

Highvale

Digital Learning Program Bring Your Own Device (BYOD)



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Bring Your Own Device (BYOD) Program

Rationale

Advances in technology have meant that computers are becoming smaller, faster and more multimedia capable. Learning with digital technologies is now becoming an integral part of our culture, day-to-day life and education. Digital devices such as iPads, Windows tablets, Android tablets and smartphones can now be used to communicate, collaborate, research and learn new skills and knowledge. Highvale Secondary College believe that we need to make use of this form of technology in our teaching and learning.

The Digital Learning Program for Highvale is designed to equip students with the skills and experiences to thrive in an era of change. Our goal is for Highvale's students to learn successfully in the evolution of computing from traditional desktop to notebook platforms and digital devices such as iPads, tablets and smartphones. The College is embracing the learning opportunities offered for students in bringing their own device to connect to the College ICT infrastructure. Cybersafety is also of paramount importance where the whole school community will be involved in developing ongoing safe practices online.

The BYOD program will utilise digital devices with operating systems from Apple, Microsoft & Google.

Minimum Specifications

iPad Requirements

	Specification
Model	iPad Air 1 or Newer
Storage	32GB or more
Operating System	Latest version according to Apple

Mac Laptop Requirements

Parts	Specification
Processor	Minimum: Intel i3 (or equivalent) Recommended: i5 or i7 (or equivalent)
WIFI	Compatibility with 802.11 g/n/ac Compatibility with enterprise authentication
Battery life	Minimum: 4 hours Recommended: 8 hours
Memory	Minimum 4GB Ram Recommended: 8GB Ram
Hard Drive	Solid State Drive (SSD)
Physical Characteristics	10.5 inch screen (minimum size) Keyboard USB Port
Warranty	3 Years recommended on both battery and device
Operating System	OSX 10.10 (Yosemite) or newer
Protection	HSC strongly suggest the use of a rigid laptop or tablet covers for safer storage of the device rather than a neoprene/soft cover.

Windows Laptop Requirements

Parts	Specification
Processor	Minimum: Intel i3 (or equivalent) Recommended: i5 or i7 (or equivalent)
WIFI	Compatibility with 802.11 g/n/ac Compatibility with enterprise authentication
Battery life	Minimum: 4 hours Recommended: 8 hours
Memory	Minimum 4GB Ram Recommended: 8GB Ram
Hard Drive	Solid State Drive (SSD)
Physical Characteristics	10.5 inch screen (minimum size) Keyboard USB Port
Warranty	3 Years recommended on both battery and device
Operating System	Windows 8.1 or newer
Protection	HSC strongly suggest the use of a rigid laptop or tablet covers for safer storage of the device rather than a neoprene/soft cover.

Androids Requirements

	Specification
Supported Models	Samsung Galaxy Tab S 10" Wi-Fi 32GB Samsung Galaxy Note Pro 12.2" Tablet 32GB Wi-Fi
Storage	32Gb or more
Operating System	Latest version according to Samsung
Protection	HSC strongly suggest the use of a rigid laptop or tablet covers for safer storage of the device rather than a neoprene/soft cover.

** Currently HSC only support the above 2 Android Models*

Educational Premise

1. Stage 1: The BYOD device will be used for educational purposes only. Initially it will be used instead of or in conjunction with the College's netbooks and desktops and student's smartphone.
2. Stage 2: Teaching and learning strategies utilising Web 2.0 tools will be used across all the curriculum areas so that learning can occur for all students using all devices including the College computer resources.

Learning Opportunities

We expect our students to be using digital technology safely for:

Communication



Expressing themselves in socially appropriate ways through local and global connections.

Collaboration



Developing productive ways to work with others online to generate new ideas and solve problems.

Curation



Researching to locate and select appropriate resources to process information into meaningful learning products.

Creation



Crafting new ideas, inventions, products, processes and masterpieces in unique and innovative ways.

Critical Thinking



Questioning, analysing and evaluating digital information to form an objective opinion.

Celebration



Acknowledging positive learning achievements using appropriate school and/or parent approved forums for a range of audiences.

All students will use digital technology to develop and model our core values:

Excellence



All digital work is of an exceptional standard.

Integrity



Acting with dignity, fairness and maturity using digital technology.

Resilience



Being fearless and proactive when faced with challenging circumstances and seeking support from significant adults at home and/or school to resolve issues in a timely manner.

Respect



Acknowledging the rights of all individuals to privacy, learning, compassion and safe access to digital information and resources.

