



Junee High School

Bring Your Own Device Program



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Junee High School

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Education

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Student use of Digital and Online Services Procedures

Purpose

This procedure guides students in the use of BYO digital devices and online services at our school.

Our school acknowledges the educational value of digital devices and online and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support students to use them in safe, responsible, and respectful ways.

Scope

This procedure provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students, parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing.

This procedure covers student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school-provided and personal digital devices and all online services.

Our Schools Approach

Urgent communication between parents and students can be carried out via the Administration Office between 8:30am and 3:30pm on 69241666 or via the school email June-h.school@det.nsw.edu.au

Insurance: Students are responsible for their technology devices. Please note that June High School does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including laptops, mobile phones or any item that may be brought to school.

The school cannot undertake to provide technical assistance for hardware or software problems that may occur with devices. Such assistance remains the personal responsibility of the student as a private matter. If the device malfunctions during a lesson, the student is required to continue with their learning in a conventional manner.

During class, technology devices are only to be engaged for appropriate use in accordance with teacher instructions and at the teacher's discretion.

Students may listen to music during study lessons in the library with headphones only. The sound should not be high enough to be heard by others. Failure to regulate the volume so as not to distract others may result in the student being asked to put their device away. This is at the discretion of the class teacher or Teacher Librarian.

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents and carers can request an exemption, and these will be considered on a case-by-case basis and granted at the principal's discretion.

Students should:

Be safe, responsible, and respectful users of digital devices and online services and support their peers to do the same.

Be responsible for ensuring that any software or application required is already installed on their device. The school is unable to supply or install software due to resource constraints and licensing agreements. Where specific software is required for classroom learning and or tasks, the teacher will provide access to the software via desktop computer.

Are encouraged to perform regular backups of their files. The importance of current work will often determine back up frequency. JHS is not responsible for any data loss. Under the school's Assessment Policy, loss of data is not a valid excuse for the late submission of a task.

Parents and career should:

- support implementation of the school policy, including its approach to resolving issues.
- take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.

provide digital devices that meet school specifications and complete any related paperwork.

School Staff should:

- deliver learning experiences that encourage safe, responsible, and respectful use of digital devices and online services.
- 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 policies, departmental policy, and any statutory and regulatory requirements.
- if feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's safe, responsible, and respectful use of digital devices and online services.
- participate in professional development related to appropriate use of digital devices and online services.

Communicating this policy and associated procedures to the school community

- this document can be accessed electronically via the school's website as a PDF and in paper form at the school's administration office.

Enquiries

If a student, parent, or carer has a query regarding this policy or associated procedures, please contact the school on 69241666 or speak to the relevant Year Adviser.

Review

The Principal, Executive and Technology Staff will review this policy and associated procedures annually.

Development

This policy and associated procedures have been developed in consultation with the Principal and/or School staff.

Bring Your Device Policy

Rationale

The schools supported model for the supply of technology resources in education is no longer a model which can meet the demands of teachers and students. Junee High School values the rich learning experiences that well planned, appropriate use technology can bring. The promotion and advancement of this integration is core to the school's educational philosophies.

By facilitating Bring Your Own Device (BYOD), Junee High School empowers its students and gives them direct involvement in the way they use technology in their learning. At the same time, BYOD enables teachers to build on their experiences in the previous school delivered model and adapt to this new independent BYOD environment without losing the core technology capabilities on which they have been able to rely.

Objectives

1. To facilitate and promote the bringing of a computing device to school by all students in Year 7-12 for use in their education.
2. To provide a safe environment in which students can achieve Objective 1.
3. To ensure a minimum standard of device compatibility.
4. To enable students to use technology to further their learning, independently and in structured lessons.
5. To provide a basis on which Junee High School teachers can continue to tailor lesson delivery so that students can use their devices in class toward specific learning outcomes.

Actions

Students and Parent/Carer

- Eventually, all students in Year 7 – 12 will be expected to bring a computing device to school each day.
- This device should be a personal device of students own choosing and ownership which must meet the minimum standard of device compatibility.
- Prior to bringing a personal device for the first time, students and their parents must read and sign the BYOD charter which sets out the responsibilities and expectations for use of the personal device at Junee High School.
- Students must use their device in accordance with schools Cyber Safety Policy, the Department of Education Student Use of Digital Devices and Online Services.
- Students must follow the teachers' directions as to appropriate use of their devices in class.

