Nowra Christian School
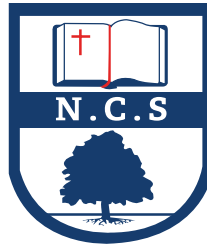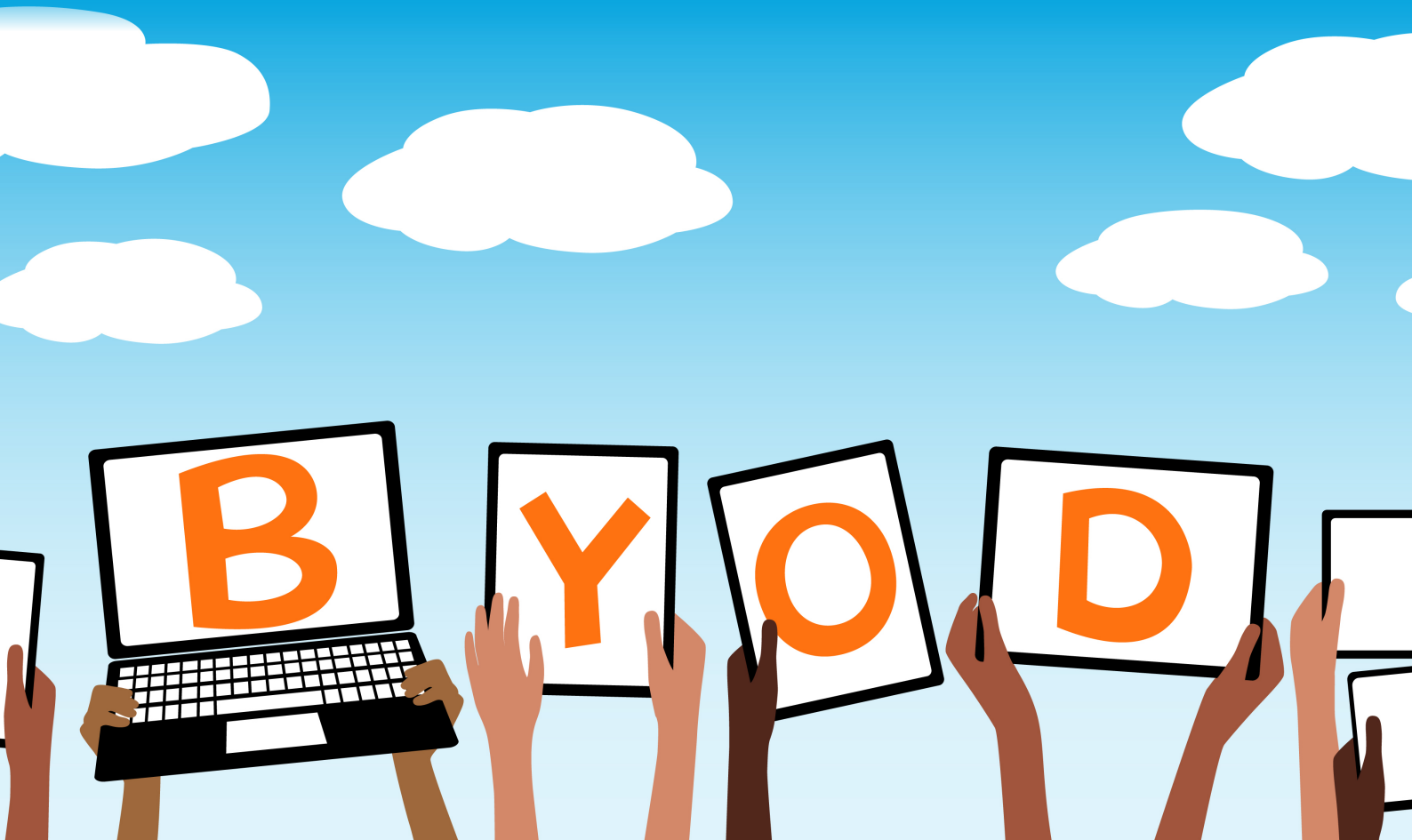
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BYOD

Bring Your Own Device Information Booklet

CONTENTS

BYOD

Bring Your Own Device (BYOD) Information

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What is BYOD?

BYOD stands for 'Bring Your Own Device'. It is an initiative where every student has their own personal technology device to be used at school and at home for educational purposes.

Typically this will be a laptop, tablet or similar device. Mobile phones are not a learning device. See NCS BYOD Device Specifications 2019.

Why?

The BYOD program is not about replacing key aspects of our education but, rather, enhancing it.

The BYOD program has a number of core aims:

- To help normalise ICT integration into teaching, learning and school life in an appropriate and God-honouring way;

- To encourage the pursuit of 'excellent digital citizenship' in education in an efficient, and cost-effective manner for parents/carers and the school;

- To encourage personal responsibility, excellent stewardship and real ownership;

- To help prepare students for a future where ICT will most likely play an integral role in whatever vocations they may choose.

Who can do it?

At the time of writing, Senior students (Years 11 & 12) are already using BYOD.

All Secondary school students are expected to be bringing their own technology devices from the beginning of the 2019 school year.

This BYOD Policy does not apply to Junior school (Year 6 and below).

