School Network & Bring Your Own Device Policy
2017
Dear Parent/Guardian

Leeming SHS implemented the Bring Your Own Device (BYOD) program in 2014 for all students. The ICT plan of Leeming SHS states that our vision for ICT is as follows:

To advance and support the teaching and learning of staff and students at Leeming SHS through the effective application of information communication technologies (ICT).

At Leeming SHS, we envisage using technology to ensure students are engaged in a challenging curriculum that is focused on inquiry-based learning, developing critical thinking skills and focusing on hands-on learning for students to become competent 21st Century Digital citizens.

The Department of Education has restrictions in place to block inappropriate websites, however in this technological age that we live, our aim is for students to learn to use the Leeming SHS network, devices and their own devices responsibly and with respect.

Full details of the terms and conditions for using the School Network and BYODs are enclosed. Please take the time to read the documents carefully before signing and agreeing to participate in the program.

The preferred device for the BYOD programme is:

Microsoft Surface 3 or above (Windows 10 Pro)

Please ensure that the device you purchase meets the minimum specifications, as outlined in the policy (page 5), and also that you are aware of the service and warranty arrangements.

Windows 10 Pro is essential for connectivity to the network

Students will need to bring their fully charged device to school every day and at all times use their device, school devices and the school network in a responsible manner. Normal school rules will apply to all inappropriate behaviours and use.

We look forward to the educational opportunities that BYOD will bring to our students and staff. Your suggestions and feedback are always welcome. Thank you for your understanding and reinforcement of the procedures and expectations for this initiative.

If you have any queries, please do not hesitate to contact myself or Ms Chris Steel to discuss the matter.

Yours sincerely

Brendon Wallwork
Principal
School Network & BYOD Policy

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Leeming SHS’s ICT Vision Statement

The ICT plan of Leeming SHS states that our vision for ICT is as follows:

To advance and support the teaching and learning of staff and students at Leeming SHS through the effective application of information communication technologies (ICT).

At Leeming SHS, we envisage using technology to further a learning community where:

- Students are engaged in a challenging curriculum that is focused on inquiry-based, hands-on learning. Students are comfortable using technology. Students take responsibility for their own educational success.

- Teachers use technology to support all learning across the curriculum. They function as coaches, mentors, advocates, and managers of information.

- The school becomes an environment where all students and staff have ready access to a full range of current technology, software tools, and applications. The school has knowledgeable staff and external resources (such as parents, community members, business, higher education, and network resources) to further the curriculum goals.

- The school has computer labs, laptops, tablets, e-books and iPads available to students for specific tasks and for subjects requiring specialist software.

Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization. Leeming SHS encourages all students to participate in the Bring Your Own Device (BYOD) scheme (if the terms and conditions outlined in this policy are agreed to).

Minimum Specifications Required

Only computers meeting the minimum specification provided by the school will be able to be connected to the school’s network.

Whilst at school, students must connect to the school’s network (this allows access to the Internet and other network facilities).

- **Windows 8.1 Pro OR Windows 10 Pro (Not Home)**
- **Touch screen & Digital Pen enabled (to allow handwriting)**
- **Please note**: NOT Windows 8 home, Windows 10 home or Windows RT, as they have limited connectivity on the network and will not allow software to be installed

We suggest a tablet with an attachable keyboard; however a notebook meeting the requirements will also be accepted.

Recommended Supplier / device

Leeming SHS has negotiated a new preferred supplier JB Education.


Only computers meeting the minimum specification provided by the school will be able to be supported for connection to the school’s network.

Whilst at school, students must connect to the school’s network (this allows access to the Internet and other network facilities).

You may choose to buy your device from any supplier; however we strongly recommend that you ensure that the device meets the minimum requirements and that the repair/replacement policy allows for a quick turnaround should it be required.
Ownership of Notebooks/Tablets

At all times the device is owned by the student/parents.

Ethical, Legal and Responsible Use of Notebooks/Tablets

In agreeing to take part in this program, students are agreeing to use their device in an ethical, legal and responsible manner at all times – ie at school and also at home.

Students and parents must ensure that:
- This School Network & BYOD User Agreement is adhered to.
- The ICT Policy of the school is adhered to.
- Comply with all laws that apply to the Internet, communications and copyright (eg cyber bullying and plagiarism will not be tolerated).
- Privacy and security (of the student and others) will be respected, unauthorised personal information will not be shared and no attempt will be made to access personal information of others.
- Illegal copies of software, games, music files etc are not to be installed/downloaded on the device for use or sharing at school.

