RANDWICK GIRLS HIGH SCHOOL
BYOD POLICY

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i)   What is BYOD?

"Bring your own device" (BYOD) refers to students bringing a personally-owned device to school for the purpose of learning. A personally owned device is any technology device brought into the school and is owned by a student or the student's family. There are different models of BYOD. Randwick Girls' High School has chosen a BYOD model that will meet the needs of most families according to data from student surveys and parent surveys. Randwick Girls' High School students will be asked to bring their own laptop or tablet to school.

Randwick Girls' High School recognises the need to prepare our students for a rapidly-changing world, where technology plays a large role in our personal, social and professional lives.

ii)   Why BYOD?

The BYOD Policy replaces the Digital Education Revolution student laptop program that concluded in 2013. Students who have previously been issued with a DER laptop may continue to bring this device to school or they may prefer to bring an alternative computing device that meets the device specifications of the BYOD policy. Students who are no longer using their DER device are encouraged to donate it to the school.

Technology plays a large role in our students' lives and personal devices can enhance and enrich learning opportunities both at school and at home. Randwick Girls' High School is committed to allowing responsible, learning-centred use of personal devices at school so as to provide as many pathways to understanding as possible for our students. Many students already bring their own devices to school and are already using them in class to enhance their learning.

iii)   Equity and BYOD

Randwick Girls' High School will provide access to technology for all students regardless of the family's financial situation. All students will have access to ICT resources to fulfil their educational requirements such as access to computers in the homework centre, library, computer rooms 220, 306, 307 and use of laptop trolleys within the class environment. A wireless network with filtered internet connection is provided to all students in all learning spaces. Support documentation can be found on the school website.

BYOD @ Randwick Girls High School

BYOD (Bring Your Own Device) refers to students bringing a personally-owned device to school for the purpose of learning. From 2015, students will be asked to bring their own devices to school. Randwick Girls' High School recognises the need to prepare students for a rapidly-changing world where technology plays an increasing role in students' everyday lives. Consultations with students, parents and teachers showed BYOD brings many benefits to student learning.

Which device can students bring to school?
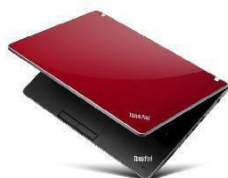
Students can bring a laptop or tablet to school. The laptop or tablet must follow the required specifications. Students currently bringing their own devices to school find iPads, PCs Macbooks and Chromebooks the easiest to work with.

Device recommendations

To ensure BYO devices are able to operate with the Department's WiFi, **5GHz dual band is recommended, 802.11 a/b/g/n wireless.**

Battery life
It is recommended that batteries last for **8 hours** without charge.

Memory and RAM recommendations:
256GB storage and **8GB RAM**

Hardware features Devices may have a **camera** and **microphone.** Min 11" High Definition Screen
Hardware keyboard
Pen optional Digitizer
Passive Pen – Will do

Software and apps

Devices may have software or apps that allow for:
-internet browsing
-notetaking -
word processing
-creating spreadsheets
-creating presentations
Students can download free Microsoft & Adobe software for laptops at *bit.ly/byodsoftware*.
Active antivirus software is recommended on laptops and Android devices.

Student responsibility

-sign the BYOD student agreement with their parent/ carer before bringing their own devices to school -ensure their devices are safe and secure at all times -keep their devices safe using carry cases, screen guards, etc
-use devices according to school and NSWDEC policies

Families may choose to purchase insurance for student devices.

v)   <u>Student Responsibilities</u>

The following will be the students' responsibility when using the BYOD:

- Device will be used only for learning purposes when in the school grounds
- Not to disclose/share students own portal/internet login details
- Not to hack or bypass any hardware and software security implemented by DEC
- Not to use the device to knowingly search for, link to, access or send anything that is
    o Offensive
    o Pornographic
    o Threatening
    o Abusive
    o Defamatory
- Agree not to give out my personal information to strangers for my own safety
- Acknowledge that the school cannot be held responsible for any damage to/theft of my device
- Agree to use the device according to the teachers' instructions
- Bring a device that matches the school's wireless specifications
- Students will be responsible to bring a device that is fully charged to school
- Students will be held responsible if they caused damage to another students' device, according to the school discipline system.
- Acknowledge that the student agreement must be signed by my parent/carer and myself before bringing my device to school.

vi) Randwick Girls' High School BYOD FREQUENTLY ASKED QUESTIONS

Q/ What happens if my child's device is lost or stolen?

