

# HANDBOOK

# Bring Your Own Device 2024



SYDNEY BOYS HIGH SCHOOL

Nurturing scholar-sportsmen since 1883

WE STRIVE FOR EXCELLENCE IN EVERY-THING WE DO. WE PROVIDE A LEARNING EN-VIRONMENT THAT ALLOWS EVERY STUDENT TO THRIVE AS AN INDIVIDUAL.



# **PRINCIPAL'S** INTRODUCTION

ydney Boys High School has run a 'Bring Your Own Device' (BYOD) program for the past ten years. From its inception the program has been enthusiastically adopted by students and their families such that each day, every High student now brings his own computing device to school.

Sydney Boys High School values the rich learning experiences that tightly integrated interactions with technology bring, and the Bring Your Own Device program is at the core of technological capabilities provided in our classrooms and teaching programs. The placing of a computing device in the hands of each student has enabled many of our teachers to radically change the way they approach lessons.

As an enrolling student, your son will also be expected to participate in the school's BYOD program and bring a device to school each day. This device will be of your son's and your own choosing and ownership but which meets the specifications set out by the school. The school makes available a purchasing portal to assist families by providing a selection of devices which meet these requirements and provide multi-year on-site warranties, technical support from the school and optional accidental damage insurance.

The transition to high school can be challenging for students and the school is mindful of this in introducing Bring Your Own Device to Year 7 students. The school adopts a flexible approach to the start date of BYOD for Year 7. The expectation is that students will begin bringing their device to school from mid-Term 1. Once your son returns from school camp is when our teachers would like to begin device use. For other Year groups, students are typically able to connect and start using their devices within a few days of starting at High. I encourage you to read this handbook and visit the school's Bring Your Own Device website - <sbhs.co/byod>. Both provide an explanation of how the program operates, set out what is expected of parents and students, provide information about the school's minimum device specification and list the school's recommended device models.

If you have questions about the project's implementation, about the application of the policy to your circumstances or about alternate device arrangements, the Bring Your Own Device website provides contact details for the project team. Bring Your Own Device is an exciting technology path for Sydney Boys High School. Its success depends upon your support.

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# ABOUT BRING YOUR OWN DEVICE

## WHAT IS BYOD?

Bring Your Own Device, or BYOD, is a technological trend in education sphere as well as in the corporate world.

BYOD recognises that technology and choices about technology are very much personal.

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. Or you can bring something of your own choosing that meets our **Device Specification**.

There is also some software that is required on the device. In most cases there are free options for software.

Students are required to sign a **User Charter** that sets out how the device can be used at school.

A member of the school staff, the BYOD **Technical Support Officer**, is available to answer questions and to give assistance. However, the school does not manage, support, own or warranty the device - it's your device.

# 1220

All 1220 Sydney Boys High School students bring their device to school each day. Teachers use devices in classes in various ways. Good battery life is important so students have access to their device when the lesson requires it.

## A SUCCESSFUL LINEAGE

The Sydney Boys High School Bring Your Own Device program has been operating since the former federally-funded "Digital Education Revolution" (DER) ended. Between the two programs, the school and its teachers have over 10 years of experience with student personal devices in classrooms.

The specifications for the type of device students are expected to bring have been determined and refined over time with reference to teachers' and students' experiences.

# 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 tablet-convertible format.

The school partners with JB Hi-Fi Education to make **Recommended Devices** available through a *Purchasing Portal*. Recommended devices exceed the Device Specification, come with a multi-year warranty and optional accidental damage protection. The school will also act in your stead to arrange warranty and other insurance claims on devices purchased through the Purchasing portal.

Additionally, it's possible you already own or use a device which meets the Device Specification, in which case just bring that.

## PURCHASE FROM OUR PORTAL

Our **Purchasing Portal Options** section (pages 8 and 9) explains how you can purchase a recommended device as well as the advantages that come with doing so.

## PURCHASE FROM A RETAILER

If you're considering purchasing a device in the market place, there are many factors to consider. While smaller tablet 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 four years.

Some of the Device Specification elements are quite particular. If you choose one of our recommended devices, you won't have to worry about whether it ticks all the requirements.



# HOW TO SELECT A DEVICE

A number of factors come into selecting a device. The **Device Specification** (included on page 12) sets out the minimum of what is required, but you are provided considerable leeway in device characteristics. The school's Purchasing Portal reflects the diverse range of devices available. When selecting a device, you should give consideration, first and foremost, to the Device Specification. However, there are other factors to consider:

## PLATFORM, SIZE AND TYPE

Windows and Mac devices are supported for the school's Bring Your Own Device program. An iPad with a separate keyboard is also supported.

The Device can range from 9.7" up to 14.0". A device larger than 14.0" is simply too large to put in a school bag each day and is too big to sit on a school desk with other equipment. You may decide on seeing a 11" device that it is too small, or you may decide it's perfect.

