



SHOALHAVEN HIGH SCHOOL

Providing Quality Education in a Caring, Supportive Environment

AIMING HIGHER

60 Park Road • P O Box 4041 • NOWRA EAST NSW 2541 • Tel: (02) 4421 8022 • Fax: (02) 4423 0272 • Email: shoalhaven-h.school@det.nsw.edu.au

BRING YOUR OWN TECHNOLOGY (BYOT) POLICY

OVERVIEW

Shoalhaven High School seeks to support students in the appropriate use of technology in its delivery of curriculum. It strongly and actively supports the use of 21st century technologies into all teaching and learning programs provided at the school, but also recognises that its community cannot necessarily be committed to the use of specific devices or even the provision of a device. 'Bring Your Own Device' creates certain limitations regarding device use, therefore the school has committed to the use of 'Bring Your Own Technology', as its policy platform. This would enable students to readily utilise devices that are financially accessible for their families. Shoalhaven HS is acutely conscious of the social divide that can exist with student access to technology and this policy is focused on developing appropriate student use of all forms of technology, including smart phones, in learning environments.

The school has worked with flexibility to support student access to technology, and this policy is focused on ensuring that students will make good choices regarding their use of technology in a 21st century educational environment. **This will be an imperative with the use of mobile phone technology in classrooms – students will need to think about accessing their phones as a privilege, not a right.**

Students and families will be fully informed about the BYOT policy and the expectations attached to the policy through the school website, the Skoolbag app and through classes. **Staff who use phone storage containers in classrooms should integrate the use of such items in their discussion about BYOT with their classes.**

Currently the school provides access to computer laboratories, and continually undertakes to renew the technology available for class use. Shoalhaven HS is also developing 'Technology on Trolleys', to allow more ready access to technology in classrooms. Several trolleys are already available, and the Technology Committee is exploring the expansion of the program through new devices, such as Google Chromebooks.

The school will not be responsible if issues arise with the device being used. Students bring personal devices for use at school at their own risk. Staff need to remind students of this fact – it comes under the school value of Responsibility.

PARENTS AND CARERS: Please note that it is not acceptable to text or phone students during class time. It can lead to disruption in a lesson and students being disciplined for breaking school rules related to the appropriate use of technology.

All phone calls regarding students need to come through the front office, so situations or issues can be dealt with appropriately and by the right people.

Please check the school bell times regarding when students will be in class.



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RESPONSIBLE USE OF TECHNOLOGY IN CLASS

1. Students can only use devices in class with the express permission of the teacher and for educational purposes.
2. Students need to have mobile phones on silent and stored in their bags, or in an appropriate storage facility / place provided by teachers, if in a practical class. Laptops need to have lids ajar, until students are allowed to access them. No earphones in, unless teacher issues specific permission.
3. Students will show staff their work on their devices when asked, and be cooperative at all times with teacher instructions on the use of any form of technology.
4. Students can use devices as part of learning activities in the classroom, when directed to do so by their teachers. This includes:
 - research activities which involve the use of internet access.
 - note taking, video making for projects and assessments.
 - photographing notifications of tasks and work not completed on boards.
 - using the calendar to create homework / due date entries / excursion / test notifications – student diary / organiser.
 - Timekeeping / stop watch for speeches / calculator.
 - using SRN or Kahoot or other appropriate software to allow student responses, quizzes.
 - Dictionary / thesaurus work.
 - recording and storage for multimedia tasks.
 - submission of tasks.
 - accessing ABC iView, educational apps.
 - recording information on excursions.



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WHAT NOT TO DO WITH TECHNOLOGY IN CLASS

All students are required to use technology, in accordance with teacher instructions and the guidelines for the 'Responsible Use of Technology'. Staff are requested to discuss rules with their classes. **Students who fail to cooperate with staff will face disciplinary consequences.**

The following are breaches of the rules:

1. Students not putting phones in bags, the facility which may be provided by staff in classes or in a place acceptable to staff, and not turning them off.
2. Students not having 'lids ajar' on laptops, when asked to do this by staff.
3. Students refusing to use technology in accordance with teacher instructions. This includes:
 - Students texting or calling others on mobiles during class time.
 - Students refusing to show staff their work on the technology.
 - Students failing to make a reasonable effort with the technology to complete work.
 - Students passing mobiles to others for inappropriate use.
 - Students playing games on their technology during lessons.
 - Students engaging in bullying, harassment, offensive or threatening behaviour via their technology. This includes photographing, videoing or recording staff / students without explicit permission of the teacher. **

CONSEQUENCES

1. Students will be given a warning regarding a first misuse of technology by their teachers and have their name recorded on the board.
2. A second misuse of technology will mean the device is handed over for the rest of the lesson and returned at the conclusion of the lesson by the teacher.
3. **If students argue or defy staff, the Head Teacher should be informed as soon as possible. The device will be confiscated by the Head Teacher and given to a Deputy and the student isolated with the Head Teacher for the remainder of the lesson.** Students will automatically be given two detentions to complete for the staff member. The technology will be returned at the end of the day by the Deputy. It is recommended that staff contact home.
4. Failure to attend these detentions without good reasons will mean students are given Deputy Detentions and a Caution To Suspend by the Head Teacher of the faculty.



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5. Continued defiance of the teacher in further lessons will mean referral to the Head Teacher and immediate Deputy Detentions and a Caution to Suspend. The student will not be able to use their device in that class for two weeks.
6. ** Students who use technology to threaten, harass, offend or bully others will be referred to the Deputies immediately. This includes illicit filming / photographing.
7. Any further misuse of technology or continued defiance may lead to suspension.