A/ Any damage to a device that a student brings to school will be the student's responsibility. Theft will be dealt with as part of the school's existing Discipline policy. Families may consider purchasing insurance and/or an extended warranty for the device.

Q/ Can the device be charged at school?

A/ Most learning spaces do not have the capacity to charge devices. Students need to bring their devices to school fully charged.

Q/ Will there be a place at school for devices to be stored?

A/ No. Students should keep their device with them at all times. They should not leave them unattended.

Q/ Will there be an internet filter applied when the device is used?

A/ While at school, students will be restricted by the NSW Department of Education and Communities filtered internet service. All social media sites, and inappropriate sites, are blocked while students are at school.

Q/ Does the Department provide any software for students?
A/ Yes, the Department of Education and Communities provides a number of software programs available for free download through the Student Portal. The link is:
bit.ly/byodsoftware
Students sign in using their DER email, set a password for the site, get an email with a link back to the site. This site has Microsoft + Adobe products.

Q/ Will I be able to put my own apps and programs onto my device?

A/ Yes. Parents and students are able to install their own apps and programs on their devices. These are at the discretion of the parents.

Q/ Will the school be doing a bulk purchase of devices for students to buy?
A/ No. The ethos of the BYOD policy is that students will be purchasing the device that best suits their needs and appeals to them the most.

Q/ Will my child be disadvantaged if she can't bring a device to school?
A/ No. The school will be able to provide access to devices if they are a required component of the lesson.

vii)   # Randwick Girls' High School

Bring Your Own Device
Student and Parent
Agreement

Students must read this agreement in the company of their parent/carer unless excused by the Principal. This page is to be signed and returned to the school. By signing at the bottom of this page students agree to the following behaviours:

- I agree that my use of the NSW Department of Education and Communities' (NSWDEC) internet will be primarily for learning.
- I agree to only ever use my own portal/internet log-in details and never share those with others.
- I agree to not hack or bypass any hardware and software security implemented by NSWDEC or my school.
- I agree to not use BYOD to knowingly search for, link to, access or send anything that is:
    - offensive
    - pornographic
    - threatening
    - abusive
    - defamatory
- I agree to report inappropriate behaviour and material to my teacher.
- I agree to stay safe by not giving out my personal information to strangers.
- I understand that my activity on the internet is recorded and 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 agree that use of my device during school activities is at the direction of the teacher.

Date: ___/_/

_____   in the presence of: _____

Student Name   Parent/Carer Name

_____   in the presence of:

Student Signature   Parent/Carer Signature

BYOD specifications

Types of devices students can bring to school

A range of devices in a range of price categories will meet Randwick Girls' High School Device Specifications. Students may choose to bring:

A laptop,	A chromebook	A tablet/ipad

Students are encouraged to bring a computing device from home that they are already familiar with using. *Smartphones are not considered an acceptable learning device.*

Device Options

There are a range of devices that students could choose to bring to school as part of a BYOD program. Please see the following fact sheets on the below devices.

This page will host the wide variety of resources and links to do with specific devices and their use. Click on the logo below for the device you want to learn more about.

Android Tablets & Phones

Chrome Books and Browser

iPad and iPad Mini

Macbooks and iMac

Windows 10

Parent Advice on BYO Devices

This one page guide highlights the key features that will aid a successful BYOD experience. It is broad enough to allow for a range of options.

