Bring Your Own Device Program - Policy

Vision & Rationale

Gawler & District College B-12 has a strong focus on Information and Communication Technology (ICT) literacies that will enable students to be successful global citizens in the 21st Century. All members of our learning community hold the responsibility to value technology and achieve technological proficiency to prepare our students for future jobs, which currently may not exist.

Our students are living in a world where they have immediate access to information anytime and anywhere. Many students have personally owned devices that can be used to allow them to learn in their own style and at their own pace.

Gawler & District College recognises that when students feel connected to their device they are more likely to use it responsibly to access and process information which will improve their overall learning. We have implemented a BYOD initiative because we believe that it is a sustainable way for the school to make it possible for every child to have access to an ICT device.

If the devices the students use beyond the school day are the same ones they use for school, the student can seamlessly switch from personal use to learning anytime, anywhere. The resources for learning are accessible to the students 24/7, enabling them to pursue personal interests associated with such learning.

What is Bring Your Own Device (BYOD)?

In the school we have powerful servers that manage Citrix, our Virtual Desktop Infrastructure (VDI). After installing the Citrix "client" software on their device, a student can connect to their own "Virtual Desktop" and access most school licensed software, network drives and printers, at school, at home and *anywhere in the world*! Another advantage of using our VDI is that the server is doing all the work, so no matter which device is being used, the experience is still the same. The only limitations are the available internet access and speed, and Wi-Fi quality.

Process

1. Parents/Caregivers and students read the BYOD Program Policy
2. Parents/Caregivers and students complete and sign the BYOD Agreement Form.
3. The student brings the completed BYOD Agreement Form (the last page of this document) to the ICT Office (Room 2:19).
4. An appointment will be made for the student to bring their device in and get connected to the GDC BYOD Wi-Fi and access their Citrix Virtual Desktop.
5. If there are a few students waiting, a group session will be held.

Minimum Specifications

- ✓ **Device**: Laptop or tablet with a keyboard (Android devices are **not** supported)
- ✓ **Screen size:** 11'' to 14"
- ✓ **Operating system:** Windows 8.1 or Windows 10, Mac OSX
- ✓ **Wireless:** 8o2.11n or AC adaptable
- ✓ **Battery life:** Minimum 6 hours - 6 cell battery (9 cell preferred)
- ✓ **Processor**:
  - Pentium, i3, i5, i7 (Laptops)
  - Intel Atom 1.33ghz (Tablets)
- ✓ **RAM:** 4GB of RAM
- ✓ iPads are accepted but students have reported that the Citrix experience is better on a laptop
- ✓ Anti-virus and Malware protection is installed and kept up-to-date

ICT staff will assess whether or not the device can be accepted for connection to the school's BYOD network, after checking specifications and Anti-virus and Malware protection.

GDC BYOD Purchase Portal

We are currently negotiating with various external companies that provide an online "Portal" where families can choose from a range of recommended devices. Purchasing a device from this Portal can give you the following advantages, depending on the company:

- Assurance that the device will meet the minimum specifications
- Several different payment options available
- Extended Warranty and Insurance options
- Education prices
- Technical support provided with some companies

We will inform families when we have this up and running.

Internet Use – Access, Supervision & Monitoring

Students can access the Internet via the school's BYOD Wi-Fi Service while on site, and via their Internet Service Provider at home. Internet filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered regardless of the device you use to access it while in a public school. You own your device, but the network you're using belongs to the school and Internet access will be filtered, and also monitored.

Administrators reserve the right to examine, use and disclose any data found on a student's device or the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Private 3G or 4G services: Students who elect to access the Internet by connecting their device to their own 3G or 4G connection (via a mobile phone or tablet "hotspot" or Wi-Fi dongle) will have access to unfiltered Internet. This means that students would be able to access inappropriate and non-educational websites and content. The content and use of these 3G or 4G devices (e.g mobile phones or other devices with a sim card installed) remains the sole responsibility of the parent/caregiver. Gawler & District College B-12 does not encourage or condone the use of 3G or 4G connected devices. It is recommended that for the safety and wellbeing of the student that the device is connected to our BYOD Wi-Fi and therefore protected by filtering via the DECD servers. Students will also be responsible for the cost of their data usage if they use their own Internet connection instead of the GDC BYOD Wi-Fi service.

Loss & Damage

Gawler & District College B-12 does not accept liability for any loss, damage or theft of any device that is brought to school under the program. The responsibility for the storage, safe-keeping and care of the device is the responsibility of the device owner. The school's insurance policy does not apply to these devices; instead these must be covered by the user's insurance policy. As such it is strongly recommended that families check with their insurance company that the device is covered and also ensure that the details such as serial numbers and receipts of purchase for these devices are stored securely at home for insurance purposes.

Software

The installation of non-school applications and files is permitted provided that the content:

- Is appropriately licensed and age appropriate (e.g. G rated)
- Does not breach copyright/intellectual property laws, including video and music
- Is ethically, morally and legally acceptable
- Does not affect the efficient functioning of the device for educational purposes
- Does not affect the schools wireless network
- Does not interfere with the student's learning program

Virus Protection

Every device connected to Gawler & District College B-12 network must have virus protection installed. Anti-Virus software (Windows Defender) can be supplied on the laptop if required. Students must ensure that anti-virus software is kept up-to-date on their devices and regularly check for viruses.

Password Security

Each student is required to have an individual password for logging in to the school network. This password must not be divulged to any other person under any circumstance. Disciplinary action will be taken against any sharing of passwords.

