



Duncraig
Senior High School

**BRING YOUR OWN DEVICE
COMPUTER USAGE POLICY
2024**

CONTENTS

1	BYOD PROGRAM.....	2
2	RECOMMENDED BYOD SPECIFICATIONS AND PURCHASE	2
3	RESPONSIBILITIES	3
3.1	The Role of Students.....	3
3.2	The Role of Parents or Guardians.....	3
3.3	The Role of Teaching Staff.....	3
3.4	The Role of the School.....	3
4	USE AND CARE OF BYOD.....	3
4.1	CARE, Security and Storage	3
4.2	Insurance	3
4.3	Report of Loss or Damage	3
4.4	Occupational Health and Safety Guidelines	4
5	DATA MANAGEMENT	4
6	PRINTING	4
7	VIRUS PROTECTION	4
8	ONLINE ACCEPTABLE USE AGREEMENT	4
8.1	Chat APPLICATIONS	5
8.2	Cybersafety.....	5

1 BYOD PROGRAM

At Dun Craig SHS we utilise technology to support quality teaching and learning. The 'Bring Your Own Device' (BYOD) and supporting information technology provided at Dun Craig SHS allows students to engage in transformational educational experiences, increase student engagement, and improve student outcomes.

Dun Craig SHS supports students in the appropriate and safe use of their devices through education programs including cyber safety and appropriate device use.

Devices link to a campus wide wireless network providing access to the internet and curriculum materials as well as enabling communication between students and teachers.

2 RECOMMENDED BYOD SPECIFICATIONS AND PURCHASE

At Dun Craig SHS we believe in giving parents choice on which device their child uses. The following specifications guidelines ensure the device can be supported within the Dun Craig SHS network. A Windows or Mac laptop integrates more effectively into our ICT workflow. Devices should comply with the minimum specifications listed below:

Operating System	MAC OSX 10.15+ Windows 10 or 11
Processor	M1/M2 (Apple) or i5/Ryzen 5 or better (PC)
RAM	8GB (16GB preferred PC)
Screen Size	13 inch or larger
Battery Life	8 hours (recommended)

Devices Not Recommended:

We do not recommend Chromebooks or Tablets (eg.iPad) due to network and/or NAPLAN compatibility.

Software

Office 365 is available for free for all students. Other software such as SEQTA, the ADOBE suite (for some specialist courses) and other course specific applications also available for free.

We recommend that antivirus software is installed on your device.

Purchasing a Device

There is a wide range of devices on the market and parents/carers may choose where to purchase their device. DSHS does however have partnership with CompNow who offer devices at a competitive price and provide after sales services including warranty and insurance options.

These options can be accessed through the [school website here](#).

3 RESPONSIBILITIES

3.1 THE ROLE OF STUDENTS

Students must use their BYOD and the school computer network responsibly. When using their BYOD and accessing school information resources students must follow the guidelines detailed in this document and the Responsible Use of Technology Policy (located on the Duncraig SHS website).

3.2 THE ROLE OF PARENTS OR GUARDIANS

Parents or guardians are required to take responsibility for conveying the importance of the policy guidelines in this document and other school policies to their children. They are also encouraged to monitor their child's use of the BYOD at home, including use of social media.

3.3 THE ROLE OF TEACHING STAFF

School teaching staff will monitor appropriate care of the BYOD and its use for educational purposes. They will also provide guidance and instruction to students in the appropriate use of their device. Communication home will occur if required regarding device use.

3.4 THE ROLE OF THE SCHOOL

The school is committed to supporting students to use their devices for educational purposes and uphold the responsible use of technology policy. The Education Department and school monitors internet usage of all devices on our network (including BYOD).

The school has a responsibility to ratify information published on the internet by students or the school, under the school's name, meets legal requirements and community standards in relation to copyright and safety.