Each student is responsible for the care and conduct their own personal device whilst:

- at school or at other school activities.
- travelling to and from school.
- students must connect their device to the designated wireless data network supplied by Junee High School using their own, individual user account credentials. Students who also have a TAFE level user account MUST NOT use it at school.
- Students must connect to any other network, wired, wireless or cellular.
- Students must not bridge the Junee High School designated network to any other network.

Teachers

- Teachers should encourage and facilitate the use of student's devices in their class where they deem appropriate. Use of student's devices in class is, however, at the sole discretion of the teacher.
- Teachers should follow standard discipline procedures in case a student fails to bring their device, in the same manner as if a student fails to bring any other required material to class.

Junee High School will:

- Maintain a BYOD Equity Policy to ensure all students, no matter their family's financial means, have access to the computing resources, inside and outside of class time, that are required by their coursework.
- provide a BYOD User Charter to list the responsibilities and expectations of each student and their families in the BYOD program.
- ensure a copy of the BYOD User Charter is signed by each student and their parents prior to allowing the student's device to be brought to school.
- provide a wireless network with filtered Internet connection to which students may connect their BYOD program device.
- provide support to assist students with establishing network connectivity with the BYOD program device.
- accept no responsibility for loss or damage to, or for maintenance or repair required on a student's own device through any act or omission resulting from the negligence or otherwise of the school, a member of the school staff or of another student.
- should a student's device fail to meet a requirement of the Device Specification, the school will not facilitate the student's access to any network or school services. The school may direct a student to cease bringing a device to school which does not meet all the requirements of the Device Specification

Signed Agreement

Junee High School Bring Your Own Device (BYOD) Program gives freedom to students and their families to tailor their choice of technology to their own educational needs. Students and parents must be aware of and consent to the program's boundaries described in this User Charter.

Scope and Definitions

- 1.1 Parties: This agreement is between Junee High School, a student currently attending Junee High School, and their parent or carer.
- 1.2 "Student" and "Students": Reference in this agreement to Student or students means a student currently attending or will be attending Junee High School and binds their parent or carer.
- 1.3 Bring Your Own Device User Charter": This agreement may be referred to as the Bring Your Own Device User Charter or BYOD User Charter.
- 1.4 Device": Reference in this agreement to Device means an electronic device. Brought by a student to Junee High School pursuant to the schools Bring Your Own Device program and this BYOD User Charter.

Equipment

- 1.5 **Custodianship:** The device brought to school pursuant to this policy must be able to be brought to school by the student on every school day and be solely the students to use throughout the school day.
- 1.6 **Choice of equipment:** The device must meet all the requirements of the Device Specification. This includes meeting any required physical device characteristics and the having the listed software installed. The Device Specification is a separate document available from Junee High School.
- 1.7 **Use of alternate equipment:** Equipment which is not in accordance with clause (3.2) is not permitted for use in the Bring Your Own Device program in the absence of a separate agreement between the parties for the use of such equipment.
- 1.8 Damage or loss of equipment.
 - 1.8.1 Students bring their own device for use at Junee High School at their own risk.
 - 1.8.2 For the removal of any doubt, Junee High School will not be responsible for any loss, theft or damage to the device or data stored on the device while the device is at school or during a school-related activity, absolutely, in negligence or otherwise.
 - Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.
 - In circumstances where a device is damaged by abuse or malicious act of another student ("the other student"), reimbursement may be required. The principal will, having regarded all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be the responsibility of the other student.

Standards for Equipment Care

Students are responsible for:

- a. Taking due care of the device in accordance with school guidelines.
- b. Adhering to the Department of Education Student use of Digital Devices and Online Services.

- c. Backing up all data securely. All electronic data and resources used for school coursework must be stored on another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.

Misuse of Equipment and communication systems

- 1.9 Students bring their own device for use at Junee High School at their own risk.
1.9.1 Standard school discipline procedures apply for misuse of the device contrary to this BYOD User Charter or other rules.

