

# HANDBOOK

## Bring Your Own Device 2024

Ryde Secondary College

# PRINCIPAL'S INTRODUCTION

Ryde Secondary College has run a Bring Your Own Device (BYOD) policy over the last decade.

Students have embraced this policy and are well established in the routine of bringing a suitable device to enable learning across all subjects.

Students have always received this policy on enrolment and agree to meet legislative requirements and observe a range of ethical practices to use their devices and access our school's Wi-Fi network. Our expectations are clear and are aligned with privacy, child protection, student behaviour and other policies, for the protection of students, staff and the community.

The BYOD program enables students to access a wide range of learning programs which facilitate online learning, research and creation of content. Our teachers have modified teaching and learning programs to enhance learning and assessment with this program.

Parent communication and insight into learning programs through google classroom is enhanced through BYOD.

At a whole school level, many extra-curricular programs and our leadership groups, operate with the collaborative opportunities BYOD brings through our online programs.

If you would like to discuss this policy further or learn about support for families with this program, please contact the College for further information.

Cassy Norris

**Principal**



# ABOUT **BRING YOUR OWN DEVICE**

## WHAT IS BYOD?

Bring Your Own Device, or BYOD, is a trend in educational and organisational technology.

BYOD recognises that student choice regarding technology is personal and leads to educational outcomes.

BYOD acknowledges that technology in education means more than meeting specific curriculum requirements.

BYOD is designed to give students and families freedom to make their own technological choices that suit them in all circumstances.

## HOW DOES IT WORK?

All students at Ryde Secondary College are expected to bring their own computing device to school every day. The school makes recommendations as to the model of device students and families may choose to bring. Students and families can decide to bring a device of their own choosing that meets our **Device Specification**.

Students and families are required to sign a **Digital Devices and Online Services Agreement** that sets out how the device can be used safely and appropriately at school.

Members of the RSC Technology Team, including JTC employees, can answer questions and provide advice regarding devices. But the school does not manage, support, own or warranty the device.



# HOW TO SELECT A DEVICE

The **Device Specification** sets out the minimum requirements of a student device, but you are provided considerable flexibility in device characteristics. When selecting a device, you should consider the operating system, size and type, longevity, battery life, warranty, family requirements and price.

## OPERATING SYSTEM

Both Windows and Mac devices are supported for the school's BYOD program. Devices at RSC are used for a lot of content creation and material use. This means that it is important to consider an operating system which is best for producing work and consuming materials like textbooks, teaching materials, and resources.

## SIZE AND TYPE

The device can range from 9.7" to 14.0" in size. A device larger than 14.0" is considered too large and heavy for students to carry each day in their bag, and may be too big to sit comfortably on a school desk with other school equipment.

Devices form-factor is flexible. Laptops or tablets, with a separate keyboard, are both supported by the school. The device may or may not have a touchscreen.

A laptop is more practical for desk or lap work whereas a tablet offers more diversity in terms of use. A tablet with a separate keyboard is however difficult to use when not seated at a normal desk and the quality of the keyboard is typically lower than a laptop.

