

YEAR 4 - 6 BYOD Parent Information and Student User Agreement

4 February, 2022

Dear Parents and Carers,

On **Monday 14 February**, the school will implement the Bring Your Own Device (BYOD) program for all Year 4-6 students. To assist the school in preparing for the implementation of BYOD, we seek your assistance in reading the attached *Student User Agreement* with your child and signing and returning the final page to your child's teacher.

We also ask that you indicate whether your child will be bringing their own device from home, or if they will be using a device belonging to the school. Students bringing their own device from home should have the recommended software installed on their device at your earliest convenience. All students enrolled in NSW public schools are eligible to download Microsoft Office Professional Plus (including Word, PowerPoint, Excel) and Adobe Creative Cloud (including Photoshop and Acrobat for reading and creating PDFs) software from this website:

<https://nsw-students.onthehub.com/>

This is FREE so take advantage of the offer!

Students will need to register at this site using their student email (student.name@education.nsw.gov.au) to download and install the software.

Each student in the family can download the programs for their own individual devices.

Students can also access these programs and Google G-Suite directly from their Student Portal

Please complete the form on the final page of this document and return to your child's teacher by Thursday 10 February.

Leanne Nielsen
Assistant Principal (Relieving)

Diane Read
Principal



'Bring Your Own Device' Student Agreement and Responsibilities

Bring Your Own Device Student Agreement

Agreement

We have read the following pages of the Bring Your Own Device Student Agreement. We understand our responsibilities regarding the use of the device and the internet. In signing the agreement, we understand and agree to the Bring Your Own Device Student Agreement. We understand that failure to comply with the Bring Your Own Device Student Agreement will invoke the school's standard discipline procedures and/or the actions outlined in clause (5).

Purpose

The Lindfield East Public School 'Bring Your Own Device' (BYOD) program gives freedom for students to bring technology to enhance their own educational needs. Lindfield East Public School will facilitate this in accordance with the BYOD Strategy. However, students and parents must be aware of and consent to the program's boundaries.

1: Scope and Definitions

1.1 Parties

This agreement is between Lindfield East Public School, a student currently attending or who will be attending Lindfield East Public School, and his or her parent or carer.

1.2 "Student" and "Students"

Reference in this agreement to Student or Students means a student currently attending or who will be attending Lindfield East Public School and binds his or her parent or carer.

1.3 "Bring Your Own Device Student Agreement"

This agreement may be referred to as the Bring Your Own Device Student Agreement or BYOD Student Agreement.

1.4 "Device"

Reference in this agreement to Device means an electronic device brought by a student to Lindfield East Public School pursuant to the school's Bring Your Own Device strategy and this BYOD Student Agreement.

2: Equipment

Custodianship

The device brought to school pursuant to this strategy must be able to be brought on every school day and be solely the student's to use throughout the school day.

Choice of equipment

The device must meet all the requirements of the Device Specification. This includes meeting any required physical device characteristics and having the listed software installed. The Device Specification is a separate document available from Lindfield East Public School.

3: Damage or loss of equipment

Students bring their own device for use at Lindfield East Public School at their own risk. For the removal of any doubt, Lindfield East Public School will not be responsible for any loss, theft or damage to:

(a) the device and any accessories

(b) data stored on the device while the device is at school or during a school-related activity, absolutely, in negligence or otherwise. All due care will be made by the school to limit loss, theft or damage.

Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

In circumstances where a device is damaged by abuse or malicious act of another student ("the other student"), reimbursement may be required. The Principal will, having regard to all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student.

The above clause does not bind students to the determination of the Principal.

In accordance with clause (6.4) below, students should not bring peripheral equipment, including power charges and cables to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

4: Standards for equipment care

Students are responsible for:

- Taking due care of the device in accordance with school guidelines.
- Adhering to the Department of Education's policy Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/V04).
- Backing up all data securely. All electronic data and resources used for school coursework must be stored on another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.

5: Misuse of equipment and communication systems

Standard school discipline procedures apply for misuse of the device contrary to this BYOD Student Agreement or other school rules. Examples of action the school may take in cases of misuse include:

- the device is taken away by a teacher for the remainder of the lesson or school day
- the device is taken away by an Assistant Principal or Deputy Principal for the remainder of the school day and/or until a parent or carer picks up the device
- permission for the student to bring their device to school pursuant to the Bring Your Own Device policy is revoked
- conventional discipline procedures including a time out, detention or suspension where deemed appropriate pursuant to the school's discipline procedures.

