



Dulwich High School  
of Visual Arts & Design

## **Acceptable Use of the Network and Internet Policy Acceptable Use of Portable Technological Devices Policy Bring Your Own Device Policy**

### **Acceptable Use of the Network and Internet Policy**

#### **Rationale**

Students will be able to access our network resources from the networked computers. Students will be able to access the Internet via our networked computers and their own devices. Students will use the network resources and Internet for educational purposes in all subjects. Our Internet connection is provided by the Dept of Education & Communities and is filtered for offensive material, however, on a vast network such as the Internet there always exists the possibility that students may obtain material not blocked by the DET filter.

Students must understand that the use of the network resources and Internet at school is a privilege, not a right, and that acceptable online behaviour and observance of Internet etiquette are necessary for continued access. When students are using the Internet at school they are representing the school in cyberspace and they are expected to use the Internet in a way which brings credit upon the school and themselves. If students do not abide by the Conditions of Use set out in this policy, it will be treated as per the school's Welfare Policy.

#### **Conditions of Use**

1. Students have a right to privacy in their electronic communication and work. Each student has a user name and password and a secure storage space on the network for their files. There may be times when the system administrator will need to access students' files during system maintenance.
2. Students may use the Library computers at lunchtime and at the Learners' Lounge on Monday and Wednesday after school.
3. Students have the right to safety. If you feel threatened or harassed by someone on the Internet or receive an unpleasant email you must inform a staff member immediately.
4. Students have the right to intellectual freedom. Students must realise, however, that if they publish personal views or opinions they must accept responsibility for them.
5. Students are expected to use the network resources and Internet in a responsible manner at all times. Do not give your user name and password to any other person as you will be held responsible for files created or sites accessed using your user name. Do not use another person's user name and password to access the Internet. The DEC filtered Internet connection blocks certain websites from school students. Students found using another person's user name and password to access blocked sites will be treated as per the school's Welfare Policy. The DEC monitors and records all activity on the Internet and these records may be used in investigations, court proceedings or for other legal purposes.

6. Students must connect their BYOD to the DEC wireless network to access the Internet, using their own user name and password. Students will be provided with the details to connect to the DEC network. Students must not connect to any other wireless, wired or cellular network. Students must not bridge the DEC network to access another network.
7. Never publish or disclose the email address of a staff member or student without that person's explicit permission.
8. Use the network resources and Internet for educational purposes and not for any personal or commercial business or illegal activity.
9. Observe all copyright laws and avoid plagiarism ie. acknowledge all sources of information in your work. Do not download, cut and paste information and claim it as your own work. Use the DHSVAD Citation & Referencing Guide to correctly cite and reference your sources. Remember that not all information on the Internet is correct or well researched. Check the validity of your sources.
10. Use appropriate language when using the network resources and Internet. Never send or publish 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; sexually explicit or sexually suggestive material or correspondence and false or defamatory information about a person or organisation.
11. Students must take responsibility for their own actions and words when using the network and Internet, so you are not permitted to use pseudonyms or impersonate someone else.
12. Be aware of your own personal safety and at no time reveal any personal details such as your address or your phone number to anyone on the Internet.
13. The school's network is your network. Report any problems with the behavior of other students; the equipment; software or websites accessed to a teacher as soon as possible so that appropriate action can be taken.

**Each time a student accesses the Internet at school the DEC Acceptable Usage Policy appears on the screen and the student must click 'I accept' (see below) before the Internet opens.**

### **Acceptable Use of the Department's Portal Services**

Your use of email and the DEC online system may be monitored.

You are not permitted to use the services to knowingly search for, link to, access or send anything that is offensive, obscene, pornographic, threatening, intimidating, abusive or defamatory.

By agreeing, you accept to follow school and DEC policies for online behaviour.

Privacy: NSW DEC monitors the use of emails and online services to ensure compliance with online policy.

# Acceptable Use of Portable Technological Devices Policy

## Rationale

It is acknowledged that students will bring technological devices to school such as **mobile phones, portable computer games, audio recorders, still and film cameras**. It is understood that our students travel long distances and attend after school co-curricular activities, so the use of a mobile phone is an important safety aid. Students may use cameras and audio recording devices as part of their school work, after seeking permission from staff. These devices may also be used by the students for recreation in non lesson time.

If used appropriately, these devices can add greatly to the student's sense of well-being and enjoyment of lesson and free time. If used inappropriately, the school will confiscate devices from students as a consequence of their misuse. If this were to happen, the school would follow DEC procedures that state that the device should be locked away and returned to the student at the end of the school day.

