



North Sydney Girls High School

Student Use of Digital Devices and Online Services Procedure

Purpose

This procedure guides student use of digital devices and online services at North Sydney Girls High School. Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

Scope

This procedure provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing. This procedure covers student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school provided and personal digital devices and all online services.

NSGHS Policy Information for Parents & Students

1. Definition

The term "device" refers to any mobile electronic technology, including assistive technologies, brought into the school, which is owned by the student, and which has the capability of connecting to the department's Wi-Fi network. Bring Your Own Device (BYOD) is an optional strategy.

2. Access to the department's Wi-Fi network and resources

Internet access through the department's Wi-Fi network will be provided in classrooms at no cost to students who are enrolled at NSGHS.

Further technical details are provided in the 'Devices for BYOD' page.

3. Acceptable use of devices

The Principal will retain the right to determine what is, and is not, appropriate use of devices at NSGHS within the bounds of the department's policies and NSW privacy and other legislation.

Students must comply with departmental and school policies concerning the use of devices at school while connected to the department's Wi-Fi network.

Mobile phone voice and text, SMS messaging or device instant messaging use by students during school hours is a school-based decision.

Students should not attach any school-owned equipment to their mobile devices without the permission of the school principal or an appropriate staff member.

Students must 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.

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

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/caregiver consent for minors) being recorded and the permission of an appropriate staff member.

Students must not use the department's 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 disciplinary and/or legal action.

Students and their parents/caregivers must be advised that activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.

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

The consequences of any breaches of the school's BYOD policy will be determined by the principal in accordance with relevant Department policies and procedures and accepted school practice

4. BYOD Student Agreement

NSGHS will maintain a register of agreements with students and their parents/caregivers, acknowledging their obligations under the school's BYOD policy and other relevant departmental policies.

Prior to connecting their devices to the department's Wi-Fi network, students must return a BYOD Student Agreement.

The BYOD Student Agreement must be agreed to by the student and by a parent/caregiver. If a student is living independently of their parents/caregivers or is 18 years of age or more, there is no requirement to obtain the signature of a parent/caregiver. Principals will make these determinations.

By accepting the terms of the BYOD Student Agreement, the student and parents/caregivers acknowledge that the student:

- o agrees to comply with the conditions of the school's BYOD policy; and
- o understands that noncompliance may result in disciplinary action.

5. Long-term care and support of devices

Students and their parents/caregivers are solely responsible for the care and maintenance of their devices.

Students must have a supported operating system and current antivirus software, if applicable, installed on their device and must continue to maintain the latest service packs, updates and antivirus definitions as outlined on the BYOD Student Responsibilities document.

Students are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed. The department provides access to licensed software for each student, see the Software for BYOD page.

Students are responsible for managing the battery life of their device. Students should ensure that their devices are fully charged before bringing them to school. Schools are not responsible for providing facilities for students to charge their devices.

Students are responsible for securing and protecting their device in schools, and while travelling to and from school. This includes protective/carry cases and exercising common sense when storing the device. NSGHS is not required to provide designated or secure storage locations.

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

Students & Parents should understand the limitations of the manufacturer's warranty on their devices, both in duration and in coverage.

6. Damage and loss

Students bring their devices onto the school site at their own risk. For advice on theft or damage of students' personal devices, schools should refer to the Legal Issue bulletins below:

Bulletin No. 8 - <https://education.nsw.gov.au/about-us/rights-and-accountability/legal-issues-bulletins/claims-for-loss-of-or-damage-to-personal-property-and-use-of-private-motor-vehicles-by-staff-parents-and-students>

Bulletin No. 35 - <https://education.nsw.gov.au/about-us/rights-and-accountability/legal-issues-bulletins/bulletin-35-misuse-of-technology-in-schools>

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

7. Technical support

NSGHS are under no obligation to provide technical support for hardware or software. We may provide tutorial and peer support services to troubleshoot basic problems.

8. Insurance

Student devices are not covered by Treasury Managed Fund or school funds. Insurance is the responsibility of parents/caregivers and students.

9. Digital Citizenship

The department's Digital Citizenship (www.digitalcitizenship.nsw.edu.au) website contains information to support security and device management.

10. Access Equity

BYOD programs in an education setting, inherently imposes a financial cost on students and their families in supplying a device. The BYOD Program can only function effectively if all students have access to a device that meets the Device Specification.

To ensure access and equity for all students in years that are part of the BYOD program, NSGHS has established procedures for families to apply for assistance in obtaining access to a device that meets the suggested minimum device specifications.

If you believe you are unable to provide a device that meets the specification you may make an application by making an appointment to speak with the Principal, so that your particular case can be outlined. While the school won't purchase devices for students in the BYOD program there are several options available to provide assistance to students.

These include:

Loan of a laptop or other device for a particular day.

Recurrent daily loan of a laptop or other device. You will be asked to make an agreement with the school that confirms the alternative arrangements made for your child's access to a device. For some students this will be facilitated through the Deputy Principal or Wellbeing Head Teacher, particularly in the creation of recurring loans over multiple weeks.

Department of Education Policy References:

Parents and Students will need to agree to as part of the User Agreement.

The following policies can be found by following the link below.

Bring Your Own Device Policy

Online Communication Services: Student use of digital devices and online services

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

BYOD Literature Review 2013 - commissioned by DoE

The literature review draws lines between standardisation, accessibility, and customisation with the success of BYOD initiatives.

https://drive.google.com/file/d/0B4Dpe2-o4C_oQU1kTnZEdnN5cTQ/view?usp=sharing