



BALLAJURA COMMUNITY COLLEGE



BRING YOUR OWN DEVICE (BYOD) POLICY AND INFORMATION

INTRODUCTION

We live in a world where technology is ever-present and expanding. Ballajura Community College (BCC) recognises the need to prepare students for a rapidly changing world where technology plays an increasing role in students' everyday lives.

From January 2025, Ballajura Community College will commence the roll out of BYOD with the initial introduction of a *non-compulsory* Bring Your Own Device (BYOD) program. This program will enable students to bring their own device to school and access digital learning resources to support this need.

DESCRIPTION AND PURPOSE OF THE PROGRAM

The introduction of the BYOD program allows for a more flexible and interactive teaching and learning environment. The aim is to enable students and teachers to use the latest in educational technology to improve student learning outcomes.

While students will continue to have access to laptops and computer labs at school, the BYOD program will allow more students to access technology at the same time. Students will also be able to use the same device at school and at home that will allow for continuity and consistency between work done in both environments. Students are encouraged to bring a device that meets the school's minimum requirements as outlined further in this document.

Students who BYOD will link to a campus-wide wireless network that provides access to the internet and curriculum materials as well as enabling communication between students, teachers, and parents through the Learning Management System (LMS). Teachers have their own devices and engage in a range of professional learning activities to develop teaching and learning strategies that make effective use of these devices.

Student engagement and productivity is enhanced when they bring their own device.

BYOD MINIMUM SPECIFICATIONS

Parents must ensure that devices comply with the following minimum specifications, although the device does not have to be new.

Component	Minimum Requirement	Notes
Operating System	Windows 11 Home (x64)	Since the units will only be connected to the wi-fi it can be home addition. x64 architecture to fit within our existing school environment. ** NOTE ** Chromebooks and iPads are not supported and will not work at the school.
Wi-Fi	ac 5 GHz	Units must be able to connect to a Cisco ac standard wireless access point. NOTE: Must be 5Ghz Compatible
Battery	6 hours	Units must remain charged for a full school day with moderate use. Please remember battery charge will deteriorate over time. The more capacity the better. It would be good if your warranty also includes battery replacement. NOTE: The school does not offer charge facility
CPU (Processor)	Intel Core i3 or above AMD Ryzen 3 or above	The better the processor e.g. Intel core i5/i7 the better the learning experience for your child. For optimal experience intel i5 11th Gen is recommended
Screen size	11.6" WXGA 1366 x 768	Once again, a balance between weight, usability, battery life. Too small you require lots of scrolling, too large uses too much battery and cannot be placed safely on the school desk. For optimal school use about a 12" screen is recommended.
Output	1 x USB 3.0	Please consider having at least one USB charge port and HDMI or display port. Good to have at least 2 USB ports. You may also wish to consider a docking station at home to connect other peripherals including external monitor.
RAM	8 GB	To enable having more than one application open For optimal experience 16GB RAM is recommended.
Storage	256 GB	Solid-state drive gives better performance and uses less battery. In addition, since it has no moving parts it may not break down. For optimal experience a 500GB SSD is recommended
Antivirus		A paid for corporate grade anti-virus is <u>highly recommended</u> .
Recommended Suggestions		
Weight	Under 2 kg	Your child will need to carry this to and from school every day, need to balance, weight, robustness, usability, recommended the weight of the unit is kept to under 1.5 kg
Carry case	Padded carry case, with rigid corners	Must fit inside your child's school bag.
Warranty	For the expected life of the unit (1–3 year)	NOTE Most consumer grade units have a 12-month Return To Base warranty with no timelines on repair times. Upgrade to NBD onsite warranty repair with a guaranteed repair time.
Insurance		Highly recommended you seek accidental damage protection where available. May be covered via credit card or home insurance please check

Please note that a **mobile phone is not considered a BYOD**.

There is a wide range of devices on the market however, if the device complies with the minimum specifications outlined above, your choice will function on our network.

For those students doing specialist programs or planning to use the device for tertiary study, devices with higher specifications may be desirable.