## Conditions of Use

1. Students bringing portable technological devices into school, do so at their own risk – the school accepts no responsibility for their loss or damage. The school will not devote resources to investigate if devices are lost or stolen.
2. The use of a mobile phone should not disrupt the learning environment. Do not send or receive text messages or make or receive calls during lesson time or en route to lessons.
3. A mobile phone should not be used to make threatening calls or send threatening/offensive text messages, photographs or video to another student or staff member. This is covered by DEC policy.
4. It is an offence under the law to record another person's voice without their consent.
5. You may not photograph or film another person without their consent. At DHSVAD, we photograph and film school events for use in class projects, the school newsletter and website. Families may opt to refuse their child being photographed or filmed. Students' names are not linked to photographs on the school website.
6. It would be an offence under the law to publish to the Internet or distribute via mobile phone or other device an inappropriate/offensive audio recording, photograph or video taken without a person's consent. This would be seen as bullying and is covered by the school's Student Welfare & Discipline Policy and DEC policy. Legal action may also be taken by the person whose rights have been breached.
7. Students must respect the school's reputation and not publish to the Internet or distribute via other devices, inappropriate text, recordings, photographs or video.

# Bring Your Own Device Policy

## Rationale

DHSVAD recognises the need to prepare our students for a rapidly-changing world, where technology plays a large role in our personal, social and professional lives. We know that the use of technology is integral in the delivery of quality teaching and learning in the 21<sup>st</sup> century classroom.

In 2013, the federally funded Digital Education Revolution (DER) program came to an end. This program allocated all Year 9 students with a laptop from 2009 to 2013. The program led to meaningful change in teaching and learning in Australian schools that engaged students in rigorous and stimulating programs of learning. The Department of Education and Communities (DEC) has advised that schools may implement a Bring Your Own Device (BYOD) program from 2014.

## What is a Bring Your Own Device program?

In 2014, Year 9 students will bring a personally owned device to school for the purpose of learning. A personally owned device is any device brought into the school that can connect to the DEC wireless network and meets the recommended specifications. Before students bring their device to school, they and their parents/ guardians will be required to sign the Bring Your Own Device Policy Agreement.

The school expects that in 2014, all Year 9 students will bring a device to school in order to access the current teaching programs delivered in Stage 5.

## Recommended Specifications

<b>Form</b>	Windows or Apple laptop, tablet or convertible device Tablet must have a keyboard attached Minimum 7" screen
<b>Operating system</b>	Microsoft Windows 7 or newer Apple MacOS X 10.6 or newer Apple iOS 6 or newer NB. Android based tablets are intentionally omitted
<b>Wireless capability</b>	<b>802.11n 5Ghz</b> This may be advertised as dual band wireless or 802.11 abgn. The DEC wireless network installed in high schools only operates on the <b>802.11n 5Ghz standard</b> . Devices that do not meet this standard will not be able to connect to the DEC wireless network.
<b>Storage capacity</b>	Laptop - 64GB Tablet - 16GB
<b>RAM</b>	Laptop - 4GB Tablet - 1GB
<b>Battery life</b>	6 hours
<b>Anti-virus software</b>	Up-to-date anti-virus protection
<b>Accessories</b>	Protective case/cover Keyboard for tablet device
<b>Education software</b>	Web browser Word processor Spreadsheet package Presentation software eg: PowerPoint Photo editing and draw software NB. Microsoft and Adobe have negotiated with the DEC to provide students with some software for <b>free</b> on their BYOD device.

Lenovo and Dell are the DEC preferred suppliers. NB: It is recommended that parents do not purchase a new device until later this year or early next year when Dell and Lenovo will launch their new models with new Intel chipsets and Windows ver 8.1 which together will offer more advanced features such as faster, lighter, better graphics and better battery life.

Dell BYOD deals [www.dell.com.au/nswdecbyod](http://www.dell.com.au/nswdecbyod)

Lenovo BTOD deals [www.lenovo.com.au/education](http://www.lenovo.com.au/education)

## **Conditions of use of BYOD**

### **Who can bring their own device to school?**

Students in Year 9 are expected to bring their own device to school. The device must meet the recommended specifications. Before students bring their device to school, they and their parents/guardians will be required to sign a Bring Your Own Device Policy Agreement.

### **Acceptable Use of BYOD**

When students use their own device and access the Internet at school, the same conditions apply as set out in the Acceptable Use of the Network and Internet Policy and Acceptable Use of Portable Technological Devices Policy. The use of the device during school activities is at the direction of the teacher. The school will treat any unacceptable use as per the school's Welfare Policy.