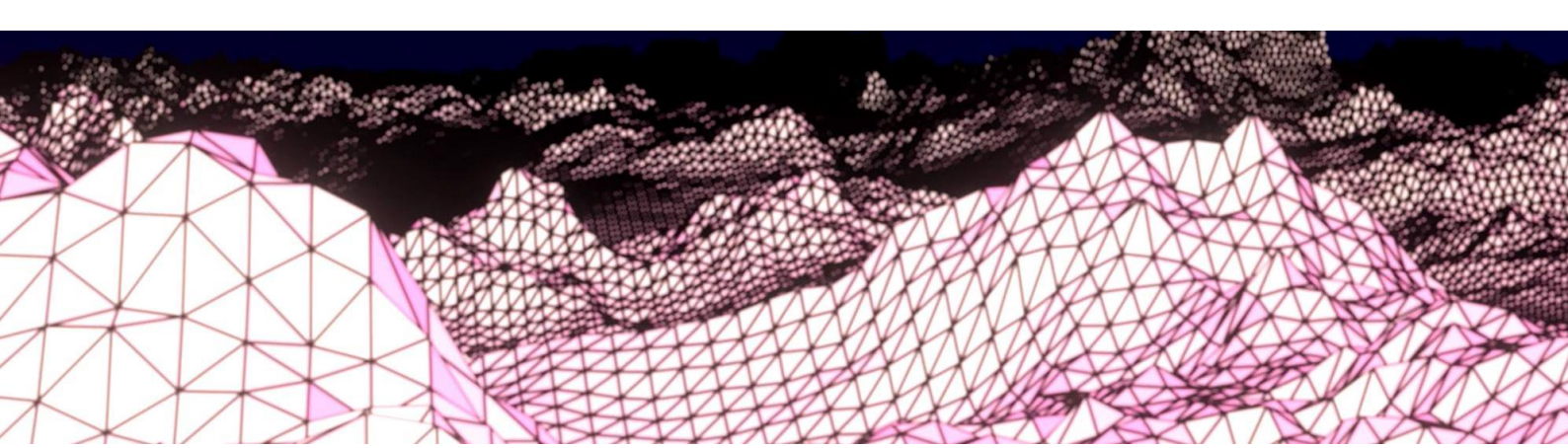
## LONGEVITY

Different devices have different build quality, typically based on price. A device with poor hinges or plastic exterior will not last as long as a better built device. A good quality device that is cared for by the student could last for years. Despite this, no device can be expected to last all six years of high school and so it is important to consider a replacement device later into the high school years. Vendors typically offer accidental damage protection insurance to help ensure the device will last for approximately four years.

## BATTERY LIFE

Most devices should have six hours of battery life. This will see it through a normal school day with typical use. Electrical sockets are not always available in a classroom and chargers present a trip hazard when in use.

Batteries degrade over time, and often the advertised battery life is not a true indication of a device used throughout the day. If the device has a removal battery, then you can consider purchasing a new battery after a few years.



## WARRANTY

Limited warranty and insurances are available with most devices. Additional warranties and insurances are often available upon purchasing the device but do add to the cost. Students from RSC do tend to travel on public transport, attend Tuesday Sport, and participate in specialist classes multiple times a week. These factors increase the risk of damage. Some families consider adding the device to existing home contents insurance.

## FAMILY REQUIREMENTS

The school recommends that students and their families consider how the device will be used at home. For some, the BYOD device is used as a primary home device, for other more intense purposes like gaming or Photoshop, or used between two different residential locations.

If the device is being used more because it is also used considerably at night, on weekends, or by other family members, this will likely increase the wear-and-tear and battery life over time.

## PRICE

Purchasing a cheaper device does impact the quality and build of the device. However, families should avoid spending an excessive amount on a device for students to bring to school. The RSC Technology Team can advise in this area.

Annually, the RSC Parents and Citizens Association awards scholarships to students and their families experiencing disadvantage or financial hardship. These funds can be used to purchase a device.

The School Library holds a limited number of school-purchased devices for families experiencing financial hardship. Students and families are required to sign a Long Term Laptop Loan Agreement that sets out how the device can be used safely and appropriately at school.

# DEVICE SPECIFICATION: HARDWARE

## HARDWARE REQUIREMENTS

Your Bring Your Own Device Program device must meet the following requirements:

Form Factor	Laptop, tablet device, or convertible device.  A tablet device must have a separate physical keyboard attachment for A-Z and 0-9 and which physically move when depressed.
Physical Dimensions	Minimum screen size: 9.7" Maximum screen size: 14.0"
Operating Systems	One of the following operating systems: <ul style="list-style-type: none"><li>• Apple macOS 12 or newer</li><li>• Apple iOS15 or newer</li><li>• Microsoft Windows 10</li><li>• Microsoft Windows 11</li></ul>
Storage and processing	Minimum: HDD 128Gb Recommended: HDD 500Gb or above, SSD 128Gb or above 8.0Gb RAM
Wireless Compatibility	The device must have 5GHz 802.11n or better support This may be advertised as: <ul style="list-style-type: none"><li>• Wi-Fi 6</li><li>• Wi-Fi 5</li><li>• Dual Band Wireless</li><li>• 8.0211ac</li><li>• 802.11ax</li><li>• Gigabit Wireless</li></ul>
Battery Life	Advertised battery life of at least eight hours
Other	<ul style="list-style-type: none"><li>• Camera and sound recording capability</li><li>• Protective case to reduce risk of damage</li></ul>



# DEVICE SPECIFICATION: SOFTWARE

## SOFTWARE REQUIREMENTS

Your Bring Your Own Device Program device must meet the following requirements:

Operating Systems	As per the Hardware Specification
Web browser	Any modern web browser
Word processor	Any word processor that can support Microsoft Word (.docx) files.
Security software	Anti-virus software
Utility software	Adobe Flash Player – for Windows or Mac Adobe Acrobat Reader – for Windows, Mac or iOS

## SOFTWARE AVAILABLE

### FREE OF CHARGE TO STUDENTS



Commercial software is available to students through the NSW Department of Education. This includes Microsoft Office. There is no need to purchase software for the BYOD program device.