BRING YOUR OWN DEVICE (BYOD) RESPONSIBILITIES



THE ROLE OF STUDENTS

- Students must use their BYOD and the College computer network responsibly.
- Any material stored on the BYOD under any profile and accessed at school is subject to both the ***DoE Students Online in Public Schools Policy and Procedures***, the ***Ballajura Community College: Acceptable Use of ICT Agreement*** and the ***BCC Code of Conduct***
- Communications on information networks are often public and normal College expectations for student behaviour, conduct, and standards will apply.
- When using their BYOD and accessing College resources, students must follow the policy and guidelines detailed in this document.
- Activities on the school network are always monitored. Any files accessed and/or stored under any *@student.education.wa.edu.au* profile are monitored and archived by the Department of Education.
- Students are to only use their BYOD in class under teacher instruction.
- Students are only to use their BYOD in a classroom environment.
- Use at recess and lunch is only allowed under teacher direction/supervision.
- Students may not use 'hotspot' networks via mobile devices at school to access the internet.
- Students must ensure their device is fully charged each day, with the battery life sufficient to last the school day.



THE ROLE OF PARENT / GUARDIAN

- Parents/guardians are required to take responsibility for conveying the importance of the information and policies outlined in this document to their children.
- Parents/guardians are required to monitor their child's use of the BYOD, especially at home, including access to media and information sources and materials stored on their device.
- When your child brings their own device to school, they do so at their own risk. We would strongly recommend that you purchase personal insurance that covers this device.
- The College and the Department of Education takes no responsibility for the safety and care of the BYOD device and cannot cover the cost of loss or damage to your child's device.



THE ROLE OF TEACHING STAFF

- College teaching staff will monitor appropriate use of the BYOD in accessing curriculum information.
- Teaching staff will provide guidance and instruction to students in the appropriate use of such resources. This includes staff facilitating student access to information on their BYOD in support of, and to enrich, the curriculum while taking into account the varied instructional needs, learning styles, abilities, and developmental levels of students.



THE ROLE OF BALLAJURA COMMUNITY COLLEGE

- BCC is committed to supporting students in their learning and safety in the online space.
- Technical support from the College extends to the use of software and services provided by the College, but not for BYOD device itself.
- The College commits to providing resources to enable safe, educationally relevant network access to the BYOD and relevant curriculum facilities for staff and students.
- BCC has a responsibility to ensure that, as far as possible, material obtained from the internet is not offensive or inappropriate. To this end, DoE software and systems will filter and monitor internet sites and usage whilst the BYOD is connected to the College network.
- Where required, BCC will help students connect to the network and printing services.

AUTHORISATION AND RULES OF THE BYOD PROGRAM



Students are expected to bring their BYOD to College to use in class. By accepting the **BCC Acceptable Use of ICT Agreement**, all parties agree to the following.

College usage will be granted subject to adherence to the following expectations and recommendations:

1. The student owned device will be provided by the parent/guardian and/or student.
2. The student will abide by all conditions outlined in the **DoE Students Online in Public Schools Policy and Procedures, the Ballajura Community College: Acceptable Use of ICT Agreement and the BCC Code of Conduct**.
3. Student owned devices are to be connected to the College's wireless network to access the internet. Students may be required to permit the installation of software and security certificates.
4. Students must bring their BYOD to school each day. It must be fully charged.
5. Students are responsible for the safe storage and care of their BYOD AT ALL TIMES. It is recommended that students have their BYOD inside a protective cover and inside their schoolbag when travelling to and from the College.
6. We strongly recommend purchasing insurance. The College and the Department of Education cannot cover the cost of loss of, or damage to, a student owned device.
7. No charging is available at the College and does not have charging cables for personal devices. The College is not liable for damage caused by connecting to a College power outlet or charging device.
8. The student and their parent/guardian will be solely responsible and legally accountable for any data stored or installed on the student owned device.
9. **Microsoft (Office) 365** is provided **free** by the Department of Education.
10. The Department strongly recommends that:
 - a. Student owned devices are installed with up-to-date anti-virus protection software. Windows devices have built in security that will suffice.
 - b. Student owned devices are enabled to received auto-updates from the software vendor.

11. Teachers will manage behaviour in their classes as they do at any other time. Students are required to always follow College rules. In the event a student does not follow College rules, or the policies and guidelines regarding appropriate use of technology, normal behaviour management procedures will apply.
12. In the event of a breach of the BYOD User Policy and Information, the privilege of network access may be removed, and other penalties may apply.

GUIDELINES FOR PROPER CARE OF THE BYOD

SECURITY AND STORAGE

When the BYOD is at the College, students must always know the location of their BYOD and are responsible for ensuring its safe keeping.