4 USE AND CARE OF BYOD

4.1 CARE, SECURITY AND STORAGE

Students are expected to bring their BYOD to school to use in class each day. It is highly recommended that students have their BYOD inside a protective cover while not in use. Students are responsible for the safe storage and care of their BYOD at all times. For example, BYODs should not be left outside classrooms or the library.

4.2 INSURANCE

Since school use brings with it a risk of damage or theft, the school highly recommends BYOD device insurance. The school's insurance does not cover damage or theft of student's device. If an insurance claim is partially or wholly rejected by the insurer due to non-compliance with the guidelines, the school will not cover the cost associated with the loss or damage.

4.3 REPORT OF LOSS OR DAMAGE

In circumstances where deliberate damage or theft has occurred, it is the student/guardian's responsibility to report to the Police.

4.4 OCCUPATIONAL HEALTH AND SAFETY GUIDELINES

The basic health and safety guidelines for desktop computers also apply to BYODs use. The following is recommended:

- Keep the upper arms relaxed at the side of the body
- Bend the elbows to around 90 degrees
- Keep the wrists straight
- When possible, take a complete break from your device, get up and move your body.

Students with special needs will be catered for according to Department of Education guidelines.

5 DATA MANAGEMENT

Saving or back-up of data is the student's responsibility. To backup work it is recommended that students use cloud storage (OneDrive, provided for free with Office 365) or use external stores such as a USB flash drive to back up work. Staff will not accept data loss as an excuse for not handing in work on time.

6 PRINTING

Wherever possible we are committed to delivering and receiving electronic forms of class work and assessment. Students must endeavour to produce and submit work and assessments electronically.

Students unable to submit work electronically will be encouraged to print work at home for submission to their teacher. Students should minimise printing at all times by print-previewing, editing on screen rather than on printouts and spell-checking before printing.

Students will have limited access to network printers. Printing will be supervised by the teacher in charge of the learning area in which the student wishes to print materials. Students must arrange for this to be conducted during class time or at another time convenient for the classroom teacher.

7 VIRUS PROTECTION

The BYODs should be configured with anti-virus software which regularly and automatically checks for viruses on the device. On the detection of a virus or the suspicion of a viral infection, the students are asked to seek the assistance of the Duncraig SHS IT Helpdesk team (located in the Technologies/Maths block).

8 ONLINE ACCEPTABLE USE AGREEMENT

When submitting an "Application for Enrolment" students and parents / guardians will sign and agree to abide by this agreement.

- I will only use online services for purposes which support my learning and educational research.
- I understand that I am responsible for all activity in my online services account.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services.
- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.

- I will tell the teacher if I think someone is using my online account.
- I understand the school and the Department of Education can monitor my use of online services.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic material, or content that is offensive, intimidating or encourages dangerous or illegal activity.
- I will not use the Department's online services for personal gain or illegal activity (e.g. music file sharing), to bully, offend or intimidate others or access or send inappropriate materials including software that may damage computers, data or networks.
- I will acknowledge the creator or author of any material used in my research for school work by using appropriate referencing.
- I will get permission from the copyright owner of any material used in my school work before I reuse it in a portfolio for employment, in a competition or any other uses other than for my private research and study.
- I will use appropriate language in all internet communications.
- I will not try to access internet sites that have been blocked by the school or the Department of Education.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that:

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- The misuse of online services may result in disciplinary action, determined by the principal in accordance with the Department's Behaviour Management in Schools policy; and
- I may be held liable for offences committed using online services.

A breach of any of these conditions may result in suspension of your network account and possible further consequences.

8.1 CHAT APPLICATIONS

Real-time chat programs are not to be used by students unless instructed by a teacher.

8.2 CYBERSAFETY

Internet usage is tracked at Duncraig SHS. If a student is subject to inappropriate use and/or communication, they are asked to report it to their Parents/Carers and Students Services at Duncraig SHS. Support can be also found via:

- [Duncraig SHS Cyber Safety Hub](#)
- [Online safety | eSafety Commissioner](#)