Acceptable Equipment and Communication System Use

1. Students bring their own device for use at Junee High School at their own risk.
2. Use of the device during the school day is at the discretion of teachers and staff. Students must use their device as directed by their teacher.
3. The primary purpose of the device at school is educational.
4. Students must bring their device to school fully charged.
5. Students should avoid bringing peripheral equipment to school with the device, including items such as:
 - a. chargers
 - b. charging cables
 - c. docking cradles, except for a docking cradle that includes a keyboard.
 - d. adapters for the connection of video output or data transfer
6. While at school, all material on the device is subject to review by school staff.
7. Students are to connect their device to the designated wireless network only. Students are not to connect their device to other wired, wireless, or cellular networks whilst at school.
8. Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.
9. Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the Department of Education Student use of Digital Devices and Online Services. This policy forms part of this Bring Your Own Device User Charter.

Bring Your Own Device Equity

Rationale

The Junee High School Bring Your Own Device (BYOD) program, like all BYOD programs in an education setting, inherently imposes a financial cost on students and their families in supplying a device. At the same time, the Junee High School BYOD program can only function if all students have access to appropriate technological resources in all their classes. Junee High School takes seriously the role of public education in ensuring all students have access to the same learning outcomes. The purpose of the BYOD Equity Policy is to establish the framework for the BYOD program to provide this for all students, irrespective of their families' financial means.

Objectives

1. To achieve objective (1) of the Junee High School BYOD policy, being to facilitate and promote the bringing of a computing device to school by all students in Years 7 - 12 for use in their education.
2. To ensure equity in the BYOD program and its implementation.
3. To ensure all students have access to appropriate technological resources in their classes.
4. To provide a framework through which family requests for assistance can be managed consistently.

Actions

Junee High School will:

1. Endeavour to provide personal access to appropriate technology resources to all students operating under the school's Bring Your Own Device program in keeping with the objectives of that policy and with respect to its role as a public education institution.
2. Ensure the BYOD Program's **Device Specification** is designed so that a range of devices in capability and cost are suitable and meet the Specification.
3. Assess applications for assistance in meeting the requirements of the BYOD program on a case-by- case basis. Consideration will be given to all the facts of the matter, including:
 - a. The level of assistance requested.
 - b. Scholastic Year of the student.
 - c. Subjects the student undertakes.
 - d. Technology already available to the student at school and at home.
4. Consider a range of alternatives for providing device access for students, including:
 - a. Loan of a laptop or other device for a particular period or class when personal device is flat or damaged - Faculty Loan.
 - b. Loan of a laptop or other device for a particular day.
 - c. Long Term Loan
5. Make a written agreement between the school, student and parent/carer that specifies the arrangements agreed upon or determined for facilitating access to technological resources.

Students and Parents/Carer:

1. Consider your options for the purchase or lease of equipment that meets the **Device Specification**
2. If you believe you are unable to provide a device that meets the specification, make an application in writing to the principal or make an appointment to speak with the principal and indicate that you require assistance in addressing the school's Bring Your Own Device program. See Appendix 1.
 - a. The school will liaise with you, your son/daughter, and their teachers to identify the most appropriate way to address the issue and ensure they have appropriate access to the technological resources of their peers.
 - b. You will be asked to make an agreement with the school that confirms the alternative arrangements made for your son/daughter's access to technological resources.
3. The school will not purchase a device to assign to your son/daughter nor will the school make a device available for permanent loan. In substitution of a personal device the school will consider options including:

- a. Loan of a laptop or other device for a particular period or class when personal device is flat or damaged - Faculty Loan.
- b. Loan of a laptop or other device for a particular day.
- c. Long Term Loan.

Appendix 1: Recommended Specifications "Bring Your Own: learning device.

Baseline

Criteria	Minimum specifications
Physical dimensions	12" to 14" in screen size
Operating System	Windows 10 with latest updates installed
Processor	Core i3 or Ryzen 3, 1.2GHz; 2 Cores; 4 Threads or above
Memory	8GB
Wireless Compatibility	802.11n 5Ghz
Battery life	6 hours and above
Storage	128 GB and above
Input	Wireless mouse
Protective casing	Lightweight Hard shell laptop case
Additional Recommendations	Laptop weight less than 1.6 kg

Recommended

Criteria	Minimum specifications
Physical dimensions	12" to 14" in screen size
Operating System	Windows 10 with latest updates installed
Processor	Core i5 or Ryzen 5, 2 GHz; 4 Cores; 4 Threads or above
Memory	16GB
Wireless Compatibility	802.11ac or above
Battery life	10 hours and above
Storage	256 GB and above
Input	Wireless mouse, 10-point touch and stylus equipped
Protective casing	Lightweight Hard shell laptop case
Additional Recommendations	Laptop weight less than 1.6 kg

Software – There is no need to buy the Microsoft Office suite, as the Department of Education supplies this software for free. There are also alternatives such as G Suite for Education (Google apps).

