



# ***Dungog High School***

## **Bring Your Own Device (BYOD) Student Agreement**

Dear Parent / Carer,

Developing students as future focused learners is identified as a priority at Dungog High. Our recently refurbished library offers a technology rich environment designed for collaborative learning. There are more than 100 laptops available in the library for student use plus an additional 60 devices for loan to classes outside the library. However, students may also choose to bring their own laptop to school. Evidence suggests that the benefits of integrating personal devices into learning include:

- Increased student collaboration
- Increased digital literacy
- Increased comprehension of technologies
- Building digital citizenship
- Independent learning
- Student driven learning
- Greater critical thinking skills
- Improved student engagement

Before bringing a laptop into school the student and a parent or guardian should read the attached 'Acceptable use of devices' and 'BYOD Student Agreement' documents which outline student responsibilities. The student agreement form should then be signed by both the student and their parent/guardian and returned to school. A checklist is also attached to help ensure that any new or existing device will meet the learning needs of your child. These documents exist alongside the 'Digital Citizenship Agreement' which will also be signed by all students in school.

Should you have any questions, please do not hesitate to contact a member of Dugong High school's Technology Team for assistance.

Yours sincerely,

Gillian Manning  
eLearning Coordinator  
Ext 125



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## Hardware Requirements for BYOD



**Operating system:** Microsoft Windows 10.  
Apple OS-X 11 or newer.



**Wireless Compatibility / Connectivity**



**Battery life:** A minimum of 6 hrs. Battery life to last the school day and fully charged each day from home.



**Storage and RAM:** A minimum specification of 128 GB storage (SSD Preferred for speed & durability), 4 GB RAM (minimum).



**Hardware features:** Camera, microphone port and earphone port.  
**USB connectivity** – USB 2 or USB 3.  
**HDMI Connectivity**



**Screen Size:** Minimum sized screen - 11 – 13 inches is fine.

**Software and apps:** All students are eligible to download Microsoft's products free from the student portal as well as Office 365 and Google suite and an Anti-virus (You should not need to buy any extra software).

### Other considerations.

**Casing:** Tough and sturdy to avoid breakage.

**Durability:** Durable and strong.

**Weight:** Lightweight for ease of carrying  
(Less than 2 KG).

**Accessories:** Carry case or skin to protect the device.



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## Acceptable use of devices

The principal will retain the right to determine what is, and is not, appropriate use of devices at the school within the bounds of the department's policies and NSW privacy and other legislation.

- Students must comply with departmental and school policies concerning the use of devices at school while connected to the department's Wi-Fi network.
- Students must not attach to their device any **3rd party mobile internet** device that will facilitate an internet/wireless connection, e.g. Wireless USB Dongle, 'Hot Spot' technology, etc.
- Students must not create, transmit, retransmit or participate in the circulation of content on their devices that attempts to undermine, hack or bypass any hardware and software security mechanisms that have been implemented by the Department of Education, or Dungog High school.
- Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.
- Students must not take photos or make video or audio recordings of any individual or group without the express written permission of each individual (including parent/carer consent for minors) being recorded and the permission of an appropriate staff member.
- Students must not use the department's network services to seek out, access, store or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature. Such use is prohibited and may result in disciplinary and/or legal action.
- **Students and Parents/Carers are advised that activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.**

### Please Note: Disciplinary Action

Where a school has reasonable grounds to suspect that a device contains data which breaches the BYOD Student Agreement, the principal may confiscate\* the device for the purpose of confirming the existence of the material by relevant authorities. Depending on the nature of the material involved, school disciplinary action may be appropriate or further action may be taken including referral to the police.

Breaches of the school's BYOD agreement will result in consequences determined under the school's discipline policy.

- [https://education.nsw.gov.au/about-us/rights-and-accountability/legal-issues-bulletins/bulletin-35-misuse-of-technology-in-schools#Confiscating\\_6](https://education.nsw.gov.au/about-us/rights-and-accountability/legal-issues-bulletins/bulletin-35-misuse-of-technology-in-schools#Confiscating_6)



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## BYOD Student Responsibilities

### **Operating system and anti-virus:**

Students must ensure they have a **legal and licensed** version of a supported operating system and of software. If applicable, students' devices must be equipped with **anti-virus** software. If you are unsure about **Anti-Virus** software, please contact the recommended supplier or a member of the DHS Technology Team.

### **NSW Department of Education Wi-Fi network connection:**

Student devices are only permitted to connect to the department's Wi-Fi network while at school.

### **Battery life and charging:**

Students must ensure they bring their device to school fully charged for the entire school day.

Students are not permitted to charge their devices during class.