General BYOD Guidelines

We are aiming for 'Excellent Digital Citizenship' as we seek to promote a God-honouring attitude and personal responsibility:

- Lunchtimes and recesses are to remain device free. Face-to-face socialising is an important part of our holistic, educational environment;

- The BYOD device remains the property of the student/carer, with insurance also remaining the responsibility of the owner (student/carer);

- The ICT Team will offer advice, but are not, and will not, be held responsible for the maintenance of devices.

We trust that the following information will provide further clarification regarding the operation of the BYOD program:

NCS ICT Support Guidelines:

- Students, parents and carers are welcome to communicate directly with the ICT Team if you are seeking some advice in relation to the initial purchase of a suitable device.

- We will also send out various simple 'How to' tips and reminders to students via email and our Learning Management System.

- As a general rule, the ICT Team will not 'pull down' or repair student hardware.

The ICT Team will endeavour to ensure that the BYOD device can:
- connect to the school Wi-Fi

- access the Internet

- access Google Suite and Office 365 and any other school-required software;

- access student file shares

- access student-accessible printers

Do not expect the ICT Team to :
- provide support for any software or drivers not required for the school or educational purposes;

- repair student games or social media problems;

- provide hardware maintenance/support for student devices.

Acceptable Use of ICT

The school provides ICT facilities to support its teaching and learning programs, administrative and business activities and, as such, all use of ICT facilities is governed by the Excellent Digital Citizenship Contract.

'ICT facilities' include all computing and communication equipment, software, services, data and dedicated building space used in connection with information and communication technology, which is owned by, leased by or used under licence or agreement by the school.

All staff and students must sign this contract before they access ICT facilities at the school.

A copy of this contract will be available within the SEQTA portal and is also available on request from the school office.

Please note: Students will be required to return the BYOD User Agreement Form AND install the required security software on their devices before their devices will be granted access to the school's Wi-Fi network.

What does 'BYOD' mean in real terms for Parents?

From the start of the 2019 school year, all Secondary students will be expected to bring a device that meets the minimum requirements as set out in this document. The school recognises that, in an ideal world, all students would have equal access to learning opportunities and technologies. This is a worthy goal but it is rarely a complete reality and this may currently seem like an extra cost imposition that you may have difficulty in accommodating. The fact is that acquiring a device for your child/ren need not be an expensive exercise.

The school have made enquiries about a range of potential avenues through which you may decide to purchase a suitable device at an affordable prices. There are, of course, no requirements to use these

channels. They are simply being presented for your consideration. We will provide you with further details as these become available.

You are welcome to contact the NCS ICT Team should you wish to seek any further advice in relation to the purchase of a specific device for your child/ren.

Responsibilities:

At school, we emphasise **Excellent Digital Citizenship**. The expectations outlined in the 'Excellent Digital Citizenship' Contract apply at all times, 24 hours every day.

It is imperative that parents and guardians take primary responsibility for their child/ren's welfare and learning environment at home. Here are a few practical tips that we would recommend:

- Parents and carers should **regularly view** the online activities of your children.

- **Carefully consider expert advice** on social media access.

- We **strongly suggest** keeping devices with screens out of bedrooms.

- Ensure **online activity takes place in a common area** of the home so that it is easier to see what is going on at a glance.

- Discuss, agree and set a well-defined schedule for the use of devices at home.
  For example Weekdays 4 – 5pm and 7 – 8:30pm. After that, turn it off. Weekends might allow more flexibility within reason. Be proactive and set age-appropriate limits.

Choosing a Device

It is the intention of this program that the school network will handle whatever device the student chooses to use, provided the device meets the minimum specifications set out in this document.

We recognise that most parents will appreciate some guidance and, with that in mind, please consider the following:

- Screen Size - Phones are appropriate for their intended purpose but they are not suitable learning devices in the school context. Amongst other factors, the school believes that there is a minimum required screen size necessary for effective learning activities to take place and to allow adequate teacher supervision in the classroom.

- Weight - For students carrying tablets or laptops between classes, and to and from school, the weight of the device is an important consideration. It should not be too heavy.

- Physical Keyboard - Students will find that a physical keyboard is typically much easier to use than a virtual keyboard. For this reason, we strongly recommend the device has a physical keyboard.

- Operating System - (Windows/Android/iOS/Linux ...) The school is committed to providing a system that works for everyone. What works in your home, should work at school. The school does not have a preferred platform and we encourage you to choose what you prefer in your home.

- Also, bear in mind the future likely employment situation your child/ren may find themselves in. For example, if working in graphic arts or architectural field, a high-end Mac is quite likely the device of choice. Although this is a more expensive item, it may be advisable to move in this direction sooner rather than later.

All of these factors need to be carefully considered as you weigh up the costs and potential benefits. Many students will automatically request the top-of-the-line device for various reasons. However, the reality often is that they do not need such an expensive device. (They might want it but this does not mean that they need it.)