Apart from Microsoft Office, some software will be required depending on the student's course of study. Information about how to obtain software available free of charge is available to enrolled students via the school's Student Portal. Students receive induction on accessing the Student Portal when they start at Ryde Secondary College.

Students should consult the RSC Technology Team, or their classroom teacher, for specific advice.

# DEVICE SUGGESTIONS AND OPTIONS

Our recommended devices are designed to simplify your choices and purchasing processes. A range of devices in a range of form-factors are available. All meet the school's Device Specification advice.

	ALL-ROUNDER	CONVENTIONAL
<b>Product</b>	<b>Lenovo ThinkPad L13 Gen 4</b>	<b>Microsoft Surface Laptop 5</b>
		
<b>Screen size</b>	13.3" Multi-Touch Screen	13.5" Multi-Touch Screen
<b>Operating platform</b>	Microsoft Windows 11	Microsoft Windows 11
<b>Processor</b>	13 <sup>th</sup> generation Intel Core i5 processor	12 <sup>th</sup> generation Intel Core i5 processor
<b>Memory (RAM)</b>	8GB	8GB/16GB
<b>Storage</b>	256GB Solid State Disk	256/512GB Solid State Disk
<b>Wireless compatibility</b>	802.11ax Wi-Fi 6	802.11ax Wi-Fi 6
<b>Battery life advertised</b>	12 hours	11.5 hours





## CONVERTIBLE

## APPLE

**Product**

**Microsoft Surface Pro 9**

**Apple Macbook Air M1**



**Screen size**

13" Multi-Touch Screen

13.3" Screen

**Operating platform**

Microsoft Windows 11

Apply macOS 11

**Processor**

12<sup>th</sup> generation Intel Core i5 processor

Apply M1 or M2 processor

**Memory (RAM)**

8GB

8GB/16GB

**Storage**

256GB Solid State Disk

256GB Solid State Disk

**Wireless compatibility**

802.11ax Wi-Fi 6

802.11ax Wi-Fi 6

**Battery life advertised**

10.5 hours

18 hours



# SAFE INTERNET BROWSING AND EMAIL **ACCESS**

## **FOR STUDENTS**

The NSW Department of Education is committed to providing a safe and secure e-learning environment to enrich learning opportunities for all students.

Your child will be provided with an individual username and password to access filtered internet browsing and email at school. Your child's email account is protected by software to block inappropriate messages.

All students who use the internet at school are explicitly taught that they must adhere to the Student Code of Conduct, the RSC Internet Usage Policy and the NSW DOE Digital Services and Online Services Policy.

Any misuse of technology will be handled according to the RSC School Behaviour Procedures and the NSW Behaviour Policies and Procedures.

Students will be able to access their personal email from school-provided computers, their own device, computers at home and other locations through private internet service providers. All internet browsing at home will be directed through your own internet service provider. We recommend installing filtering software at home and being aware of filtering software are other locations.

The NSW Department of Education respects your right as a parent to refuse your child permission to access this facility. If you do not agree with your child having access to this facility, you will need to provide notification in writing to the school.

## CYBER WELLBEING

Problematic internet use, inappropriate online social networking, excessive gaming, reduced physical activity and cyber safety issues associated with device use are a concern for many families. As students move towards the end of their school journey, it is expected that they become informed and safe digital citizens. However, parents should be aware of the identification of problematic screen time and its effects so that they can intervene when appropriate.

Screen time is not in itself harmful. Screen time can encourage creative and critical thinking, develop problem-solving skills, promote social development, inspire interests and encourage self-efficacy.

Families can assist in promoting healthy device use through:

- clear communication
- setting clear expectations and rules
- management controls where appropriate.

Planning family time, implementing device-free times like dinner, supporting a study schedule and limiting devices in certain areas like bedrooms, can all encourage students to become healthy digital citizens. Students should also be encouraged to adopt their own self-monitoring habits to track their own device usage and adjust where appropriate.

Additionally, children and parents/carers should be aware of the Australian eSafety Commissioner, a government agency dedicated to keeping people safer online.