Devices can be in laptop form-factor or tablet-convertible form-factor. They may or may not have touchscreens. A laptop is good for doing written work seated at a desk or even on the ground. A tablet-convertible is a little bit more versatile in where it can be used, but note two typical drawbacks: the quality of the keyboard is likely to be lower and if the convertible tablet's does not have a rigid hinge, then it may be difficult to use to type with when not at a normal desk.

Devices in the Sydney Boys High School BYOD program are used for a lot of content creation. This means actually producing work, rather than just consuming reference material like textbooks or teaching videos. A Windows device or a MacBook will have a distinct advantage over an iPad in these scenarios. Pure tablets – namely the iPad, with a keyboard – are relatively unpopular (with around 2% usage).

## SUBJECT SELECTION

Once students move into Year 9 they start to have some input into their choice of subject. If you're taking or intending to take Film-Making or Information and Software Technology, for example, maybe you will see benefit from a more powerful device or one with a better quality screen. Or, maybe you see a benefit in being able to take mathematics notes on screen with a digital pen and want a device with a digitiser.

This is not to suggest a smaller/slower/cheaper device will inherently put you at an academic disadvantage. Rather it is to make the point that the choice of device is personal and should be used to further your learning.

## LONGEVITY

Varying devices have varying build quality. This is mostly based on price. A device with cheap, flimsy hinges and plastic exterior componentry will not last as long as a better built device. A good quality device, well looked-after could easily last four years and more.

Despite this, no device can reasonably be expected to last all six years of a high school career. So it's important to factor in when you're likely to want to replace a device when purchasing it. The former Digital Education Revolution scheme, for example, provided a device to all students starting in Year 9. So it is common still for students to have a new device in Year 9 with the intention of keeping it all through school. Alternatively, maybe a quality device bought in Year 7 could last until Year 10, with a new device intended for Years 11-12 and beyond.

Beware there's always the possibility the device won't make it. All vendors, including the school's Purchasing Portal provide optional accidental damage protection insurance to help ensure the device you want to last four years will last four years.

## BATTERY LIFE

The Requirements Specification says your device should have six hours of battery life. This will see it through the school day. Chargers present a trip hazard when in use and are something easily lost when not – students should not charge their device at school.

Note also the advertised battery life of a device and its real battery life are often vastly different. Furthermore, batteries degrade. Over time, the amount of runtime you get out of your device will decline. After two years, battery life may be cut by 30-50%. You should plan for this scenario.

If the device has a removable battery, then you can consider purchasing a new battery for it after a couple of years. Otherwise you should consider a device which has ample spare battery life such that a degraded battery still gets you through the school day. If you travel to school by train and expect to use your device while travelling, you need to factor this in when considering the necessary battery life of your device.

## WARRANTY AND INSURANCE

Warranty and insurance can add a large amount to the cost of a device, but they provide you with peace of mind. All devices sold on the school's Purchasing Portal have 3 year warranties with an option of additional coverage.

Accidental Damage Protection can be purchased to cover situations where the laptop is dropped or knocked over (or stood on, or crushed). Students at Sydney High often travel long distances in peak hour. Students at Sydney High have sport training and PDHPE class multiple times per week. All increase the risk of damage.

For insurance against loss or theft, your best course of action is to specifically list the device as a valuable on the home contents insurance. Whether this is needed again depends largely on your commute to school: it is exceedingly rare that a laptop lost or misplaced while at school cannot be found again.

## THE HOME SITUATION

Consider the following:

- Is the device brought to school your primary device at home too?
- Do you have access to or mostly use another device at home?
- Will you use the device for [reasonable amounts of] playing games at home?
- Do you travel to different parents' homes?

If the device is being used more because it is also used at nights/weekends plus during the school day, that will increase wear-and-tear and battery utilisation.

## OTHER TECHNICAL SPECIFICATIONS

The Device Specification only mandates a few technical specifications. Processor speed, screen resolution, storage (disk) size and type are not on the Specification, but that's not to say they should not form part of your considerations in selecting a device. A higher spec device will most likely last longer. Though beware devices that are too large or weighty (larger devices also typically have poor battery life).

## PRICE

Your personal circumstances will determine how much price *necessarily* forms part of your device choice considerations. Price is certainly a consideration. **Beware purchasing the cheapest device available.** At the same time you should not be spending thousands of dollars on a device to bring to school.

For example, devices the school offer through the school's Purchasing Portal are not at the cheaper end of the scale because the school has to feel confident in offering a device which will last. Thus devices on the Portal have no moving parts (like spinning disks) and have at least a three-year warranty. This level of specification costs extra money above what the Device Specification requires. The school considers this reasonable, but it is for you to decide whether it is necessary.