Recommended Device Specifications:

Hardware

All devices should have as a minimum:

- A 9 inch/23cm screen (diagonal measurement)

- A minimum 7-hour battery life

- Wireless capability to connect to the school Wi-Fi Network

- (5Ghz 802.11n or better. Preferably 802.11ac)

- RAM 4Gb minimum - Up to 8Gb or 16Gb is preferred

- Processing capability to be able to run the latest version of the Chrome, Firefox, Safari or Internet Explorer browsers. A dual-core Intel 'Celeron' or better - or an AMD RYZEN5 or better. Essentially a few CPUs running at speeds of 1.8GHz or better.

- Hard Drive of at least 128Gb (SSD (solid state device) hard drives are quicker, quieter but more expensive)

- Up-to-date Anti-Virus software.

Other Considerations

We would also recommend the following:

• An inbuilt camera and microphone

• A robust carry case

• Personal headphones

• Accidental Loss and Breakage insurance

For more detailed specifications, please refer to the **NCS BYOD Device Specifications 2019** document available on the NCS website or see page 14 of this book.

Software

The school licensing agreement entitles all Secondary school students to access the web-based software that will be used on a regular basis. These include:

- The Office 365 Suite (MS Word, Excel, Powerpoint etc)

- Google G Suite Apps for Education (Gmail, drive, docs, sheets, slides, forms etc).

- SEQTA (online web-based LMS (Learning Management System))

That means you do not need to purchase Microsoft Office for your device.

Devices need, at a minimum, an up-to-date (security patched/latest) version of the Chrome web browser. Other up-to-date browsers (e.g Firefox, Safari or Edge) should also be suitable.

Students can choose whatever other software they need to fulfil assignment requirements on their devices.

NCS Network Access

To access the NCS network (Wifi), users must install the NCS Secure Site Layer (SSL) certificate. This is to ensure devices conform to basic security standards required to connect and use the NCS network platform. This will be part of the Onboarding process.

Device Access

Bearing in mind the Excellent Digital Citizenship aims of the program, it is suggested that parents/carers have full administrative access to the device so that they can install programs and change settings as required to get the job done.

Antivirus

It is very important to maintain up-to-date Antivirus Software. This is the responsibility of the owner of the device.

Purchasing options

Online portals (or shops) have been set up exclusively for NCS with JB Hi-Fi and Learning with Technologies. Harvey Norman (Nowra) is also currently compiling some package deals exclusively for our school which can be downloaded from our website.

For your convenience, we have pre-selected devices and negotiated prices that will allow you to choose from a wide range of computers. However, there is no compulsion to purchase your device from this range of options. You may source a device from other stores or your child may already have one that meets the minimum specifications as set out in the BYOD Policy.

The JB Hi Fi and Learning with Technologies portals can be found at:

https://www.ncs.nsw.edu.au/byod

The Onboarding Process

The school will organise training sessions, called 'The Onboarding Process' for all new BYOD users to get them set up and ready to go. This will involve the ICT Team and may also involve students from the year above, walking through the specific detail, mentoring new users on a 1-to-1 basis.

Topics covered will be:

• Excellent Digital Citizenship

• Setting up your computer

• Logins, Wifi, laptop, email, G-Suite, MS Office 365, SEQTA, SSL Security

• Where to get help

• General device maintenance

Loan Equipment

The school will, where able, provide devices for borrowing on the rare occasion when a student is not able to bring in their own device. Temporary (one day) loans may be available through the ICT Department via the Library, subject to supply/demand. This is to be considered as being a privilege, not a right.

Charging Devices

Students are expected to come to school with a fully charged device. The school will, where able, provide power and/or charging facilities on the rare occasion a student requires it. This is also to be considered as being a privilege, not a right.

Summary

Students must have a device as part of their school equipment for the 2019 school year.

Before students are allowed to connect to the school Wifi, parents and students must read and sign the 'Excellent Digital Citizenship Contract'. This contract must be handed in before the school year begins. The ICT Team is primarily providing assistance in getting the device connected to the school Wifi network.

When to start bringing a device

The first day of the 2019 school year which is Tuesday, 29 January 2018

Things to do before you bring your device to school

- Label it. Get a decent case for it.

- Add the user and your parent / carer as admins on the machine.

- Open a web browser. Check you can log in to your school gmail account.

- Check the basic specs of the machine against those we are asking.

- Install anti-virus software. Check your antivirus - run a scan and try to make sure you're "clean".

Bringing a Device to School for the First Time

- Read and sign the 'Excellent Digital Citizenship Contract'

- Know your school username and password

- Bring the device to school

- Go through the Onboarding Process with the ICT Department which includes connecting to the WiFi and installing the security certificate

- Connect and start using the device at school. Students who still run into difficulties connecting should visit the ICT Team in the Library where assistance can be provided.

Frequently Asked Questions/online purchasing portals and further information

Available online at
https://www.ncs.nsw.edu.au/byod

Related Documents

Cyber Safety Policy

Secondary Discipline Policy

Excellent Digital Citizenship

Excellent Digital Citizenship Contract

Acceptable Communication (online) Policy (Students)

BYOD Equity Policy

Mobile Phone Policy

BYOD Policy

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BYOD

Appendices

BYOD

Bring Your Own Device (BYOD) Policy

Rationale

Nowra Christian School values the rich learning experiences that technology enables. The appropriate use of such technology is encouraged in our school's strategic plan. By facilitating a Bring Your Own Device (BYOD) program, we are empowering our students and giving them appropriate access to use technology in their central component of their learning journey. At the same time, BYOD enables teachers to integrate the use of technology into their 21st-century teaching strategies and to fulfil the requirements of the curriculum.

