



# BYOD Student Agreement and Implementation Guidelines

This document must be signed and returned to the TSO



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## NSW DEC Bring Your Own Device Student Agreement

Students who wish to take advantage of the BYOD Implementation Guidelines must read this agreement in the company of an adult unless otherwise excused by the principal. 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 of Education's internet will be primarily for learning.
- I agree to only ever use my own School portal/internet login details and never share those with others.
- I agree to using only accounts supplied to me by the school and to not use accounts from TAFE or other organisations to access the internet
- 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
  - Pornographic
  - Threatening
  - Abusive
  - Defamatory
- 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 understand if I am misusing my device it may be confiscated by the TSO to be collected at the end of the day.
- If I continue to misuse my computer I understand that I will not have the privilege to bring my own device to school.
- I understand that I must bring the device to school fully charged each day and that there are no facilities for charging my device at school.
- I understand that technical support at school is limited to helping me access the school's wireless network.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ in the presence of: \_\_\_\_\_  
Student Name Parent/Carer Name

\_\_\_\_\_ in the presence of: \_\_\_\_\_  
Student Signature Parent/Carer Signature



# Student Bring Your Own Device Implementation Guidelines (BYOD)

## Guidelines

### 1. Introduction

This document provides advice and direction to students and parents of students that wish to make use of the Department of Education and Communities Wireless Network on their personal device.

### 2. Key Principles

2.1 The term “device” in the Implementation Guidelines refers to any personal mobile electronic device which meets the standards set out in this document.

2.2 Students will be allowed to bring their own devices to school and may be provided access to the department’s Wi-Fi network.

2.3 Use of devices at school will be governed by the Bring Your Own Device Implementation Guidelines.

2.4 The department will provide internet access through its wireless networks at no cost to students enrolled in NSW Public Schools at DEC sites.

2.5 Students are responsible for the care and maintenance of their devices including data protection and battery charging.

2.6 The department will not accept any liability for the theft, damage or loss of any student’s device. Students who bring their own devices onto school sites do so at their own risk.

2.7 Schools are not obliged to provide hardware or technical support for devices.

2.8 Students and their parents/carers must complete and return a signed BYOD Agreement prior to connecting to the department’s network.

2.9 The use of a personal laptop computer at school is regarded as a privilege and teachers may wish to view the work being carried out on the computer during class time.

2.10 Where the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Agreement, they may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, further action may be taken including referral to the police. School disciplinary action may also be appropriate.

### 3. Student BYOD Agreement

3.1 Prior to connecting their devices to the network, students must return a Student BYOD Agreement. This agreement must be signed by the student and by a parent/carer. If a student is living independently of their parents or is 18 years of age or more, there is no requirement to obtain the signature of a parent.

3.2 It is important to ensure that students are aware of and agree to their obligations under the Student Bring Your Own Device (BYOD) Implementation Guidelines and relevant policies, prior to using their own device on the DEC Wi-Fi network.

3.3 The Student BYOD Agreement is a simple document with the purpose of acknowledging acceptance and agreement of the terms associated with the school’s implementation of the Student Bring Your Own Device (BYOD) Implementation Guidelines by both students and parents/carers.

3.4 By accepting the terms, the student and parents/carers acknowledge that they: Agree to comply with the conditions of the Student BYOD Implementation Guidelines. Understand that noncompliance may result in the student being subject to school disciplinary action.

3.5 Student BYOD agreements will be retained in print and electronic form for future access as required.



## 4. Cost to Students

4.1 Internet access through the Department's network will be provided at no cost to students enrolled in NSW Public Schools at DEC sites.

## 5. Student Responsibilities

5.1 Students are solely responsible for the care and maintenance of their BYO devices. This includes but is not limited to:

- Managing battery life and regular charging of their device.
- Labelling their device for identification purposes.
- Purchasing and using device protective casing.
- Ensuring the device is safe and secure during travel to and from school and throughout the school day.
- Maintaining up-to-date anti-virus software and operating system on their device.
- Taking insurance coverage of their own device to protect any accidental damage, theft or loss.