Responsibilities of Parents/Guardians

Parents will need to supply the device for students to use during school hours.

It is recommended that parents have access to the device and occasionally check the software, apps and other files saved on the computer to ensure that they are legal and ethical and suitable for school.

Access to the Internet out of school hours will be via the home Internet account and at the cost of the parent/guardian or students.

Responsibilities of Teachers

The teachers at Leeming SHS will monitor the use of the devices in class and provide instruction/guidance to students with regards to their appropriate use.

Teachers will develop programs that incorporate the use of the technologies available to enrich the learning experiences of the students.

It is not a requirement that the devices will be used every lesson, the teacher will decide based on the particular task at hand if it is appropriate to use the computer during the lesson.
Responsibilities of Students

Students must at all times use their device and the school network in a responsible manner. Normal school rules will apply to all inappropriate behaviours and use.

Students will need to:
- Bring their fully charged device to school every day. (Chargers are to be left at home.) It is recommended that the computer is charged fully overnight. (Given the various types of devices that students may bring, the school is unable to provided chargers.)
- Adhere to this policy and the ICT policy of the school at all times.
- Students will need to ensure that they are connected to the school network, including Internet connection (Instructions are available in the Library.)
- During class time all data (ie documents, images, files, folders, etc) is saved on the computer unless otherwise instructed by the teacher.
- All data must be backed up regularly by the student (eg on an external hard-drive or to a cloud such as a Sky Drive). Lost data in malfunctioning computers will not be an acceptable reason for not submitting work on time – the student must show evidence of work in progress via their backups.
- Ensure that images on the desktop or stickers on the computer are appropriate for school.

Students must ensure that at all times their conduct or use of the computer is acceptable, this means that students are not permitted to:
- Use the Internet during school time for personal use.
- Use the computer to defame, embarrass or cyber bully another person.
- Disable the operation of the notebook.
- Record audio, video or take photos of other students or staff without their permission.
- Distribute any unauthorised media outside of the school without permission.
- Access Social Media at school.

When transporting the devices to and from school and during the school day, students must:
- Ensure that the device is in a protective cover
- The devices should be in school bags when not in use.
- Never leave their computer unattended.

Students who fail to adhere to this policy and conditions of use during school hours may have restricted access to the school’s network (including Internet access).

Damage, Vandalism and/or Loss of Computers.

The students and parents must accept full responsibility for the care and use of their own device. In particular, Leeming SHS does not accept responsibility for theft or loss of the device (in parts or whole) or any accessories. It is recommended that families check the details of their personal insurance coverage for events of loss or damage to the computer and if not already covered elect to purchase or include a suitable insurance option for the computer, recognising that there is risk associated with a BYOD option.

Repairs of Notebooks/Tablets

Devices will need to be returned directly to the supplier by the students or parents; the school is not able to provide assistance in these instances.
To enable the efficient and effective use of the BYOD scheme during school hours, students will be given access to the school network. Students will be trained and given supporting documentation on how to access school network facilities.

**Initial procedure to connect to the school network.**
Students will need to hand their completed User Agreement & Student Parent Memorandum of Understanding (page 9 & 10) to the Library.

Year 7 students will learn how to use their device and connect to the school network during Digital Literacy & Inquiry Skills lessons.

All students attend BYOD connection sessions held in the Library at lunch time Monday, Wednesday & Friday. (All year)

**Technical support will only be available during normal school hours to assist with network issues.** If a student is experiencing a connection problem with their device, it must be reported to the Library immediately.

Technical support is not provided for hardware or software problems that may occur with the devices (this could void your warranty). Such assistance remains the personal responsibility of the student as a private matter.

**Misuse and Breaches of this Policy**

If a student is found to have misused their notebook, school device or network, there are a range of sanctions that may apply, including, but not limited to:

- Loss of some or all school network privileges for a period of time
- Suspension from school
- Reporting of a criminal offence by the school to the Police

Where there is reasonable cause to suspect that material contrary to this policy and the ethos of the school is being brought to school on the computer, the school has the right to impound the device and conduct a search for the material. Parents will be contacted prior to the search being conducted.