Lucas Heights Community School
STUDENT BRING YOUR OWN DEVICE (BYOD)
GUIDELINES

Introduction

This document provides guidelines to students and parents on bringing a device to use at Lucas Heights Community School for educational purposes.

Key Principles

- The term “device” in this policy refers to a student owned laptop/tablet with the capability to connect to the DEC’s wireless network.
- Use of devices at school will be restricted to activities permitted by this policy and the Lucas Heights Community School BYOD Student Agreement (“Student Agreement”) signed by students and their parents.
- Students are responsible for the care and maintenance of their devices including data protection and battery charging. Students are to charge their device and leave chargers at home.
- Lucas Heights Community School will not accept any liability for the theft, damage or loss of any student’s device or peripherals. Students who bring their own devices onto the school site do so at their own risk.
- Students and their parents/carers must complete and return a signed Student Agreement prior to connecting to the school’s network.
- Where the school has reasonable grounds to suspect that a device contains data which breaches the Student Agreement, the school 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.

Student Responsibilities

Students are solely responsible for the care and maintenance of their devices. This includes the following:

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

Internet access through the DEC’s wireless network is provided at no cost. Access to school resources such as shared network drives and printers will also be available.

**Damage and Loss**

Students bring their devices onto the school site at their own risk. Students should protect their device by use of a protective case and padded sleeve in a backpack.

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

**Technical Support**

The school will not provide technical support for troubleshooting, repair and maintenance of hardware and software issues pertaining to the device.

Students should not expect or ask their teachers for technical support. The school accepts no responsibility for the repair of a device resulting from any technical support given by any member of staff or another student.

The school will only provide support to students to connect to the DEC’s wireless network. **The device must meet the wireless capability specification to be able to connect to the DEC’s wireless network.**

**Device Repairs, Maintenance and Warranties**

Students are solely responsible for the repairs and maintenance of their own device. The school accepts no responsibility for the provision of repair and/or maintenance services for a student’s device.

Warranties: Students should understand the limitations of the manufacturer’s warranty on their devices, both in duration, usage 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).

Extended Warranties: At the time of purchase, an optional extended warranty may also be purchased (to extend the standard warranty period) from the supplier/manufacturer of their device, during which any manufacturing defects that may occur will also be repaired according to conditions.
Insurance

Devices owned by a student or a student’s family are not covered by the DEC’s Treasury Managed Funds. When you purchase a device you may also purchase an optional insurance policy from a relevant insurance company.

As portable devices are subject to a higher risk of accidental damage, prior to signing up for an insurance policy, all parties should be fully aware of the details and limitations of the policy, including any excess charged for making a claim.

As a guide, a suitable insurance policy should cover all types of 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 surges due to lightning)

Acceptable Use of Student Devices

It is agreed by the student that:

- Using the DEC network services to seek out, access, store or send any material of an illegal/criminal, offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited. Such use may result in legal and/or disciplinary action.
- 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 DEC, 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/carer consent for minors) being recorded and the permission of an appropriate staff member.
- Students shall comply with departmental and school policies concerning the use of their device at school and while connected to the DEC’s network.
- The school principal retains the right to determine what is, and is not, appropriate use of the student’s device at the school within the bounds of NSW privacy and other legislation.
- There will be consequences for any breaches of this policy as the student device is intended to be a personal learning tool.
Technology Standards – High School Students

The recommended device for high school students at Lucas Heights Community School is a Laptop. The school strongly recommends students choose a laptop device which maximises their learning experiences. Lenovo and DELL have a number of recommended devices for high school students. “The laptop must be a Windows laptop and not a Chrome OS / Chromebook laptop"

Prior to purchasing or using an already purchased device, parents and students should ensure that the device meets all of the specifications listed later in this document.

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

What if I am not able to provide a laptop for my child?

Lucas Heights Community School understands that the BYOD program adds a new cost for families. At the same time, we know the phenomenal benefits of students utilising technology in the classroom and we are keen to keep moving forward using technology in teaching and learning.

The school expects all students will bring their own device to school. Should a student not be able to bring a device that meets the recommended specifications, they should in the first instance contact the Principal in writing. Each student will be treated on a case by case basis. Alternative arrangements may include a day loan of a school laptop. The school has limited resources in this area. Students also have access to the computers in the library before school, during lunchtime and Wednesday afternoon during Homework Club.