# Bring Your Own Device (BYOD) Policy

## Rationale

Ryde Secondary College values the authentic and deep learning opportunities that integrate technology, curriculum, and outcomes. By facilitating the Bring Your Own Device (BYOD), the school empowers students to have direct impacts on the way they use technology in their learning. Not only this, but the BYOD program supports teachers to facilitate the development of students' digital literacy, general capabilities and technological citizenship.

## Objectives

1. To facilitate students in bringing their computing device to school everyday
2. To provide a safe digital learning environment for all students
3. To ensure students use technology to enhance their learning experiences
4. To provide differentiated learning through technology aimed at outcomes

## References

- [Digital Devices and Online Services for Students](#)
- [Student Behaviour Procedures Kindergarten to Year 12](#)
- BYOD Agreement and Device Specification
- Ryde Secondary College Behaviour Procedures and Policy

## Actions

Students and parents/carers:

- All students in Years 7 to 12 are expected to bring a computing device to school each day for their own sole use.
- Students and parents/carers are responsible for ensuring the device brought to school meets all the requirements of the **Device Specification** advice. A device which does not meet these specifications may not be permitted or able to access the school networks and/or services.
- Students requiring the use of an alternative device, for medical reasons, which does not meet the Device Specification must apply for and receive an exemption prior to bringing such a device to school. The application should state the reason for the request for exemption, as well as documentation supporting the request.
- Prior to bringing a device to school, students and their parent/carer must read and sign the **BYOD Agreement** outlining the responsibilities and expectations for use of the device at Ryde Secondary College
- Students must use their device in accordance with the Department of Education *Digital Devices and Online Services for Students* Policy and *Behaviour Procedures Kindergarten to Year 12*, and the school's behaviour procedures and policies, and **BYOD Agreement**.
- Students must follow teacher instructions as to appropriate use of their devices in class and on school supported platforms.
- Each student is absolutely and solely responsible for the care and conduct of their own personal device whilst:
  - at school or other school activity
  - travelling to and from school or to and from other school activities

- Students must connect their device to the designated wireless data network supplied by Ryde Secondary College and the Department of Education using only their own, individual user account credentials. Students must not connect to any other wired, wireless, or cellular networks.

Teachers:

- Teachers must encourage and facilitate the use of students' devices in their classes where appropriate. Use of students' own devices in class is at the sole discretion of the individual teacher.
- Teachers should follow standard behaviour procedures and policies if a student fails to bring their device or misuses technology.

School:

Ryde Secondary College will:

- Maintain a BYOD Equity Policy to ensure all students, including those with financial disadvantage, have access to computing resources, inside and outside of class time, when required to do online coursework.
- Provide the **BOYD Agreement** to list the responsibilities and expectations of each student and their families in the BYOD program.
- Ensure a copy of the **BYOD Agreement** is signed by each student and their parent/carer prior to allowing the students to use their devices at school.
- Publish a **Device Specification** that describes the requirements for devices brought to school pursuant to the BYOD program. This Device Specification will include requirements for devices in the follow areas:
  - Operating system
  - Size and type
  - Battery time
  - Longevity
  - Warranty
  - Family Requirements
  - Price
  - Hardware and software specifications
- Provide a wireless network that filters internet connection to which students may connect their device.
- Provide support through the Technology Team to assist students in connecting to the school network.
- Accept no responsibility for loss or damage to, or maintenance or repair required on a student's device through any act of omission resulting from the negligence or otherwise of the school, a member of the school staff or another student.
- Direct students to bring a device which meet all the requirements of the **Device Specification**.

# Bring Your Own Device (BYOD) Equity Policy

## Rationale

Ryde Secondary College values the authentic and deep learning opportunities that integrate technology, curriculum and outcomes. The Bring Your Own Device (BYOD) Policy imposes financial cost on students and their families in supplying a device. The school is committed to providing equity for all students in their learning and takes seriously the role of public education in ensuring all students have access to the same learning outcomes. The purpose of the BYOD Equity Policy is to establish a framework for the BYOD program to provide technology for all students, irrespective of the financial needs or families.

