

BYOD POLICY 2019 - 2021

Purpose:

BYOD (Bring Your Own Device) refers to students bringing a personally-owned laptop/netbook computer to school for the purpose of learning. Cranbourne East Secondary College recognises the need to prepare students for a rapidly-changing world where technology plays an increasing role in students' everyday lives. The use of a computer will help prepare students to become digitally literate, flexible and socially aware of their future with the skills to contribute responsibly as a member of a global eCommunity.

Rationale

'Bring your own device' (BYOD) refers to students bringing a personally-owned device to school for the purpose of learning. A personally owned device is any technology device brought into the school and is owned or leased by a student or the student's family.

Technology plays a large role in our students' lives and personal devices can enhance and enrich learning opportunities both at school and at home. CESC is committed to allowing responsible, learning-centred use of personal devices at school so as to provide as many pathways to understanding as possible for our students.

The following will be the students' responsibility when using the BYOD:

The device will be used only for learning purposes when in the school grounds and students agree:

- Not to disclose/share students own portal/internet login details
- Not to hack or bypass any hardware and software
- Not to use the device to knowingly search for, link to, access or send anything that is:
 - Offensive
 - Pornographic
 - Threatening
 - Abusive
 - Defamatory
- Not to give out their personal information to strangers for their own safety
- To ensure their device is safe and secure at all times
- To keep their devices safe using carry cases, screen protectors, etc
- To acknowledge that the school cannot be held responsible for any damage to or theft of their device
- To use the device according to the teachers' instructions
- To bring a device that matches the school's wireless specifications
- To use devices according to the CESC Mobile Technology and Internet Agreement and DET policies.
- To have the CESC Mobile Technology and Internet Agreement signed by a parent/carer (and the student) before bringing the device/s to school

Students will be held responsible if they cause damage to another students' device.

1. Purpose

The Netbook computer and/or any other mobile technologies are to be used as tools to assist student learning both at school and at home.

2. Equipment

2.1 Ownership

2.1.1 The student must bring the Netbook computer fully charged to school every day. Power cords should be left at home.

2.1.2 Parents/guardians and students should be aware that files stored on the Netbook computer or on the school's server are not private, nor is any activity occurring on the computer.

2.2 Damage or loss of equipment

2.2.1 Standard warranties by the manufacturer would apply where applicable, with insurance recommended for other applicable coverage. Insurance is not mandatory, but highly recommended. **These devices are your own responsibility. Families may choose to purchase insurance for student devices.**

2.2.2 In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.

2.3 Substitution of equipment

2.3.1 When a student's laptop computer is not working, the school may be able to issue a school owned device for use in class.

- Where a student is able to provide evidence, by the way of a receipt or order form, that their computer is with a company for repair they will be eligible to borrow a school laptop for a short period of time.
- School owned laptops are limited in number and may not always be available to be borrowed as a substitution for a BYOD in for repair.

3. Standards for laptop/netbook computer

The student is responsible for:

3.1.1 Backing up data securely.

3.1.2 Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard.

4. Provision of technical support

4.1.1 The technical support staff at the CESC will be able to support the students to:

- install and manage software programs on their personal laptop/netbook
- access the College Internet server and network on their personal laptop/netbook

4.2.1 The technical support staff at CESC will not provide:

- support to students to connect phones or other WiFi devices to the school network
- support that requires hardware repairs. Eg. screens, keyboards, ports, motherboards, etc.

The Mobile Technology and Internet Agreement must be signed and provided to the school before the personal laptop/netbook computer can be used at school.

Related Policies:

- eSmart Policy
- Social Media Policy
- Mobile Technology & User Agreement Policy
- Mobile Technology Policy

Reviewed & Ratified: Term 2 2019

Date of Next Review: Term 2 2021

Recommended Device Specification, software & Apps

The following is a guide on what sort of device would be preferable for use at the school. Please be aware, there is a minimum requirement that the device must satisfy to be used at the school. As long as the device meets this standard, and you are aware of what considerations there are when using your own device at the school, it should be fine for use.

Things to consider when purchasing a device of your own choosing, or using one you already own.

Age: To begin with, the device should be contemporary. Anything older than 4 years is not recommended.

Hardware specification: The device should have a minimum of 4GB of RAM, and WiFi capability. Solid State Drives (SSD) are recommended for their speed and durability. They are power efficient (good for battery) and due to having no moving parts, are less prone to failure from being knocked/moved while in use, which does happen due to the nature of portable devices. Touchscreen devices are more resistant to screen breakage as they are designed to have their screens handled. They are not indestructible however.

Operating System: Windows 7/8/10 (64 bit) *recommended*.

OSX 10.7 or newer (While OSX is supported, curriculum is built around the Windows eduSTAR software suite that is already in place on the school's leased devices, so take into consideration that some software being used may not be available on OSX).

At this point, we are *not* connecting non Windows/OSX devices.

Size: The device has to be transported to/from school and secured in a locker. Something too large will be more awkward in some situations, and with size comes weight. Something too small, while easily transported, still has to be used effectively in class. 11.6 inch screen size is a good compromise between size and portability.

Carry case: A case/bag specifically for the notebook is required. It will give the device protection when being transported.

Warranty: Consider that the device should last quite a while with normal use. If you intend to use the device for a few years, be aware that most warranties usually last about a year. Extended warranties will add longevity to your purchase for any manufacturer defects/issues.

Insurance: While not compulsory for your own device, this is the highest recommendation we can offer for whatever device you choose. As careful as you may be, accidents do happen, and the cost of insurance and excess per claim will definitely be cheaper than outright replacement from your pocket for any incidents. In our experience the cost of insurance is determined by the initial cost of the device itself.

The school has previously used iBroker and Protect IT. They are quite reasonable, but you can choose any provider you like.

Software: When purchasing a notebook, **no other software will need to be purchased**. The default software load from the manufacturer (assuming Windows/OSX) will be sufficient.

Antivirus will be supplied by the school as will the individual software packages that form part of the eduSTAR software suite. These will be made available via a secure Department of Education website with credentials supplied to the student by the school. The software will be downloaded and installed to the computer for use while the notebook is being used as a school BYOD participant.

LWT Order Portal

While you are free to choose almost any device you like, the school has preselected some devices that would be acceptable for use in this program.

They can be accessed at the following order portal: <http://cesc.orderportal.com.au>

Choose your payment method (outright purchase or finance)

All devices have a 3 year warranty as standard. Insurance is a selectable, with lower initial cost and higher excess per claim, or higher initial cost with reduced excess per claim. We always recommend that you do choose to insure your device.

Please note that the touchscreen models do have substantially tougher screens and offer another sort of functionality over standard screen types.

Local Retail

Feel free to use any retailer that you choose to purchase your devices if the LWT units are not what you want. EG. JB HiFi, GoodGuys, Harvey Norman, various computer/technology stores.

Questions

For any questions you may have regarding this program, please email the school at cranbourne.east.sc@edumail.vic.gov.au with "Computer BYOD" in the subject line.