Duncraig Senior High School

BRING YOUR OWN DEVICE COMPUTER USAGE POLICY 2026

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1 INTRODUCTION

The integration of 'Bring Your Own Device' (BYOD) and supporting information technology equipment into the classroom represents an exciting era at Duncraig Senior High School. The BYOD project provides a wealth of rich educational resources and tools, that when used effectively, can deliver very positive teaching and learning outcomes. However, if the implementation of this new technology is not properly controlled there are certain pitfalls that students may encounter.

Duncraig SHS supports students in the appropriate and safe use of their BYODs. By alerting parents and students to potential dangers, developing guidelines and providing advice and support, the exposure of students to potential problems can be minimised.

This document is specifically aimed at parents and students who are involved in the "Duncraig Senior High School Bring Your Own Device Project" and details the policy, guidelines and support strategies to ensure that students are able to make effective use of their BYOD and avoid any problems.

2 DESCRIPTION AND PURPOSE OF THE PROJECT

The objective of the BYOD project is to implement a range of innovations that explore and exploit the latest in educational technology in a sustainable program. Duncraig sees the value of one to one computer devices in teaching and learning and would like to have it available to all student.

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

Teachers have been issued with their own device and have participated in a range of professional learning programs to develop teaching and learning strategies to value add using the device. Students' engagement and productivity is enhanced with their own BYOD as many of their learning resources are on the device and improved communication with their teachers with the ability to electronically connect to them at any time.

We request parents supply a device that complies with the following specifications:

- ***Apple*** device with at least --- 10 inch screen, approximately 9 hour battery life and running OSX 10.8 or above or IOS ***OR***
- ***Windows 10*** device with at least --- 10 inch screen, approximately 9 hour battery life and running Windows.
- ***Software/Apps installed –*** Students will be able to install Office 365 to their BYO Device when they are attending school:
    - PDF markup – e.g. Preview or Adobe Reader
    - Cloud storage – e.g. Dropbox or Google Drive or Copy
    - Image editing – e.g. iPhoto or Photo Gallery
    - Video editing – e.g. iMovie or Movie Maker
    - Web browser – e.g. Safari or Chrome or Firefox or Internet Explorer
    - Online accounts (e.g. Evernote, Dropbox, Google Drive, etc) can be created privately or at school with the students education email account (first.last@student.education.wa.edu.au)
- ***BYO Device agreement Compute Usage Policy***

There is a wide range of devices on the market (It will be your choice which model you choose as long as it complies with the specifications above). DSHS is offering a range of devices in a bundle including support, cover and App credit through Winthrop Australia Portal School Code: #DuncraigSHS

There is also the option to purchase insurance with the device or lease a device over 2 or 3 years with insurance included. These options will be at extra cost. There is no obligation to purchase the device through Winthrop. You may already own one or prefer to organize your own through another vendor. Note: if your child has their own device they will be able to bring that at their own risk. We would recommend personal insurance.

Duncraig will be improving communication with parents by opening a parent portal. Our web portal will give you access to information whenever you want, on any device you are using. You can view your child's assessment requirements, attendance, school notices and a wealth of other important information.

3 RESPONSIBILITIES

3.1 THE ROLE OF STUDENTS

Students must use their BYOD and the school computer network responsibly. Communications on information networks are often public and general school rules for student behaviour, conduct and standards will apply.

When using their BYOD and accessing school information resources students must follow the policy and guidelines detailed in this document.

Students who fail to honour this Code of Conduct may forfeit use of their BYOD and access to the Internet and/or school network.

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 required to monitor their child's use of the BYOD, especially at home, including access to media and information sources.

3.3 THE ROLE OF TEACHING STAFF

School teaching staff will monitor appropriate care of the BYOD and its use in accessing curriculum information. They will also provide guidance and instruction to students in the appropriate use of such resources.

This includes staff facilitating student access to information on their BYOD in support of and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.

3.4 THE ROLE OF THE SCHOOL

The school commits to upholding the Usage Policy Guidelines and providing physical and financial resources to enable safe, educationally relevant access to the BYOD and relevant curriculum facilities for staff and students.

The school also 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 AUTHORISATION AND RULES FOR HOME USE

Students will be expected to bring their BYOD to school to use in class. This will be subject to approval by Parents/Guardians as indicated on the School Usage Permission Letter and also by student compliance with the usage conditions outlined in this document.

School usage will be granted subject to adherence to the following rules:

1. Students must bring their BYOD to school each day. **It must be fully charged**.
2. The Students must have their BYOD inside their protective cover and inside their school bag when travelling to and from school.
3. 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. When the BYOD is at school the school Network Agreement applies at all times.

Since school use brings with it a risk of accidental damage or theft of the BYOD we expect parents to arrange insurance. 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.

5 GUIDELINES FOR PROPER CARE OF BYOD

5.1 SECURITY AND STORAGE

When the BYOD is at school, students must know the location of their BYOD at all times and are responsible for ensuring its safe keeping. When the computer is not required in class, for example during Physical Education, it is to be placed in the secure storage provided. BYODs must also be under the student's direct care during recess and lunchtime.

When the BYOD is being used away from school, students should avoid leaving it unattended or where it is visible to the public (eg in a vehicle). In these circumstances, the BYOD can become a target for theft.

5.2 TRANSPORT AND HANDLING PROCEDURES

When transporting the BYOD, students are to make sure that it is in the cover and in their school bag which must be securely closed. Students must carry their BYOD inside the cover and place this inside their school bag when leaving the school. Students must never remove the BYOD from its cover and place it directly into their school bag.

5.3 OCCUPATIONAL HEALTH AND SAFETY GUIDELINES

The basic health and safety guidelines for desktop computers also apply to BYODs use:

- Keep the upper arms relaxed at the side of the body
- Bend the elbows to around 90 degrees
- Keep the wrists straight
- Change position every 15-20 minutes and take a complete break to get up and move your body every 30-60 minutes.

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

5.4 GENERAL CARE OF THE BYOD

It is the student's responsibility to maintain the BYOD in good condition.

5.5 REPORT OF LOSS OR DAMAGE

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

6 DATA MANAGEMENT

Saving or back-up of data is the student's responsibility. To backup work it is recommend that students use cloud storage, purchase a USB flash drive or preferably, an external hard drive.

Staff will not accept data loss as an excuse for not handing in work on time.

7 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.

8 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 student must inform the Network Administrator.

9 ONLINE ACCEPTABLE USE AGREEMENT

When submitting and 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 will result in suspension of your network account and possible further consequences.

9.1 CHAT LINES (IRC, MIRC, ICQ ETC)

Real-time chat programs (MIRC, ICQ) are not to be used by students unless instructed by a teacher.

9.2 CYBERSAFETY

Parents will be aware of many incidents reported in the media regarding safety online. Personal information is easily tracked and harvested by those who know how, so it is important to keep as safe as possible while online.

Parents are encouraged to check the following sites online for further useful information:
YSAFE
eSafety Commissioner