Responsibility



Recognising and taking ownership of their actions to ensure they are safely using digital technology for learning online and offline.

Cybersafety and Digital Learning Responsibilities & Guidelines

The following Cybersafety and Digital Learning Guidelines are **expected to be followed by students and supported by teachers and parents**. They are connected to visual posters to ensure students understand and follow these guidelines at all times as a safe, responsible and ethical user of digital technologies. They are also governed by our school core values.



Select age appropriate sites and make safe choices

1. When selecting a site to use, check the age restrictions of the site and privacy levels to know who else can access this space. This will ensure you make safe choices about what is shared. If you do not know who has access, treat the space as a public space. There are three levels to consider:
 - a. Private spaces for you to use only ('Me' space). It is important to realise that there is no real private space on the Internet;
 - b. Shared spaces for you to use with people you know ('We' space);
 - c. Public spaces where anyone has access ('See' space).
2. Ensure you keep you personal details and those of other students private at all times online. This includes full names, addresses, phone numbers, email accounts, birthdates, and images.
3. You should only participate in age appropriate social networks, with your details set to private.



Understand your school and home connectivity obligations

4. Only use your own user name and password to access the school and other suitable networks at all times.
5. Only access the designated school wireless system at school;
6. Always abide by network security and use it responsibly to access your own data and shared data that you have permission to access.
7. Keep your password confidential at all times except from the system administrator or when necessary the classroom teacher.
8. Use the Internet at school for educational purposes.
9. Take full responsibility for spaces you join outside of school hours that are not part of your school work and online learning spaces.



Know how to combat cyberbullying and take responsible action

10. Always talk to a teacher and/or parent if you or someone you know feels uncomfortable, threatened and/or unsafe.
11. Ignore cyberbullies, ensure you try and keep evidence of bullying, and immediately tell a teacher and/or parent about the cyberbullying.



Understand the risks in online relationships and safeguard yourself at all times

12. Immediately exit any site where obscene, offensive, racial, violent or inappropriate content is being shared/used and report this site to your teacher.
13. Only connect online with people you already know.
14. Avoid sharing meetings and events publicly online.
15. Tell your teacher or parent if someone online tries to arrange a meeting with you.



Communicate safely and appropriately at all times

16. Support others by being respectful at all times.
17. Understand that the same protocols apply to communicating with people online as they do offline e.g. communicating in a positive way.
18. Only forward messages and content that is supportive and positive of others with their permission.
19. Follow correct protocols when communicating information on public spaces e.g. Correct spelling, grammar.

Before you upload



Protect yourself and others when uploading and sharing information

20. Ensure you have permission from the owner/subject of the content you upload.
21. Protect your digital footprint and reputation at all times by only uploading content when necessary that your parents and grandparents would approve of.
22. Seek to understand the terms and conditions of online spaces before you upload content.
23. Only upload content that is safe and non-threatening.

Before you download



Download safely and responsibly every time

24. Always abide by copyright procedures and respect intellectual property before deciding to download and use online content.
25. Seek permission to use images, text, audio and video from the content owner and/or subject(s) contained within the media.
26. Cite references where necessary including Creative Commons attributions.
27. Content downloaded must be for required learning purposes (with permission from a teacher), age appropriate and from a reliable source.
28. Always read the information for downloadable content and think critically first to ensure you understand your rights to download and/or use the content and costs involved.
29. Always enable virus protection settings, spam and filtering.
30. Only bring downloadable programs including games to school if you have written permission by your teacher.

TECHNOLOGY FREE



ZONE

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Know when to turn off your device

31. Understand that some places and spaces are technology free where you must switch off your device.
32. There are permanent places that are technology free (e.g. School Bus) and temporary places that may be technology free at given times as designated by your teacher, the school and/or your parent(s).

Device Responsibilities & Guidelines

1. Student Responsibilities

The student is totally responsible for their own device including the security and maintenance of their device. They can only use their device at school once they have signed the Cybersafety, Digital Learning and Technology Acceptable Use Agreement.

The school expects that:

- A hard or padded device cover be purchased;
- Devices be kept in **LOCKED** lockers when not in use;
- Passwords are private and confidential;
- Devices are fully charged for use in class;
- Students comply with the individual class teacher rules;
- Students comply with the College's digital citizenship policies i.e. copyright;
- Students regularly backup and/or synch their device to their nominated location depending on their device type e.g. iCloud; OneDrive;
- Students keep their device on silent during class times and only make or answer calls and messages outside of lesson times – except for approved learning purposes;
- Students avoid bringing peripheral devices to school e.g. chargers, charging cables, docking cradles (except for keyboard integration), external pointing devices e.g. computer mouse, adapters for connecting video or for data transfer.