## Objectives

1. To achieve Objective 1 of the Ryde Secondary College
2. To ensure equity in the BYOD program and its implementation
3. To ensure all students have access to appropriate technological resources in their classes
4. To provide a consistent framework through which families can request BYOD assistance

## References

- BYOD Policy
- *Student Assistance Scheme*

## Actions

Students and parents/carers:

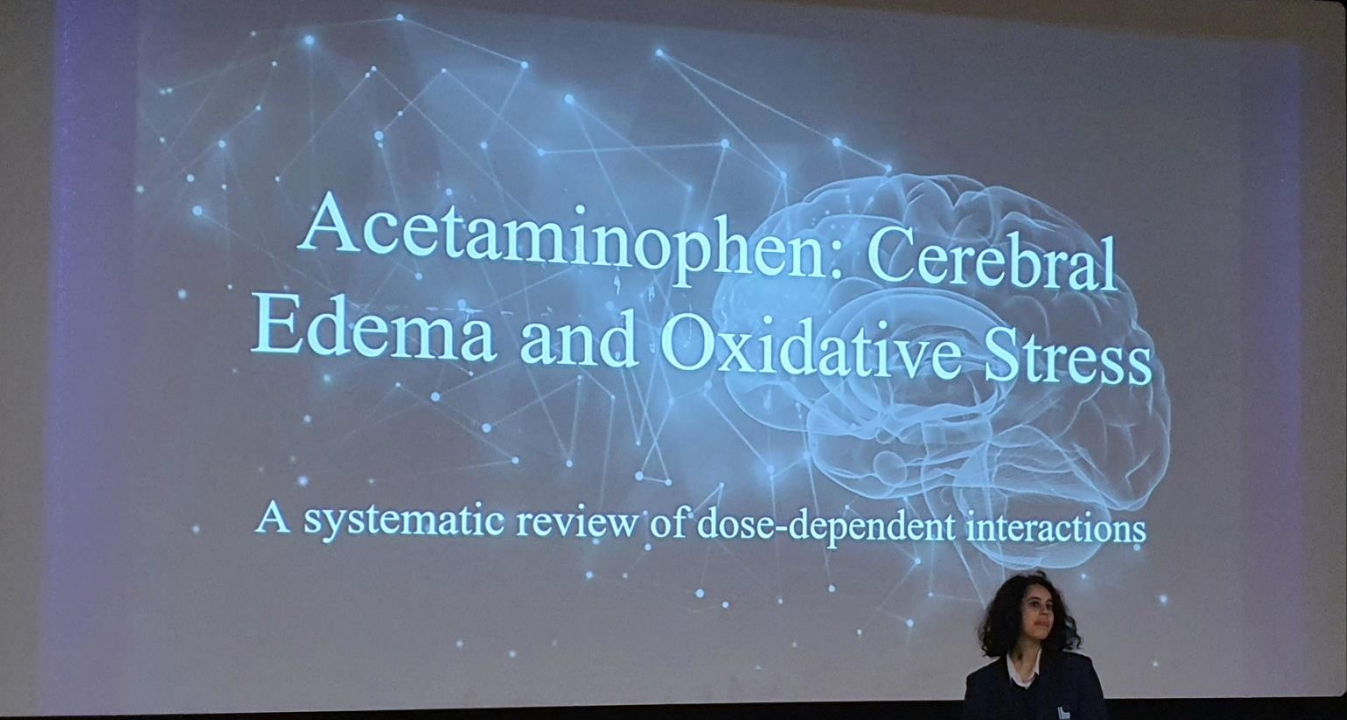
- Consider your options for the purchase or lease of a device that meets the specifications.
- If you believe you are unable to provide a device that meets the specification:
  - Make an application in writing or by email, or make an appointment with a member of the Wellbeing Team, to request assistance in addressing the BYOD program
  - Liaise with the school regarding the best way to address the issue and ensure the student has appropriate access to the technological resources of their peers
  - Make an agreement with the school that confirms the alternative arrangements made for the student's access to technological resources
- Acknowledge that the school will not purchase a device to assign to a child nor will the school make a device available for permanent use. In substitution of a personal device, the school will consider options including:
  - Loan of a laptop for a particular period or class
  - Loan of a laptop for a particular day
  - Loan of a laptop for a particular period of time
  - Priority access to desktop computers in appropriate rooms

School:

Ryde Secondary College will:

- Endeavour to provide access to appropriate technology resources to all students in keeping with the objectives of the policy and with respect to the values of public education.
- Ensure that the BYOD program and specifications is designed so that a range of devices are within capability and cost.