BYODs must also be under the student's direct care during recess and lunchtime. When the computer is not required in class, for example during Physical Education, it is to be placed in a teacher designated secure area.

When the BYOD is being used away from the College, students should avoid leaving it unattended or where it is visible to the public (e.g. in a vehicle). In these circumstances, the BYOD can be a target for theft.

TRANSPORT AND HANDLING PROCEDURES

When transporting the BYOD, students are to make sure that it is protected by either a specially designed protective sleeve or a sleeve built into a backpack or bag. Students are encouraged to take responsibility for the safe handling of devices when transporting the device to and from the College.

GENERAL CARE OF THE BYOD

It is the student's responsibility to maintain the BYOD in good condition.

Technical support is not provided or available for devices / hardware or software problems that may occur with devices (it may void any warranties you may have). Limited support is available for software specifically provided by the Department of Education and/or Ballajura Community College.

The College provides FAQ sheets (available via our website) for connection to our network, installation of required software, and suggestions on overcoming common issues.

Students will be assisted with establishing a connection to our network and printing, if required.

REPORT OF LOSS OR DAMAGE

In circumstances where deliberate damage or theft has occurred, it is the student's responsibility to report the incident to the Police.

DATA MANAGEMENT

Saving and backup of data is the student's responsibility. To backup work it is recommended that students use the cloud storage (OneDrive) provided by the College or purchase a USB flash drive or an external hard drive.

Staff will not accept data loss as an excuse for late submission of work.

PRINTING

Wherever possible, we are committed to delivering and receiving electronic forms of class work and assessment. Students must endeavour to produce and submit work and assessments electronically.

Students unable to submit work electronically will be encouraged to print work at home for submission to their teacher. Students should always minimise printing by print-previewing, editing on screen rather than on printouts and spell-checking before printing.

Students will have limited access to network printers. Print credit will be allocated, and each page printed will incur a charge against this. Once used, print credit will need to be topped up by students.

VIRUS PROTECTION

The BYODs should be configured with anti-virus software which regularly and automatically checks for viruses on the device.

ACCESS SECURITY

It is a condition of entry into the student BYOD program that students agree to the monitoring of all activities including their Department of Education email and internet use.

MONITORING, LOGGING AND OPERATIONAL UPDATES

A log of all access to the internet including DoE email will be maintained and may be accessed if required to ensure that undesirable internet sites have not been accessed and that the content of email remains within the guidelines described in this document.

HEALTH AND SAFETY

OCCUPATIONAL HEALTH AND SAFETY GUIDELINES

Basic health and safety guidelines for desktop computers also apply to BYODs use:

- Keep the upper arms relaxed at the side of the body.
- Bend the elbows to around 90 degrees.
- Keep wrists straight.
- Change position every 15-20 minutes and take a complete break to get up and move body every 30-60 minutes.
- Avoid prolonged use of computers/devices/laptops.
- Students with special needs will be catered for according to Department of Education guidelines

CYBER SAFETY

The College maintains safeguards against student access to unsafe and inappropriate websites and can monitor students' activity so long as they are connected to the internet via the College network. Therefore, hot spotting to personal devices is not permitted.

The College cannot monitor communications sent or received through third-party software and applications such as social media. Students and parents must report any negative experiences, including instances of bullying or harassment, to College staff.

Parents will be aware of many incidents reported in the media regarding safety online. Personal information is easily tracked and harvested by those who know how, so it is important to keep as safe as possible while online.

Parents are encouraged to check the following website for further useful information:

www.esafety.gov.au

WHAT DO I NEED TO DO NOW?

- Ensure you have read this document and the ***Ballajura Community College: Acceptable Use of ICT Agreement***.
- Discuss the information, rules, procedures, and responsibilities for appropriate use with your child. It is essential they understand that this privilege is subject to following the rules and procedures as described, both at the college and at home.
- Before purchasing or providing a device, check it has the BYOD MINIMUM SPECIFICATIONS.
- Ensure your child takes the signed ***Ballajura Community College: Acceptable Use of ICT Agreement*** to main administration staff. A BYOD setup document will be made available on the BCC website.
- Keep a copy of this document for your records. An online version is available through the BCC website.
- Check that the device is adequately insured and read the user manuals and information provided by the manufacturer.
- Spend time with your child familiarising yourselves with the operation of the device and establishing appropriate behaviour and expectations at home.
- If you have questions or concerns, please contact the College by emailing ballajura.cc@education.wa.edu.au