**No charging equipment will be available or supplied by the school.**

### **Theft and damage:**

Students are responsible for securing and protecting their devices at school. Any loss, theft or damage to a device is not the responsibility of Dungog High school or the Department of Education.

### **Confiscation:**

Students' devices may be confiscated by the principal if the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Student Agreement.

### **Maintenance and support:**

Students are solely responsible for the maintenance and upkeep of their devices.

### **Ergonomics:**

Students should ensure they are comfortable using their device during the school day particularly in relation to screen size, sturdy keyboard etc.

### **Data back-up:**

Students are responsible for backing-up their own data and should ensure this is done regularly.

### **Insurance and warranty:**

Parents/Carers should be aware of the terms of insurance policies/warranties for the device. The school will not accept responsibility for loss theft or damage to your device. Parents/Carers are responsible for arranging their own insurance cover.



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## BYOD STUDENT AGREEMENT

Students must read the BYOD policy, sign and date this BYOD Student Agreement in the company of a parent or carer.

Page 5 must be returned to Mrs Manning or Mr Skimmings.

\_\_\_\_\_  
Student First Name

\_\_\_\_\_  
Student Family Name

\_\_\_\_\_  
Year

I agree that I will abide by the school's BYOD agreement and that:

- I will only use the department's WiFi network for learning.
- I will only use my device during school activities at the direction of the teacher.
- I will have my device fully charged and ready for use at the beginning of each school day.
- I will not connect my mobile device to any 3rd party internet/wireless device, e.g. USB Dongle, 'Hot Spot' technology, etc.
- I will always use my own DEC portal/internet log-in details and will never share them with others.
- I will stay safe by not giving my personal information to strangers.
- I will not hack or bypass any hardware and software security implemented by the department or my school.
- I will not use my own device to knowingly search for, link to, access or send anything that is:

**Offensive, pornographic, threatening, abusive or defamatory, or considered to be bullying.**

- I understand that my activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.
- I acknowledge that the school cannot be held responsible for any damage to, or theft of my device.
- I understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
- I have read the BYOD Student Responsibilities document and agree to comply with the requirements.
- I have reviewed the BYOD Device Requirements document and have ensured my device meets the minimum outlined specifications.
- I will report inappropriate behaviour and inappropriate material to my teacher.

**We the parents/carers** (Please indicate your acknowledgement by checking the boxes.)

- have read the Bring Your Own Device Student Agreement.
- understand our responsibilities regarding the use of the device and the Internet.
- understand and agree to Dungog High School's Bring Your Own Device Agreement.
- understand that failure to comply with the Bring Your Own Device policy / Student Agreement will invoke the school's standard discipline procedures and/or the actions outlined in **Disciplinary Action**
- have read and will abide by the [NSW Department of Education Student Use of Digital Devices and Online Services policy](#)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student First Name

\_\_\_\_\_  
Student Family Name

\_\_\_\_\_  
Parent / Carer First Name

\_\_\_\_\_  
Parent / Carer Family Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent / Carer Signature



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## Frequently Asked Questions

### **What do I do if the device is stolen / damaged?**

Should your child's device sustain damage, you will need to contact your supplier to arrange for it to be repaired. Dungog High school, while taking every precaution, is not responsible for any repair, maintenance or theft of any student device.

### **Will my child use the device every lesson?**

There will be opportunity for your child to use their device when appropriate.

### **Can I get insurance for my child's device?**

When you purchase your device, the supplier may offer insurance. If they do not offer insurance, include the device with your personal insurance company. *(Please read the insurer's PDS, (Product Disclosure Statement), to make sure that you get the cover you want.)*

### **Who do I see if the device stops working?**

Should your child's device stop working or is not performing as it should, you will need to visit the place of purchase and discuss with them what is required for the device to be repaired. As always, please obtain a 'Quote' for the repair and keep all of the receipts.

### **Do I have to purchase software for my child to use at school?**

**No.** Any Department of Education student is able to download the Microsoft Office Suite free of charge from a link in the student portal. Any other software that you may wish to load onto the device will be at your expense.

### **Am I able to load any software on the device?**

Theoretically yes. The Department of Education have agreements with two major software suppliers, Microsoft and Adobe, where students are able to download through the student portal school required software. Any other software that is loaded on the device, **must** comply with the current NSW Copyright Legislation

### **Should I purchase a protective cover/carry bag for the device?**

It would be advisable that the device be in a protective bag. This will help keep the device safe when not in class. You will be able to purchase this from your chosen supplier.

### **Will teachers help if my child is having trouble with the device?**

Our teachers are not technical service people. They may be able to offer suggestions that your child use to help solve a technical problem. If your child is having difficulties with a Microsoft or Adobe product, then the teacher will be able to assist in the use of the software.