



Westfields Sports High School DIGITAL USER CHARTER

Westfields Sports High School is a Bring Your Own Device (BYOD) school. This allows students to bring their own device to school for use in educational activities.

The school encourages all students to use digital technologies to support their learning. The school has a limited number of desktop computers, laptops and tablet devices to allow students to enhance their connected learning experience.

To ensure students and their families are clear about their responsibilities when using digital devices all students are required to complete the Digital User Charter, which incorporates a Bring Your Own Device (BYOD) agreement. A full outline of the requirements for a BYOD device is attached to this charter.

All students using digital technologies to access the internet at school must have a valid '@education' email address. By signing and returning this form your child will be issued with an '@education' email address.

Return the signed Digital User Charter to your supervising Deputy Principal.

I _____ (student) of year ____, agree that I will abide by the school's Digital User Charter / BYOD policy and that:

- I will use the department's digital and email network only for learning.
- I will use school computing resources for learning and will treat all equipment with care and respect
- will only use my device during school activities at the direction of the teacher.
- I will not attach any school-owned equipment to my mobile device without the permission of the school.
- I will use my own portal/internet log-in details and will never share them with others.
- I will stay safe by not giving my personal information to strangers.
- I will not hack or bypass any hardware and software security implemented by the department or my school including, but limited to, VPNs and proxy servers.
- I will not use my own device to knowingly search for, link to, access or send anything that is:
 - offensive
 - pornographic
 - threatening
 - abusive or
 - defamatory
 - considered to be bullying

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- I will report inappropriate behaviour and inappropriate material to my teacher.
- I understand that my activity on the internet and email is recorded and that 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 understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
- I have read the BYOD Student Responsibilities document and agree to comply with the requirements.
- I have reviewed the BYOD Device Requirements document and have ensured my device meets the minimum outlined specifications. (see attached document)

Date: ___/___/___

Student name

in the presence of: _____
Parent/caregiver name

I consent for my child to receive an @education email address and to use digital devices, including BYOD, while at school.

Student signature

Parent/caregiver signature

Westfields Sports High School has attained 'eSmart' accreditation.

ESmart is a nationally recognised model of best-practice digital citizenship education. It teaches students to be responsible online citizens and to use digital technologies ethically. Specific lessons are delivered to teach and reinforce the qualities of digital citizenship.

BYOD Device Requirements

DO NOT RETURN THIS SECTION TO THE SCHOOL

Wireless connectivity:

The department's Wi-Fi network installed in high schools operates on the **802.11n 5Ghz Dual Band or AC standard**. Devices that do not support this standard will not be able to connect.

The department's Wi-Fi network installed in primary schools operates on the **802.11n 5Ghz standard**. Devices that do not support this standard will not be able to connect.

Note: There may be some variation to this standard in primary schools. The IT delegate in the school will be able to provide details.

Software and Apps:

School-based requirements. All software and apps should be fully updated.

The Department of Education has enterprise software contracts in place which apply to BYOD.

Free software includes:

- Microsoft Office: Word, Excel, PowerPoint
- Adobe: Adobe Creative Cloud, Photoshop
- Google Education: Google Classroom, Google Drive etc.
- Google and Microsoft

Operating system:

The current version of any operating system.

Memory and RAM:

CHROMEBOOKS

A minimum specification of 32 GB storage and 4 GB RAM to process and store data effectively.

APPLE OR WINDOWS

A minimum of 128 SSD storage and 8 GB RAM to process and store data effectively.

iPADS

iPads with a separate keyboard and current Mac iOS are supported.

Hardware Features:

Camera and microphone

Battery life:

A minimum of 5 hours battery life to last the school day.

Ergonomics:

Reasonable sized screen and a sturdy keyboard to enable continuous use throughout the day. Other considerations

Accessories

- Back-up storage: Google and Microsoft Cloud Storage is available to students for storage
- Carry case: Consider purchasing a carry case or skin to protect the device.
- Insurance and Warranty: Be aware of the terms of insurance policies/warranties for the device. The school will not accept responsibility for loss or breakage.

BYOD Student Responsibilities

Operating system and anti-virus:

Students must ensure they have a legal and licensed version of a supported operating system and of software. If applicable, students' devices must be equipped with anti-virus software.

NSW Department of Education and Communities' Wi-Fi network connection only: Student devices are only permitted to connect to the department's Wi-Fi network while at school. There is no cost for this service.

Battery life and charging:

Students must ensure they bring their device to school fully charged for the entire school day. No charging equipment will be supplied by the school.

Theft and damage:

Students are responsible for securing and protecting their devices at school. Any loss or damage to a device is not the responsibility of the school or the Department.

Confiscation:

Students' devices may be confiscated if the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Student Agreement.

Maintenance and support:

Students are solely responsible for the maintenance and upkeep of their devices.

Ergonomic:

Students should ensure they are comfortable using their device during the school day particularly in relation to screen size, sturdy keyboard etc.

Data back-up:

Students are responsible for backing-up their own data and should ensure this is done regularly.

Insurance/Warranty:

Students and their parents/caregivers are responsible for arranging their own insurance and should be aware of the warranty conditions for the device.