Personal Accounts for the App Store or Google Play

While teachers are excellent at finding free apps that students can use on their mobile devices, it is important to remember that the minimum age for use of an App Store is 13yrs. Parents are therefore advised to update devices for children under 13.

Antivirus - Protect your Data

Be aware that the NSW DEC BYOD Policy requires users to have a current antivirus system on their device to protect user data and DEC infrastructure. See device pages for specific recommendation.

Fact sheet 1: Advice from the DEC on Android Tablets in Schools

While the BYOD policy does permit mobile phones to be used in the classroom as learning tools, for ergonomic reasons tablets are recommended as more effective learning tools for the duration of a school day.

Ask this question before you buy an Android device for BYOD:
"The NSW Department of Education has a 5ghz (n) wireless network that uses a *full range* of channels. Will this device connect on all channels in the 5ghz range?"
Do not purchase an android device for BYOD unless the answer is "yes".

Antivirus - Protect Your Android

Note: Require version 4.1 or higher. Android devices with version 3 or lower of the operating system are unable to connect to the DEC wireless due to a lack of proxy support. Also many Android apps currently do not support the DEC proxy.

As part of the NSW DEC BYOD Policy, you are requ ired to maintain an active antivirus application on your dev ce.

Minimum Device Requirements

OS: Android 4.0
Wireless: 5ghz
802.11n Browser:
Chrome
Input options: touch
screen Screen Size: 7
inch
Battery Life: 4 hours
Storgae Capacity: 8
Gig

Learn more about how Androids can be used in th e classroom

Wha t happens when every student has his or her own personal, connected mobile device for pers onal use and for learning? Are mobile devi ces appropriate tools for writing papers and cre ating content that conveys understanding, or are hey best suited for consumption? Are Android devices a good alternative to the more expensive and popular iOS devices?

Information on this page is of an advisory nature that will support effective classroom learning.

Fact sheet 2: Chrome OS

What is a Chrome Book?

While these machines are functional and will operate in the classroom parents are advised to consider the durability of a device.

Requires constant internet connection.

Antivirus - Protect your Chrome Book

According to Google, Chrome Books are designed not to need extra antivirus protection.

Information on this page is of an advisory nature that will support effective classroom learning.

School-owned Windows computers will no longer prompt for credentials when trying to access the Internet (in eT4L schools).
Personal BYO devices, Apple Macs, and school-owned non-Windows devices will.

When prompted, remember to add @detnsw to your User ID

e.g. **first.lastname@detnsw**

NSW GOVERNMENT | Education

Configuring BYOD Wi-Fi and Proxy Settings

1k

NSW
00\l'ERN NT

Education

Android

Apple MacBooks
Wifi Symbol, System Preferences, Advanced, Proxy. Auto Detect

Settings...Wi-Fi...detnsw...
Manage Network Settings

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TM "

Anonymoos Identity

Password
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0   Show password

@,,   ow advanced options

IPsemngs

E>

Windows/ Internet Explorer
Tools...Internet Options...Connections...LAN Settings

WiFi

NETWORK 8<INUR..NET

Flight mode

Data usage

VPN

Dial-up

Proxy

Automatic proxy setup

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.,   o,

Script address

Uw Utllp KJ1)t
<E) Off

Pro

Auto-conflg•

h1 1b//pac.dtt. nsw.   u.au/ f1b ptoxy.pac

NOTE: If your device does not support auto-config, you can set **Manual** proxy using *proxy.det.nsw.edu.au* on Port *8080*

GENERAL STEPS:

1. Connect to 📶 **detnsw** OR 📶 **nswdet** – *(forget and recreate if you are having problems connecting)*
2. Authenticate to the WiFi using **first.lastname@detnsw** with your password *(your portal ID)*
3. Configure the proxy settings as described above
4. When prompted to authenticate for Internet access, use **first.lastname@detnsw** with your password