# PURCHASING PORTAL DEVICE OPTIONS

Our recommended devices are designed to simplify your choices and purchasing processes. A range of devices in a range form-factors are available. All meet the school's Device Specification. All have no moving parts to ensure reliability and all are backed by a multi-year warranty where the school will act as warranty agent on your behalf. Sydney Boys High School has partnered with JB Hi-Fi Education to make our recommended devices available:

	ALL-ROUNDER	CONVENTIONAL
Product	Lenovo ThinkPad Yoga L13 Gen 4	Microsoft Surface Laptop 5
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	)	
Screen Size	13.3" Multi-Touch Screen	13.5 Multi-Touch Screen
Operating Platform	Microsoft Windows 11	Microsoft Windows 11
Processor	13h generation Intel Core i5 processor	12th generation Intel Core i5 processor
Memory (RAM)	8GB	8GB / 16GB
Storage	256GB Solid State Disk	256GB / 512GB Solid State Disk
Wireless Compatibility	802.11ax Wi-Fi 6	802.11ax Wi-Fi 6
Battery Life (Quoted)	12 hours	11.5 hours
Accessories	includes ThinkPad pen	
Mourante	3 year school-managed, on-site	3 year school-managed
Warranty	Accidental Damage Protection option	Accidental Damage Protection option
	The ThinkPad Yoga L13 is the school's premier	The conventional form-factor of the Surface
	device for Bring Your Own Device. Featuring a full HD touch screen and a Yoga hinge that rotates	Laptop is excellent for students with strong typ- ing and content creation focus. It eschews fancy
C	360 degrees, the Yoga's full-sized attached key-	bells and whistles to concentrate on being the
Summary	board provides a more conventional experiences	best laptop. Thin and light to fit well in a school
	compared to the Suface Pro while maintaining	bag. Battery life is excellent. A safe choice for a
	the Surface's utility. The device is adaptable to	conventional laptop meeting the requirements
	any situation a device may be used at school.	of the BYOD program.

#### HOW'S STOCK AND PRICING?

JB Hi-Fi have a large distribution chain that gives you the best chance of being able to obtain the device you want in a timely fashion. However, they advise that because of global volatilities, availability may vary and prices cannot be guaranteed to be maintained through into 2024.

Don't delay in buying a device as your preferred one may not be available later!

## CONVERTIBLE

## APPLE

#### Microsoft Surface Pro 9

Apple MacBook Air M1





13" Multi-Touch Screen	13.3" Screen
Microsoft Windows 11	Apple macOS 11
12th generation Intel Core i5 processor	Apple M1 or M2 processor
8GB	8GB / 16GB
256GB Solid State Disk	256GB Solid State Disk
802.11ax Wi-Fi 6	802.11ax Wi-Fi 6
10.5 hours	18 hours
bundled with Type Cover and Surface Pen	
3 year school-managed Accidental Damage Protection option	3 year school-managed with Accidental Damage Protection (AppleCare+) AppleCare+ insurance must be added to receive support from the school

Microsoft's Surface Pro line is a proven-popular convertible multi-touch device. The device has an excellent quality screen and is supplied with the both the Surface Pro type cover and the Surface Pen for use with note-taking and diagramming. The Surface is an exceptionally versatile device for use with our BYOD program. The MacBook Air is a popular choice in the school's BYOD program with good performance coupled with Apple's excellent build quality. **Note: MacBooks can no longer run Windows. This may limit its use for CAD drawing.** Nonetheless this is the product of choice for for users preferring the Apple platform.

# DEVICE PURCHASING COMMON PITFALLS

Some of the Device Specification elements are quite particular and can be difficult to ascertain in store. For example, the Specification states:

• Device must have 5GHz Wi-Fi support

This refers to the wireless networking (Wi-Fi) technology the device supports and it may be advertised in different ways, including:

- Wi-Fi 6
- Wi-Fi 5
- 'Dual Band Wireless'
- 'ac' Wireless
- 'ax' Wireless
- 'Gigabit Wireless'

But devices with 'bgn' wireless will **NOT** work.

four best option is to use the school's purchasing portal where all devices meet the requirements.

However, if you prefer to buy in a store, the Device Specification as a 'shopping guide' is included at the end of this handbook and copies can be downloaded from the school's website.

Ask the salesperson to verify the devices has the correct Wi-Fi inside. Also verify this yourself – salespeople frequently get this wrong too.

If in doubt, consider whether your best option is to use the school's purchasing portal.

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

TAKE THE SHOPPING GUIDE WHEN YOU GO LOOKING FOR A DEVICE TO PURCHASE IN A STORE

# HOW TO ACCESS THE **PURCHASING PORTAL**

Visit The Portal At -

## https://sbhs.co/bbuy

Log In with the Code -

## SBHSBYOD

Devices are available to purchase now. The global chip shortage means stock is limited. Don't delay.

