Bring Your Own Device
2023

Blakehurst High School
270A Woniora Rd Blakehurst 2221

PRINCIPAL'S INTRODUCTION

At Blakehurst High School, we value the rich and deep learning experiences that technology can provide, in a stimulating and challenging academic environment.

Our school mission statement is that "*we inspire students to excel as critical learners, thinkers and champions of diversity, who have a positive impact on their world*".

To facilitate this and to intrinsically develop the "soft skills" of our evolving digital world demands, we have positioned ourselves to become a Bring Your Own Device (BYOD) School.

The changing workplace practices, of all professional industries, means we need to advance and launch our students into further study and to be workforce prepared, with a high technological skill set.

At Blakehurst High School, we value and acknowledge our diverse range of learners. The experience of Remote Learning over the last two years has strengthened our resolve to become a BYOD school, however, we are more than ever, committed to ensuring all our students reach their individual potential. Our High Expectations and a school community that values *Integrity, Rigour and Empathy,* will continue to underpin all that we do.

The recent introduction of a BYOD program at Blakehurst High School has taken us to the next level of achievement, empowering our students to be directly involved in the way they use technology in their learning.

New students will be initiated into the BYOD culture via their classroom teachers as they use devices to promote a wide range of learning experiences and skills-based learning. The library is available to facilitate onboarding for students at Blakehurst High School.

Screen Time and Cyber Safety are critical concerns that will be addressed with the student body periodically. Workshops will also be coordinated for our parents and carers.

We are positioned in an advantageous way, with an extensive IT support network and highly trained staff. BYOD teaching and learning strategies will be used in tandem with explicit teaching, direct instruction, student centered and contemporary learning styles and strategies. This vast array of teaching and learning methods will ensure student engagement, enhancement in student progression and students reaching their individual potential, prepared for life a successful and impactful life beyond Blakehurst High School.

Yours in service,

Sophie Kapsimalis
Principal

ABOUT **BRING YOUR OWN DEVICE**

WHAT IS BYOD?

BYOD (Bring Your Own Device) is a strategy that is governed by the NSW Department of Education's (DoE) Student BYOD Guidelines which enables students to bring their own device to the classroom.

The term "device" in this policy refers to personal electronic devices brought into the school, which has the capability of connecting to the department's Wi-Fi network. Mobile phones are not part of the school's program and are not a substitute for the BYOD program.

Blakehurst High School has made the decision that the only devices included in the school BYOD program are laptops.

BYOD acknowledges technology in education means more than meeting specific curriculum requirements.

BYOD is designed to give you, as students and families, freedom to make technology choices that suit you and all your circumstances.

HOW DOES IT WORK?

All students are expected to bring their own computing device to school every day. The school makes *recommendations* as to the model of device students may choose to bring and has a purchasing portal that makes comparison, quotes and purchases available.

There is also some software that is required on the device and the DoE has made a range of free applications available through the student portal.

Students are required to submit a **Student Agreement** that sets out how the device can be used at school.

TYPES OF **DEVICES AVAILABLE**

A range of devices in a range of price categories meet the Device Specification. The Device Specification includes Windows and Apple devices. Devices can range from 9.7" to 14.0" in a laptop or two in one convertible format.

The school partners with "Learning with Technologies" to make **Recommended Devices** available through a *Purchasing Portal.* Recommended devices exceed the Device Specification and they come with a warranty and optional accidental damage protection and insurance.

Additionally, it is possible you already own or use a device which meets the Device Specification, in which case, this device is appropriate for BYOD.
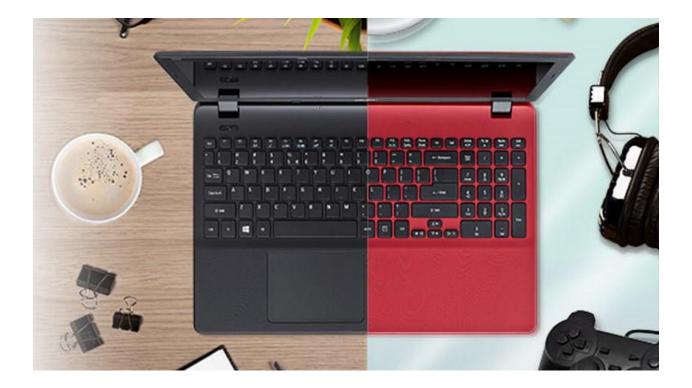
PURCHASE FROM OUR PORTAL

Our **Purchasing Portal Options** explains how you can purchase a recommended device as well as the advantages that come with doing so.

