



Acceptable Use of Portable Technological Devices and BYOD Framework

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RATIONALE

Digital and electronic devices such as mobile telephones, tablets, mp3 players, ipods and electronic devices are part of everyday life. Today, smart phones are more than just mobile telephones and can be very useful for learning in a number of different ways in future focused classrooms. However, use of any digital technology needs to be used appropriately and purposefully within the context of school and learning. Students need to be responsible users of technology and use it as a tool for learning.

Students will bring technological devices to school such as **mobile SMART phones, portable computer games, audio recorders, still and film cameras**. Students may use cameras and audio recording devices as part of their daily school work, after seeking permission from staff. If used appropriately, these devices can add greatly to the student's sense of well-being and enjoyment as active learners in a technologically rich learning environment.

OUTCOMES

- Students are responsible users of digital devices using a range of devices appropriately to aid learning in a variety of different ways.
- Students are completely aware of expectations in using digital technology and follow all school and Department of Education guidelines in its use.
- Students learning potential in a future focused approach, prepares students with the skills that enable them to be life-long-learners.

EXPECTATIONS - Acceptable digital, electronic device, computer and internet use

1. Students bringing portable technological devices into school, do so at their own risk – the school accepts no responsibility for their loss or damage. The school will not devote resources to investigate if devices are lost or stolen.
2. Digital; and electronic devices are turned off and remain out of sight when they are not part of the class lesson. Digital devices can be used for learning with the permission of the class teacher.
3. The use of a device should not disrupt the learning environment. Students are not to send or receive text messages or make or receive calls during lesson time or en route to lessons.

4. A device should not be used to make threatening calls or send threatening/offensive text messages, photographs or video to another student or staff member. This is supported by NSW Department of Education policy.
5. Under no circumstances be in possession of devices during an assessment task or examination.
6. Students may not photograph or film another person without their consent. At Liverpool Girls' High School, we photograph and film school events for use in class projects, the school newsletter and website. Families may opt to refuse their child being photographed or filmed. Full students' names are not linked to photographs on the school website.
7. As a courtesy when in class, on assembly, earphones are to be removed and placed out of sight.
8. It is an offence under the law to publish to the Internet or distribute via mobile phone or other device an inappropriate/offensive audio recording, photograph or video taken without a person's consent. This is seen as bullying and is covered by the school's Student Welfare and Discipline Framework and NSW Department of Education policy. Legal action may also be taken by the person whose rights have been breached.
9. Students must respect the school's reputation and not publish to the Internet or distribute via other devices, inappropriate text, recordings, photographs or video.
10. Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

Extracts: [Online Communication Services: Acceptable Usage for School Students](#)

1. Access and Security

Students will:

- ✓ *not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.*
- ✓ *ensure that communication through internet and online communication services is related to learning.*
- ✓ *keep passwords confidential, and change them when prompted, or when known by another user.*
- ✓ *use passwords that are not obvious or easily guessed.*
- ✓ *never allow others to use their personal e-learning account.*
- ✓ *log off at the end of each session to ensure that nobody else can use their e-learning account.*
- ✓ *promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.*
- ✓ *seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.*
- ✓ *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, e.g. 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 upon another person.
- sexually explicit or sexually suggestive material or correspondence.
- false or defamatory information about a person or organisation.
- ✓ ensure that personal use is kept to a minimum and internet and online communication services are generally 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.
- ✓ never damage or disable computers, computer systems or networks of the NSW Department of Education.
- ✓ ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- ✓ be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

2. 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 interests.

3. 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. 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.

4. Misuse and Breaches of Acceptable Usage

Students will be aware that:

- ✓ they are held responsible for their actions while using internet and online communication services.
- ✓ they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access 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.

5. 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, TAFEs, or from outside the NSW Department of Education.

BRING YOUR OWN DEVICE PROGRAM

“Bring your own device (BYOD) refers to technology models where students bring personally owned devices to school for the purpose of learning.”

What things should you look for in a device for learning?

Your device needs to handle ...	You need to ask for ...
<p>Different school subjects In a typical day a student might type an English assignment, jot down history notes, figure out maths equations, video a science experiment and record a speech. You'll need a device that lets student work effectively in all subjects</p>	<p>1. 10" minimum screen, touch screen or keyboard</p> <ul style="list-style-type: none"> ▪ A minimum of 10" screen – larger for creative or technical work ▪ A touch screen for browsing and writing class notes. ✓ ▪ A keyboard for typing assignments.
<p>Creativity, innovation and composition Students need to be able to create, construct knowledge and be collaborative on their devices. This means that they should be able to install apps and / or full software applications</p>	<p>2. Runs both apps and programs</p> <ul style="list-style-type: none"> ▪ Able to run programs such as Microsoft office, Adobe Photoshop ✓ ▪ Able to install apps as needed during school time.
<p>Working from different places Students need to connect to the school wireless network.</p>	<p>3. Dual band WiFi Access</p> <ul style="list-style-type: none"> ▪ Make sure your device has 5 Ghz dual band wireless to access the school network. ✓
<p>The school backpack Keep it light on their back.</p>	<p>4. Lightweight</p> <ul style="list-style-type: none"> ▪ Aim for under 1.5 kg ✓
<p>6-hour days No one wants to run out of battery half way through the school day.</p>	<p>5. 6 hour battery life minimum</p> <ul style="list-style-type: none"> ▪ Make sure that your battery last the 6 hour school day. ✓ ▪ Look for an intel 4th generation core processor to help stretch battery life.
<p>File Swapping You can email small files, but not video projects and large images. Plus students need to be able to connect their device to printers, sensors, probes, thermometers and more for science.</p>	<p>6. USB ports</p> <ul style="list-style-type: none"> ▪ Needed to connect digital peripherals, such as microscope, a printer, graphics tablet, musical keyboard, thermometer, light meter etc ✓

Your device needs to handle ...	You need to ask for ...
<p>Lots of different Software Make sure that the device can run demanding programs for music, design, science and technology classes.</p>	<p>7. High performance</p> <ul style="list-style-type: none"> ▪ Look for machines that are within the last two versions of production. ✓
<p>Note-taking and brainstorming Students are more comfortable making notes, sketching, writing maths equations, science formulae, and foreign languages with a pen.</p>	<p>8. Pen High fidelity digitalised pen with active screen for note-taking, sketching, writing maths, ✓</p>
<p>Rough and Tumble Your child will probably drop the device and may spill things on it, so it needs to be tough and protected.</p>	<p>9. Durable for everyday school use</p> <ul style="list-style-type: none"> ▪ Make sure you have a protective case. ✓ ▪ Look for solid state drives
<p>Lots of files, videos, music and more Students need plenty of room for application and their own files.</p>	<p>10. Storage</p> <ul style="list-style-type: none"> ▪ Go for at least 128GB of storage in laptops, ultra books and two in one. ✓ ▪ At least 32 GB of storage in tablets is recommended.

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