# **DEVICE SPECIFICATION:** HARDWARE

## HARDWARE REQUIREMENTS

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

Form Factor	Laptop, tablet device or convertible device	
	A tablet device must have a physical keyboard attachment with separate keys for	
	A – Z and 0 – 9 and which physically move when depressed.	
Physical Dimensions	Minimum Screen Size: 9.7"	
	Maximum Screen Size: 14.0"	
Operating Platform	One of the following operating systems:	
	Microsoft Windows 10	
	Microsoft Windows 11	
	Apple macOS 12 or newer	
	Apple iOS 15 or newer	
	Nate: Android devices are intentionally emitted from the specification	
	<b>Note</b> : Android devices are intentionally omitted from the specification. <b>Note:</b> Chromebooks are not supported in the BYOD program.	
Wireless Compatibility	Device must have 5GHz 802.11n or better support	
	This may be advertised as:	
	• Wi-Fi 6	
	• Wi-Fi 5	
	Dual Band Wireless	
	• 802.11ac	
	• 802.11ax	
	Gigabit Wireless	
	<b>Note</b> : Devices marketed as "802.11bgn" probably do not support the required standard.	
Battery Life	Advertised battery life of at least seven hours	
	Please take special note of the Wireless Compatibility requirements.	

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: Minimum RAM (laptops): Disk configuration (laptops):	2kg 4GB Solid State disk (SSD)
Considerations	Accidental loss and breakage insurance	

# WHY USE THE PURCHASING PORTAL?

Recommended devices are available for you to purchase, correctly configured, from our purchasing portal. The purchasing portal and the devices are supplied by the school's partner, JB Hi-Fi Education.

## IT'S GUARANTEED TO MEET THE SPECIFICATION

Each device is tailored to meet the hardware requirements of the program's device specification.

## YOU'RE WELL-PROTECTED

All devices feature multi-year warranties. Where possible, this warranty is on-site enabling warranty issues to be fixed by a technician at school, in turn ensuring your purchased device is available for use for the greatest possible period of time.

For all devices purchased through the Purchasing Portal the school will act as your warranty agent. This means the school will look after the filing of a warranty claim, booking the technician and having the product repaired.

Once repaired, the device can be collected from the school's ICT Support Centre.

## INSURE THE DEVICE FOR YOUR PEACE OF MIND

Accidental Damage Protection insurance is available as an option for each device. This covers the accidents which may occur on a device which is used in a crowded environment, day in and day out for years at a time.

## COMPETITIVE PRICING

The purchasing portal makes each device available at a reduced price compared to retail pricing from the manufacturer's (Microsoft, Lenovo or Apple) online store or physical retailers.

Note though the specification of the device, including its base warranty when comparing the 'headline' price for a device in store against the school purchasing portal.

## IT'S IN STOCK

Items on the purchasing portal have been bulk purchased by the JB Hi-Fi group thus combining the buying power of the diverse group of schools that use the company for their Bring Your Own Device or one-to-one program purchases.

All devices stocked are able within two weeks of placing an order. Order in November and the device will be available before the end of the school year; order in mid-January and the device will be in your possession before the start of the school year.

## CONVENIENT PICK-UP

Sydney Boys High School has a diverse student population spread across the Sydney metropolitan area (and in some cases, beyond). Recognising this, devices can be picked up from any nominated JB Hi-Fi store. You do not need to come to Moore Park to collect a device.

# DEVICE SPECIFICATION: SOFTWARE

## SOFTWARE REQUIREMENTS

The Sydney Boys 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.	
Mathematical plotting	Wolfram Alpha – available free of charge from its website or from the iOS app store Geogebra – available free of charge from its website, or from the Mac and iOS app stores	
Security Software	Windows laptops should run:Microsoft Defender (built-in)Mac OS X laptops should run:ClamXav 2 Sentry	
Utility Software	Adobe Flash Player – for Windows or Mac Adobe Acrobat Reader – for Windows, Mac or iOS	

# 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 the Student Portal when they start at Sydney Boys High School. Software available to students includes:

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

# **SUPPORT** PROCEDURES

The school operates a 'one stop shop' for student device support. The school's Information and Communication Technology Support Centre is staffed by a Technical Support Officer (TSO) throughout the school day to provide assistance to students.

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 program user charters.
- Being a first point of call for students and parents with questions about the administration of the program.
- Installing software freely available to students.
- Diagnosing hardware faults with the device and advising students and families of an appropriate course of action for repairs.
- Lodging warranty or accidental damage insurance claims for devices purchased through the school's Purchasing Portal.
- Providing a venue and point of contact for vendors to repair a device.
- Using a device to interact with school-provided services such as internet access, printing, file access and online learning tools.

The ICT Support Centre, however, cannot mediate disputes, fix devices with non-warranty issues or facilitate repairs for devices not purchased through the school's Purchasing Portal.

# THERE'S SOMETHING WRONG WITH MY DEVICE

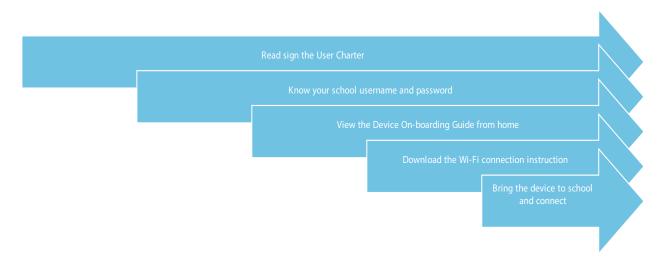
If there's a problem with your device, but you don't exactly know what or you don't know how to fix it then don't just ignore it/hide it/make do in class somehow. You can't wish the problem away indefinitely.

