



Dungog High School

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 policy will result in consequences determined under the school's discipline policy.

* <https://education.nsw.gov.au/about-us/rights-and-accountability/media/documents/public-legal-issues-bulletins/LIB-56-Confiscation-of-student-property.pdf>



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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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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.)*

Is there a 'Payment Plan' to purchase the device?

If you choose to purchase from the recommended supplier, they will be able to provide you with a payment plan. If you choose to buy the device from another supplier, you may wish enquire with them to see if they can arrange a payment plan.

What happens if I do not buy the device from the suggested preferred supplier?

Dungog High School has been very careful in choosing preferred suppliers, **The School Locker or JB Education**. Should you choose to purchase from another supplier, you may not be offered the same options that the recommended supplier can.

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 and Adobe suite free of charge from 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.