6: Acceptable equipment and communication system use

6.1 Use of the device during the school day is at the discretion of teachers and staff.

6.2 Students must use their device as directed by their teacher.

6.3 The primary purpose of the device at school is educational. Students must bring their device to school fully charged and with a set of headphones

6.4 Students should avoid bringing peripheral device equipment to school (aside from headphones) with the device. Peripheral equipment includes:

- chargers

- charging cables
- external pointing devices, such as a computer mouse
- adapters for the connection of video output or data transfer

6.5 While at school, all material on the device is subject to review by school staff. At staff discretion, they may also enable restrictions and guided access to a student's device at any given time. Parents will be provided a password from the school if a child's device needs to be restricted. Students are to connect their device to the designated school (DoE) wireless network only. Students are not to connect their device to other wired, wireless or cellular networks whilst at school.

6.6 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.

6.7 Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the Department of Education's policy Online Communication Services: Acceptable Usage for School Students(PD/2002/0046/V04). Extracts are provided below. This strategy forms part of this Bring Your Own Device Student Agreement.

6.8 The policy Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/V04) applies to the use of the device and internet on the device:

(a) at school

(b) where in connection with a school-related activity or school-related program, including coursework, outside school.

Note: The complete Online Communication Services: Acceptable Usage for School Students (PD20020046) policy is available for viewing at:

<https://education.nsw.gov.au/policy-library/policies/pd-2002-0046>

Extracts: Online Communication Services: Acceptable Usage for School Students:

6B: 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 or spam.
- 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 online communication services is 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.**

7: 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.

8: 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.

9: Misuse and Breaches of Acceptable Usage

9.1 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.

10: 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' Student User Agreement - February, 2022

Please sign and return to your class teacher

The Lindfield East Public School 'Bring Your Own Device' (BYOD) program aims to improve student learning experiences both in and out of the classroom. Lindfield East Public School does so with the expectation that students will make good decisions with regard to their personal use of technology. Students who wish to take advantage of the BYOD program must read this agreement in the company of an adult. **This page is to be signed and returned to the school.**

By signing at the bottom of this page, students agree to the following behaviours:

- ✓ I agree that my use of the Department's internet will be for the sole purpose of learning.
- ✓ I agree to only ever use my own portal/internet log-in details and never share those with others.
- ✓ I agree to not 'hack' or bypass any hardware and software security implemented by the Department or my school.
- ✓ I agree to not use BYOD to knowingly search for, link to, access or send anything that is: offensive, inappropriate, threatening, abusive, defamatory or considered bullying behaviour.
- ✓ I agree to not use technology at school to communicate with other students unless I have permission from a teacher. This includes the use of AirDrop.
- ✓ **I agree to not use technology at school to communicate with others outside of the school, including my parents, during the school day.**
- ✓ I agree to report inappropriate behaviour and material to my teacher.
- ✓ I agree to stay safe by not giving out my personal information to strangers.
- ✓ I understand that my activity on the internet is recorded and 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 agree that use of my device during school activities is at the direction of the teacher.
- ✓ I agree to bring my device (with headphones) to school every day, fully charged, and follow the correct procedures as outlined by the school when transporting and storing my device between home and school.
- ✓ I agree to not make any purchases using my device at school and understand that purchases may only be made by a parent or carer at home.
- ✓ **I have read the student responsibilities in the attached appendix and agree that I will abide by them.**

LEPS BYOD: 2022 Parent/Student Uptake

Please tick one of the following:

I intend for my child to bring their own laptop (Year 4-6) to school as part of the LEPS BYOD program commencing in Term 1, 2022.

I do not intend for my child to bring their own laptop (Year 4- 6) to school as part of the LEPS BYOD program commencing in Term 1, 2022.

Student name: Student signature: Date:.....

Parents: I understand that technology at school is to be used **for educational purposes only** and agree not to contact my child/ren during the day on their devices. If I need to reach my child/ren, I can do so through the school office.

Parent/carer name: Parent/carer signature:

Date:.....