



KIAMA HIGH SCHOOL

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KIAMA HIGH SCHOOL BRING YOUR OWN DEVICE (BYOD) PROCEDURES

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

This Procedure applies to any student connecting a personal learning device to the Department of Education and Communities' and Kiama High Schools' Wi-Fi network.

Rationale

Kiama High School values the role of technology in personalising learning and developing 21st Century skills in students to prepare them for the world beyond School. Access to technology provides opportunities for students to engage in deep and authentic learning experiences in a flexible and engaging format. Kiama High School is committed to developing students who are collaborative, active and informed users of technology on a regular basis.

The Bring Your Own Device (BYOD) program at Kiama High School will provide students with regular access to technology as an authentic tool for learning. Kiama High School is committed to the principles of equity and will work to ensure that all students have regular access to technology devices and the same learning outcomes.

Actions

- Students need to be aware of and read the Kiama High School BYOD procedures and DEC *Online Communication Services: Acceptable Usage for School Students* found at: <https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students>
- Students and Parents / Guardians must read and understand these guidelines and sign the Student User Agreement before students will be permitted to connect a personal computer device to the Kiama High School wireless network. If a Student connects a device without a Student User Agreement they are in breach of the school procedures 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 Department of Education and Communities' or Kiama High School Wi-Fi network.
- Students can only use a personal technology device at School, with the knowledge and written approval of their parent/guardian and Kiama High School. The signing and return of the KHS BYOD User Agreement constitutes such knowledge and approval. Kiama High School reserves the right to confiscate any unauthorised device. The School adopts this procedure, in order to maintain a safe and secure environment for students and staff.

- Students are to use the device for educational purposes whilst on School premises and/or connected to the School network. Activities such as downloading files not related to school work, playing computer games or watching movies is not permitted and contravenes the School's Student User Agreement.
- Kiama High School reserves the right to inspect any device if a student is suspected of engaging in misconduct or violating the DEC or School policies, administrative procedures, school rules or the KHS 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 procedures and processes for damage to School or another student's property apply.

Student Responsibilities

Students must take full responsibility for the care and maintenance of their own device. Kiama High School is not responsible for the safety and security of the personal learning device. Students should:

- Label the device with the student's name and roll class. The label should not be able to be easily removed or tampered with.
- Back up and store files securely. It is recommended that students back up their work with a portable hard drive or USB flash drive, which should also be labelled with the student's name and roll call class.
- Ensure appropriate 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.
- Keep the device with them at all times, keeping their device in line of sight during class and break times and secure the device in a protective carry case when travelling to and from school. **NB: Kiama High School does have Lockers available for Hire.**
- Not loan their device to any other person.
- Manage battery life and regularly charge their device. Devices should be fully charged when brought to school.
- Ensure that the device is kept in protective casing.
- Maintain up-to-date anti-virus software and operating system on their device.
- Take insurance coverage for their device to protect from accidental damage, theft or loss.
- Ensure that the operating system and all software on their device are legally and appropriately licensed.
- **NOT USE ANY ELECTRONIC DEVICE TO RECORD AUDIO OR VIDEO OR TAKE PHOTOS OF ANY STUDENT OR STAFF MEMBER WITHOUT THEIR PERMISSION.**
- **Use the device appropriately. 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.**

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. Any student identified as a security risk or proven to be an irresponsible user may be denied access to the network.

- 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.
- 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.

Technical Assistance or Advice

- Kiama 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 technical support available at the school.
- Before connecting to the school network, students need to see the technical support staff. This will be coordinated at the beginning of the school year.
- 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 antivirus controls.
- The School's Wi-Fi network operates on the 802.11nGhz standard. Connection for devices that do not support this standard cannot be guaranteed.

Equity

- Students who are unable to bring their own device to School may have access to devices made available by Kiama High School. In cases where students are unable to bring their own device the School will, where possible, provide access in the following ways:
 - Laptops available for loan during lessons
 - Devices available for loan during recess and lunch in the library

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.