5.2 Students are responsible for managing the battery life of their device and acknowledge that the school is not responsible for charging their devices. Students should ensure that their devices are fully charged before bringing them to school.

5.3 Students must have a supported operating system and current antivirus software installed on their device and must continue to maintain the latest service packs, updates and antivirus definitions.

5.4 Students should not attach any school-owned equipment to their mobile devices without the permission of the TSO or IT Department.

5.5 Students should clearly label their BYOD device for identification purposes. Labels should not be easily removable.

5.6 Students are responsible for securing and protecting their device in schools. This includes protective/carry cases and exercising common sense when storing the device. Schools are not required to provide designated or secure storage locations.

5.7 Students are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.

## 6. Damage and loss

6.1 Students bring their devices onto the school site at their own risk.

6.2 In cases of malicious damage or theft of another student's device, existing school processes for damage to schools or another student's property apply.



## 7. Technical Support

- 7.1 NSW DEC staff are under no obligation to provide any technical support on either hardware or software.
- 7.2 Some basic technology assistance through IT support staff. The support is limited to ensuring that the device is connected to the wireless network and some basic troubleshooting as it relates to accessing the school's wireless network. This is partly funded through the student technology contribution.
- 7.3 The school cannot undertake to provide technical assistance for hardware or software problems that may occur with laptops/tablet devices. Such assistance remains the personal responsibility of the student as a private matter.
- 7.4 The student is responsible for ensuring that any software or application required is already installed on their laptop/tablet device. The school is unable to supply or install software due to resource constraints and licensing agreements.
- 7.5 The school will provide information to students on where they can obtain some software for little or no cost, such as Microsoft Office, Windows 7/8 and some Adobe programs such as Photoshop.
- 7.6 Students are encouraged to perform regular backups of their files. The school is not responsible for any data loss or support with recovering data. It should be noted that loss of data is not a valid excuse for the late submission of a task.
- 7.7 Currently, printing can only be done through school desktop computers; Personal Devices will NOT be connected to any printers. Anyone found to have school printers installed on their Personal Device will be given a warning. Students may transfer their document to a desktop to print via a flash drive.

## 8. Long-Term care and support of BYODs

- 8.1 Students are solely responsible for repair and maintenance of their own device. It is not the school's responsibility.
- 8.2 Warranties: Students should understand the limitations of the manufacturer's warranty on their BYO devices, both in duration and in coverage. Under Australian consumer legislation, warranties usually last for one year, during which any manufacturing defects will be repaired or the device will be replaced (as per the specific terms and conditions of the manufacturer).
- 8.3 Extended Warranties: At the time of purchase, students may also purchase an optional extended warranty (past the standard warranty period) from the supplier/manufacturer of their device, during which any manufacturing defects that may occur will also be repaired.

## 9. Insurance

9.1 Student BYO devices are not covered by the school. When students purchase their BYO device, they may also purchase an optional insurance policy from the supplier of their device or a relevant insurance company. As mobile devices are subject to a higher risk of accidental damage, prior to signing up for an insurance policy, students should be fully aware of the details and limitations of the policy, including any excess charged for making a claim, and the name of the company that holds the policy. As a guide, a suitable BYOD device insurance policy should cover all types of BYO devices and provide worldwide, replacement cost coverage against:

- Accidental damage
- Damage from falls and liquids
- Theft
- Fire
- Vandalism, natural disasters (such as floods, cyclones, earthquakes, tornados, water damage, and power surge due to lightning)



## 10. Acceptable use of BYO Devices

10.1 Using the DEC network services to seek out, access, store or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited. Such use may result in legal and/or disciplinary action.

10.2 Students shall 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, its Information Technology Directorate or the school.

10.3 Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.

10.4 Mobile phones are not classified as a BYO Device, and therefore are to be off and away as outlined in the PBL Implementation Guidelines.