A change to the login process for BYODs

Everyone who uses a BYOD or school-owned non-Windows device* will need to log onto the internet by:

- browsing to: http://detnsw.net

- logging into the portal with: firstname.lastname@detnsw

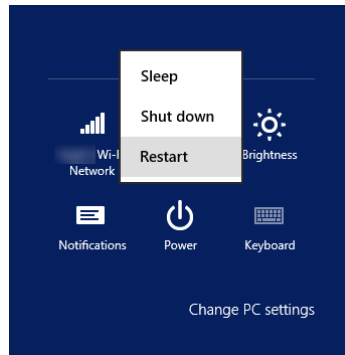- Chromebook, iPad, Mac, iPhone, Android or Windows BYOD

Make sure you log out

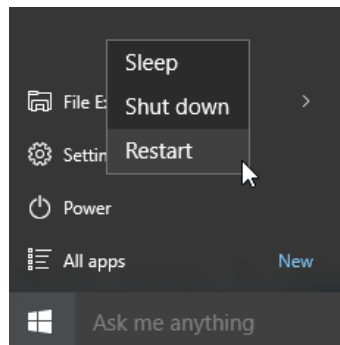# Problem authenticating with your Windows BYOD?

If you are connected to the school's Wi-Fi but aren't asked to authenticate for Internet access, try these steps one at a time and test again. **If it works, stop**. If not, try the next step.

When did you last RESTART?
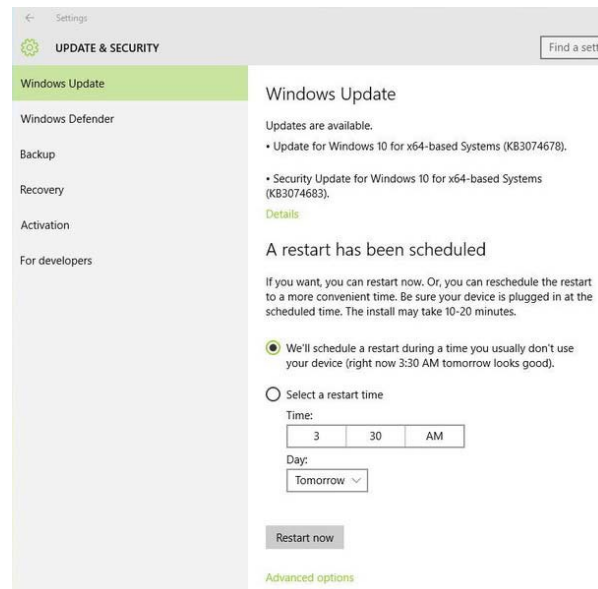
Windows 8.1

Windows 10

Install all Important and Critical Updates

Settings…Update & Security
Check for updates and install them

It is **essential** that **all of the important updates** for **Windows 8.1** and **Windows 10** be applied. But please take note that access to Windows Update is **blocked in school from 9am to 3pm** so apply them outside these hours or at home.

If 'Auto Detect Settings' won't work

Windows / Internet Explorer
Tools…Internet Options…Connections…LAN Settings

http://pac.det.nsw.edu.au/fib/proxy.pac
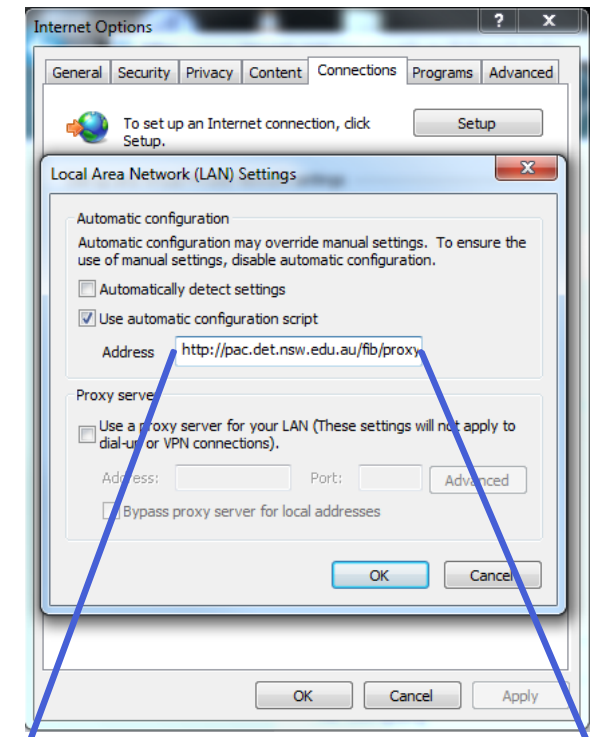
NOTE: If there are still problems, try setting up a local user account rather than using a Microsoft Cloud account for logging onto Windows