- Google Drive provides INLIMITED free storage for students and staff, and has a desktop app:
https://www.google.com/intl/en_au/drive/download/
- Microsoft's One Drive also provides UNLIMITED free storage for students and staff:
<https://www.office.com/>
- Adobe Creative Cloud is FREE for students and staff:
<https://creativecloud.adobe.com/en/apps/download/creative-cloud>

Appendix 2: Purchasing "Bring Your Own" learning device.

Junee High School have set up partnerships with JB HiFi and HP. Devices may be purchased with significant discounts through the portals below. Simply log in with the details below.

HP BYOD Program

Web Address: www.hp.com.au/BYOD





Login-In with School Code: JuneeHS2023

JB Hi Fi Solutions BYOD

Web Address: <https://www.jbeducation.com.au/byod/>

Login-In with School Code: BYOD2023

Appendix 3: Best practices for digital devices

	<ul style="list-style-type: none">• The student's name should be clearly visible on the back of the device and should not be able to be easily removed.• Students should always attempt to minimise the total weight of materials transported to and from home. For this reason we have specified devices with a smaller form factor (See Appendix 1: Recommended minimum specifications "Bring Your Own" learning devices (laptop) on page 13). Remember that the laptop/tablet device is valuable and always have it in sight.
	<ul style="list-style-type: none">• Students are expected to bring their devices to school each day with a fully charged battery as the use of power cords creates a trip hazard and increases the possibility of damage to the device.<ul style="list-style-type: none">- Batteries are considered a consumable device and will deteriorate over time.- If the laptop/tablet device is purchased privately then typically it has a 1-year warranty and may require a replacement battery before it reaches three years of use.
	<ul style="list-style-type: none">• Students should utilise cloud-based storage options supplied by the NSW Department of Education for storing data.<ul style="list-style-type: none">- Each student has been supplied with their own OneDrive (Microsoft) and Google Drive (Google Workspace) account via the education.nsw.gov.au account.- It is best practice to use the respective cloud storage technology's <i>sync client</i> to achieve this.- The school is not responsible for any data loss, especially for files stored on the "Desktop" folder or any other offline folder of the device.- It should be noted that loss of data is not a valid excuse for the late submission of a task.
	<ul style="list-style-type: none">• Students should use strong passwords and have suitable privacy controls.• Never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.

Appendix 4: Key terms

BYOD is an acronym for Bring Your Own Device, where students are permitted to bring a form of digital device from home that can connect to the school's wireless network to support their learning at school.

Digital citizenship refers to the skills and knowledge a person needs to effectively use digital technologies in a positive way so they can participate in society, communicate with others, and create and consume digital content.

Digital devices are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smart watches, smart phones, and other devices.

Digital literacy is the set of social, emotional, and technological skills and competencies that people need to understand to use digital devices and online services, and to expand their opportunities for education, employment, and social participation, including entertainment.

Image-based abuse occurs when images are distributed, or threatened to be distributed, without the consent of those pictured. This includes real, altered and drawn pictures and videos.

Online bullying involves using technology such as the internet or mobile devices to bully someone. Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. Bullying behaviour can also involve intimidation, victimisation, and harassment.

Online safety is the safe, responsible, and respectful use of digital media, devices, other technology, and online services.

Online services are any software, website or application that can gather, process, or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media, and other online spaces.

School-related settings include school grounds, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This connection may exist in situations where: there is discussion about school taking place outside of school hours; a student is wearing their school uniform but is not on school premises; a relationship between parties commenced at school; students are online in digital classrooms; and where online contact has flow on consequences at school and duty of care requires the school to respond once an incident is reported.

Appendix 5: What if you don't have a device?