PURCHASE FROM A RETAILER

If you are considering purchasing a device from a retailer, there are many factors to consider. While smaller laptop devices may be half the price of a larger sized Ultrabook, you should carefully consider all your options for purchase and lease/rent-to-buy. Consider also that a good quality device could comfortably last up to four years.

PURCHASING A LAPTOP

Before you purchase a laptop computer, it is important to establish how you will use it. The following are some practical considerations to bear in mind when shopping for your next computer.

- The first choice to make relates to the computer's operating system. There are two principal choices: Windows and Mac OS X. When choosing, consider the software you use and try to anticipate any potential compatibility issues.
- Battery life is an important consideration for sustained use and the need to recharge daily.
- Establish how much processing power and memory you need before purchasing. Be sure to check the device specifications in this document for minimum requirements. Your subject choices may impact the use of your laptop and the ability to run multiple applications. If you only need a computer for word processing, for example, you can purchase a perfectly capable laptop for a lot less than one that is designed to run heavy software like Photoshop.
- Do you enjoy the tablet interface but still need some of the functions that a laptop offers? Consider a hybrid device that can bridge the gap between the two.
- Do you hope to use your laptop for design work or as a device for watching films? Look for a laptop with a high-resolution screen.

PURCHASING PORTAL DEVICE OPTIONS

Our recommended devices are designed to simplify your choices and purchasing process. A range of devices in a range form-factors are available. All meet the school's Device Specification.

Sample page of internet-based purchasing portal below.

LEARNING with technologies

| Welcome | **Select a Device** | Compare and Configure | Order Details | Payment Method |

Select up to 3 devices to compare and configure below

The timeframes below indicate the availability of the devices from our local warehouse

▼ Show Filters

1 to 2 weeks to ship

Lenovo 14w Gen 2 - 14" Non Touch, AMD, 8GB, 256GB

$704.00

☐ Select

AMD | 14.0" | 256GB
8GB | 1.45KG | 10 hrs

In Stock

Acer Travelmate B311 Spin - 11.6", 128GB, Stylus

$836.00

☐ Select

Pentium | 11.6" Touch/Stylus | 128GB
4GB | 1.49KG | 12 hrs

In Stock

Acer TravelMate P214 14" Notebook - Core i3 8GB 128GB

$935.00

☐ Select

i3 | 14" | 128GB
8GB | 1.6KG | 13 hrs

CONSIDER WHETHER YOUR BEST OPTION IS TO USE THE SCHOOL'S PURCHASING PORTAL

TAKE THE DEVICE SPECIFICATION PAGE WHEN YOU GO LOOKING FOR A DEVICE TO PURCHASE IN A STORE

HOW TO ACCESS THE
PURCHASING PORTAL

Visit The Purchasing Portal:

https://blhs.orderportal.com.au/

Devices are available to purchase now.

DEVICE SPECIFICATION: HARDWARE

HARDWARE REQUIREMENTS

Your Bring Your Own Device Program device must meet all of the following requirements:

Form Factor	Laptop, Two in One or convertible device
Physical Dimensions	Minimum Screen Size: 9.7" Maximum Screen Size: 14.0"
Wireless Compatibility	**Device must have** *5GHz* **802.11ac/ax** **Note**: Devices marked as "802.11bgn" probably do not support the required standard.
Battery Life	Advertised battery life of at least six hours

Please take special note of the Wireless Compatibility requirements.
This is the most difficult requirement to verify yourself for Windows laptops.
If you are unsure, consider purchasing a recommended device.