- Assess applications for assistance in meeting the requirements of the BYOD program on a case-by-case basis, considering:
  - The level of assistance requested
  - Existing disbursements of the School Assistance Scheme
  - The Year of the student
  - The enrolled subjects of the student
  - The technology already available to the student at school and at home
- Consult with the parent/carer in making decisions as to appropriate assistance.
- Consider a range of alternatives for providing device access for all students, including:
  - Priority or reserve access to desktop computers in appropriate rooms
  - Loan of a laptop or other devices for a specified period of time
- Organise a written agreement between the school, student and parent/carer that specifies the arrangements agreed upon or determined for facilitating access to technology.
- Provide a protocol for ensuring priority or reserves access to desktop computers where this access is considered appropriate.
- Provide a protocol through the library and Technology Team for signing laptops in and out and follow up any cases where the loaned device is not returned in accordance with the agreement.



# Acetaminophen: Cerebral Edema and Oxidative Stress

A systematic review of dose-dependent interactions

# FREQUENTY ASKED QUESTIONS

What happens if a student requires technical support?	The school provides IT support for students when the nature of the support involves connectivity with the school's networks. All other technical support, including hardware support, is the responsibility of the student and their family.
Will I need to purchase additional software or applications?	Students will not be expected to purchase software or applications for learning, unless specified on the annual equipment list, and is readily available for all devices. Students and teachers may respond to learning needs through technological features. Parents/carers will have the option to purchase apps if they choose, but they are not a requirement.
Is a student's device covered by departmental insurance?	Student devices will not be covered by school or departmental insurance. Parents/carers are encouraged to refer to their home and content policies or separate insurance and warranty.
How will teachers monitor safe technology practices?	The school will draw upon key behaviour policy and procedure documents to respond to misuse of technology. Students using technology in the classroom will be explicitly taught to practice safe technology practices.
Will students use their devices to read all texts?	The delivery and mode of learning digitally relies on teacher discretion, student capabilities and the culture of each classroom. Students will be expected to handwrite throughout the learning process and use their devices for other learning experiences. Students are still expected to maintain a physical class workbook for all subject areas.
Are all examinations online?	The delivery and mode of examination continues to be blended (both handwritten and digital).
Will students have access to social media at school?	Students are not expected to access social media at school. Teachers will monitor and assess device use and adhere to the school's current Mobile Phone Ban Policy. Students are provided with many opportunities to learn about cyber-safety, healthy social media use and screen time and the methods of reporting misuse of technology.
Are there devices available at school for students?	Students can use the loan procedures through the school library on a day-to-day or specific term period. The school also has several computer rooms for specific subject areas with class-sets of desktop computers.
What if my family cannot afford a device?	The P&C generously donates scholarships through annual applications for family use. The school provides long-term loan procedures and students will receive help anytime they need it.

# Student Device and Internet Access Declaration



The Ryde Secondary College Bring Your Own Device program aims to improve student learning experiences inside and outside of the classroom. The school provides considerable freedom to students in their choice of technology and in using their technology in the classroom.

The school does so with the expectation that they will make good decisions with regard to their personal use of technology. The Student Device and Internet Access Agreement must be signed before students are permitted to bring and use their device at school and connect it to the school facilities on school premises and from home.

Students and parents/carers must carefully read this agreement and the documents referenced below prior to signing it. Any questions should be addressed to the school and clarification obtained before the agreement is signed.

## Student Device and Internet Access Agreement

- i. We have read and understand the Student Device and Internet Access Agreement
- ii. We have read and understand the Digital Devices and Online Services for Students Policy
- iii. We have read the Bring Your Own Device (BYOD) Policy
- iv. We understand our responsibilities regarding the use of the device and the internet
- v. We understand and support that failure to comply with the principles of the aforementioned documents will be managed in accordance with the school's behaviour procedures and the Department of Education's Student Behaviour Procedures Kindergarten to Year 12

Name of student

Signature of student

Date

Name of parent/carers

Signature of parent/carers

Date

**PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL**



# Student Device and Internet Access Agreement

## 1 Purpose

The Ryde Secondary College Bring Your Own Device (BYOD) program gives freedom to students and their families to tailor their choice of technology to their own educational needs. The school will facilitate this in accordance with the BYOD Policy. Students and parents/carers must be aware of and consent to the program's boundaries described in the Student Device and Internet Access Agreement.

## 2. Scope and Definitions

### 2.1 Student and Students

Reference in this agreement to student or students is defined as a student currently attending or who will be attending Ryde Secondary College

### 2.2 Parties

This agreement is between Ryde Secondary College, a student currently attending or who will be attending Ryde Secondary College, and their parent or carer.