The **ICT Support Centre** is there to help you. Either the device can be made to work again on the spot, or the Technical Support Officer can suggest to you how to fix the device.

# BRINGING A DEVICE TO SCHOOL FOR THE FIRST TIME

For students enrolling in Year 7, there's no need to bring a device right away. The transition to high school can be challenging for students and the school is mindful of this in introducing Bring Your Own Device to Year 7 students. The school adopting a flexible approach to the start date of BYOD for Year 7. The expectation is that students will begin bringing their device to school from mid-Term 1: once students return from camp in February is when our teachers would like to begin device use.

For students enrolling into other years, their peers will already have a device from the previous year and will already be up and running with the BYOD program. It will take a few days for the school's systems to process a new student's attendance and make it possible for his BYOD device to function. However, after those first few days, it's important to have a device and be ready to use it.



# Parental 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.

But what about broader parental concerns about the program? There are three topics on which parents most commonly have questions or express reservations: costs, security and the affect 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. Sydney Boys 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 Policy to operate alongside our BYOD Policy. The Equity Policy outlines a number of strategies the school may take, in consultation with you, to augment access to information and communication technologies.

Internet access on the device will be filtered at school and students will be prohibited from connecting to other networks while at school.

## 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. Read and sign the User Charter

The User Charter sets out the rights and responsibilities of students and families in the Bring Your Own Device Program. It must be returned and processed by the school before a device can be connected to school systems. User Charters can be returned to the school's ICT Support Centre (room 703).

#### 2. Know your school username and password

Students are given a Sydney Boys High School computer login username and password soon after starting school. Year 7 students will likely receive this in a Design and Technology or Library lesson.

#### 3. View the Device On-boarding Guide at home

The Device On-boarding Guide is available in the school's Student Portal.

The Student Portal can be accessed from the Sydney Boys High School Website by clicking the 'Intranet Login' link and entering a valid school username and password. Students are given induction on the Student Portal by the Librarian in the first few weeks of school.

The Device On-boarding guide will show whether the User Charter has been return and processed, verify the device's operating system and provide links to install necessary and optional Bring Your Own Device software.

## 4. Download the Wi-Fi connection information sheet for your operating system

The Device On-boarding Guide contains a simple one-page instruction sheet for connecting your device to the school's Wi-Fi network. Download it for reference at school.

## ON YOUR DEVICE'S FIRST DAY

Once a device is ready to be brought to school, it's simply a matter of connecting it to the school's Wi-Fi network by following the instructions already downloaded.

Students who run into difficulties should visit the ICT Support Centre where assistance can be provided.

## 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.

You may also consider using a device locator service. These services include the "Find my iPad" service built in to Apple iOS devices, "Find My Device" in Windows 10 or the third party "LoJack for Laptops".

## 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, students don't need to use their device at midnight. The freedom and latitude afforded to one child may not, in all the circumstances, be appropriate for another.

Students receive information about safe and appropriate device use across their time at Sydney High.

If you feel device use is becoming problematic for your son's schoolwork, you may consider arranging to speak with his Year Adviser to determine what strategies can be put in place to address your concerns.

# SAFE INTERNET BROWSING AND EMAIL ACCESS FOR STUDENTS

The NSW Department of Education is committed to providing a safe and secure e-Learning environment to enrich learning opportunities for all students in NSW public schools.

Your son will be provided with an individual username and password to access filtered internet browsing and email at school. Your son's email account is protected by software to block out inappropriate messages.

All students who use the Internet at school are taught that they must follow the Code of Conduct outlined in the school's Internet Usage Policy. This policy includes the action that may be taken by a school if students do not follow this code of conduct. The Internet Usage Policy is published in the School Diary. The policy is available on the school's student portal My Diary section.

Students will be able to access their personal email from school-provided computers, their own device, computers at home and other locations through private internet service providers. All Internet browsing at home will be directed through your own Internet service provider. We recommend that you install filtering software at home and be aware of filtering software at other locations. Students will be unable to access other email providers at school.

The Department of Education respects your right as a parent to refuse your child permission to access this facility. If you do not agree to your child having access to this facility, you will need to provide notification in writing to the school. If you refuse permission for your son to have an e-Learning account, your son will not be provided with access to internet browsing and email. Should you subsequently decide you would like an e-Learning account for your son, you can submit a request in writing at any time.

## CYBER WELLBEING

Problematic internet use, excessive gaming, preoccupation with online social networking, reduced physical activity and cyber safety issues associated with device use are concerning for many parents. As students move towards Year 12, students may grow out of these habits and move on to have a more balanced approach to the digital world. However, parents need to be educated about the identification of problematic screen time and its effects so they can intervene when issues arise.