ADDITIONAL CONSIDERATIONS

The following are not *requirements* of the Bring Your Own Device program, but are considerations to pay attention to:

Hardware Recommendations	Maximum weight: 2kg Minimum RAM (laptops): 4GB Recommended 8GB Disk configuration (laptops): Solid State disk (SSD)
Considerations	Accidental loss and breakage insurance

DEVICE SPECIFICATION: SOFTWARE

SOFTWARE REQUIREMENTS

Blakehurst High School BYOD program has certain software requirements. A device must meet all of the following:

Operating System	As per the Hardware Specification
Web browser	Any modern web browser.
Word processor	Any word processor than can produce Microsoft Word (.docx) files Microsoft Office Word (Windows/macOS/iOS) is available free to students from the school.
Spreadsheet package	Any spreadsheet tool than can produce Microsoft Excel (.xlsx) files Microsoft Office Excel (Windows/macOS/iOS) is available free to students from the school.

SOFTWARE AVAILABLE
FREE OF CHARGE TO STUDENTS

An array of commercial software is available to students involved in the school's Bring Your Own Device program free of charge. This includes Microsoft Office. **Hence there is no need to purchase software for a BYOD program device.**

Apart from Microsoft Office, the software made freely available are not requirements of the BYOD program, but depending on their course of studies, students may make use of the software variously throughout the school year.

Information on how to obtain software available free of charge is available to enrolled students via the school's Student Portal. Students receive induction on accessing theStudent Portal when they start at Blakehurst High School.

Software available to students includes:

- Microsoft Office
- Microsoft Windows
- Microsoft Visual Studio
- Adobe Creative Cloud
- Adobe Premiere Elements and Photoshop Elements
- AutoCAD
- Trimble SketchUp

SUPPORT PROCEDURES

The school has developed a student induction seminar that will be delivered to all students in the school through our library. Students can obtain support in the library as a first point of contact for students to make laptop-based enquiries or troubleshooting. The schools TSO will act in a support role to ensure students and staff are equipped to manage their devices and to provide expert technical support where required.

The TSO can provide students with assistance in a multitude of areas, including:

- Getting a device connected to the school Wi-Fi network.
- Program administration, such as collating signed BYOD programuser charters.
- Being a first point of call for students and parents/carers with questions about the administration of the program.
- Installing software freely available to students.
- Providing a venue and point of contact for vendors to repair adevice.
- Using a device to interact with school-provided services such as internet access, printing, file access and online learning tools.

The TSO, however, cannot mediate disputes, fix devices with non-warranty issues, or facilitate repairs for devices not purchased throughthe school's Purchasing Portal.

THERE'S SOMETHING
WRONG WITH MY DEVICE

If there's a problem with your device, but you don't exactly know what or you don't know how to fix it then don't just ignore it/hide it/make do in class. You can't wish the problem away indefinitely.

Student support is available. Either the device can be made towork again on the spot, or the Technical Support Officer can suggest to you how to fix the device.

Parent/Carer Concerns

Selecting a device is a complex subject. The 'Selecting a Device' article includes a detailed exploration of the factors to consider when looking for a device.

Broader concerns about the program may exist. There are three topics on which parents/carers most commonly have questions or express reservations:
costs, security and the effect of the device's use at home

ON THE MATTER OF COSTS

The purchase of a device is a major decision and a significant expense. A good quality device may last four years (or even more) and viewed over such a period, the expense is considerably less. Blakehurst High School has taken strides to integrate device use into many aspects of teaching and learning. Your investment allows the school to maximise learning outcomes for all students.

We are committed to our obligations as a public education institution to deliver the same learning outcomes to all our students no matter their families' financial means. We have developed an Equity strategy to operate alongside our BYOD Policy. The Equity strategy outlines a number of approaches the school may take, in consultation with you, to augment access to information and communication technologies.

ON DEVICE SECURITY

The school does not own the device, support the device or warranty the device. Experience from the previous Commonwealth-funded Digital Education Revolution scheme indicates that students who took good care of their device and considered themselves the device's owner rarely had device security issues.

If you are concerned the device is going to be broken, lost or stolen, you may wish to consider specific accidental damage insurance for the device.
You can specifically list the item on your home contents insurance, or you can purchase an Accidental Damage Protection plan for your device. Accidental Damage Protection is available as an option for all our recommended devices.