2. Parent Responsibilities

Parents have the responsibility to:

- Provide cover for damage to their child's device. We recommend parents check their home and content insurance to understand if it covers damage to the device when at home, at school, and travelling to and from school;
- Ensure their child understands their responsibility for caring for their device at all times;
- Investigate the turnaround time frame if repairs are required;
- Understand that the school is not responsible for any damage;
- Ensure there is no inappropriate material/app loaded onto the device or on social networking sites citing any student or Highvale Secondary College;
- Engrave an ID code on the device using a UV marker;
- Ensure their child is well prepared for learning with a fully charged device.

3. School Responsibilities

The school has the responsibility to:

- Maintain a Cybersafe, eSmart learning environment through-
 - Monitoring student work/behaviours without prior consent from the student using a cybersafe proxy e.g. Netbox Blue;
 - Presentations and workshops on Cybersafety;
 - School guidelines around the use of digital devices in classrooms;
 - A consistent language, regular modelling of safe practices and access to age appropriate learning sites;
 - Restricted student access to sites and data for student protection from inappropriate content;
- Develop a curriculum that utilises digital resources;
- Ensure all students have equity and access to digital learning resources.

School Liability Statement

Students bring their own personal device to use at Highvale Secondary College at their own risk.

Highvale secondary College will not be responsible for

- Personal devices being broken/damaged lost or stolen;
- Maintenance or upkeep of personal device.

Highvale Secondary College

Cybersafety, Digital Learning & Technology Policy

Rationale

The Digital Learning program for Highvale is designed to equip students with the skills and experiences to thrive in an era of change. Our goal is for Highvale's students to learn safely and successfully in the evolution of computing from traditional desktop to notebook platforms and digital devices such as iPads, tablets and smartphones. The College is embracing the learning opportunities offered for students in bringing their own device to connect to the College ICT infrastructure. Cybersafety is also of paramount importance where the whole school community will be involved in developing ongoing safe practices online.

General Guidelines

1. Highvale Secondary College uses COMPASS, the Internet and digital technologies as teaching and learning tools. They are valuable resources that must be used responsibly and safely.
2. Students, parents and staff will be provided with information on the safe use of digital technologies.
3. Parents and students will complete and abide by the Community and Student Cybersafety, Digital Learning & Technology Acceptable Use Agreements that are governed by the Cybersafety, Digital Learning and Device Responsibilities and Guidelines requirements as well as the School Values.
4. A curriculum program will be provided that includes the use of digital learning devices.
5. On-going professional development for staff on teaching and learning with digital technologies and consistent Cybersafety practices will occur throughout the year.
6. A common language and proactive community approach to Cybersafe practices at home and school will be used.
7. Consistent consequences to student actions will be applied across the school to protect everyone at the College and ensure a duty of care at all times.

Implementation

1. At Highvale Secondary College the following is provided:
 - a. Student Engagement and Wellbeing Policy, Privacy Policy, Bullying Policy and the Use of Student Images Policy which outline the values of the school and expected behaviours when students use digital technology and the Internet;
 - b. COMPASS as a password protected online learning space for all Highvale Secondary College students. In this space students will be able to use tools to communicate with teachers and be able to access learning activities both at school and at home;
 - c. A filtered Internet service with access to search engines that can be used to direct students to school specific websites;
 - d. Supervision and direction during online learning activities;
 - e. Support for students in developing digital literacy skills;
 - f. Cybersafety program at the school which is regularly reinforced across the school;
 - g. Using digital technologies for educational purposes (e.g. podcasts or photos from excursions);
 - h. Support to parents/carers to understand the Acceptable Use Agreement, Guidelines and Responsibilities (e.g. language support);
 - i. Support to parents/carers through information evenings and relevant documents;
 - j. Work with students to outline and reinforce the expected behaviours in the COMPASS*.
2. Information for students, parents and staff will be provided as follows:
 - a. Digital Learning Program BYOD Booklet;
 - b. Updated information on Compass;
 - c. Parent information evenings and workshops;
 - d. School Newsletter;
 - e. Other school publications

