

Bring Your Own Device (BYOD) Protocols

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Appendix 1: Caring for Your Device

Appendix 2: Safe Device Use

If a BYOD is to be used, we ask that these steps be followed:

1. Please ensure that the proposed device meets at least the minimum specifications as detailed in the document **UHS Minimum Requirements for BYOD**.
2. Read these **BYOD Protocols**.
3. Complete the **BYOD Usage Agreement**.
4. Take the completed **BYOD Usage Agreement** along with the device to the IT Office for Configuration (*installation of a certificate that will allow access to the school's network and resources*).

Notes:

1. All UHS students are also bound by the **UHS ICT Acceptable Use Policy**.
2. All students and parents also complete the **Acceptable Use Agreement for Intranet and Internet** access.
3. Each student can only connect one device to the network. Only one (computer) certificate is issued for enabling use of the school network and wi-fi.
4. We would also suggest that you **ensure adequate insurance cover and maintenance protection**.

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Guidelines

These agreements focus on student responsibilities. The protocols in this document also focus on teacher management of BYOD in classrooms.

1. Students are required to take responsibility for the recharging of their computer/tablets at home in readiness for use in class. To avoid OHS tripping problems with wires lying across the floor, students are not allowed to recharge computers/tablets in classrooms. *Students must ensure their device is fully charged so that it is ready for a full days use in class.*
2. All laptops/tablets should have protective cases/bags. Students must use their protective cover at all times when transporting their device.
3. Students will only take the laptops/tablets out of their protective cases during class when given permission by the teacher.
4. If the teacher needs to have all students listen to instructions during an activity where laptops/tablets are being used, the teacher has the right to ask students to hibernate/sleep their device and wake it up again when the teacher is finished.
5. The students will be required to follow the **ICT Acceptable Use Policy** at all times. If the students do not follow the agreements in the policy and continue to not follow them when requested by the teacher, then access to the network may be withdrawn.
6. Although Facebook and other social media sites are blocked on the school network, some students will use a Proxy Jumper to bypass our security settings. If they do this and visit blocked sites, access to the Network will be withdrawn as per point 5 above. As highlighted in the **ICT Acceptable Use Policy**, students are not allowed to take still pictures or video footage of other students in class using a notebook, mobile phone or other digital device *unless permission is given by the teacher*. Should students take photos or videos against the direct instructions of a teacher, network access may be withdrawn.
7. All work produced by individual students and involving other students may not be published online outside of the school's intranet or Daymap without written permission from parents and students involved.
8. Students are not allowed to go to their lockers to get laptops/tablets that have not been brought to class. If they do not bring a laptop/tablet, they will not have access to a laptops/tablets.
9. Teachers are encouraged to allow students to use laptops/tablets when they need to during a class. This may mean that students will power off and on their laptops/tablets throughout a lesson at different times and that the majority of work in some classes is completed in a handwritten form.
10. Prior to devices being connected to Upwey High Schools Network:
 - *Each device will be inspected by Upwey High Schools technicians to make sure it meets or exceeds Upwey High Schools minimum requirements*
 - *Parents and students are required to agree in writing to the terms and conditions of the program.*

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Role of Parents/Families

Parents should be aware of their child's rights and responsibilities in regards to:

- *Care and maintenance of the device*
- *Policies and procedures for the use of an BYOD*
- *Liabilities*
- *Acceptable Use Agreements*
- *BYOD Protocols.*

Users and Security

Students are recommended to use a username and password to access their device to protect information in incidents of loss or theft.

We recommend that devices are to be locked in student lockers when not in use.

The **ICT Acceptable Use Agreement Policy** contains specific responsibilities to ensure student safety:

- *Students must keep themselves and friends safe by not giving out personal details, including full names, telephone numbers, addresses, images and passwords*
- *Students should be respectful in how they talk to and work with others online, and never participate in online bullying*

Students are expected to be using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student.