ON DEVICE USE AT HOME

The school is frequently asked questions about use of a device at home. This is a matter which is largely a negotiation within the family. Students don't need to use their device in their bedroom, or at midnight. The freedom and latitude afforded to one child may not, in all circumstances, be appropriate for another.

Students receive information about safe and appropriate device use across their time at Blakehurst High School. If you feel device use is becoming problematic for your child's schoolwork, you may consider talking with their Year Adviser to determine what strategies can be put in place to address your concern.

WHAT YOU NEED TO KNOW AND DO BEFORE BRINGING A DEVICE TO SCHOOL

There are some steps to take before bringing a device to school for the first time:

1. Complete and Submit the Student Agreement

The Student Agreement sets out the rights and responsibilities of students and families in the Bring Your Own Device Program. The Student Agreement must be completed on the Sentral Parent Portal and processed by the school before a device can be connected to school systems.

2. Know your school username and password

3. Sign in to detnsw.net each day your device is at school to authenticate your WI-Fi access.

4. View the Device On-boarding posters at school
The Device On-boarding Guides will be available to view around the school

Students are given induction on the Student Portal by the Teacher librarian in the first few weeks of school.

APPENDIX 1:
BRING YOUR OWN DEVICE POLICY

Rationale

By facilitating Bring Your Own Device (BYOD), Blakehurst High School empowers its students and gives them direct involvement in the way they use technology in their learning.

Objectives

1. 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 a minimum standard of device compatibility.
3. To enable students to use technology to further their learning, independently and in structured lessons.
4. To provide a basis on which Blakehurst High School teachers can continue to tailor lesson delivery so that students can use their devices in class toward specific learning outcomes.

Actions

(A) Students and Parents/Carers

- All students in Years 7 - 12 are expected to bring a computing device to school each day.
  - Students may bring their device from the start of Term.
  - Families of students entering the school in Year 7 will receive specific information to support the transition to high school.
- This device must be:
  A personal device of student's own choosing and owner-ship which meets the **Device Specification**, or

  An assigned device supplied pursuant to the BHS Loan Agreement made with a Deputy Principal/Principal

- The personal device must be able to be brought to school each school day and be solely the student's to use throughout the school day.
- Students and Parents/Carers are responsible for ensuring the device brought to school meets all the requirements of the Device Specification. A device which does not meet the Specification will not be permitted access to school networks and services.
- Students requiring the use of an alternate device, for medical or therapeutic reasons, which does not meet the Device Specification must apply for and receive an exemption from the Specification before bringing such a device. The application should state the reason for the request for exemption.
- Prior to bringing a personal device for the first time, students and their parents/carers must read and sign the BYOD Student Agreement and Policy which sets out the responsibilities and expectations for use of the personal device at Blakehurst High School.
- Students must use their device in accordance with the school's Cyber Safety Policy, the Department of Education and Communities' policy *Online Communication Services: Acceptable Use for Students* (PD/2002/0046/V04) and the BYOD Policy.
- Students must follow teachers' directions as to appropriate use of their devices in class.
- Each student is absolutely and solely responsible for the care and conduct of their own personal device whilst:
  - at school or at other school activities
  - travelling to and from school or to and from other school activities
    - Students must connect their device to the designated wireless data network supplied by Blakehurst High School using their own, individual user account credentials only. Students must not connect to any other network, wired,

- wireless or cellular. Students must not
- bridge the Blakehurst High School designated network to any other network.

(B) Teachers

- Teachers should encourage and facilitate the use of students' devices in their classes where they deem appropriate. Use of students' own 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

(C) Blakehurst High School

Blakehurst 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 Student Agreement to list the responsibilities and expectations of each student and their families in the BYOD program.

- Ensure a copy of the BYOD Student Agreement is signed by each student and their parents/carers prior to allowing the student's device to be brought to school.

- Publish a Device Specification that describes the requirements for devices brought to school pursuant to the BYOD program. This Device Specification may include requirements for devices specifications that go to:

- Size or form factor
- Network connectivity
- Operating system and standard software
- Input method
- Security measures
- Battery runtime
- Other device feature or software requirements determined by the school

- Provide a wireless network with filtered Internet connection to which students may connect their BYOD program device.