It is important to note that screen time is not in and of itself harmful. Screen time can encourage creativity, develop problem-solving skills, promote social development, inspire interest in new topics and encourage self-reflection and self-efficacy.

Families can assist in promoting healthy device use through good communication, setting clear rules and boundaries and then, if necessary, using management controls. More specifically, parents can aid healthy device use in promoting the moderation of screen time, planning time allocation as a family unit, including designing a study timetable and dedicated homework time, requiring use in common areas (not bedrooms) and placing limits on device use at critical time periods, such as before bed time.

Ultimately, parents always have the final say on their child's device use. However, be aware that using technological solutions to control problematic use can often have negative effects. Students can usually find ways around most restrictions and they encourage secrecy on students' part, the very opposite to what needs to be fostered. A better way is to encourage students to use self-monitoring applications to help them better manage and track their own application usage.

The school's Cyber Support Team produces material and holds seminars at various Parents and Citizens Association meetings across the school year where the management of problematic screen time is discussed. Look for this to be advertised in High Notes - the schools weekly newsletter.

# HOW TO GET HELP

If you have a question or issue about the school's Bring Your Own Device program that was not answered in this handbook then please email the school at the following address:

byod.feedback@sbhs.nsw.edu.au

Students in attendance at Sydney Boys High School should always visit the school's Bring Your Own Device **ICT Support Centre** (located in Room 703) as their first port of call for any issue about processes or about their device.

# APPENDIX: BRING YOUR OWN DEVICE POLICY

#### Rationale

The centrally driven and supported model for the supply of technology resources in education is no longer a model which can meet the demands of teachers and students. Sydney Boys High School values the rich learning experiences that tightly integrated interactions with technology brings. The promotion and advancement of this integration is core to the school's educational philosophies.

By facilitating Bring Your Own Device (BYOD), Sydney Boys 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 centrally-delivered model and adapt to this new heterogeneous BYOD environment without losing the core technological capabilities on which they have been able to rely.

#### References

- i. Cyber Safety Policy
- ii. Discipline Policy
- iii. BYOD User Charter
- *iv.* Online Communication Services: Acceptable Use for Students (PD/2002/0046/V04)

#### 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 provide a safe environment for students to further 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 Sydney Boys 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 1.
  - Families of students entering the school in Year 7 will receive specific information to support the transition to high school.
- This device must be:
  - An assigned device supplied pursuant to the Digital Edu-

cation Revolution program, or

- A personal device of student's own choosing and ownership which meets the **Device Specification**.
- The personal device must be able to be brought to school on each and every school day and be solely the student's to use throughout the school day.
- Students and Parents 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 bring 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 must read and sign the BYOD User Charter which sets out the responsibilities and expectations for use of the personal device at Sydney Boys 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 User Charter.
- 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 his 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 Sydney Boys 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 Sydney Boys 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) Sydney Boys High School

Sydney Boys 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.
- 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 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.

# APPENDIX: BRING YOUR OWN DEVICE EQUITY POLICY

#### Rationale

The Sydney Boys 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 Sydney Boys High School BYOD program can only function if all students have access to appropriate technological resources in all their classes. Sydney Boys 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. Student Assistance Scheme (PD/2005/0241/V02)

#### Objectives

- 1. To achieve objective (1) of the Sydney Boys 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) Sydney Boys High School

Sydney Boys High School will:

- 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 disbursements from the Student Assistance Scheme.
  - 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.

- Consider a range of alternatives for providing device access for students, including:
  - Priority or reserved access to desktop computers in computer labs or the Senior or Junior Libraries during class time, free periods, before or after school or during breaks.
  - Loan of a laptop or other device for a particular period or class.
  - Loan of a laptop or other device for a particular day.
  - Recurrent daily loan of a laptop or other device.
- 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.
- In most circumstances, not agree to loan a laptop or other device to a student overnight, over a weekend or over a holiday period.
- Provide a protocol for ensuring priority or reserved access to desktop computers where this access is considered appropriate.
- Provide a protocol for signing out and signing back in a laptop or other device from the BYOD Support Office and follow up any cases where the loaned device is not returned in accordance with the agreement.

#### (B) Students and Parents/Carers:

- Consider your options for the purchase or lease of equipment that meets the Device Specification. Sydney Boys High School will endeavour 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:
  - 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 son/ward and his teachers to identify the most appropriate way to address the issue and ensure he has appropriate access to the technological resources of his peers.
  - c. You will be asked to make an agreement with the school that confirms the alternative arrangements made for your son/ward's access to technological resources.
- 3. The school will not purchase a device to assign to your son/ ward nor will the school make a device available for permanent or semi-permanent loan. In substitution of a personal device the school will consider options including:
  - Priority or reserved access to desktop computers in computer labs or the Senior or Junior Libraries during class time, free periods, before or after school or during breaks.
  - Loan of a laptop or other device for a particular period or class.
  - Loan of a laptop or other device for a particular day.
  - Recurrent daily loan of a laptop or other device

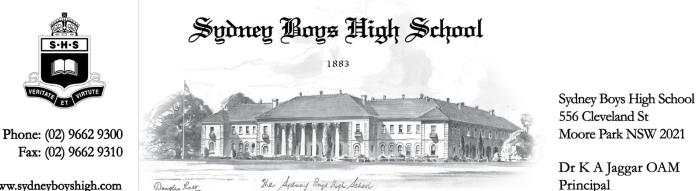
# APPENDIX: USER CHARTER

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Cut along the dotted lines to remove the first page of the charter, overleaf, and return it to the school.

