

# WILLUNGA HIGH SCHOOL

## BRING YOUR OWN DEVICE (BYOD) HANDBOOK



Windows 10



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### RATIONAL

Over the past decade both technology and teaching methodologies have changed. These fundamental changes have impacted on both how curriculum is developed / delivered and on how students learn. At Willunga High School we have recognised these changing fundamentals and have actively developed a BYOD program to support these learning outcomes and to enrich our digital learning environment for all student, so that learning can take place anywhere, anytime, and on any device.

Willunga High School BYOD learning outcomes are to improve student engagement and to enhance learning experiences by providing students with a digital learning environment that allows students to be effective, creative, confident, innovative and productive digital learners who are capable of interacting with real world technology and solving real world problems both collaboratively and as an individual.

**Note:** *To leverage these powerful learning outcomes it is vital that students have the access to the internet, own their own device and bring it to school on a daily basis.*

### BRING YOUR OWN DEVICE (BYOD)

Willunga High School supports a BYOD (Bring Your Own Device) program whereby students have the flexibility to purchase their own device (preferably laptop) and connect to the school's high speed internet and wireless infrastructure. As many families and students already have a suitable device at home the plan will also allow parents/guardians the option for their child to bring their own device (BYOD) if it meets the minimum standards ([see www.whs.sa.edu.au/special-programs/1-1-byod-program](http://www.whs.sa.edu.au/special-programs/1-1-byod-program)) and requirements that we set in order to carry out the normal learning within the School.

### THE BENEFIT OF BYOD

The implementation of the BYOD program at Willunga High School will allow students to be efficient and well-organised in their daily school life. It is envisaged that individual students will be more comfortable and responsible with a personal device of choice. There will be quick and easy access to personal files, and greater connection between home and school learning.

We do understand that technology has the opportunity to be a distraction for many students. It can also be said that it has the potential to act as a tool to engage them in a self-disciplined and focused manner.

Willunga High School expectation is that students act responsibly with the use of technology at all times and understand that this is a privilege that needs to be respected so they will have the opportunity to work in collaboration with their teachers and peers.

### PURCHASING PORTAL

WHS has teamed with JB HIFI to provide a purchasing portal, with a range of devices that WHS recommends. Devices purchased on the portal are delivered to the closest store (Noarlunga Colonnades). There are also a number of different payment options this provides BPAY, Credit Card, Rent, 12 Month Interest Free.

The Purchasing Portal can be accessed online on the Willunga High School website <http://www.whs.sa.edu.au>

### EQUITY AND ACCESS

Teachers will design their classes so that students will be able to use their devices, however for families opting to not participate in the BYOD Program, the school will have some devices available to borrow from the library which will provide student access to technology, however these devices may be shared with other students within the class.

For families in financial hardship (requiring flexible financial options) there will be opportunity to apply via verbal conversation or written statement submitted to the Principal, Anthony van Ruiten, or Deputy Principal, Haley Przibilla, for loan of a school owned device.

### TECHNICAL SUPPORT

BYOD devices will receive only limited technical support, i.e. generally only to connect to wireless internet. All other troubleshooting, hardware and software issues will need to be through the manufactures preferred support.

### INTERNET USAGE

Students can access the Internet through the Willunga High School wireless network whilst on site. This will be monitored and subject to strict filtering and is accessed by a unique username and password. Students are reminded that inappropriate sites are filtered and blocked when necessary to ensure student use of the Internet is for educational purposes.

Students are reminded that using the Willunga High School internet inappropriately is a breach of the ICT acceptable use policy and may lead to disciplinary action.

External networks such as 3G, 4G mobile networks are not permitted. Phone tethering and sim-related dongles are not to be used on Willunga High premises.

### DIGITAL CITIZENSHIP

The Agreement at Willunga High School has six conditions of being a Digital Citizen. The intended audience of this agreement is for Willunga High School students:

- **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
- **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behaviour directed at me and I will seek support from appropriate people or organisations. I will protect passwords, accounts and resources.
- **Respect Others.** I will show respect to others. I will respect my teachers by following their instructions and directions without dissent. I will not use electronic mediums to flame, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other peoples' private spaces or areas.
- **Protect Others.** I will protect others by reporting abuse and by not forwarding inappropriate materials or communications or by visiting sites that are degrading, pornographic, racist or inappropriate. I will moderate unacceptable materials and conversations, reporting conversations that are inappropriate or unacceptable.

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- Respect Intellectual property. I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary and secondary sources. I will validate information. I will use and abide by the fair use rules.
- Protect Intellectual Property. I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses. I will report vandalism and damage. I will act with integrity.