- Provide support to assist students with first bringing their device to school and 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 other- wise 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

APPENDIX 2: **BRING YOUR OWN DEVICE EQUITY POLICY**

Rationale

The Blakehurst 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 Blakehurst High School BYOD program can only function if all students have access to appropriate technological resources in all their classes. Blakehurst 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.

References

i. BYOD Policy
ii. BHS Laptop Loan Agreement

Objectives

1. To achieve objective (1) of the Blakehurst 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

(A) Blakehurst High School

Blakehurst 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. Due consideration will be given to all the facts of the matter, including:
   • The level of assistance requested.
   • Existing availability of support
   • The Year of the student.
   • The subjects the student undertakes.
   • The technology already available to the student at school and at home.
4. Consult with the parent/carer in making determinations as to what form any assistance will take.

5. Consider a range of alternatives for providing device access for students, including:
   • Priority or reserved access to desktop computers in computer labs during class time, free periods, before or after school or during breaks.
   • Loan of a laptop or other device for a particular day or part thereof.
   • Recurrent daily loan of a laptop or other device as per the BHS Laptop Loan Agreement
6. 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.
   Conducted between parent/carer and Deputy as per BHS Laptop Loan Agreement.
7. In most circumstances, not agree to loan a laptop or other device to a student overnight, over a weekend or over a holiday period.
8. Provide a protocol for ensuring priority or reserved access to desktop computers where this access is considered appropriate.
9. Provide a protocol for signing out and signing back in (Laptop Loan Register) a laptop or other device from the school and follow up any cases where the loaned device is not returned in accordance with the agreement.
10. Blakehurst High School complies with and implements all NESA policy documentation associated with a BYOD program and safe digital citizenship. Students and parents/carers are encouraged to interact with these resources. https://www.digitalcitizenship.nsw.edu.au/articles/supporting-safe-behaviour-online

(B) Students and Parents/Carers:

1. Consider your options for the purchase or lease of equipment that meets the Device Specification. Blakehurst High School Purchasing Portal will endeavor to make a broad selection of devices in a range of price points match the Specification.
2. If you believe you are unable to provide a device that meets the specification:
   a. Make an application in writing to the principal or make an appointment to speak with the Principal and indicate you require assistance in addressing the school's Bring Your Own Device program.
   b. The school will liaise with you, your child and their teachers to identify the most appropriate way to address the issue and ensure he has appropriate access to the technological resources of their peers.
   c. You will be asked to make an agreement with the school that confirms the alternative arrangements made for your child's access to technological resources.

Glossary: **BYOD KEY TERMS**

BYOD Policy

BYOD (bring your own device) is a policy that allows students in a school to use their personally owned devices for school-related activities.

BYOD Student Agreement

Student and Parent/Carer commitment to school BYOD policy

BYOD Equity Policy

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

Device Specification Document

BYOD device required minimum specifications

Purchasing Portal

Blakehurst High School organized business partnership with Laptop provider Learning with Technologies

Laptop Loan Agreement

Student/Parent/Carer and Blakehurst High School contract for loan of DET property

Laptop Loan register

Blakehurst High School generated record of DET laptop usage

BYOD Handbook

Blakehurst High School guide and information package on BYOD Policy and implementation

TSO (Technical Support Officer)

School based technical support member of staff responsible for Blakehurst High School Network and computer support

Device On-Boarding Posters

Visual guides and support documents for students around the school in day-to-day activities.

'Bring Your Own Device' Program: Student Agreement

Bring Your Own Device Student Agreement   **2023**

Agreement:

    i.   **We have read the following 4 pages of the Bring Your Own Device Policy Document**

    ii.   **We understand our responsibilities regarding the use of the device and the internet.**

    iii.   **In signing below, we understand and agree to the Bring Your Own Device Policy.**

    iv.   **We understand that failure to comply with the Bring You Own Device Policy will invoke the school's standard discipline procedures and/or the actions outlined in policy documents on the school website.**

Full name of student: ....

Circle year group   **7   8   9   10   11**

Signature of student: ....

Date: ..../ ..... / ....

Full name of parent/carer: ....

Signature of parent/carer: ....

Date: ..../ ..... / ....