Students who do not have devices will be able to take out a 'Day or Long-term Loan' from the school technology room, located in A Block Room 4 (known as The Hub)

The HUB Technology Office (AR0006) is open between 8.45am and 9.05am on Wednesday or the library to request a laptop and return after the final bell each day.

Loaning of school laptops should be seen as only a temporary measure. If a student fails to return their device on time, they may be restricted from borrowing for the remainder of the week. If a student repeatedly fails to return a day-loan laptop, they may lose access to the facility for the remainder of the term.

For longer-term loans, students may apply for eligibility through the Principal. Upon permission granted, a student will be able to borrow a long-term loan laptop for a mutually agreed upon time. The student is responsible for charging and the safe keeping of the device.

Appendix 6: Student Agreement for use of Digital Device

What is safe, responsible, and respectful student behaviour?

To use digital devices and technology at Junee High School, students must read the Junee High School Digital Device and Online Services Policy and Procedures and sign below in company of a parent or caregiver.

I agree to be safe –

Protect your personal information, including our name, address, school, email address, telephone number, pictures of you and other personal details.	
Only use your own username and password, never share them with others	
Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you, or offers you money or gifts	
Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable	
Never hack, disable, or bypass any hardware or software, including any virus protection, spam, and filter settings	

I agree to be responsible –

Follow all school rules and instructions from school staff, including when using digital devices and online services	
Take care with the digital devices you use: Make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use. Understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need. Make sure the device you bring to school has the latest software installed and take care with the school owned devices you share with others, so the other people can use them after you.	
Use online services in responsible and age-appropriate ways. Only use online services in the ways agreed to by your teachers. Only access appropriate content and websites, including when using the schools filtered network and personal, unfiltered networks. Do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.	
Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.	

I agree to be respectful –

Respect and protect the privacy, safety, and wellbeing of others.	
Do not share anyone else's personal information.	
Get permission before you take a photo or video of someone, including from the person and the teacher.	
Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online services.	
Do not send or share messages with content that could cause harm, including things might be: <ul style="list-style-type: none">• Inappropriate• Offensive or abusive• Upsetting and embarrassing to another person or group• Considered bullying or private or confidential.• A virus or other harmful software	

Signed Agreement

I have read and will abide by Junee High School Digital Devices and Online Services Policy and Procedures.

Student Name: _____ Calendar Year: _____

Academic Year: (circle) 7 8 9 10 11 12

Student Signature: _____ Date: _____

Parent/Caregiver Signature: _____

Parent/Caregiver Name: _____ Date: _____

When signed please return to the front office.

Appendix 7: Junee High School Laptop Loan Agreement

Device Loan Details

DEVICE TYPE		Serial No:	
STUDENT NAME	<i>Family Name</i>	<i>Given Name</i>	
PARENT/CAREGIVER NAME	<i>Family Name</i>	<i>Given Name</i>	

Students who do not have access to a personal laptop or family computer may apply to borrow a device.

A laptop loan agreement must be signed and provided to Junee High School before the laptop will be loaned.

Students and parents/caregivers must carefully read this agreement prior to signing it. Any questions should be addressed the school and clarification obtained before the agreement is signed.

Laptop Loan Agreement Information

- We have read the Laptop Loan Agreement (attached)
- We understand our responsibilities regarding the use of the laptop and the internet.
- In signing below, we acknowledge that we understand and agree to the Laptop Loan Agreement.
- We understand we accept any responsibility for any costs associated with the repair or replacement if caused by negligence or non-return.
- We understand that failure to comply with the Laptop Loan Agreement could result in loss of future loan permission.

Student Signature: _____ Date: _____

Parent/Caregiver Signature: _____ Date: _____

Laptop Loan Agreement

Long Term device loan		
Device Model and Make: _____	Serial Number:	Library Barcode:
Charger: _____		
I have read and agree to the long-term leaning device loan and internet use. (Please tick)		

Please sign and return this page to the school office.

This page has been left blank intentionally.

Appendix 8: Junee High School Conditions for loan of a Junee High School digital device

The Junee High School Electronic Device Loan program aims to improve student learning experiences both in and beyond the classroom. The school provides this service with the expectation that students will make positive decisions regarding their personal use of technology.

To allow your child to receive their loan device, both students and their parents or caregivers must consider the information contained in this document, sign the consent form and return it to school.

