BRING YOUR OWN DEVICE POLICY

Quorn Area School – BYOD POLICY

[Review of policy in 2019]

Quorn Area School is committed to aiding students and staff in creating a 21st Century learning environment. To facilitate this we are promoting the bringing of a computing device to school by all students from Year 7 onwards. To support us in delivering this initiative we have developed a BYOD Policy with standards and guidelines.

POLICY & PROCEDURES

PURPOSE:

BYOD refers to technology models where students bring their own personal device to school for the purpose of learning.

Quorn Area School is committed to aiding students and staff in creating a 21st Century learning environment. To facilitate this we are promoting the bringing of a computing device to school by all students from Year 7 onwards. To support us in delivering this initiative we have developed a BYOD Policy with standards and guidelines to:

- facilitate and promote the bringing of a computing device to school by all students from Years 7 -12 for use in their education
- provide a safe user environment for students
- ensure a minimum standard of device compatibility
- enable students to use technology to further their learning, independently and in structured lessons
- provide a basis on which Quorn Area School teaching staff can continue to tailor lesson delivery so that students can use their devices in class toward specific learning outcomes.

STUDENTS AND PARENTS:

- All students in Years 7 -12 are encouraged to bring a computing device to school each day
- The personal device must be able to be brought to school on each and every school day and be solely for the student to use throughout the day.

Students and parents are responsible for ensuring the device brought to school meets all the requirements of the **Bring you own Device - Minimum device specifications and considerations** documentation

- **Device Specifications**. A device which does not meet the specifications will not be permitted to access the school network and services.
- Prior to bringing a personal device for the first time, students and their parents must read and sign the **BYOD User Agreement** annually.
- Students must use their device in accordance with the school's **ICT User Agreement Policy and this BYOD Policy**
- Students must follow teachers' directions as to appropriate use of their devices in class.
- Each student is absolutely and solely responsible for the care and conduct of his / her own personal device whilst at school and travelling to and from school.
- Parents and student should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.
- Students must connect their device to the designated wireless data network supplied by Quorn Area School using their own credentials only.
- Students must not connect to any other network, wired, wireless or cellular whilst at Quorn Area School.
- Students must not bridge the School's designated network to any other network.
- Due to Work Health and Safety restrictions, **students must bring their device to school fully charged** and should not bring any power charges and cables to school with their device.
- Voice, video and image capture applications may only be used with teacher permission and relevant to the learning environment whilst being respectful of the rights of others.

STAFF:

- Teachers should encourage and facilitate the use of students' devices in their classes where they deem appropriate. Use of students' own devices in class is, however, at the sole discretion of the teacher.
- Staff will not allow any devices to be charged at the school

QUORN AREA SCHOOL WILL:

- Promote the bringing of a computing device to school by all 7-12 students by ensuring the device specifications are designed so that a range of devices in capability and cost are suitable.
- Ensure all 7-12 students have access to technological resources in their required classes by maintaining a base set of laptops and computers for students who cannot access the BYOD program.
- Provide a BYOD Policy to list the responsibilities and expectations of each student and their families in the BYOD program
- Ensure a copy of the **BYOD User Agreement** is signed by each student and their parents prior to allowing the student's device to be brought to school.
- Publish a Device Specification that describes the requirements for devices brought to school.
- Provide a wireless network with filtered internet connection to which students may connect their BYOD program device
- Provide support to assist students with first bringing their device to school and establishing network connectivity.
- Accept no responsibility for loss or damage to or for maintenance or repair required on a student's own device. Devices are brought to school at the students' and parents' own risk.
- Should a student's device fail to meet a requirement of the Device Specification, the school will not facilitate the student access to any network or school services.

MINIMUM DEVICE SPECIFICATIONS AND CONSIDERATIONS:

Families wishing to purchase a device supporting our BYOD Policy need to refer carefully to the following **Device Specifications:**

- **Screen size** - 11.6 inch screen (1366x768 resolution minimum). Students spend a large part of their school time & home study interacting with the device, so a large, clear screen is important

- **CPU** – Processor Intel i3 processor and above, Celeron processor is acceptable – Atom processors not recommended

- **Battery life** –It is expected that the device is fully charged at the start of every day. There is **NO option to charge these devices at school**. Please choose devices with at least 7.5 hours of battery life.

- **RAM –** The speed of the device is determined in part by the amount of memory it has. We recommend 4GB RAM for notebook-style devices.

- **Operating System** –
    - Windows 7 Home or better (Windows 7 starter will not work)
    - Windows 8.1 or better
    - Windows 10

- **Wireless compatibility** – Device must have 5Ghz 802.11n support, which may be advertised a Dual Band Wireless, 802.11abgn, 802.11agn, 801.11ac or Gigabit Wireless

- **Weight** - Please be aware of the weight of a device when purchasing, as there is potential for user discomfort

- **Durability** - Hard cover protective case/carry bag

- **Antivirus** - Students must have an anti-virus program installed on their device, and are required to keep it updated.

- **External hard drive/Cloud storage** (*recommended*) - to backup files on a frequent basis. This ensures that documents (including school work) are backed up to an external device

The School will not provide support for any of the following devices/operating systems: Apple products (including iPads), Android, Chrome Books, Linux, WinXP.

Although these products may work at QAS there is no guarantee they will result in the learning and curriculum outcomes the school expects. Hence Students/Parents will need to take complete responsibility for all aspects of these BYOD's including the provision of any mandatory networking / application / security software. If students use these products, it is contrary to our recommendations and they may not be able to use their laptop efficiently and effectively in the QAS environment.

MICROSOFT OFFICE SUITE:

(Word, Excel, PowerPoint, etc.) The Education Department (DECD) will provide cloud/internet access to Learnlink Office 365 and downloadable Office 365 ProPlus to all students.

This software will be available to student/families at no charge. Parents are required to sign off for the use of Office365 products.

BYOD MINIMUM SOFTWARE REQUIREMENTS:

Antivirus software (MANDATORY):

- A current Antivirus and Malware software version with automatic updating enabled

Internet browser:

- Internet Explorer version 10 or better must be installed.

Other software:

- Adobe Reader version 10 or better
- Java version - current version
- Flash player - current version

School connectivity software: (MANDATORY):

Various applications are required to be installed to connect the laptop to the school network and school internet, the staff at QAS will provide information on this at school ICT induction sessions

- Wireless and internet certificate
- School management software
- Virtual desktop client
- Text books and curriculum applications as required

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