10.5 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.

10.6 Students shall comply with departmental or school policies concerning the use of BYODs at school and while connected to the Department's network including:

- Online Communication Services – Acceptable Usage for School Students.

10.7 The principal retains the right to determine what is, and is not, appropriate use of BYO devices at the school within the bounds of NSW privacy and other legislation.

10.8 The consequences of any breaches of this Implementation Guidelines will be determined by the principal, in accordance with the school's welfare and discipline policies.

## 11. Security and Device management processes

12.1 System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files.

12.2 Each user is required to report any security problems to the school technical support staff. The problem is not to be demonstrated to other users.

12.3 To protect the integrity of the system, the following guidelines shall be followed:

- Users shall not reveal their passwords to another individual.
- Students who are also enrolled with TAFE or have a TAFE account are not permitted to use TAFE logins at school. Use of TAFE account at school will be considered as breach of the User Agreement and may result in disciplinary action.
- Users are not to use a computer or network resource that has been logged in under another user's name.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
- Users are required to have appropriate anti-virus software installed on their devices to avoid the spread of viruses. Students are also responsible to update their anti-virus software on a regular basis.
- Students should use strong passwords and have suitable privacy controls.



## 12. DEC Technology Standards

11.1 Prior to purchasing or using an already purchased device, parents and students should be made aware of the following technology standards required for devices used within schools:

- The DEC wireless network installed in high schools only operates on the 802.11n 5Ghz standard. Devices with 802.11a/b/g or 802.11n 2.4Ghz only will not be able to connect.
- The battery life of the device should be capable of lasting 5 hours minimum of constant use without charge
- Device hardware specifications must meet the minimum recommended specifications as stated below.

11.2 Other considerations when purchasing a device include:

- Extended warranty
- Device insurance
- Protective casing (scratch/impact/liquid-splash resistant)
- Additional or spare battery packs
- Ergonomics (is this device comfortable to use for an entire school day)
- Backup storage such as portable hard drive or USB flash drive

## Suggested Device Specifications / Minimum System Requirements

Device Type	Windows Laptop	Mac Laptop	Windows Tablet	iPad Tablet
Operating System	Windows 7, Windows 8	OS X 10.7 or higher	Windows 7, Windows 8, Windows RT	iOS 6.0 or higher
Wireless	<b>5GHz 802.11n<sup>1</sup></b>	<b>5GHz 802.11n<sup>1</sup></b>	<b>5GHz 802.11n<sup>1</sup></b>	<b>5GHz 802.11n<sup>1</sup></b>
Minimum Screen Size	7"	7"	7"	7"
Storage Capacity	64 GB Hard Drive	64 GB Hard Drive	16GB	16GB
RAM	2GB	2GB	1GB	1GB
Minimum Battery Life	5 hours	5 hours	5 hours	5 hours
Required Accessories	Protective Case/ Cover	Protective Case/ Cover	Protective Case/ Cover	Protective Case/ Cover
Software Requirements	Microsoft Office 2010 or higher <sup>2</sup> , Antivirus,	Microsoft Office 2011 for Mac <sup>2</sup>	Microsoft Office 2010 or higher <sup>2</sup> , Antivirus,	Microsoft office 365 <sup>3</sup>
Other Requirements	<ol style="list-style-type: none"> <li>1. The DEC wireless network installed in high schools only operates on the 802.11n <b>5GHz</b> standard. Devices with 802.11a/b/g or 802.11n 2.4GHz only will <b>not</b> be able to connect.</li> <li>2. Microsoft Office and Microsoft Windows can be obtained at no cost for students at: <a href="https://nsw-students.onthehub.com/WebStore/Welcome.aspx">https://nsw-students.onthehub.com/WebStore/Welcome.aspx</a></li> <li>3. Microsoft office 365 and Google Doc's are provided free by The Department of Education, students can login using their full student email and password</li> </ol>			