12 December 2016

Dear Parent or Carer

2017 Bring Your Own Device and Computer Acceptable Use Policy

South Fremantle Senior High School has a focus on contemporary, real world learning experiences, in particular the cross curricular applications that occur between Science, Technology, Engineering, the Arts and Mathematics. Our school provides access to online services provided by the Department of Education. These increase the range of teaching tools available to staff and enhance the learning opportunities available to students. Students having their own mobile digital device will enable them to have access to the Department of Education’s online classroom learning environment, Connect, as well as other learning systems.

Information and communication technologies are fast and automated, interactive and multimodal, they transform the ways that students can learn and give them greater control over how, where and when they learn. In a digital age, and with rapid and continuing changes in the ways that people share, use, develop and communicate with ICT (Information Communication Technology), young people need to be highly skilled in its use. Children need the knowledge, skills and confidence to make ICT work for them at home, at work, in their communities and at school by bringing their own digital device (BYOD).

At South Fremantle Senior High School in 2017 and from 2018 Fremantle College would like all students to purchase a Hewlett Packard (HP Stream-11 laptop). For 2017 Students will be able to bring and use other devices, such as an iPad tablet. The HP Stream-11 includes Windows 10 and 1TB of One Drive storage, the device has an 11.6 inch display, two USB ports, HDMI output, webcam, Wi-Fi and Bluetooth. Parents may purchase the device from any reseller; they are readily available at JB Hi-Fi, Harvey Norman and Office Works. Recently they have been on special for $248. The device includes a standard 12 month replacement warranty and it might be worthwhile for parents to investigate extending this for an additional two years.

Following the Department of Education’s (Model 1) guidelines for BYOD:

**Model 1 School Specified Device**

The school determines a specific device after conducting a transparent process of analysing the various devices available on the market. The considerations in making a decision would include, but is not limited to, best fit for purpose, value for money, performance and school context. The selected device may be available to students from a range of suppliers and parent determines the best option for acquiring the device.

South Fremantle Senior High School cannot manage, support or warrant the device. ICT technicians will provide assistance in connecting to the school network but will not be responsible for repairs, support or virus removal. Since Term 1 of 2016 students can download and install all the Office 365 ProPlus and Office 365 Education (a clouds-based service) that include applications such as; Word, Excel and PowerPoint on up to five Mac or Windows computers and they can also install Office Mobile on up to 5 supported mobile devices. All students with a Departmental email account can get this software by simply clicking on the Department of Education’s portal link, found on our school website (http://southfremantleshs.wa.edu.au/) and by entering the Student’s username and password (this is login students use every day to access the school network). A Student Guide to Microsoft Office 365 ProPlus provides step-by-step Instructions for accessing, downloading and installing the software. The Department’s Terms of Service with Microsoft for the use of Office 365 Education includes strict clauses that ensure security and student safety.
Students are required to bring their own device to school from the beginning of 2017. It would be a good idea to have their name clearly labelled, or engraved to avoid confusion or loss/theft. A protective lightweight sleeve or carry bag is also recommended.

At the beginning of the school year, the ICT Technician will be available at advertised times to make the device connect to the school network. Your child’s Form Teacher will explain the Bring your Own Device and Computer Acceptable Use Policy which needs to first be returned with student and parent signatures with the full enrolment package.

Any questions can be direct to the School through the Manager of Corporate Services.

FAQ’s
Why specify this particular machine?
There are several considerations when it comes to choosing a digital device suitable for students; however the most important is functionality, weight and cost. The school has taken these into account and software availability, application to the School’s ICT infrastructure, battery life and the ability to link with Department programs. Important considerations were also weight for the student to carry around and ensuring a reasonable cost for families. The HP Stream 11 meets all these considerations.

How does my child set up their device?
Your child should connect their laptop to your home Wi-Fi as soon as they unpack their computer and follow the instructions on the Student Guide to Microsoft Office 365 ProPlus. The school provides students new to the school with a login, once enrolment has been processed, and existing students use their current login. Your child can bring their BYOD to school, go to the School Library to book a time for connection to the School network.

What about virus protection?
The device may have antivirus software a number of other programs such as AVG can be installed free of charge. A device should only run one virus protection at a time.

What can students put on their device?
The device belongs to your child but they must comply with the appropriate use of ICT policy of the School with any breach resulting in the confiscation of their machine for a period of time similar to the situation that currently occurs with students inappropriately using mobile phones.

Should I purchase an extended warranty?
Whilst the School cannot advise you on insurance matters, in our experience it has been helpful for parents to consider the purchasing of an extended warranty from their retailer.

General conditions for connections and use:
- The device should be fully charged for the commencement of the school day. The student will not be able to charge their device at school.
- The student will be responsible for the physical security of their personal device at all times. No responsibility is taken by the school for theft, damage, data loss or corruption of student devices including damage caused by school infrastructure or networking equipment. School insurance does not cover loss or damage to student devices, this solely a parent and student responsibility.
- The parent and/or student will be responsible for installing all software and ensuring it is fully licensed and meets all legal obligations. This includes current virus protection software.
- The student is responsible for backing up all files on their device regularly. It is recommended that students purchase a USB storage device. Staff will not accept data loss as an excuse for not handing in work on time.
- The student will abide by all conditions outlined in the School Bring your Own Device and Computer Acceptable Use Policy. This is a written agreement that formally sets out the rules of use of software, networks, printers and the internet. All students accessing School ICT network are bound by the Department of Education Online User Policy.

The School network has been established for the educational and professional use of students and staff. School Administrators regulate access to and the use of its network by principles consistent with the Department of Education policies.