*Any form of cyber bullying will be dealt with through the Willunga High School 'Behaviour Policy' and 'ICT Acceptable Use Policy'. Extreme forms of cyber bullying may lead to police involvement.*

### CHARGING YOUR DEVICE

Students are required to bring their device to the Willunga High School each day fully charged. Students will not be permitted to recharge laptops at school. Loan charges will not be available. Battery life in new technology gives much longer life to modern batteries in computers. Students may need to adjust their power settings to ensure that their device will last the full day.

### ACCESS TO THE WHS WIRELESS NETWORK

Students will need to connect their device to the Willunga High School wireless network. A wireless network called "WHS Secure" is available across the school. Students will be prompted to enter their unique username and password when connecting. By connecting to the Willunga High School wireless network, you agree to the conditions outlined in this user guide and the ICT Acceptable policy found in the student diary and on the website.

### INNAPROPRAITE USE

The Manager of IT Services maintains computers and the School's network so that they operate effectively, and that resources needed are available, and that School's computers operate in a consistent way. The following guidelines are outlined to ensure all users are able to access the latest research available with the latest technology in an acceptable and safe learning environment.

- Users will avoid websites with content that is violent, racist, sexist, pornographic, dominated by offensive language and/or illegal in any way.
- Engaging in chat lines or downloading files is not permitted unless forming part of legitimate class activity guided by the teacher of that class.
- Inappropriate use of the internet and email is a serious matter and can have significant consequences, eg sending a message over the internet using someone else's name.
- Passwords should remain confidential. No user should log-on as another student using their password or use a computer that is logged onto the network with another students log-on.
- Do not remove files or folders that have been installed to the network.
- Do not engage in cyber-bullying or e-crime.
- Under privacy legislation it is an offence to take photographs of individuals without their expressed permission and place these images on the Internet or in the public domain. It is a requirement of the College that any student device can only be used in designated lesson time at the direction of that subject teacher.



### BACKUP AND DATA STORAGE

It is important for each student to keep backups of their critical work. There are a number of options students should consider. Work can be stored on the laptop C Drive and this should be regularly backed up to a USB device or a portable USB hard drive. The school also provides students with google drive to backup academic data such as assignments and classroom materials.

Willunga High School will not be held responsible for lost work due to a failure to do backups.

### INTRODUCTION AND REINFORCEMENT OF BRING YOUR OWN DEVICE POLICY

- Teachers will discuss this policy with their class.
- When inappropriate use is detected it will be dealt with in terms of the policy, thereby reinforcing the policy.
- The community will be made aware of the policy in the school newsletter and will be available on the school website.
- The policy will be sent out to all parents with students invited to participate in the BYOD program.

### NETWORKS AND NETWORK SECURITY

- The creation of an Ad-hoc Networks or standalone wireless network between two or more laptops is not permitted.
- Students must not plug any device into the school wired network.
- Hacking is a criminal offence under the Cyber Crime Act (2001)
- Any type of software or hardware device designed to capture or view network data/packets is not permitted

### SOFTWARE

#### MAIN PROGRAMS

Willunga High School may recommend software applications in order to meet the curriculum needs of particular subjects. The student is responsible to ensure that any required software is already installed on their device if required. Parents/caregivers may be required to install and support the appropriate use of the software in accordance with guidelines provided by the school. This includes the understanding that software may need to be removed from the device upon the cancellation of student enrolment, transfer or graduation.

Willunga High School will provide information and support with respect to the following software packages where agreements have been entered into between Willunga High School DECD and the vendors for the purpose of providing student software for personally owned devices.

- Microsoft Office 2016 – every student in Education of South Australia schools is entitled to download and install Microsoft Office onto a maximum of 5 personal devices for free. TBA

#### ***Required Software***

- Google Chrome <http://www.google.com/chrome>
- Adobe Flash, Reader
- Java <http://www.java.com/en/download/index.jsp>
- Google Drive <http://drive.google.com>
- VLC Player <http://www.videolan.org/vlc>
- Virus utilities:
  - Windows 10 comes with free Antivirus in built (Windows Defender / Security Essentials)
  - Mac OSX – Avast Essential Security <https://www.avast.com/en-au>

### VIRUS PROTECTION

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

#### ***Recommendations***

- Protect their devices from virus by scanning for viruses regularly.
- 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. Be particularly cautious of exe files. Any questions ask IT team for their opinion
- Delete any junk emails. Do not forward or reply to any of these.