Power Supply Management

Students will be responsible for ensuring that all devices are to be fully charged at home before the commencement of every day. Partial charging or laptops/tablets that are not charged will be deemed as not being prepared for class and will incur consequences equivalent to not bringing books to class.

Software Licensing

Each student will be allocated an Office 365 account during their time at UHS which among numerous benefits includes 5 copies of MS Office 2013 that can be installed to multiple devices for Educational Purposes, under the assumption that if required the first copy will be installed to the students OBYOD.

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Virus Protection

Viruses have the potential to severely damage and disrupt operations within the school and DET's computer networks. All devices should be up-to-date and have some antivirus software installed on them.

Students are recommended to:

- *Protect their devices from virus attacks by scanning for viruses at least weekly.*
- *Consider running virus scans regularly after accessing the internet or personal mail or opening a file from a removable media source. Carry out the scan before returning to the school and connecting to the school network*
- *Not to open any files attached to suspicious or unknown emails*
- *Exercise caution when downloading files from the internet. Save the files to the device hard disk and run the virus scanner on the file before opening them*
- *Delete chain and junk emails. Do not forward or reply to any of these*
- *Never reply to spam. Spam email messages can contain viruses that notify a third party of the legitimacy of an email address and then add the recipients to the spammer's database. They can also consume a large amount of disk space on the server, which slows computer networks.*

Non-school Applications and Files

Software, including music, movies and games will be allowed for academic and recreational reasons, provided copyright obligations are met. Personal MP3 and other music files may be stored on the device. Downloading music, games and videos from the internet during school hours is prohibited except when directed by a staff member. Students are permitted to listen to digital music and/or participate in games on their device while at school where given express permission by a teacher for an educational purpose. It is the student's responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements.

Backup/Recovery

Students will be responsible for their own backup of critical data **at all times**. This may be through a USB, external drive, internet-based backup (OneDrive) to regularly backup important work.

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Appendix I: Caring for Your Device

Packing Away Your Device

- *Store your device bottom down*
- *Do not wrap the cord too tightly around the power adaptor because this might damage the cord.*

Handling Your Device

- *Try to avoid moving your device around when it is on. Before switching on, gently place your device on a stable surface and then switch on*
- *You still need to be careful with your device while it is in the bag. Always place protective cover gently down*
- *Be careful when putting the device in the car that no other items are on top of it and nothing will roll onto the device*
- *Devices should be switched off before being put into the protective cover.*

Operating Conditions

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Appendix 2: Safe Device Use

Take Breaks

- *Incorporate breaks every 20–30 minutes to rest eyes, stretch hands, muscles and joints; and to break up repetition and static postures.*

Spinal Health

- *To ensure you are able to take part in the things you enjoy, it is important to take care of your back. Tips to help keep your back healthy:*
- *A backpack carried over both shoulders is the best choice for carrying a load to ensure the weight is evenly distributed*

- *Pack your backpack so that the heavier objects are placed nearer to your back, with the lighter objects towards the outside*
- *Make sure your backpack fits properly. When you sit down with your pack on, it should not extend higher than your shoulders*
- *When lifting your backpack, face it, bend at the knees and lift the pack with both hands while straightening your legs. Place the straps over your shoulders one at a time*
- *Only carry items that are necessary. If you have a locker, use this to help lighten the load you have to carry during the day*
- *When carrying a heavy load over a long distance, take regular breaks to avoid fatigue. Fatigue increases the risk of injury*
- *If you sit for long periods of time, ensure that your bottom touches the back of the seat*
- *Take regular breaks when you've been sitting for a long time, briefly move around and/or stretch every hour or so*
- *Try to do as much physical activity as possible. When you participate in vigorous activities such as swimming, jogging etc. ensure that you warm up and stretch before and after*
- *If you participate in contact sports, it is important that your neck and spinal muscles are in good condition to help prevent injuries. Regular fitness and skill training are essential in reducing the incidence of injury.*