Details

Students and Parents/Carers

- All students in Years 7 - 12 are expected to bring a computing device to school each day from the commencement of Term 1, 2019. These personal devices must meet the NCS device specifications 2019 as outlined in the BYOD information booklet. These devices are to be brought to school on a daily basis for individual use.

- Prior to bringing a personal device for the first time, students and their parents/carers must read and sign the Excellent Digital Citizenship Contract which sets out the responsibilities and expectations for use of the personal device.

- Students must use their device in accordance with the school's Cyber Safety Policy, Acceptable Communication (online) Policy (Students) and the Excellent Digital Citizenship Contract. They must also complete the Onboarding Process with the ICT Department.

- Students must follow teachers' directions in relation to the appropriate use of their devices in class.

- Each student is solely responsible for the care and appropriate use of their personal device whilst:

  - at school or at other school activities

  - travelling to and from school or to and from other school activities.

Teachers

- Teachers should encourage and facilitate the use of student devices in their classes where deemed appropriate. The use of these devices in class remains at the sole discretion of the teacher.

- Teachers should follow standard disciplinary procedures should a student not bring their device.

Nowra Christian School

NCS will:

- maintain a BYOD Equity Policy to ensure that all students, regardless of their family's financial circumstances, have access to the appropriate computing resources.

- provide an Excellent Digital Citizenship Contract that lists the responsibilities and expectations of students and parents/carers.
- ensure a copy of the Excellent Digital Citizenship Contract is signed by each student and their parents/carers before students are given permission to access the school's Wifi with their devices.
- publish a device specification that describes the requirements for devices brought to school
- provide a wireless network with a filtered Internet connection to which students may connect their devices
- provide initial support to allow students to connect their devices to school Wifi
- accept no responsibility for loss or damage to, or for the maintenance and repair of, a student's personal device, however such damage/loss may occur.

Related Documents

Cyber Safety Policy

Secondary Discipline Policy

Excellent Digital Citizenship

Excellent Digital Citizenship Contract

Acceptable communication (online) Policy (Students)

BYOD Equity Policy

BYOD

Bring Your Own Device (BYOD) Equity Policy

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Rationale

The NCS 'Bring Your Own Device (BYOD)' Program, like all BYOD programs in an educational setting, inherently imposes a financial cost on students and their families in supplying a device. At the same time, the BYOD Program can only function if all students have access to appropriate technological resources in all of their classes. We want to ensure that all students have access to the same learning outcomes, irrespective of their families' financial means. This Equity Policy will provide a 'safety net' for families when all other options have been exhausted.

Details

Objectives

- To facilitate the bringing of a computing device to school by all students in Years 7 - 12 for use in their education.
- To ensure equity in the BYOD Program and its implementation.
- To ensure all students have access to appropriate technological resources in their classes.
- To provide a framework through which family requests for assistance can be managed consistently.

Actions

Nowra Christian School (NCS) will:

- Endeavour to provide personal access to appropriate technological resources to all students operating under the school's 'Bring Your Own Device' Program in keeping with the objectives of that policy.
- Ensure that the BYOD Program's device specification is designed so that a range of devices are suitable and meet the specification.
- Assess applications for assistance in meeting the requirements of the BYOD Program on a case-by-case basis. Due consideration will be given to all the facts of the matter, including:
  - The level of assistance requested
  - The year level of the student
  - The subjects the student undertakes
  - The technology already available to the student at school and at home.
- Consider a range of alternatives for providing device access for students, including:
  - Loan of a laptop or other device for a particular period or class
  - Loan of a laptop or other device for a particular day
  - Recurrent daily loan of a laptop or other device.
- Make a written agreement between the school, student and parent/carer that specifies the arrangements agreed upon or determined for facilitating access to technological resources.
- Provide a protocol for borrowing any devices from the Library and follow up any cases where the loaned device is not returned in accordance with the agreement.

Students and parents/carers will:

- Consider options for the purchase, lease, or interest-free finance of equipment that meets the device specification.
- If you believe you are unable to provide a device that meets the specification:
  - Make an application in writing to the Head of Secondary, or make an appointment to speak with the Head of Secondary and indicate that you require assistance in addressing the school's BYOD program.
  - The school will liaise with parents/carers, with your child/ren and their teachers to identify the most suitable way to address the issue and ensure that they have appropriate access to the technological resources.
  - You will be asked to make an agreement with the school that confirms the alternative arrangements made for your child/ren's access to technological resources.

Limitations

The school will not purchase a device to assign to your child nor will the school make a device available for permanent or semi-permanent loan. In the temporary absence of a personal device, the school will consider options including:

- Loan of a laptop or other device for a particular period or class
- Loan of a laptop or other device for a particular day
- Recurrent daily loan of a laptop or other device.