### 2.3 Student Device and Internet Access Agreement (or BYOD Agreement)

This agreement may be referred to as the Student Device and Internet Access Agreement or BYOD Agreement.

### 2.4 Device

Reference in this agreement to device means an electronic computing device brought by a student to Ryde Secondary College pursuant to departmental and school policies

## 3. Equipment

### 3.1 Custodianship

The device brought to the school pursuant to this agreement must be brought to school by the student on every school day and be solely for the student's use throughout the school day. Students must manage the confidentiality of their credentials (usernames and passwords) and change these when appropriate.

### 3.2 Choice of equipment

The device must meet all requirements of the Device Specification. This includes meeting any required physical device characteristics and the software installed. The Device Specification is a separate document available from Ryde Secondary College and is in the handbook.

### 3.3 Damage or loss of equipment

3.3.1 Students bring their own device for use at Ryde Secondary College at their own risk

3.3.2 Ryde Secondary College will not be responsible for any loss, theft or damage to the device or data stored on the device while the device is at school or during a school-related activity, in negligence or otherwise.

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

3.3.4 In circumstances where a device is damaged by abuse or malicious act of another student, reimbursement may be required. The Principal will, having regard to all the circumstances of the incident, determine responsibility for the damage to the device. This includes peripheral equipment including power charges and cables within the school.

#### **4 Standard for equipment care**

Students are responsible for:

4.1 taking care of the device in accordance with advice

4.2 adhering to the Department of Education's policy *Use of Digital Devices and Online Services*

4.3 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 rely on the continued integrity of data on their device.

#### **5 Misuse of equipment and communication systems**

5.1 Standard school behaviour procedures apply for misuse of devices or the internet

5.2 Examples of actions the school may take in cases of misuse include:

5.2.1 the device is confiscated for a period of time

5.2.2 the device is confiscated by a Head Teacher or Deputy Principle for a period of time

5.2.3 conventional behaviour procedures, including detention and reflection, Formal Caution to Suspend, Suspension, restorative practices, as deemed appropriate

#### **6 Acceptable equipment and communication system use**

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

6.2 The primary purpose of the device at school is educational. The playing of games is not an acceptable use of devices on school grounds.

6.3 Students must bring their device to school fully charged.

6.4 While at school, all material on the device is subject to review by school staff as deemed necessary.

6.5 Students are to connect their device to the designated 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 Students are to promptly seek advice if another user seeks excessive personal information or makes them feel uncomfortable.

6.8 Students must never send publish:

6.8.1 messages sent to them in confidence, or personal information of another person without permission

6.8.2 unacceptable or unlawful material or remarks including offensive, abusive or discriminatory comments, threatening, bullying or harassing another person, sexting or digital harassment, or making excessive or unreasonable demands upon another person

6.9 Students must ensure that any material published on the internet or intranet has the approval of the principal or their delegate and does not infringe the rights of another person or organisation.

6.10 Students must observe appropriate copyright requirements, including acknowledging the author or source of any information used by means of appropriate citation.

6.11 Upon enrolment into a New South Wales Public 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*.

6.12 The policy *Student use of digital devices and online services* applies to the use of internet on the device:

6.11.1 at school

6.11.2 to access school-hosted systems

6.11.3 in connection with a school-related activity or school-related program, including coursework

## **7 Monitoring requirements**

7.1 Students should be aware that:

7.1.1 they need to be careful about putting personal or sensitive information in emails or on websites

7.1.2 their emails are archived and their web browsing is logged

7.1.3 the email archive and web browsing logs are considered official documents

7.1.4 these records may be used in investigations, court proceedings or for other legal reasons.

## **8 Use of online media from home**

8.1 Students must ensure that they have an appropriate workspace for online learning when working off-site. The student must be the only person engaging in chat rooms and the only person visible for videoconferencing.

8.2 Students should actively contribute to online sessions while keeping discussions during the session.

8.3 Students have the option to display their face in videoconferencing lessons using a webcam. If they choose not to use their webcam they must actively engage in the lesson through the audio or chat functions.

8.4 Students involved in videoconferencing must ensure that the benefits of this are used appropriately.

8.5 Students must adhere to the same standards of behaviour during videoconferencing sessions as they would in a school setting, both toward teachers and peers.

8.6 Students should always maintain respect while videoconferencing.

## **9 General principles**

9.1 Students must prioritise their learning on devices at all times.

9.2 Students must not access inappropriate information on the internet, including sexual, obscene, inflammatory or discriminatory material.

