

## YEAR 4 - 6 BYOD Parent Information and Student User Agreement

3 February, 2023

Dear Parents and Carers,

On **Monday 13 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.

If you have not already done so, 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. This can be completed via the google form that has been emailed to you.

<https://forms.gle/ke2UkLY6yxbANYXX6>

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 the site above 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 9 February.***

David Cox  
Stage 2 Assistant Principal

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 inline with the school's Behaviour Code.

#### **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 Student use of digital devices and online services (PD-2020-0471-V01.0.3). Extracts are provided below. This strategy forms part of this Bring Your Own Device Student Agreement.

6.8 The policy Student use of digital devices and online services (PD-2020-0471-V01.0.3) 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 Student use of digital devices and online services (PD-2020-0471-V01.0.3) policy is available for viewing at:

<https://education.nsw.gov.au/policy-library/policies/pd-2020-0471>

**Extracts:** Student use of digital devices and online services

#### 4. Responsibilities and delegations

4.1 Students' safe, responsible and respectful use of digital devices and online services is the shared responsibility of students, parents, carers and school staff

#### 4.2 Students:

- use digital devices and online services in safe, responsible and respectful ways, as described in their school procedures and the Behaviour Code for Students, and support their peers to do the same.

#### 4.3 Parents and carers:

- recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services
- support implementation of the school procedure, including its approach to resolving issues
- take responsibility for their child's use of digital devices and online services at home
- communicate with school staff and the school community respectfully and collaboratively, as outlined in the 2018 School Community Charter.

## 'Bring Your Own Device' Student User Agreement - February, 2023

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.**

### STUDENT SIGNATURE

As a responsible technology user at Lindfield East Public School I will follow these rules. I understand that the internet and email access is filtered and my web browsing is logged. The records are kept for two years. I understand that the school checks my files and monitors my computer use.

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

### PARENT AGREEMENT

As the parent/carer of this student I have read and support this BYOD User Agreement. I understand that internet and email access is designed for educational purposes and I support disciplinary measures relating to computer misuse. I recognise that the NSW Department of Education manages web filtering to reduce the risk of students viewing inappropriate material. I 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:.....