Related Documents

Cyber Safety Policy

Secondary Discipline Policy

Excellent Digital Citizenship

Excellent Digital Citizenship Contract

BYOD Policy

Acceptable communication (online) Policy (Students)

BYOD

Device Specifications 2019

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Hardware Specification*

It is recommended that the device meets the following minimum requirements:

Form Factor	Chromebook, laptop, tablet or convertiable device
	A tablet device must have a physical keyboard attachment with seperate keys for A-Z and 0-9 and which physically move when depressed
Physical Dimensions	Minimum Screen Size: 9.7" (measured on the diagonal)
Operating System	Windows 10 MacOS X 10.10 or newer Apple iOS 10 or newer Chrome OS
Wireless Compatibility	5Ghz 802.11n or better. Preferably 802.11ac **NOTE:** This may be advertised as 'Dual Band Wireless', '802.11abgn', '802.11agn', 802.11ac' or Gigabit Wireless'
RAM	Chromebooks/laptops 4GB minimum
Storage Memory	Laptops - 128 GB minimum Chromebooks - 16GB minimum Ipads - 32 GB minimum SSD - Solid State Hardrives are preferred
Processing Speed	A dual core intel "Celeron" or better - or an AMD RYZEN5 or better Basically 1.8Ghz or better
Battery Life	At least **7 hours**

Software Specification*

Operating System	As per Hardware Specification, above
Web Browser	Have at least one of the following browsers installed: • Mozilla Firefox Stable version 62 or newer • Mozilla Firefox ESR version 60 or newer • Google Chrome stable. Chrome version 69 or newer • Apple Safari stable version 12 or newer • Microsoft Edge stable version 42 or newer
Security Software	Up-to-date Anti-virus Software eg. MacAfee, Nortons,
Other software	G-Suite, and MS Office 365 applications will be provided by the school. **You do not need to purchase these for your device.**

Other Considerations* - we would also recommend the following:

- An in-built camera and microphone
- A robust carry case
- Personal headphones
- Accidental Loss and breakage insurance

*These mimimum specifications are based on what we think will work best at school. If you already have a device that does not quite meet these specifications, you are welcome to try it first and see how it goes, before purchasing a new device. We would rather see students with a device, even if it does not quite meet these recommendations than no device at all. Obviously if it does not work, you will need to replace the device with one that meets these requirements.

BYOD
Excellent Digital Citizenship Information

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What is it?

A **digital citizen** refers to a person utilising information, communication and technology (ICT) in order to engage in society, politics and government. Digital citizens are those who use the Internet regularly and effectively.

Being a **good** digital citizen means to demonstrate and practice **safe**, **responsible**, and **legal** use of technology. Being an **excellent** digital citizen takes this a step further through seeking to use ICT to improve themselves AND to make the world around them a better place.

A few basics

1. The Golden Rule - Treat others the way you want to be treated.
   This is probably one piece of digital etiquette advice that is most frequently not observed. Keep your comments positive; be truthful, be polite.
2. Tell the truth.
3. Look for excellence and avoid inappropriate information.
4. Avoid plagiarism.
5. Be safe.
   Don't divulge any personal information, passwords or addresses with someone you don't really know.
6. Know the rules.
   Whether you're using classroom forums, or any other social media channel, you need to know and follow the site's rules and guidelines.
7. Be vigilant.
   If you see something online that may be harmful to someone else, report it to the site's authorities or an adult you trust. We all need to look out for each other.

Leave a Positive Digital Footprint

Following the general rules above is just as important as following the rules of the road. Think of your digital footprint like a driving record - all your infringements are traceable. But in this case, not just for the police to see, but also for everyone online.

In today's world, employers regularly carry out internet searches on potential job candidates. This has become standard practice. Proper grammar, tasteful photographs, and putting your best foot (print) forward, will pay off in the long run. Your future is in your own digital hands.

"Netiquette"

Refers to Internet etiquette. This simply means the use of good manners in online communication such as e-mail, forums, blogs, and social networking sites to name a few.

Why bother?

We bother because when on the internet, we aim to always operate in a God-honouring way.

So whether you eat or drink or whatever you do, do it all for the glory of God. (1 Corinthians 10:31)

BYOD

Excellent Digital Citizenship Contract

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At Nowra Christian School, we expect that our students will be committed to being excellent digital citizens where they uphold our school Code of Respect. We require our students to use technology in a manner that honours God.

Before signing this contract, we ask that students and their parents/carers carefully read the school's BYOD policy and Excellent Digital Citizenship information. The following are the 10 key requirements of this contract:

- Students will abide by staff directives regarding the use of computers, the network and the internet.

- All students must log in under their own Username and Password. They must log out at the end of each session. Passwords are not to be disclosed to others. If a student forgets their password, the student should request a new password from the ICT Team.

- Lunchtimes and recesses are to remain device free, as face-to-face socialising is an important part of the holistic, educational environment. (There may be exceptions granted for senior students.)

- Students should use the school's internet for learning and research purposes only. External chat or messenger sites are not to be accessed.

- Students agree to come to school everyday with a fully charged device.

- All assignments are to be handed to teachers in printed form unless otherwise specifically requested.

- If a student receives any form of inappropriate communication, they must report it to a teacher as soon as possible.

- Students should protect the safety and privacy of others in the school community by not identifying themselves as NCS members when using the internet.

- Students are not to post photographs of others (staff, students, or members of the school community) without their consent and/or the school's permission.