### **Purchasing BYOD**

The cost of purchasing devices and software is solely the responsibility of families. The school will not purchase devices and on-sell to the students. The school will not purchase devices that can be loaned to students.

### **Security of BYOD**

Each student is absolutely and solely responsible for the care and use of their own device whilst at school, travelling to and from school or at other school activities. The school accepts no responsibility for loss, theft or damage. Families are advised to know the warranty provisions for their device, provide a sturdy carry case/cover and take out insurance for their device.

### **Connecting to the Internet**

The DEC provides a free, filtered Internet connection. Students must connect their device to the DEC wireless network to access the Internet, using their own user name and password. Students will be provided with the details to connect to the DEC network. Students must not connect to any other wireless, wired or cellular network. Students must not bridge the DEC network to access another network.

### **Technical Support**

The school will not provide technical support for troubleshooting, repair and maintenance of hardware and software issues pertaining to the BYOD. Students should not expect or ask their teachers for technical support. The school accepts no responsibility for the repair of a device resulting from the technical support given by a teacher or another student. The school will facilitate students to connect to the DEC network. The device must meet the wireless capability specification to be able to connect to the DEC network.

### **Battery Life**

The device should be charged at home and have a 6 hour battery life. The school will not provide access to power points to recharge the device during the school day.

**Anti-Virus Protection**

Students must ensure their device has up-to-date anti-virus protection. Microsoft has free software available at <http://windows.microsoft.com/en-us/windows/security-essentials-download>

**Printing**

The BYOD will not be able to access the school printers. Students will need to print at home or save their work to a USB memory stick and print from a computer in the Library. This will incur a cost.

**Equity**

To facilitate equity of access to the BYOD program, the school has recommended a broad range of devices that range in price and Microsoft and Adobe have agreed to provide some free software for one device per student.

The school understands that the BYOD program adds a new cost for families. At the same time, we know the phenomenal benefits to students that we have seen with the DER laptop program and are keen keep moving forward using technology in teaching and learning.

In 2014, the school expects that Year 9 students will bring their own device to school. Should a student not be able to bring a device that meets the recommended specifications, they should in the first instance contact the Head Teacher in charge of Technology Across the School in writing. Each student will be treated on a case by case basis. Alternative arrangements may include a day loan of an ex-DER laptop. Priority will be given to Year 9 students. The school has limited resources in this area.

Students also have access to the computers in the Library during lunchtime and after school on Monday and Wednesday at the Learners’ Lounge (Homework Club).

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### **Student's Agreement**

Students who wish to take advantage of the BYOD policy must read this agreement in the company of an adult unless otherwise excused by the Principal. This page is to be signed and returned to the school.

By signing at the bottom of this page students agree to the following behaviours:

- I agree that my use of the department's internet will be for learning.
- I agree to only ever use my own portal/internet log-in details and never share those with others.
- I agree to not hack or bypass any hardware and software security implemented by the Department or my school.
- I agree to not use BYOD to search for, link to, access or send anything that is
  - Offensive
  - Pornographic
  - Threatening, abusive or defamatory\
  - Criminal in nature
  - Likely to incite hatred or violence
- I agree to report inappropriate behaviour and material to a teacher.
- I agree to stay safe by not giving out my personal information to strangers.
- I understand that my activity on the internet is recorded and those records may be used in investigations, court proceedings or for other legal reasons.
- I acknowledge that the school cannot be held responsible for any damage to, loss or theft of my device.
- I agree that use of my device during school activities is in accordance with teacher directions.

I have read the Acceptable Use of the Network and Internet Policy, the Acceptable Use of Portable Technological Devices Policy and Bring Your Own Device Policy and agree to abide by the Conditions of Use they contain. I understand fully that these resources are to be used for educational purposes. I understand that any breach of the Conditions of Use will result in disciplinary action.

Student's Name: \_\_\_\_\_ Year: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Parent's Agreement**

As the parent or guardian of this student, I have read the Acceptable Use of the Network and Internet Policy, the Acceptable Use of Portable Technological Devices Policy and the Bring Your Own Device Policy. I understand that these resources are to be used for educational purposes. I understand that my son/daughter will abide by the Conditions of Use. I understand that any breach of the Conditions of Use will result in disciplinary action. I also recognise that the Department of Education & Communities, school staff and other employees of the school may not be able to restrict access to all controversial materials on the Internet.

Student's Name: \_\_\_\_\_ Year: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

Date: \_\_\_\_\_