9.3 Students must not tamper with hardware, software, or network of any device, or threaten the integrity of the network with viruses, malware, proxy servers or other cyber-threats.

9.4 Students must respect the privacy of others and will not attempt to access the files of any other person while at school or at home.

9.5 Students and families understand that images or photographs of students may be published to school-based social media accounts, websites, newsletters and learning management systems.

9.6 Students must abide by the rules of copyright, including the acknowledgement of the work of others and maintaining academic integrity.

9.7 Students must not share usernames, passwords, personal information (such as addresses, phone numbers, photographs, screenshots etc.) with others.

9.8 Students and their families understand that material stored, transferred or viewed through the school network is monitored by network supervisors.

9.9 Students will immediately report any abuse or misuse of technology to a teacher, such as damage to hardware or software, email abuse, phishing or the sharing inappropriate information.

9.10 Students will use appropriate language and content when composing and sending emails to teachers, their peers or with the community.

# Digital Devices and Online Services for Students

Direction and guidance on the safe, responsible and respectful use of digital devices and online services for students in NSW public schools is available. The Policy is regularly updated and found on the [Department of Education Policy Library Webpage](#).

## **Audience and applicability**

All staff and students in NSW public schools.

### **1. Policy statement**

1.1 Digital devices include laptops, tablets, wearable technology (such as smartwatches and headphones) and other devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. Online services include digital classrooms, chat and messaging, online games, virtual reality, interactive online learning activities, social media and other online spaces.

1.2 Students need to use digital devices and online services in a safe, responsible and respectful manner.

1.3 Students may only use digital devices and online services in specific circumstances, such as for an educational purpose, to support student learning, wellbeing and educational outcomes, or as part of a reasonable adjustment to enable students with specific needs to participate in education on the same basis as other students.

1.4 Principals will assess individual requests for any exemptions to the use of digital devices and online services.

### **2. Context**

2.1 Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments and prepare students for life beyond school.

2.2 The department does what it reasonably can to provide safe and secure access to school resources, equipment and infrastructure, including internet connectivity, for students at school.

### **3. Policy contact**

Digital Learning team

devicesinschools@det.nsw.edu.au

### **4. Monitoring the policy**

The Executive Director, Digital Learning monitors the implementation of this policy, regularly reviews its contents to ensure relevance and accuracy, and updates it as needed.

# Laptop Lease – User Agreement



## **Purpose**

Ryde Secondary College aims to improve student learning experiences both in and out of the classroom by supplying a personal laptop on the expectation that the student will make good decisions with regard to their use of technology.

A Laptop User Agreement must be signed and provided to the student's school before the laptop will be issued.

Students and parents/carers must carefully read this agreement and charter prior to signing. Any questions should be addressed to the school and clarification obtained before the agreement is signed.

A laptop is to be provided as a tool to assist student learning at school and individually assigned to a student who will be the only user of the laptop.

## **Laptop User Charter**

We have read the Student BYOD / Internet Access Agreement and the RSC Laptop User Charter.

We understand our responsibilities regarding the use of the laptop and the internet.

In signing below, we acknowledge that we understand and agree to the Laptop User Charter.

We understand that we accept responsibility for any costs associated with the repair or replacement if caused by any deliberate act or deliberate misuse.

We understand that failure to comply with the Laptop User Agreement could result in removal of the laptop and/or loss of access to internet.

## **Damage or loss of equipment**

Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to the school.

In the case of accidental damage, a witness declaration will be provided.

Laptops that are damaged by a deliberate or malicious act, will require reimbursement. The Principal will determine whether replacement is appropriate and/or whether or not the student is responsible for repair or replacement costs and whether or not the student retains access to a laptop.

## **Acceptable computer and internet use**

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 Online Communication Services: Acceptable Usage for School Students policy. This policy forms part of the Laptop User Charter

**Access and Security**

Students will:

- ensure that communication through internet and online communication services is related to learning.
- never allow others to use their personal e-learning account or laptop.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- not use unauthorised programs or websites, or intentionally download unauthorised software, graphics or music that is not associated with learning.
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

**Privacy and Confidentiality**

Students will never publish or reveal personal information including names, addresses, photographs and telephone numbers of themselves or others.

**Misuse and Breaches of Acceptable Usage**

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.

Student name

Student signature

Date

Parent/carer name

Parent/carer signature

Date

Loan start date

Loan end date

Laptop number