The Internet is a vast, global network, linking computers to universities, high schools, science labs and other sites around the world. Access to email and the World Wide Web will enable students to explore thousands
of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in context of the school setting. Families should be warned that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

While our intent is to make Internet access available to further our school priorities, students may find ways to access other materials as well. We believe that the benefits to students from access to the internet, in the form of information, resources and opportunities for interaction far outweighs the possibility that users may procure inappropriate materials. Ultimately, parents and guardians of minors are responsible for setting and conveying standards that their children should follow when using media and information sources.

Yours sincerely

Geraldine Hardy
Principal
South Fremantle Senior High School
South Fremantle Senior High School
Bring Your Own Device and Computer Acceptable Use Policy

1 Inappropriate Access
Students may not use the South Fremantle Senior High School network to access inappropriate or “adult” material found on the internet. The Network Administrators will deem what is inappropriate use and their decision is final. Students not exercising responsibility by accessing such material will have their Internet Licenses revoked.

2 Network Etiquette
a) You are expected to abide by the generally accepted rule of network etiquette
b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are forbidden.
c) Personal addresses and/or phone numbers or phone numbers of other students or colleagues should not be revealed.
d) Note that email is not guaranteed to be private. People who operate the system have access to all email. Message relating to or in support of illegal activities may be reported to the authorities.
e) The network should not be used in such a way that could disrupt the use of the network by other users. This includes playing games.
f) Always logon as yourself. Logging on with someone else’s account details is prohibited.

3 Harassment
Students may not use the network for the purpose of harassment of others, either within the school community or in the broader Internet community. Foul or abusive language, attempts to fill electronic mailboxes, the posting of obscene images or text reflect poorly on the user and the school and will not be tolerated. Students should ask themselves if the information they are posting, sharing or sending would be acceptable if displayed or stated in a school assembly or public place. Improper use may constitute an offence under State and Federal Law.

4 Breach of Copyright
The Internet contains vast amounts of information. Much of that information has been placed there for the free use of users. Nevertheless, law, ethics and common courtesy require that proper acknowledgement of the use of the intellectual property of others must be made. Students should treat information found electronically in the same way as information found in printed resources. Rules against plagiarism will be enforced. Many software programs reside on the internet and It is the responsibility of each user to comply with the requirements of the owners of software regarding the acquisition and use. Participation in public sharing of music video or gaming files is illegal. The School will not tolerate the use of its network for copying and storing of illegally acquired software or be liable for any breach of copyright by a user.

5 Illegal use
Illegal use refers to deliberate attempts to damage the software or information residing on the network or any other computer systems via the internet. Attempts to violate the integrity of private files or programs, the deliberate infecting of the network with a computer virus, attempts at hacking into any computers on the network, or other such action is prohibited. Unauthorised access to and use of data and damage, alteration and deletion of data may constitute offences under the Criminal Code (WA) and Crimes Act (Commonwealth).

6 Purchase of products.
Students are prohibited from ordering, purchasing or obtaining any products through the School network, the School will not take responsibility if the network is used for this purpose.

7 Inappropriate use of the network
Computer files that are not directly related to curriculum or assessment are not permitted to be downloaded to, stored on, or transferred from or to, the School network. This includes games, music, executed files, scripts, videos and any other file types deemed inappropriate by the Network Administrator. The playing off on line games on the School network is forbidden.
Students are prohibited from:
a) Bringing or downloading unauthorised programs, including games, to the school or running them on computers connected to the school network. Online internet games are banned.
b) Breaking software copyright. Copyright is to be observed at all times. It is illegal to copy or distribute school software. Illegal software from other sources is not to be copied to or installed on the school equipment.
c) Deliberately introducing any virus or program that reduces system security or effectiveness
r) Attempting to log into the network with any user name or password that is not their own, or change any other person’s password.
e) Students are responsible for everything done using their accounts and everything on their notebooks. Since password must be kept a secret, no user may claim that another person entered their home directory and did anything to cause school rules to be broken.

f) Using or possessing any program or other means to reduce or bypass network security

g) Entering any other person’s file directory or do anything whatsoever to any other person’s files

h) Attempting to alter any persons’ access rights or

i) Storing the following types of files in their home directory, without permission from their teacher

j) Program files, including scripts and batch files

k) Compressed files

l) Picture files, unless they are required by a subject

m) Obscene material - pictures or text

n) Obscene file name

o) Insulting material

p) Password-protected files

q) Copyright material

r) Access Security

Note – Non Compliance with the Acceptable Use Policy will be managed through the Behaviour Management Process.
South Fremantle Senior High School

Bring Your Own Device and Computer Acceptable Use Policy

(TO BE RETURNED TO THE SCHOOL)

This agreement must be signed by the student and parent before any Bring Your Own Device is connected to the South Fremantle Senior High School ICT network.

The Bring Your Own Device Policy describes the conditions agreed to by the School, the student and student’s parent(s)/guardians.

Conditions:

Connection to the network is supplied by the School to the student based upon the following understanding:

a) The student will bring their device to school fully charged each day
b) The student will be responsible for the physical care and security of their device at all time.
c) The School is not responsible for student devices brought into the school nor any damage resulting to the device while at the School.
d) The student is responsible for backing up all files on their device regularly.
e) The parent and/or student will be responsible for ensuring that all software installed on the student device is licensed and meets all legal obligations
f) The device and any software installed will be provided by the Parent/guardian and/or student.
g) The device must have current virus protection software installed at all times
h) The student will abide by all conditions outlined in the South Fremantle Senior High School BYOD and Computer Acceptable Use Policy

Student’s full name ……………………………………………………………………………………………………..

Student Email …………………………………………………………………………………………………………………

Signed ……………………………………………………………………..Date …………….……

Parent/guardian full name ………………………………………………………………………………………………..

Parent Email …………………………………………………………………………………………………………………

Signed ……………………………………………………………………Date…………………….