Dear Parent/Guardian

Since the ending of the Federal Government’s Digital Education Revolution funding, Leeming SHS can no longer afford to purchase and issue computers for students to borrow and take home. However, we are also aware of the great benefit to be derived from the incorporation of this technology into our curriculum. It is for this reason that we are implementing a Bring Your Own Device (BYOD) in 2014 for all Year 8 & 9 students. New students to the school will also be eligible to participate.

We are aware that the use of this technology can create a range of problems if not properly implemented and controlled. It is for this reason that we have developed and adopted this policy for all students and parents who wish to take part in this program.

Full details of the terms and conditions of this program are enclosed. Please take the time to read the documents carefully and then attend the nominated information session before agreeing to participate in the program.

The information session will be held as follows – Year 8 Parent Information evening

- 7.00 pm, Leeming SHS Library 19th February, 2014

There are two methods of purchasing a device.

The supplier Computelec has 2 devices which can be purchased with a service package which has service calls logged through the school library.

You may decide that you would prefer to purchase your device from an alternative supplier. If this is the case, please ensure that the device meets the minimum specifications, as outlined in the policy (page 5), and also that you are aware of the service and warranty arrangements.

Once you agree to participate in the program, you will be able to place an order for a device from our recommended supplier, Computelec, via their online portal. A delivery date will be set for 2 weeks after order, subject to availability.

We look forward to the educational opportunities that BYOD will bring to our students and staff and understand that there will be some challenges with full implementation of the policy along the way. Your suggestions and feedback are always welcome. Thank you for your understanding and reinforcement of the initial 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
Bring Your Own Device 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.

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).

To enable the best education outcomes and connection to our school network, the minimum specifications are:

- Windows 8
- Digital Pen enabled (to allow handwriting)
- Long battery life (ie minimum of 4 hours)

Please note: NOT Windows RT, as it is too restrictive on the network

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

Recommended Supplier

Leeming SHS has entered into an agreement with Computelec whereby students and parents may place their order for their computer online. 
Click on the link www.computelec.com.au/ftlonline and enter the following details to access the portal: 
Username: LESEN02  Password: le027

You may choose to buy your device at any supplier, however we strongly recommend that you ensure that the repair/replacement policy allows for a quick turnaround should it be required. Our recommended supplier has included in their price a repair/replacement facility which includes pickup and delivery back to school in a short period of time.
Ownership of Notebooks

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

Eligible Students

To be eligible to participate in this BYOD program:

- Students and parents will need to agree in writing that they will abide by the terms and conditions outlined in this policy. (Forms on page 10 & 11 to be completed and handed in to the Library)
- Students will need to ensure that they use the school network, including Internet connection, responsibly.

Ethical, Legal and Responsible Use of Notebooks

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 BYOD for Students Policy 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 bulling 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 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 fully charged 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 rechargers.)
- Adhere to this policy and the ICT policy of the school at all times.
- 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 each night 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.

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 Computers.

If the device has been purchased via the recommended supplier, the school will collect the damaged computers (via the Library) and re-issue them to students once they have been repaired or replaced.

Devices purchased from other suppliers will need to be returned directly to those suppliers by the students or parents; the school is not able to provide assistance in these instances.
Technical Support

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 10 & 11) to the Library. They can then attend a BYOD Connection session held in the Library at lunch time, Monday to Thursday. Technical support will only be available during normal school hours to assist with connection to our network. If a student is experiencing a problem with their computer it must be reported 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.

Leeming SHS will assist students who have purchased their device from the recommended supplier by collecting devices that need to be repaired and re-issuing of devices once they have been repaired. Students are to submit a request for assistance to the Library before school (between 8.10 and 8.25 am). Students are to report their problems at this time (not during class time) and may need to leave their device for the repairs to be carried out or returned to the supplier. Students will be notified when it is available to be picked up.

Misuse and Breaches of this Policy

If a student is found to have misused their notebook, 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.
This consent form must be completed and signed by the student and parent/guardian before a BYOD will be issued to the student. **Before signing this form, you must read the BYOD for Students Policy.** Should you have any questions regarding the policy, please contact the Principal, Mr Brendon Wallwork or Ms Chris Steel for clarification prior to returning this form.

The completion and returning of this consent form is an acknowledgement that the student and parent/guardian nominated has read and agreed to the terms and conditions in the BYOD for Students Policy and the school’s ICT Policy.

**Any breach of this agreement may result in consequences as outlined in the policy.**

### User Agreement

<table>
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<tr>
<th>Student</th>
<th>Parent/Guardian</th>
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<tr>
<td>I understand and hereby agree to comply with all requirements as set out in the <strong>BYOD for Students Policy of Leeming SHS</strong> and understand that if breached, appropriate consequences may follow.</td>
<td>As the parent or legal guardian of the student I/we have read, understood and grant permission for the student to bring their device to school and connect to the school network. I/We understand that access is granted to students subject to the restrictions contained in the <strong>BYOD for Students Policy of Leeming SHS</strong> and that if breached, appropriate consequences may follow.</td>
</tr>
<tr>
<td>I understand that I am only permitted to connect one device to the school network and that this device must meet the minimum specifications outlined in the policy.</td>
<td>I/We acknowledge that some material available on the Internet may be objectionable, despite attempts to filter for appropriate content. In addition to the BYOD for Students Policy, I/we have discussed appropriate restrictions and behaviours for the student when accessing or sharing information or material over the Internet.</td>
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### Purchase of Device

- [ ] We have purchased the device via the recommended supplier and have agreed to a service contract with Computelec.

- [ ] We have decided to purchase our device that meets the minimum specifications required from another supplier. We are aware that the school is not able to provide any support other than helping to connect the device to the school’s network.

### Details of Device

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APPENDIX A: STUDENT PARENT MEMORANDUM OF UNDERSTANDING
Connection and Use of Student Owned Device on the Leeming SHS Network.
V 5.0

Parties to the Memorandum
Student's Full Name: ___________________________ (Student)
Parent's Full Name: ___________________________ (Parent)
Leeming Senior High School (Leeming SHS)

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

Conditions
The solution is supplied by Leeming SHS to the student, based upon the following understanding:
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: ___________________________

Signed: ___________________________ Date: ________________
Brendon Wallwork, Principal
Leeming Senior High School
Western Australian Department of Education