Any attempt to break into a government computer system is a federal offence carrying strict penalties which are all applicable to minors. Our network audit logs contain information on the user logging in, the computer which is attempting to log in and various other parameters. This information can, and will, be used to track user access and usage. Unlawful access will be recorded and referred to the police.

CyberSafety Use Agreement

It is a DECD requirement that every student at Gawler & District College must have a signed copy of the school's current CyberSafety Use Agreement before they can use the school's computing resources. This agreement also applies to students who bring in their own device, because they are still connecting to the school's network infrastructure.

Network Security

- Playing games using our local area network (LAN) is forbidden.
- Ad-hoc networks: Ad-hoc networks (the creation of a standalone wireless network between two or more devices) are strictly forbidden while at school.
- Wired Networks: Students are forbidden to plug any device into the school's LAN.
- Hacking: Hacking is a criminal offence under the Cyber Crime Act (2001). Any hacking attempts will be forwarded to the police.
- Packet Sniffing: Any type of software or hardware device designed to capture or view network data/packets is forbidden.
- Proxy Servers: The use of an on-line proxy or VPN to bypass the DECD filtering servers is forbidden.

The School's network security system will scan for and report on any device attempting any of these actions. Students responsible will face disciplinary action potentially including suspension.

Security & Storage

During the school day when the devices are not being used (e.g. at lunchtime, during PE etc) they should be kept either with the student or securely stored. If the student is unable to keep the laptop with them at times during the day, it is possible to hire a locker – please enquire via Student Services / Finance department. Every care should be taken if devices are stored in student school bags to prevent malicious or accidental damage. We also recommend that the device be protected by a suitable case, sleeve, or bag.

Power issues / battery / charging

It is each student's responsibility to bring their devices fully charged for each school day. Classrooms have no facilities to recharge devices. Devices cannot be charged at school due to the Work Health and Safety regulations.

Back-up and Data Storage

It is important to keep backups of student work. There are a number of options students should consider. Best practice is for students to perform regular saves of their files to their own network drive (H: drive) whilst using their Citrix Virtual Desktop, as a backup of files saved here takes place every night. Another option is to save to a USB device or a portable USB hard drive, but in this case they should always make a second backup, either on another usb, the hard drive of their laptop/tablet, or in the cloud. The school cannot be held

responsible for lost work due to a failure on the student's part to back up their files.

Printing

At school, students will be able to select a printer to use whilst connected to their BYOD Virtual Desktop. Print credit will be deducted from their quota the same as when using a school device.

Technical Support

The school ICT staff can only offer support with connecting to the BYOD Wi-Fi and the installation of the Citrix client. All other software installed, and any other fault or problem not related to either of these is the responsibility of the owner to rectify.

Office 365 – Coming later this Year!

This year, Gawler & District College will be implementing LearnLink Office 365, which will expand on the current email service that is currently available.

LearnLink Office 365 is a customised package of Microsoft Office 365, tailored for the South Australian public education system, and is offered at no additional charge to parents/guardians whilst their student remains enrolled at Gawler & District College B-12. When enabled, students at Gawler & District College B-12 will be able to download licenced versions of common applications, used in teaching and learning, which include Microsoft Office and OneDrive, for no charge, and use them without an internet connection on their own device.

More information about this exciting new service will be made available later this year.

GAWLER & DISTRICT COLLEGE B-12

Please read the agreement below, then complete, sign and return this page to a staff member in the ICT Office. The staff member will then make an appointment for the student to bring in their device for connection to the BYOD Wi-Fi and Citrix VDI. Access will not be allowed unless this form and also the current year's CyberSafety Use Agreement form have both been received. The device will be assessed by the IT department prior to VDI access being granted.

Agreement:

1. The student will adhere to the terms and conditions of the Gawler & District College Cybersafety Use Agreement and also the Bring Your Own Device Program Policy.

2. The student will take full responsibility for their device and will keep it with them, or in a secure locker, at all times. The school is not responsible for the security of the device.

3. The student is responsible for the proper care of his or her personal device, including any costs of repair, replacement or any modifications needed to use the device at school.

4. Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school. The student is not allowed to charge any device at school from a power point outlet.

5. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated school policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device. Any violation may result in disciplinary action and/or loss of access to the BYOD program.

6. The student will comply with a teachers' request to shut down the computer, close the screen, or close down any program not related to their learning.

7. The student will not use their mobile device/s to record, transmit or post photos or video of a person or persons online or on the school site. Images or video recorded at school cannot be transmitted or posted at any time without the express permission of a teacher.

8. During school hours the student should only use their device for activities related to their learning, and with teacher permission.

9. It is recommended that the student will only use the school's secure BYOD wireless network.

As a Student I understand and will abide by the BYOD Program Policy and Cybersafety Use Agreement.

As a Parent/Caregiver I understand that my child will be responsible for abiding by the BYOD Program Policy and Cybersafety Use Agreement. I have read and discussed the Policy and Agreements and my child understands the responsibility they have in the use of their personal device at Gawler & District College.

PARENT/CAREGIVER & STUDENT ACKNOWLEDGEMENT:
We have read and understand the GDC BYOD Program Policy and Agreement information and agree to meet the terms and conditions outlined.

☐ **We are aware that use of 3G & 4G Internet use is not filtered or monitored. (Please tick box).**

Student Name: --Home group: ------------------

Student Signature: ---Student ID # ------------------

Parent/Caregiver Name: --

Parent/Caregiver Signature: ---Date: ---------------------------