Fact sheet 3: iPads and iPad mini

While the BYOD policy does permit mobile phones to be used in the classroom as learning tools, for ergonomic reasons tablets are recommended as a more effective learning tool for the duration of a school day.

Antivirus - Protect Your iPad

The BYOD policy requires that students keep an up-to-date antivirus system on their device. However there are currently no known viruses for iOS 6, rendering the need for such an app unnecessary.

Apps for Learning Series

English

These apps help students master English at all levels — from learning how to read to practicing writing and grammar skills to studying classic literature.

See the Apps for Learning to Read collection ▸
See the Apps for Learning to Write collection ▸

With so many educational apps on the App Store, there's no limit to the learning possibilities at your fingertips. Take a look at this curated list, split into subject area for easy review.

Accessibility

Intuitive by design, iPad, and iPod touch also come with assistive features that allow people with disabilities to experience the fun and function of iOS. With these innovative technologies built right in, iOS devices become powerful and affordable assistive devices.

Apple in Education

iPad inspires creativity and hands-on learning with features you won't find in any other educational tool — on a device that students really want to use. Powerful apps from the App Store like iTunes U and iBooks let students engage with content in interactive ways, find information in an instant, and access an entire library wherever they go.

Information on this page is of an advisory nature that will support effective classroom learning.

Fact sheet 4: OS X Macbooks and iMAC (Apple Mac Products)

This page will provide details on using Apple Mac products in the classroom.
Apple products can be purchased with educational discounts, check with your
local dealer.

Antivirus - Protect your Mac

As part of the NSW DEC BYOD Policy, your are required to maintain an active antivirus
application on your device. See this article from PCMAG.com to learn about the various antivirus
applications available.

Mac Laptops

These devices come in two main forms. The MacBook Air is designed for mobility while the
MacBook Pro is designed for power.

Windows Device Options

The NSW DEC BYOD Policy requires computers to be running operating systems that are
currently supported by their manufacturer. This means that Windows XP falls outside the BYOD
policy as it is no longer supported by Microsoft. These machines are not eligible to be connected
to the schools' Wi-fi.

Protect Your Device - Antivirus

By using your own personal device at school, you agree to the terms and conditions
of the NSW DEC BYOD policy which includes the use of antivirus software.

Information on this page is of an advisory nature that will support effective classroom learning.

