The Lake Munmorah High School Bring Your Own Device program aims to improve student learning experiences both in and out of the classroom. Lake Munmorah High School provides considerable freedom to students in their choice of technology and in their use of technology in the classroom. The school does so with the expectation that they will make good decisions with regard to their personal use of technology.

This Bring Your Own Device User Charter needs to be read and the BYOD Student Agreement signed before students are permitted to bring their device to school and connect it to school facilities.

Any questions should be addressed to the School Technology Manager Mr Kroehnert or the Deputy Principals.

1. Purpose

1.1 The Lake Munmorah High School Bring Your Own Device (BYOD) Program gives freedom to students and their families to tailor their choice of technology to their own educational needs. Lake Munmorah High School will facilitate this in accordance with the BYOD Policy. However students and parents must be aware of and consent to the program’s boundaries described in this BYOD User Charter.

2. Scope and Definitions

2.1 “Student” and “Students”
Reference in this agreement to Student or Students means a student currently attending or who will be attending Lake Munmorah High School.

2.2 “Bring Your Own Device User Charter”
This agreement may be referred to as the Bring Your Own Device User Charter or BYOD User Charter.

2.3 “Device”
Reference in this agreement to Device means an electronic device brought by a student to Lake Munmorah High School pursuant to the school’s Bring Your Own Device program and this BYOD User Charter.

3. Equipment

3.1 Custodianship
The device brought to school pursuant to this policy must be able to be brought to school by the student on every school day and be solely the student’s to use throughout the school day.

3.2 Choice of equipment
The device must meet all the requirements of the Device Specification. This includes meeting any required physical device characteristics and having the listed software installed.
Student BYOD basic mandatory device requirements:

- Must be a minimum 7-inch (18cm diagonal) display screen size
- Will need appropriate productivity applications such as:
- Web browser,
- Office applications with Microsoft Word, Excel and Powerpoint compatibility
- Should have a Camera, Microphone and Speaker
- Should have at least 16GB of storage or additional expandability

3.3 Use of alternate equipment
Equipment which is not in accordance with clause (3.2) is not permitted for use in the Bring Your Own Device program in the absence of a separate agreement between the parties for the use of such equipment.

Note: Mobile Phones DO NOT meet the standards referred to in the BYOD Policy. Students will however be permitted to use mobile phones for specific purposes such as internet research and as digital response tools at the discretion of individual teachers. The School Policy for misuse of Phones will continue to apply.

3.4 Damage or loss of equipment

3.4.1 Students bring their own device for use at Lake Munmorah High School at their own risk.

3.4.2 For the removal of any doubt, Lake Munmorah High School will not be responsible for any loss, theft or damage to the device or any data stored on the device while the device is at school, being transported to or from school, or during a school-related activity, irrespective of negligence or otherwise.

3.4.3 Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

3.4.4 In circumstances where a device is damaged by abuse or malicious act of another student (“the other student”), reimbursement may be required. The Principal will, having regard to all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student.

3.4.5 The above clause (3.4.4) does not bind students to the determination of the Principal.

3.4.6 In accordance with clause (6.4) below, students should not bring peripheral equipment, including power charges and cables to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

4. Standards for equipment care

Students are responsible for:

- Taking due care of the device in accordance with school guidelines.
- Backing up all data securely. All electronic data and resources used for school coursework must be
stored on another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.

5. Misuse of equipment and communication systems

5.1 Standard school discipline procedures apply for misuse of the device contrary to this BYOD User Charter or other school rules.

5.2 Examples of action the school may take in cases of misuse include:

- the device is taken away by a teacher for the remainder of the lesson.
- the device is confiscated by a Head Teacher or Deputy Principal. In such circumstances the device will be secured in the administration office and returned to the student the next school day.
- permission for the student to bring their device to school pursuant to the Bring Your Own Device policy is revoked
- conventional discipline procedures, including detention or suspension where deemed appropriate, pursuant to the school's discipline procedures.

6. Acceptable equipment and communication system use

6.1 Use of the device during the school day is at the discretion of teachers and staff. Students must use their device as directed by their teacher.

6.2 The primary purpose of the device at school is educational.

6.3 Students must bring their device to school fully charged. Devices are not to be charged at school.

6.4 Students must not bring any peripheral equipment to school with the device. Peripheral equipment includes:

- chargers
- charging cables
- docking cradles, with the exception of a docking cradle that includes a keyboard integrated into the peripheral
- adapters for the connection of video output or data transfer

6.5 While at school, all material on the device is subject to review by school staff.

6.6 Students are to connect their device to the designated wireless network only. Students are not to connect their device to other wired, wireless networks whilst at school.

6.7 Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

6.8 Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the Department of Education and Communities’ policy: Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/V04). Extracts are provided below. This policy forms part of this Bring Your Own Device User Charter.
6.9 The policy Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/V04) applies to the use of the device and internet on the device:

- at school
- to access school-hosted systems
- in connection with a school-related activity or school-related program, including coursework.


Extracts: Online Communication Services: Acceptable Usage for School Students:

Access and Security
4.1.1 Students will:
- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- ensure that communication through internet and online communication services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- never knowingly initiate or forward emails or other messages containing: a message that was sent to them in confidence.
- a computer virus or attachment that is capable of damaging recipients’ computers. chain letters and hoax emails.
- spam, e.g. unsolicited advertising material.
- never send or publish:
  - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
  - threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
  - sexually explicit or sexually suggestive material or correspondence. false or defamatory information about a person or organisation.
- ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the NSW Department of Education and Communities.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

Privacy and Confidentiality
4.2.1 Students will:
- never publish or disclose the email address of a staff member or student without that person’s explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual’s interests.
Intellectual Property and Copyright
4.3.1 Students will:
- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users’ works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

Misuse and Breaches of Acceptable Usage
4.4.1 Students will be aware that:
- they are held responsible for their actions while using internet and online communication services.
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Monitoring, evaluation and reporting requirements
5.1 Students will report:
5.1.1 any internet site accessed that is considered inappropriate.
5.1.2 any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Communities.