- Students are not to expect staff to reply to emails immediately or after hours. It will be left to the teacher's discretion.

- -

☐ I have read the BYOD Policy and what it means to be an excellent digital citizen.

☐ I understand my responsibility regarding the use of my device and the internet.

☐ I understand and agree to the BYOD Policy and Excellent Digital Citizenship Contract.

☐ I understand that failure to comply with the BYOD Policy and Excellent Digital Citizenship Contract will invoke the school's standard discipline procedures or, for more serious offences, suspension and/or involvement of law enforcement agencies.

Student's name: _____ Parent/carer's name: _____

Year: _____

Student's signature:_____ Parent/carer's signature: _____

Date: _____ Date:_____

BYOD

Acceptable Communication (online) Policy (Students)

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Rationale

This policy outlines appropriate and acceptable student use of internet and online communication services provided by Nowra Christian School. This policy applies to all students who access the internet and online communication services within our school's network and from an external location.

Details

Context

The internet provides an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. Online communication links students to a collaborative learning environment and is intended to assist with learning outcomes. Today's students are exposed to online communication tools and the internet in their community. They have the right to expect secure access to these services as part of their learning experiences.

Use of the internet and online communication services provided by NCS is intended for research and learning and communication between students and staff. Access to the internet and online communication tools at school will assist students to develop the information and communication skills necessary to use the internet effectively and appropriately.

Responsible use of the services by students, with guidance from teaching staff, will provide a secure and safe learning environment:

- Students using the internet and online communication services have the responsibility to report inappropriate behaviour and material to their teachers.

- Students who use the internet and online communication services provided by our school must abide by the conditions of acceptable usage. They should be made aware of the Acceptable Usage Policy each time they log on.

- Students should be aware that a breach of this policy may result in disciplinary action, in line with the school's Secondary Discipline Policy.

Responsibilities and Delegations

- Students will not disable settings for virus protection, spam and filtering that have been applied as our school standard. This is to ensure that all communication through the internet and online communication services is directly related to learning.

- Students are to keep passwords confidential and change them when prompted, or when known by another user. These passwords should not be obvious or easily guessed.

- Students should never allow others to use their personal and school account. Students must log off at the end of each session to ensure that nobody else can use their account.

- Students must promptly tell their supervising teacher if they suspect they have received a computer virus or spam (ie. unsolicited email) or if they receive a message that is inappropriate or makes them feel

uncomfortable.
- Students are to seek advice if another user requests excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- Students should never knowingly initiate or forward emails or other messages containing:
    - a message that was sent to them in confidence
    - a computer virus or attachment that is capable of damaging recipients' computers
    - chain letters and hoax emails
    - spam, eg. unsolicited advertising material.
    - never send or publish unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
    - threatening, bullying or harassing another person or making excessive or unreasonable demands of another person
    - sexually explicit or sexually suggestive material or correspondence
    - false or defamatory information about a person or organisation.
- Students are to ensure that personal use is kept to a minimum and internet and online communication services are used for genuine curriculum and educational activities.
- Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- Students must be aware that all use of the internet and online communication services can be audited and traced to specific users.

Privacy and Confidentiality
Students will:
- never publish or disclose the email address of a staff member or student without that person's explicit permission
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's best interests.

Intellectual Property and Copyright
Students will:
- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used
- ensure that permission is gained before electronically publishing users' works or drawings by always acknowledge the creator or author of any material published
- ensure any material published on the internet or intranet has the approval of the Principal or their delegate and has appropriate copyright clearance.

Misuse and Breaches of Acceptable Usage
Students will be aware that:
- they are held responsible for their actions whilst using the internet and online communication services
- they are held responsible for any breaches caused as a consequence of allowing any other person to use their e-learning account to access the internet and online communication services

- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Monitoring, evaluation and reporting requirements

Students will report:

- any internet site accessed that is considered inappropriate
- any suspected technical security breach involving users from other schools or from NCS

Students should be aware that:

- their emails are archived and their web browsing is logged. (These records are to be kept for two years.)
- the email archive and web browsing logs are considered official documents
- they need to be careful about putting their personal or sensitive information in emails or on websites
- these records may be used in investigations, court proceedings or for other legal reasons.

Related Documents

Cyber Safety Policy

Secondary Discipline Policy

Excellent Digital Citizenship

Excellent Digital Citizenship Contract

BYOD Policy

BYOD Equity Policy

BYOD
Cyber Safety Policy

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Rationale

This policy is to ensure that students, parents and staff are aware of the risks attached to overuse and unsafe use of the internet in a world where technology is rapidly changing. It is also to ensure that students are able to make educated choices regarding these risks.

Definition

'Cyberbullying' comes in many forms, but the most common are:

- receiving mean or hurtful text messages from someone you know or even someone you don't know
- receiving nasty, threatening or hurtful messages through social networking sites such as Facebook, Instagram, Twitter and Snapchat
- people sending photographs and videos of you to others without your permission to try and embarrass or hurt you
- people spreading rumours or lies about you via emails or social networking sites or text messages
- people trying to stop you from communicating with others or excluding you from chat groups
- people stealing your passwords or logging into your accounts and changing the information there
- people setting up fake profiles, pretending to be you, or posting messages or status updates from your accounts.