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### NON SCHOOL SOFTWARE, GAMES AND MUSIC

The installation of software applications, games and music on the student owned devices is acceptable provided that the following criteria:

Are appropriately licensed

All of software applications, games and music are required are required to adhere to the WHS ICT acceptable use policy

It is recommended software applications, games and music is kept to a minimum to maximise the efficiency of battery life and overall performance of the device

The installation of above doesn't impact on the WHS wireless network.

- Using these programs isn't to interfere with the classroom learning programs and students learning
- The use of network games is banned (unless authorised by the teacher for educational purposes)
- Ad-hoc networks are **NOT** to be created or used.

Students who do not adhere to the above will be subject to the School's ICT acceptable use Policy and behaviour management policy

### PURCHASING PORTAL

Willunga High School has teamed with JB HiFi and Hewlett Packard (HPE) to provide an online purchase portal where preferred devices can be purchased. Purchasing through the portal will ensure a suitable device is selected and educational pricing is offered. It may make purchasing easier for some and give peace of mind knowing others students are likely to own the same device. It should be noted that warranty claims will still be dealt with parents/caregivers directly through the manufacturer. Those who wish to select and purchase their own device choice of a device are more than welcome to and can follow the minimum specifications listed.

Details on how to access the JB HiFi portal is on the Willung High School website.

### FAQ

**Q: What is BYOD?**

A: BYOD stands for Bring Your Own Device. This means that students bring a personally owned electronic device to school to enhance their learning.

**Q: At what year level does BYOD commence?**

A: All students are required to bring a device to assist in their learning.

**Q: Student device isn't working and they need technical support?**

A: Technical support is available through IT helpdesk. This should be done at times when the IT help desk are open and not during lesson times. If students require hardware support they will need to contact the manufacturer directly.

A: Firstly try turning your device off and on. If this doesn't fix the issue consult with IT staff.

**Q; How do I logon to SEQTA?**

A: Please visit <https://students.whs.sa.edu.au>

**Q: Will the internet be filtered when the device is at school?**

A: Yes, as long as the device is connected to the student school network.

Parents should check their online networks at home to ensure they are filtered and consider how they will monitor usage at home.

**Q: Will the device be covered by the school if it gets lost or damaged?**

A: No, parents should check their home and contents insurance policies and take out insurance for damage, loss or theft, or Accidental Damage Protection (ADP) at point of purchase with ASI Solutions.

**Q: What happens if my device is damaged accidentally during school hours?**

A: Accidents do happen and it is important to have a warranty and insurance. If damage occurs by another student this will need to be reported to a year level leader.

**Q: Will students be able to recharge devices during the school day?**

A: Students should not have the expectation that they will be able to charge devices at school.

Many school buildings do not have the capacity to handle additional electrical demands for charging personally owned devices.

As part of personal organisation students need to charge their devices at home for learning at school

**Q: Who is responsible for the device at school?**

A: Students are responsible for their device at all times.

No responsibility is taken by the school for loss or damage to devices owned by students.

**Q: What will happen if the device is used inappropriately?**

A: The consequences of any breaches of the Responsible use of ICT Policy will be determined by the relevant Year Level Leaders, in accordance with the school's behavior support policies.

**Q: Will my child be able to print?**

A: Yes. Once they have the 'follow-you' print queue installed they will have access to the managed print service. They will need to carry their student ID card with them to be able to release their prints.

**Q: Do I need to buy a new device, or will an existing one be OK?**

A: A new device is not required although it is preferred the device meets the minimum specifications for BYOD at Willunga High School. Please check the specifications for device page, to ensure that it meets the minimum specification required.

**Q: Who is responsible for any repairs or updating of personal computing devices?**

A: Families who own the personal computing device will be responsible for organising repairs and updates. The IT Helpdesk will provide how to guides for students on how updates are to be done on their devices.

**Q: Where will the devices be stored one they are at school?**

A: Students should ensure that when their devices are not being used that they are located in their bags in a safe place.

**Q: What software will my child's be required to have on their device?**

A: Student devices will come with an operating system.

For Windows devices this should be Windows 10.

For Apple Mac device this should be OS X 10.10 or later.

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Student devices should also have suitable Anti-Virus software installed.

Other tools such as a preferred web browser and audio and video playing tools are generally already installed.

Beyond that the School will provide access to Microsoft Office 365

### **Q: Who do I contact for warranty support?**

A: Families will need to contact the supplier for any hardware faults and repairs. Student owned devices will only receive very limited technical support e.g. generally only connection to College wireless system.