User Charters can be returned to the ICT Support Centre (Room 703).

*If you need a new copy of the charter*, you can download one from the Sydney Boys High School Bring Your Own Device website at < http://sbhs.co/buc >.



www.sydneyboyshigh.com

Agreement:

i.

ii.

iii.

iv.

### 'Bring Your Own Device' Program: User Charter

The Sydney Boys High School Bring Your Own Device program aims to improve student learning experiences both in and out of the classroom. Sydney Boys High School provides considerable freedom to students in their choice of technology and in their use of technology in the classroom. The school does so with the expectation that they will make good decisions with regard to their personal use of technology.

This Bring Your Own Device User Charter must be agreed to and signed before students are permitted to bring their device to school and connect it to school facilities both on school premises and from home.

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

Bring Your Own Device User Charter	20.01
ent:	
We have read the following 4 pages of the Bring Your Own Device User Charter.	
We understand our responsibilities regarding the use of the device and the internet.	
In signing below, we understand and agree to the Bring Your Own Device User Charter.	
We understand that failure to comply with the Bring Your Own Device User Charter will invoke th school's standard discipline procedures and/or the actions outlined in clause 5.	e

Name of student:	 Student ID:	
Signature of student:	 Date:	
Name of parent/carer:		
Signature of parent/carer:	 Date:	

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL

### 1 Purpose

The Sydney Boys 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. Sydney Boys High School will facilitate this in accordance with the BYOD Policy. However, students and parents must be aware of and consent to the program's boundaries described in this BYOD User Charter.

### 2 Scope and Definitions

#### 2.1 Parties

This agreement is between Sydney Boys High School, a student currently attending or who will be attending Sydney Boys High School, and his parent or carer.

#### 2.2 "Student" and "Students"

Reference in this agreement to Student or Students means a student currently attending or who will be attending Sydney Boys High School and binds his parent or carer.

#### 2.3 "Bring Your Own Device User Charter"

This agreement may be referred to as the Bring Your Own Device User Charter or BYOD User Charter.

#### 2.4 "Device"

Reference in this agreement to Device means an electronic device brought by a student to Sydney Boys High School pursuant to the school's Bring Your Own Device program and this BYOD User Charter.

#### 3 Equipment

#### 3.1 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 for the student's use throughout the school day. Students must keep passwords confidential and change these when known by another person.

#### 3.2 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 Sydney Boys High School.

#### 3.3 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.

3.4 Damage or loss of equipment

#### 3.4.1. Students bring their own device for use at Sydney Boys High School at their own risk.

- 3.4.2. For the removal of any doubt, Sydney Boys High School will not be responsible for any loss, theft or damage to:
  - (a) the device
  - (b) data stored on the device

while the device is at school or during a school-related activity, absolutely, in negligence or otherwise.

3.4.3. Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

- 3.4.4. 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 regard to 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 borne by the other student.
- 3.4.5. The above clause (3.4.4) does not bind students to the determination of the Principal.
- 3.4.6. In accordance with clause (6.4) below, students should not bring peripheral equipment, including power charges and cables to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

#### 4 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's policy *Student use of digital devices and online services* (PD/2020/0471/V01)
- (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.

#### 5 Misuse of equipment and communication systems

- 5.1 Standard school discipline procedures apply for misuse of the device contrary to this BYOD User Charter or other school rules.
- 5.2 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 bring their device to school pursuant to the Bring Your Own Device policy is revoked
  - (d) conventional discipline procedures, including detention or suspension where deemed appropriate, pursuant to the school's discipline procedures.