Junee High School will facilitate this in accordance with the Department of Education policies. Students and parents need to be aware of and consent to the program's boundaries described in this document and comply with the advice provided in the Digital Citizenship website.

Students are responsible for:

- (a) taking due care of the device in accordance with school guidelines
- (b) adhering to the Department of Education's Student Use of Digital Devices and Online Services.
- (c) backing up all data securely. All electronic data and resources used for school coursework must be stored on another device or electronic medium accessible on demand. Students must not rely on their device, to save the only copy of their work.
- (d) ensuring that there is no misuse of equipment and communication systems.

Examples of action the school may take in cases of misuse include:

- a) the device is taken away by a teacher for the remainder of the lesson.
- b) the device is taken away by a Head Teacher or Deputy Principal for the remainder of the school day and/or until a parent or carer picks up the device.
- c) permission for the student to loan a school device may be revoked.
- d) conventional discipline procedures, including detention or suspension were deemed appropriate, pursuant to the school's discipline procedures.

Acceptable equipment and communication system use

- Use of the device during the school day is at the discretion of teachers and staff. Students must only use their device as directed by their teacher.
- The primary purpose of the device at school is educational. Students will be given access to:
 - a) the school's online learning management system (e.g., Google Classroom)
 - b) appropriately filtered internet and network access whilst connected to the school's wireless network.
 - c) minimal school network access and printing
 - d) DoE supplied webmail access.

- Students must bring their device to school fully charged. Students should not assume access to charging in the classroom as this is a safety hazard and power outlets are limited.
- While at school, all material on the device is subject to review by school staff.
- Students are to connect their device to the designated wireless network only. Students are not to connect their device to other wired, wireless, or cellular networks whilst at school.
- Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.
- Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the Department of Education's policy Online Extracts are provided below.
- The policy Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/V04) applies to the use of the device and internet on the device:
 - at school
 - to access school-hosted systems
 - in connection with a school-related activity or school-related program, including coursework.
 - Students are encouraged to perform regular backups of their files. The importance of current work will often determine back up frequency.

Extracts Online Communication Services: Acceptable Usage for School Students

Access and Security -

Students will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- ensure that communication through internet and online communication services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e., unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email, or wants to meet a student.
- never knowingly initiate or forward emails or other messages containing:
 - a message that was sent to them in confidence.
 - a computer virus or attachment that is capable of damage a recipients' computers.

- chain letters and hoax emails
- spam, e.g., unsolicited advertising material.
- never send or publish:
 - unacceptable or unlawful material or remarks, including offensive, abusive, or discriminatory comments.
 - threatening, bullying, or harassing another person or making excessive or unreasonable demands upon another person usually explicit or sexually suggestive material or correspondence
 - false or defamatory information about a person or organisation.
 - ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
 - never damage or disable computers, computer systems or networks of the NSW Department of Education
 - ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling, or any unlawful purpose.
 - be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

Privacy and Confidentiality

Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

Intellectual Property and Copyright

Students will:

- never plagiarise (copy someone else's work) information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.

- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

Misuse and Breaches of Acceptable Usage

Students will be aware that:

- they are held responsible for their actions while using internet and online communication services.
- they are held responsible for any breaches caused by them allowing any other person to use their e- learning account to access internet and online communication services.

the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Monitoring, evaluation, and reporting requirements

Students will report:

- any internet site accessed that is considered inappropriate.
- any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education.

Appendix 9: Junee High School Equity Application

Student Name		Family Name	
Parent/Caregiver Name		Family Name	

Laptop Loan Agreement

Junee High School is moving to a BYO Device school but will offer a small number of loan laptops for long term loans to students. Loan laptops remain the property of Junee High School.

A Laptop Loan Agreement must be signed and provided to Junee High school before the laptop will be loaned.

If the student requires a laptop loan device, they may borrow one for no fee. Any damage to this device will be charged to the parent.

Please describe why you need a loan device:

By signing below, you are agreeing to the loan conditions in Appendix 8.

Student Signature		Date	
Parent/Caregiver Signature		Date	
Principal Approval Signature		Date	

Junee High School aims to provide a safe and happy environment which caters for individual differences and provides opportunities for all students to maximise their potential.

Mr Darren Hamilton
Principal