for Students Procedures* applies to the use of the device and internet on the device:
- (a) at school.
 - (b) to access school-hosted systems.
 - (c) in connection with a school-related activity or school-related program, including coursework.

7 Technical assistance and advice

- 7.1** The school cannot undertake to provide ongoing technical assistance for hardware or software problems that may occur with laptops/tablet devices beyond connection to the wireless network. Such assistance remains the personal responsibility of the student as a private matter. If the laptop/tablet device malfunctions during a lesson, the student is required to continue with his/her learning promptly in a conventional manner.
- 7.2** The student is responsible for ensuring that any software or application required is already installed on their laptop/tablet device. The DoE has arrangements with vendors to provide some software for students (e.g. Microsoft 365 and Adobe products). The school is unable to supply or install additional software due to resource constraints and licensing agreements. Where specific software is required for classroom learning and or tasks, the teacher will provide access to the software via desktop computers in one of the computer labs at school.
- 7.3** Students are encouraged to perform regular backups of their files. The importance of current work will often determine back up frequency.

8 Access to online applications

- 8.1** The NSW Department of Education has assessed a wide range of software and online applications that are available for all students directly with software vendors (e.g. Microsoft Office and Google Apps) to ascertain any privacy and cyber security issues that may arise. These are determined to be explicitly cyber-safe and do not require parent permission.
- 8.2** The NSW Department of Education has assessed other applications to ascertain any privacy and cyber security concerns and consider them safe, appropriate, and explicitly for teaching and learning (e.g. Canvas LMS). Cherrybrook Technology High School uses many of these in classrooms and may require the student to provide information in addition to a username and password including, but not limited to, the school name, class, gender and responses to learning activities. These are always for the purpose of enhancing student learning and have been assessed as such by faculties and teachers.
- 8.3** Additional parent permission may be sought where the data collected and stored regarding students becomes immediately identifiable beyond username and/or login name, school/class, email address, and password.
- 8.4** Additional parent permission may be sought if the data collected and stored is shared with other organisations or is stored in locations that have not been assessed for privacy and cyber security concerns. Data stored in assessed online applications are typically stored in Australia, USA, Canada, or UK.
- 8.5** All new online applications may be assessed by the NSW Department of Education or CTHS prior to their use by students for privacy and cyber security concerns and additional parent permission will be sought whenever any of these applications use of store data goes beyond the scope discussed in this document.
- 8.6** By signing this document, you agree to the ongoing use of assessed applications that fit within the scope discussed in this document. If you have any concerns about online applications used by your child for schoolwork, please contact the school directly on 02 9484 2144 or email: cths@cths.nsw.edu.au

Note: The NSW Department of Education's *Digital Devices and Online Services for Students Procedures* document is available for viewing in full at: <https://education.nsw.gov.au/policy-library/policyprocedures/pd-2020-0471/pd-2020-0471-01> An overview of the policy is below:

Digital Devices and Online Services for Students

Direction and guidance on the safe, responsible, and respectful use of digital devices and online services for students in NSW public schools.

Audience and applicability

All staff and students in NSW public schools.

1. Policy statement

1.1 Digital devices include laptops, tablets, wearable technology (such as smartwatches and headphones) and other devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. Online services include digital classrooms, chat and messaging, online games, virtual reality, interactive online learning activities, social media, and other online spaces.

1.2 Students need to use digital devices and online services in a safe, responsible, and respectful manner.

1.3 Students may only use digital devices and online services in specific circumstances, such as for an educational purpose, to support student learning, wellbeing, and educational outcomes, or as part of a reasonable adjustment to enable students with specific needs to participate in education on the same basis as other students.

1.4 Principals will assess individual requests for any exemptions to the use of digital devices and online services.

2. Context

2.1 Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments should support students to develop technological, social, and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments and prepare students for life beyond school.

2.2 The department does what it reasonably can to provide safe and secure access to school resources, equipment, and infrastructure, including internet connectivity, for students at school.

3. Policy contact

Digital Learning team

devicesinschools@det.nsw.edu.au

4. Monitoring the policy

The Executive Director, Digital Learning monitors the implementation of this policy, regularly reviews its contents to ensure relevance and accuracy, and updates it as needed.