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BRING YOUR OWN TECHNOLOGY (BYOT) POLICY

POSITIVE CHOICES

1. Students putting phones on silent and putting them away in bags or in the facility provided by teachers, if they are not required for the lesson. Other devices are also put away, if this is requested.
2. Students following teacher instructions, so that they are using devices appropriately during the lesson.
3. Students showing staff their work if they are using devices, whenever they are asked to do so during the course of the lesson.

The following are examples of positive uses for devices in lessons that your teachers may access in classes:

- research activities which involve the use of internet access.
- note taking, video making for projects and assessments.
- photographing notifications of tasks and work not completed on boards.
- recording the progress of work in practical classes.
- using the calendar to create homework / due date entries / excursion / test notifications – student diary / organiser.
- timekeeping / stop watch for speeches / calculator.
- using SRN , One Note, Kahoot or other appropriate software to allow student responses / organise tasks.
- teacher directed quizzes.
- dictionary / thesaurus work.
- recording and storage for multimedia tasks.
- submission of tasks via email.
- accessing ABC iView, educational apps.
- recording information whilst on excursions.



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NEGATIVE CHOICES

1. Students not putting phones in bags, the facility which may be provided by staff in classes or in a place acceptable to staff, and not turning them off, if they are not being used for the lesson.
2. Students not having 'lids ajar' on laptops, or not removing earphones when requested to do so by staff.
3. Students refusing to use technology in accordance with teacher instructions.

This includes:

- Students texting or calling others on mobiles during class time.
- Students refusing to show staff their work on the technology.
- Students failing to make a reasonable effort with the technology to complete work.
- Students passing mobiles to others for inappropriate use or not handing phones to staff before going to the toilet.
- Students playing games on their device during lessons.
- Students using technology to bully, harass, offend or threaten others – includes illegal filming / photography = serious offence!

Being able to use technology in class is the teacher's choice, not the student's choice!

There are consequences for any student who breaks the rules.



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BYOT DEVICE REQUIREMENTS

Wireless connectivity:

The department's Wi-Fi network installed in high schools operates on the **802.11n 5Ghz standard**. Devices that do not support this standard will not be able to connect.

Operating system:

The current or prior version of any operating system.

Software and apps:

School-based requirements. All software and apps should be fully updated.

Battery life:

A minimum of 5hrs battery life to last the school day.

Memory and RAM:

A minimum specification of 16 GB storage and 2 GB RAM *to process and store data effectively*.

Hardware features:

Camera and microphone.

Ergonomics:

Reasonable sized screen and sturdy keyboard *to enable continuous use throughout the day*.

Other considerations

Casing: Tough and sturdy to avoid breakage.

Weight: Lightweight for ease of carrying.

Durability: Durable and strong.

Accessories

Carry case: Supply a carry case or skin to protect the device.

Insurance and warranty: Be aware of the terms of insurance policies/warranties for the device. The school will not accept responsibility for loss or breakage.

Back-up storage: Consider a portable hard drive as an appropriate source of back-up storage for essential documents.



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BYOT STUDENT RESPONSIBILITIES

Operating system and anti-virus:

Students must ensure they have a legal and licensed version of a supported operating system and of software. If applicable, students' devices must be equipped with anti-virus software.

NSW Department of Education and Communities' Wi-Fi network connection only:

Student devices are only permitted to connect to the department's Wi-Fi network while at school. There is no cost for this service.

Battery life and charging:

Students must ensure they bring their device to school fully charged for the entire school day. *No charging equipment will be supplied by the school.*

Theft and damage:

Students are responsible for securing and protecting their devices at school. *Any loss or damage to a device is not the responsibility of the school or the Department.*

Confiscation:

Students' devices may be confiscated if the school has reasonable grounds to suspect that a device contains data which breaches the BYOT Student Agreement.

Maintenance and support:

Students are solely responsible for the maintenance and upkeep of their devices.

Ergonomics:

Students should ensure they are comfortable using their device during the school day particularly in relation to screen size, sturdy keyboard etc.

Data back-up:

Students are responsible for backing-up their own data and ensure this is done regularly.

Insurance/warranty:

Students and their parents/caregivers are responsible for arranging their own insurance and should be aware of the warranty conditions for the device.



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BRING YOUR OWN TECHNOLOGY (BYOT) STUDENT AGREEMENT

Students must read and sign the BYOT Student Agreement in the company of a parent or caregiver unless otherwise directed by the principal.

I agree that I will abide by the school's BYOT policy and that:

- I will use the department's Wi-Fi network for learning.
- I will use my device during school activities at the direction of the teacher.
- I will not attach any school-owned equipment to my mobile device without the permission of the school.
- I will use my own portal/internet log-in details and will never share them with others.
- I will stay safe by not giving my personal information to strangers.
- I will not hack or bypass any hardware and software security implemented by the department or my school.
- I will not use my own device to knowingly search for, link to, access or send anything that is:
 - offensive
 - pornographic
 - threatening
 - abusive or
 - defamatory
 - considered to be bullying.



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- I will report inappropriate behaviour and inappropriate material to my teacher.
- I understand that my activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.
- I acknowledge that the school cannot be held responsible for any damage to, or theft of my device.
- I understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
- I have read the BYOT Policy document and agree to comply with the requirements.
- I have read the BYOT Student Responsibilities document and agree to comply with the requirements.
- I have reviewed the BYOT Device Requirements document and have ensured my device meets the minimum outlined specifications.
- I have read and will abide by the NSW Department of Education and Communities' *Online Communication Services – Acceptable Usage for School Students*.

Date: ____ / ____ / ____

Student name

Parent/caregiver name

Student signature

Parent/caregiver signature