Details

With the rapid development of technology, students are exposed to a wide range of connected electronic devices such as laptops, tablets and smartphones. Through these, they have instant access to the internet. These devices are recognised as beneficial educational tools. However, some students are spending large amounts of time using electronic devices, and in some cases, this leads to reduced time dedicated to sleep, study, class work, family communication and outdoor activity. It can impact students' relationships as trust issues develop if students lie to parents about the nature and quantity of their usage.

In addition, there are a number of safety issues on the internet which pose threats to students' emotional lives and thus their academic lives. Some students are involved in cyberbullying either as perpetrators or as victims. Some students are unaware of safety issues surrounding their digital footprint and are thus at risk of a range of possible problems such as identity theft and sexual predators.

Our aims are:

- To implement and maintain a whole-school approach to address the problem of cyber safety
- To make students aware of the safety issues regarding the internet, gaming and social networking
- To inform students about the negative consequences that can result from the misuse of the internet
- To empower students to take ownership of, and responsibility for, their usage and habits
- To educate teachers about their role in ensuring that students are using the internet responsibly and safely

- To support parents in their efforts to ensure that their children are using the internet responsibly and safely
- To identify those at risk and provide them with specific support from the Student Wellbeing Team.

Outcomes:
- Staff, students and parents to adhere to the school's 'Acceptable Communication (online)' Policy
- Provide students with relevant skills and strategies to use computers effectively and with a high level of digital literacy
- Equip students with relevant skills and strategies to manage computer overuse and/or addiction
- Educate students about cyberbullying and other unacceptable behaviours
- Educating students about risks concerning internet usage and online privacy (release of personal details, photographs, sexual predators etc)
- Provide students with effective strategies to protect their digital identity
- Promote responsible/appropriate digital etiquette
- Staff to be proactive in enforcing appropriate computer use in the classroom
- Staff to recognise that all incidents of bullying are unacceptable and to be proactive in addressing these issues
- Use surveys and other feedback tools to respond to issues in a timely manner.

Responsibilities

Staff:

To ensure ongoing communication between staff, parents, students and relevant welfare agencies is open and productive

To produce and keep updated material to distribute to parents

To determine what strategies can assist teachers to best prevent cyberbullying and to use Professional Development Days and staff meetings to disseminate this information

To develop and regularly update an educational program

To ensure that parents and students with concerns are referred to counselling.

Students:

All students will be made aware of our rules and expectations regarding computer usage and cyber safety

All students will develop an understanding that there are rights/responsibilities which accompany the correct use of the internet and consequences which accompany the misuse of the internet

All students will participate in programs to raise awareness about the responsible use of ICT

All students and their parents/carers will verify their understanding and abide by the 'Excellent Digital Citizenship Contract'.

Related Documents

Cyber Safety Policy

Secondary Discipline Policy

Excellent Digital Citizenship

Excellent Digital Citizenship Contract

BYOD Policy

Acceptable communication (online) Policy (Students)

BYOD

Mobile Phone Policy for Secondary Students

NOWRA
Christian School

Rationale

To ensure that schools provide clear policy guidelines on the use of mobile phones as mobile phones are not a learning device.

Details

The school has guidelines to cover the usage of mobile phones and electronic devices during school hours. The school will endeavour to provide education on cyberbullying for parents/carers and students.

In the case of school excursions or school camps involving an overnight stay, the school does not allow students to carry mobile phones (staff mobile phone numbers will be made available to parents/carers for emergency purposes).

NCS accepts that parents/carers give their children mobile phones as there is an ever-increasing concern in relation to children travelling alone on public transport or commuting long distances to school. This will usually be the only reason permitted for a child to have a mobile phone at school. If parents/carers wish to contact their child, in an emergency, the NCS school office should be the contact point.

However, mobile phones must be kept in the student's school bag all day as students are not permitted to use their mobile phones at all during the day. Any mobile phone being used during the day will be confiscated and students will be given a lunch detention. Confiscated mobile phones will be kept in the front office. Students will be allowed to collect their mobile phones at the conclusion of the school day. Should this situation occur on a frequent basis, parents/carers may be asked to collect the phone from the school office. The school can take no responsibility for the security of any electronic items brought onto school premises.

Mobile phone cameras (still and video) must not be used:

- in inappropriate locations such as changing rooms, toilets, gyms and swimming pools
- to film people and their activities without their knowledge or permission
- to send harassing or threatening messages.

Related Documents

Cyber Safety Policy

Secondary Discipline Policy

Excellent Digital Citizenship

Excellent Digital Citizenship Contract

Acceptable communication (online) Policy (Students)

BYOD Equity Policy

BY**O**D
Frequently Asked Questions

NOWRA
Christian School

What is BYOD?

Bring Your Own Device, or BYOD, is a technological trend in education and in the corporate world. BYOD recognises that technology and choices about technology are very much personal. BYOD acknowledges technology in education means more than meeting specific curriculum requirements. BYOD is designed to give you, as students and families, freedom to make technology choices that best suit you and your circumstances.

Is participation in the BYOD program compulsory?

Yes. It is expected that all students in Years 7-12 will bring their own device to school from the beginning of 2019.