RANDWICK GIRLS HIGH SCHOOL
Cross Platform App Guide

	![Windows]	![Mac]	![Web]	![iOS]	![Android]	![Chrome]
Word Processing	Word Evernote OneNote	Pages Evernote Office Word	Google Docs Google Keep Evernote	Notability Google Docs Evernote	Google Keep Evernote Papyrus	Google Docs Google Keep Evernote
Presentations Photo Slideshows	Powerpoint Photo gallery Windows Movie Maker	Keynote Powerpoint iMovie	Prezi Google Presenta-tions Slide Rocket	Prezi, Keynote Haiku Deck	QuickOffice Google Presentation Animoto	Google Presenta-tions/Slides Prezi
Research	Internet Explorer Firefox (freeware) OneNote	Safari Firefox Evernote Instagrok	Google Custom Search Boolify Evernote Instagrok Gooru	Notability Evernote Flipboard Wolfram Alpha Easy Bib	Google Chrome DolphinHD OneNote	Google Browser Dolohin HD Instagrok
Data Gathering and Processing	Excel Access	Numbers	Google Forms/ Sheets	Google Sheets Numbers	Google Sheets QuickOffice	Google Form/Sheets
Blogging	Shared OneNote Mysite Edublog	Evernote Mysite Edublog	Mysite Edublogs Weebly Jux Google site	Google Blogger Mysite Weebly Jux Google site	Mysite Blogger Wordpress Weebly Shared OneNote	Google Sites BlogEd Mysite Blogger
Digital Publishing & Infographics	Publisher Adobe InDesign / Adobe Photoshop Powerpoint	Pages Adobe InDesign / Adobe Photoshop Skitch	Google Docs Smore Picktochart Visual.ly ease.ly infogr.am	Phoster Quark Design Pad Popplet Phoster Visual.ly	Picktochart Skitch Mural.ly	Google Docs Glogster Mural.ly Picktochart

- **NB- Please note this table gives alternative apps for doing common tasks on various devices**

Mind-mapping & Study Aids	OneNote Evernote FreeMind PowerPoint Paint	Flashbox Evernote MindNode SimpleMind	Quizlet StudyBlue bubbl.us Mural.ly Popplet	Corkulous iThoughtsHD MindMeister Popplet	Mindmeister Mindomo SimpleMind StudyBlue	Lucidcharts mural.ly MindMeister StudyBlue My Homework
Collaboration	Google Drive Skydrive SharePoint	Google Drive Skydrive SharePoint	Google Drive SharePoint Confluence Wiki Wikispaces	Google Drive Book Creator SharePoint	Google Drive O365	Google Drive SharePoint Confluence Wiki Wikispaces
Image editing Drawing & Painting	Adobe Photoshop Elements Adobe Photoshop Pro Adobe Fireworks	Adobe Photoshop Elements Adobe Photoshop Pro Adobe Fireworks	Aviary PicMonkey Pixlr	Photoshop Touch Sketchbook Pro Procreate PhotoFunia	Photoshop Touch Procreate Sketchbook Pro Snapseed	Google Drawing PicMonkey Pixlr Editor Camera360
Mathematical Graphing	Geogebra Google SketchUp	Desmos	Desmos	Graphing Calculator	Desmos	Geogebra Desmos
Video and Narratives	Windows Movie Maker Adobe Premiere Elements Adobe Premiere Pro	iMovie Adobe Premiere Elements Adobe Premiere Pro	Animoto Powtoon ToonDo GoAnimate	iMovie Animoto Puppet Pals	Animoto Magisto Powtoon WeVideo	Powtoon Pixorial Video WeVideo GoAnimate
Class Communication	Edmodo Schoology Lore Haiku	Edmodo Schoology Lore Haiku	Edmodo Schoology Lore Haiku	Edmodo Transfer Lore Haiku	Edmodo Schoology Lore Haiku	Edmodo Schoology Lore Haiku
Website Creation	Adobe Dreamweaver Adobe Muse	Adobe Dreamweaver Adobe Muse	Google Sites Weebly Yola Jux	Simpl Gusto Weebly	Google Sites Weebly	Google Sites Weebly Yola Jux
Portfolios	Adobe Acrobat MySite	MySite	Google Sites MySite	MySite	Google Sites MySite	Google Sites MySite
Music	Acid Sibelius	GarageBand	GarageBand	Video Star GarageBand		beatlab AudioSauna audiotools
Graphical Modelling	google sketchup	123D Design	3D Tin TinkerCad	123D Sculpt	Autodesk Force Effect Autodesk 123D Design	Lucidcharts Autodesk 123D Design

NB- Please note this table gives alternative apps for doing common tasks on various devices