25 November 2020

Dear Parents and Carers of Senior Students

As your child transfers into their senior years at Vincentia High School, the **Bring Your Own Device (BYOD)** policy is encouraged to ensure they become more independent learners.

BYOD is an option whereby students are encouraged to bring a personal laptop or device to school to use as their primary technological device. The school can provide the assistance and ability to connect compatible devices to a filtered internet service. The Department of Education and Communities, and Vincentia High School, are supporting students in bringing their own device for use at school.

The NSW Department of Education provides students with free educational software to use while they are enrolled in school. Please refer to the Department of Education's three handouts listed below and attached, to guide your device purchase and software setup:

1. Senior Students BYOD Guidelines

2. Office 365 for NSW DEC Schools

3. Free Software Downloads from DEC

Students must complete and return a BYOD student agreement form to the front office before bringing their device to school.

Kind regards

Ruth Winfield, Accredited Lead Teacher

Principal

Vincentia High School Senior Student
BYOD Guidelines

Take this handout with you when you purchase your device to guide what is needed in your device.

Operating System usable at Vincentia High School
- Windows 10- Home/ Pro or higher (Windows S is not supported)
- MacOS – 10.12 Sierra or higher

Required Software
- Microsoft Office 365- this includes the desktop applications Word, Excel, PowerPoint, OneNote and more.

NOTE: This is provided by the DEC for free while your student is enrolled in school. This can be downloaded via the Office 365 portal.

- Google Chrome- this web browser will ensure compatibility with the school's online learning platforms.

Recommended Software
- Adobe Creative Cloud- this includes Photoshop, Illustrator, Premier Pro and more.

NOTE: This is provided by the DEC for free via subscription. The software is mostly used in senior years, however does not limit junior years, and must be renewed each year to stay activated.

Wireless Internet
The Department's Wi-Fi network installed in high schools operates on the 802.11ac standard, thus devices that are advertised 802.11ac are support. A USB adapter can be purchased for non- compatible devices.

NOTE: Devices that do not support this standard will not be able to connect to the school's wireless internet.

Battery life
It is recommended that the device's battery provide a minimum of 6 hours to avoid disruptions to learning.

Storage and RAM
Recommended the device have a minimum of 128GB of internal storage and 4GB of RAM

Display
Recommended a minimum display size of 11-inches or large

Weight
Recommended the device is of the lightest weight possible and does not excess 2 kg to avoid any potential transport difficulties.

Accessories
- Protection- a durable backpack or carry bag to keep the device safe from damage. Accidental protection is recommended.
- Insurance and warranty- please be aware of any insurance policies or warranties for the device. The school will not accept any responsibility for any loss or damage.

NOTE: iPads, Tablets, Chromebooks and Window S notebooks will not be supported by the school, however these devices can still be used with limited functionality.

VINCENTIA HIGH SCHOOL (VHS)
BYOD (BRING YOUR OWN DEVICE) AGREEMENT

Please read, and if you agree, print, sign and return to: VHS Front Office

1. The term "device" in this agreement refers to any personal laptop with the capability to connect to the department's Wi-Fi network and adheres to the Senior Student BYOD Guidelines.

2. Students are encouraged to bring their own device to school and may **only** access the department's Wi-Fi network.

3. Use of devices at school is governed by school developed guidelines, processes and procedures.

4. The Department will provide internet access through its wireless networks at no cost to students enrolled in NSW Public Schools at DoE sites.

5. Students are responsible for the care and maintenance of their devices including data protection and battery charging.

6. The Department and Vincentia High School will not accept any liability for the theft, damage or loss of any student's device. Students who bring their own devices onto school sites do so at their own risk.

7. Vincentia High School will not provide hardware or technical support for devices.

8. Students and their parents/carers must complete a signed BYOD Agreement prior to connecting to the Department's Wi-Fi network.

9. Where the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Agreement, they 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.

10. Use of BYOD devices in lessons is determined by the classroom teacher. Students are required to follow all teacher instructions regarding the use of BYOD devices.

Mrs Ruth Winfield
Principal

Parent name: _____

Signature: _____ Date: _____

Student name: _____ Year: _____

Signature: _____Date: _____

VINCENTIA HIGH SCHOOL
BYOD (BRING YOUR OWN DEVICE) GUIDELINES

Responsibilities and obligations

For students

• Be safe, responsible and respectful users of digital devices and online services, and support their peers to be the same.
• Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
• Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the agreement.

For parents and carers

• Where students are participating in the BYOD program, complete all relevant paperwork.
• Support student in the setup of educational programs on their device
• Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
• Support implementation of the school procedure, including its approach to resolving issues.
• Communicate with school staff and the school community respectfully and collaboratively.

For the Principal and Teachers

• Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes: establishing agreed classroom expectations for using digital devices and online services, in line with this procedure and Departmental policy; identifying strategies to ensure that all students are able to engage in classroom activities including strategies to accommodate students without a digital device; reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age; and educating students about online privacy, intellectual property, copyright, digital literacy and other online safety related issues.
• Model appropriate use of digital devices and online services in line with Departmental policy.
• Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, Departmental policy and any statutory and regulatory requirements. This includes: reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements; working with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse; and following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
• Participate in professional development related to appropriate use of digital devices and online services.

For non-teaching staff, volunteers and contractors

• Be aware of the Department's policy, this procedure and act in line with the conduct described.
• Report any inappropriate use of digital devices and online services to the Principal, school executive or school staff they are working with.

Review
The Principal or delegated staff will review this procedure annually.