



BRING YOUR OWN DEVICE – USER CHARTER

PURPOSE

Sylvania High School Bring Your Own Device (BYOD) policy gives freedom to students and their families to tailor their choice of technology to their own educational needs. Sylvania High School will facilitate this in accordance with Student Use of Digital Devices and Online Services Procedure.

However, students and parents must be aware of and consent to the program's boundaries.

SCOPE AND DEFINITIONS

This User Charter should be read as consistent with Sylvania High School Behaviour Code for Students within the authoritative context of NSW Department of Education school discipline, child protection, anti-discrimination and anti-racism policies.

PARTIES

This agreement is between Sylvania High School, a student currently attending or who will be attending Sylvania High School, and their parent or carer.

STUDENT AND STUDENTS

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

BRING YOUR OWN DEVICE USER CHARTER

This agreement may be referred to as the Bring Your Own Device User Charter or BYOD User Charter.

DIGITAL DEVICES

Digital devices are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets and other devices.

ONLINE SERVICES

Online services are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media and other online spaces.

STUDENT USE OF DIGITAL DEVICES AND ONLINE SERVICES

The overarching policy statement from the NSW Department of Education that outlines appropriate and acceptable student use of internet and online communication services provided by the department. It is available at <https://education.nsw.gov.au/policy-library/policies/pd-2020-0471>

DIGITAL CITIZENSHIP

A digital citizen is a person with the skills and knowledge to effectively use digital technologies to participate in society, communicate with others and create and consume digital content.

Under the Sylvania High School Student Use of Digital Devices and Online Services Procedure, students will be supported in the responsible use of technology and safe and ethical online behaviour

Further information can be found at: <https://www.digitalcitizenship.nsw.edu.au/>

EQUIPMENT

CUSTODIANSHIP

The device brought to school pursuant to this policy 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 the having the *listed software installed*. The Device Specification is a separate document available from the Sylvania High School website.

DAMAGE OR LOSS OF EQUIPMENT

Students bring personal property to the school at their own risk: schools will not accept any responsibility for loss or damage to personal property.

For the removal of any doubt, Sylvania High School will not be responsible for any loss, theft or damage to:

- a) the device,
- b) data stored on the device, OR
- c) power cords, chargers and/or other device peripherals

while the device is at school or during a school-related activity, absolutely, in negligence or otherwise.

INSURANCE

It is strongly recommended that parents insure their device in case of accidental loss and breakage.

Parents and carers should also consider using a device locator service. These services include the "Find my iPad" service built-in to Apple iOS devices, "Prey" for Windows or "LoJack for Laptops".

RESPONSIBILITIES

STUDENTS:

- a) Use digital devices and online services in safe, responsible and respectful ways, as described in the school procedures and the Behaviour Code for Students and support their peers to do the same.
- b) Take due care of the device in accordance with school guidelines.
- c) Back-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.

Students are encouraged to develop digital organisation structures to access their work utilising the unlimited cloud storage available through Microsoft 365 or Google Drive accessible on their student accounts.

PARENTS AND CARERS:

- a) 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
- b) support implementation of the school procedure, including its approach to resolving issues
- c) take responsibility for their child's use of digital devices and online services at home
- d) communicate with school staff and the school community respectfully and collaboratively, as outlined in the School Community Charter.

ACCEPTABLE USE

Student use of devices needs to reflect and uphold the primary purpose of the BYOD program as supporting enriched educational experiences and improved learning outcomes. Some parameters of this behavior include:

- a) Use of the device during the school day is at the discretion of teachers and staff. Students must use their device as directed by their teacher.
- b) Students must bring their device to school fully charged.
- c) Students are expected to behave in line with the principles of digital citizenship, including safe, responsible and respectful behaviour

SAFE, RESPONSIBLE AND RESPECTFUL STUDENT BEHAVIOUR EXPECTATIONS

Students are expected to engage in safe, responsible and respectful behaviour in using digital devices and online services. From a student perspective this includes:

BE SAFE

- Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.
- Only use your own usernames and passwords, and never share them with others.

- Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you or offers you money or gifts.
 - Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable.
 - Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.
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BE RESPONSIBLE

- Follow all school rules and instructions from school staff, including when using digital devices and online services.
 - Take care with the digital devices you use: make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use; understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need; make sure the devices you bring to school have the latest software installed and take care with the school-owned devices you share with others, so that other people can use them after you.
 - Use online services in responsible and age-appropriate ways: only use online services in the ways agreed to with your teacher; only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks; and do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.
 - Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.
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BE RESPECTFUL

- Respect and protect the privacy, safety and wellbeing of others.
- Do not share anyone else's personal information.
- Get permission before you take a photo or video of someone, including from the person and from a teacher.
- Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.
- Do not send or share messages or content that could cause harm, including things that might be: inappropriate, offensive or abusive; upsetting or embarrassing to another person or group; considered bullying; private or confidential; and/or a virus or other harmful software

INAPPROPRIATE USE OF DIGITAL DEVICES AND ONLINE SERVICES

Use of the device during the school day is at the discretion of teachers and staff. Students must use their device as directed by their teacher.

Specific inappropriate use of a device or online service includes:

- using it in a way that disrupts or is likely to disrupt the learning environment or interfere with the operation of the school or institute
- bullying, intimidating or otherwise harassing others through messaging or through photographic, video or other data transfer system available on the phone
- recording of conversations, including lessons, without the knowledge and permission of the teacher or those involved in the conversation
- downloading or otherwise accessing inappropriate material on the internet such as child abuse or pornographic or other offensive material
- filming of fights or other criminal behaviour involving students that occur at school, during school activities or while on the way to or from school.
- using it in a way that threatens or is likely to threaten the safety or wellbeing of any person
- attempting 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.
- use that is in breach of any law.

While at school, ALL material on the device is subject to review by school staff.

CONSEQUENCES FOR INAPPROPRIATE USE

Inappropriate use of devices, including the failure to follow teacher instruction, will be managed in line with the Sylvania High School Behaviour and Discipline Policy.

Consequences specific for inappropriate device use include:

- The student is given a warning from a teacher or other staff member.
- Ongoing misused devices will be handed in to the school office and can be collected at the end of the day.
- Persistent misuse of a device will result in an Executive Detention
- The teacher or Head Teacher may contact the student's parent or carer.
- The student may be referred to the Deputy Principal.
- The teacher, Head Teacher or Deputy Principal may arrange a meeting with the student's parent or carer.
- Device(s) may be confiscated and held in the Principal's or Deputy Principal's office until a parent or carer collects the device.
- Suspension and possible Police and/or Child Wellbeing involvement for serious incidents.

INAPPROPRIATE CONTENT

Content on devices that is illegal, offensive or otherwise inappropriate or which evidence illegal, offensive or otherwise inappropriate conduct will be confiscated and can be subject to search by the Principal. Such material may include: pornography, bullying racism or fighting between students.

Parents will be contacted in response to content that is illegal, offensive or otherwise inappropriate or which evidence illegal, offensive or otherwise inappropriate conduct

Where circumstances require, the Principal will coordinate and cooperate with external agencies, such as NSW Police, in response to illegal, offensive or inappropriate content on devices.

COMPLAINTS

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaints process. If the issue cannot be resolved, please refer to the Department's guide for making a complaint about NSW schools (<https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions>).