What if we can't afford to purchase a device?

The Bring Your Own Device (BYOD) program, like all BYOD programs in an education setting, inherently imposes a financial cost on students and their families in supplying a device. At the same time, the BYOD program can only function if all students have access to appropriate technological resources in all their classes. We want to ensure all students have access to the same learning outcomes irrespective of their families' financial means.

To this end, we have developed an Equity Policy, which aims to ensure all students have access to appropriate technological resources in their classes and provides a framework for family assistance requests to be managed consistently.

This Equity Policy will provide a 'safety net' when all other options have been exhausted. Families should keep in mind the following when looking at the cost of the device:

• The device will likely last the student 3-4 years. For a basic device meeting the requirements, this is less than $100 per year.

• There are a number of financing and interest-free options available that will allow families to pay off the device on a monthly basis. The cheapest device listed on the school recommended portals works out at $14.16 per month. However, you will always pay less for the device overall if you can afford to pay up front.

• The basic Chromebook will be sufficient for what students will be asked to do in class and families should not feel pressure to spend a lot of money on a device.

• Ask around, there may be people you know upgrading computers who could give or sell cheaply their old computers, provided that they meet the minimum requirements.

I have multiple children in Secondary. Can they share a device?

No. Every student is expected to have their own device. If you are concerned about the cost of this please refer to the options outlined in the above question.

How long should I expect the device to last?

We would expect that a student starting with a device in Year 7 will probably be considering upgrading their device in Year 10 or 11. This will obviously highly depend on the type of device selected in Year 7.

Students in Years 9/10 should really be considering a device which will see them through to Year 12. This may mean spending a little more to get the longevity out of the device.

Do I have to purchase a device from the school online portals?

No. You are free to source your device from wherever you choose.

Can I have an iPad or tablet?

Yes. However, it is highly recommended that, if you are intending on using an iPad or tablet, that you also purchase a keyboard which can connect with the device.

What's the difference between a laptop/notebook and a chromebook?

Chromebooks run their own operating system developed by Google - ChromeOS - unlike Windows or Mac OS on a 'normal' laptop.

They are usually cheaper compared to 'normal' laptops since there isn't a lot of expensive hardware or software installed on the machine.

They make use of various web applications and extensions developed by Google as well as many third-party developers as you would find on the Chrome browser webstore.

A Chromebook relies heavily on the cloud for functionality - it will have very limited functionality if it is not connected to the internet.

A Chromebook will not run Adobe CS (this may be something to consider if your child is likely to need Photoshop etc for their Senior subjects).

When can students use their devices?

During school times, devices may only be used in class when directed by the teacher. The devices are viewed as a learning tool and not to be used at recess or lunch time. When not in use, devices should be in bags, secured in lockers or kept in an approved storage area.

Will students be able to recharge their device during the day?

While there will be some ability for students to charge devices in the classroom, the school is discouraging students from planning to recharge at school. For this reason, battery life is a key consideration in choosing appropriate technology. As stated in the device specifications, devices should have a battery life of at least 7 hours.

As part of the goal of becoming excellent digital citizens, students will be required to cultivate the habit of ensuring their devices are ready to go in the morning, often meaning an overnight charge.

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Do parents have a right to know what is on their child's device?

Appropriate transparency is beneficial for everyone and is a key element of Excellent Digital Citizenship.

It is the school's position that parents have every right to access and view the material on their child's device. The school encourages parents to take an active role and to support the school, in the education of students in regards to avoiding illegal and/or inappropriate materials on their devices. Parents can also play an important role in encouraging their children to display appropriate online behaviours when using social media.

What happens if my child's device is not working on that day?

If your child's device is not working that day, please write a note and arrangements can be made via the library to borrow an iPad for the day. It will be the child's responsibility to look after this device and to return it at the end of the school day.

It is the responsibility of the parents/carers to have any fault with the computer dealt with and to follow-up on warranties/repairs outside of warranty/or long-term replacement solutions etc.

What happens if a student has inappropriate material on their device (violent games, pornography, etc.), or are accessing things such as facebook during class time that take them off-task? Won't these devices lead to an increase in cyberbullying and inappropriate behaviour?

A fundamental objective of a BYOD program is to help normalise the use of technology and to work with students in teaching excellent digital citizenship. The school has put in place a number of ongoing initiatives to educate students and parents in being safe and responsible in the use of ICT.

All students and parents must sign the Excellent Digital Citizenship Contract at the beginning of the school year. The contract will be made available in the BYOD Policy and on our school website.

Significant instances of misuse will be dealt with as a behaviour issue in line with the Student Discipline Policy. References to what is appropriate and inappropriate are also covered as part of the Excellent Digital Citizenship Contract signed by each student.

Where a student is using the device to access material that would constitute Serious Misconduct the device may be confiscated and handed over to Secondary School Administration.

Off-task use of the device during a learning task will be managed by the teacher in the first instance. Should there be an ongoing issue in this area where a student is not responding to teacher direction, it will then be viewed as an issue of behaviour and dealt with in line with the Student Welfare Policy.

Where can I access the BYOD Policy and Equity Policy?

These policies will be available at the parent information sessions. They will also be available on our website after November 12, 2018.

NOTES