#### 6 Acceptable equipment and communication system use

- 6.1 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.
- 6.2 The primary purpose of the device at school is educational. The playing of games is not an acceptable use of devices on school grounds.
- 6.3 Students must bring their device to school fully charged.
- 6.4 Students should avoid bringing peripheral device equipment to school with the device. Peripheral equipment includes:
  - (a) chargers
  - (b) charging cables
  - (c) docking cradles, with the exception of a docking cradle that includes a keyboard integrated into the peripheral
  - (d) external pointing devices, such as computer mouses

- (e) adapters for the connection of video output or data transfer
- 6.5 While at school, all material on the device is subject to review by school staff as deemed necessary.
- 6.6 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.
- 6.7 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.
- 6.8 Students are to promptly seek advice if another user seeks excessive personal information or makes them feel uncomfortable.
- 6.9 Students must never send or publish:
  - (a) messages sent to them in confidence
  - (b) 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
  - (c) contact details or personal information of another person without that person's explicit permission.
- 6.10 Students must ensure any material published on the internet or intranet has the approval of the principal or their delegate and does not infringe the rights of another person or organisation.
- 6.11 Students must observe appropriate copyright requirements, including acknowledging the author or source of any information used by means of appropriate citation.
- 6.12 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 *Student use of digital devices and online services* (PD/2020/0471/V01). Extracts are provided below. This policy forms part of this Bring Your Own Device User Charter.
- 6.13 The policy *Student use of digital devices and online services* (PD/2020/0471/V01) applies to the use of the device and internet on the device:
  - (a) at school
  - (b) to access school-hosted systems
  - (c) in connection with a school-related activity or school-related program, including coursework.

### 7 Monitoring requirements

Students should be aware that:

- (a) they need to be careful about putting personal or sensitive information in emails or on websites
- (b) their emails are archived and their web browsing is logged
- (c) the email archive and web browsing logs are considered official documents
- (d) these records may be used in investigations, court proceedings or for other legal reasons.

### 8 Use of online media from home

- 8.1 Students must ensure they have an appropriate workspace for online learning when working off-site. The student must be the only person engaging in chat rooms and the only person visible for videoconferencing.
- 8.2 Students should actively contribute to online sessions while keeping discussions during the session on the assigned topic.

- 8.3 Students have the option to display their face in videoconferencing lessons using a webcam. If they choose not to use their webcam they must actively engage in the lesson through the audio or chat functions.
- 8.4 Students involved in videoconferencing must ensure that the benefits of this, including seeing facial expressions and hearing inflection and tone of voice, are used appropriately. Student should think before responding to make their thoughts and ideas clear and coherent to the videoconferencing participants.
- 8.5 Students must adhere to the same standards of behaviour during videoconferencing sessions as they would in a school setting. This includes behaviour towards other students and staff.
- 8.6 Students must be mindful of all videoconferencing participants and different opinions. They should allow other participants time and opportunities to contribute to the discussion, share their ideas with the group and respond in a respectful manner.
- 8.7 Students must understand that mistakes can occur in online discussions and videoconferences. Technical glitches or lack of technical knowledge by staff or other students are to be addressed in a respectful manner.

\_\_\_\_\_

The following is an extract from the Department of Education's policy on *Student use of digital devices and online services* which can be found in its entirety at: https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471

#### 4 Responsibilities and delegations

- 4.1 Students' safe, responsible and respectful use of digital devices and online services is the shared responsibility of students, parents, carers and school staff
- 4.2 Students:
  - use digital devices and online services in safe, responsible and respectful ways, as described in their school procedures and the *Behaviour Code for Students*, and support their peers to do the same.

#### 4.3 Parents and carers:

- recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services
- support implementation of the school procedure, including its approach to resolving issues
- take responsibility for their child's use of digital devices and online services at home
- communicate with school staff and the school community respectfully and collaboratively, as outlined in the 2018 *School Community Charter*.

Further information on NSW Department of Education technology policies can be found at: <u>https://sbhs.co/policies-tech</u>



## **SHOPPING GUIDE** HARDWARE SPECIFICATION

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

Form Factor	Laptop, tablet device or convertible device
	A tablet device must have a physical keyboard attachment with separate keys for
	A – Z and 0 – 9 and which physically move when depressed.
Physical Dimensions	Minimum Screen Size: 9.7"
	Maximum Screen Size: 14.0"
Operating Platform	One of the following operating systems:
	Microsoft Windows 10 or Windows 11
	Apple macOS 12 or newer
	Apple iOS 15 or newer
	Note: Android devices are intentionally omitted from the specification.
	Note: Chromebooks are not supported in the BYOD program.
Wireless Compatibility	Device must have 5GHz 802.11n support
	This may be advertised as:
	• Wi-Fi 6
	• Wi-Fi 5
	Dual Band Wireless
	• 802.11ac
	• 802.11ax
	Gigabit Wireless
	<b>Note</b> : Devices marketed 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.
	If you are unsure, consider purchasing a recommended device.
	in 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: Minimum RAM (laptops): Disk configuration (laptops):	2kg 4GB Solid State disk (SSD)
Considerations	Accidental loss and breakage	insurance

## SOFTWARE SPECIFICATION

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

Operating System	As per the Hardware Specification, above	
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.	
Mathematical plotting	Wolfram Alpha – available free of charge from its website or from the iOS app store Geogebra – available free of charge from its website, or from the Mac and iOS app stores	
Security Software	Windows laptops should run:Microsoft Defender (built-in)Mac OS X laptops should run:ClamXav 2 Sentry	

# **CONTACT** US

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SYDNEY BOYS HIGH SCHOOL

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