3. There are two Cybersafety, Digital Learning & Technologies Acceptable Use Agreements. One for the Community (Parents/Guardians) and the other for Students.
 - 3.1. All families will be provided with the Digital Learning Program BYOD Booklet that is to be read and kept at home. An additional copy of both agreements will also be provided that must be signed by parents and students and kept at the school in a designated secure location.
 - 3.2. The Community Cybersafety, Digital Learning & Technologies Acceptable Use Agreement consists of two parts:
 - a. The Cybersafety, Digital Learning & Technology agreement that must be signed by all parents to ensure they abide by Cybersafety practices at home and support their child with using Digital Technologies safely and responsibly;
 - b. The BYOD agreement that must be signed by parents who give permission for their child to bring their own device to school in accordance with the school recommended specifications and agreeing to abide by the Device Responsibilities and Guidelines for their device;
 - 3.3. The Student Cybersafety, Digital Learning & Technology agreement must be signed by all students to use school and/or their own device in accordance with the Cybersafety, Digital Learning & Technology Guidelines and the Device Responsibilities & Guidelines requirements.
 - 3.4. All staff will have access to a summary of students and families that have signed agreements on Compass.
 - 3.5. An electronic copy of the Digital Learning Program BYOD Booklet will also be available on Compass.
 - 3.6. The Cybersafety, Digital Learning Guidelines and Device Responsibilities Guidelines can be changed by the school at any time. School Councillors, all parents and students will be informed of any changes to these guidelines and will need to abide by them as part of their Acceptable Use Agreement.
4. The school will provide a curriculum program that is inclusive of the use of digital technologies
 - 4.1. The embedding of ICT within the curriculum will extend to the use of the student's individual digital device, and College computer resources.
 - 4.2. Teachers will encourage students to use their digital device instead of the College netbooks and desktops whenever applicable.
5. Professional development sessions will be conducted to provide teachers with skills, knowledge and teaching strategies for the use of digital technologies in the classroom.
6. The school will provide a common language supported by visual prompts to create a proactive community approach to Cybersafety. It is expected that parents also understand and participate in supporting their child at home by using this common language which they approved by signing the Community Cybersafety, Digital Learning & Technologies Acceptable use Agreement.
7. A Consequences & Actions Support Chart will be used by staff to inform appropriate actions based on student unacceptable choices including inappropriate behaviours (see overleaf).

Consequences & Actions Support Chart

Low level	Moderate level	Severe level (intentional)
<ul style="list-style-type: none"> • Making a negative comment about others • Unintentionally excluding others • Using resources inappropriately • Answering calls during class time 	<ul style="list-style-type: none"> • Damaging property • Device used in a No Technology Zone • Irresponsible behaviour • Brings a device to use without signing Acceptable Use Agreement • Brings games, applications or other content to school without written permission by a teacher • Making a negative comment about others • Repeatedly and intentionally excluding others • Plagiarism • Device used for other purposes instead of educational 	<ul style="list-style-type: none"> • Damaging property • Device used in a No Technology Zone • Uploading content without subject's permission • Network security breach • Bullying/cyberbullying • Identity theft/fake profile and/or using someone else's network privileges • Circulating and/or creating content that is sexually explicit/suggestive, threatens, harasses, abuses, discriminates or causes offence • Work or images that personally attack, humiliate or defame an individual • Content that is inappropriate or illegal • Involved in unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose • Racism • Spreading viruses on one or more devices or online spaces
Take Action (low level)	Take Action (moderate level)	Take Action (severe level)
<ul style="list-style-type: none"> • Ensure all students are safe • Talk to the student and refer to shared expectations, Acceptable Use Agreement, class norms and school values where applicable • Inquire into the inappropriate incident – this may include all staff and students who may have been directly or indirectly involved in the incident or its effects • Restorative action to rectify the situation agreed to by student 	<ul style="list-style-type: none"> • Ensure all students are safe • Talk to the student and refer to shared expectations, Acceptable Use Agreement, class norms and school values where applicable • Inquire into the inappropriate incident – this may include all staff and students who may have been directly or indirectly involved in the incident or its effects • If your inquiry leads you to believe that a concern is real but not criminal then advise a member of the school's Leadership team to report the incident to plan the appropriate response and support • Restorative action to rectify the situation agreed to by student 	<ul style="list-style-type: none"> • Ensure all students are safe • Talk to the student and refer to shared expectations, Acceptable Use Agreement, class norms and school values where applicable • Inquire into the inappropriate incident – this may include all staff and students who may have been directly or indirectly involved in the incident or its effects • If your inquiry leads you to believe that a concern is real and may or may not be criminal then advise a member of the school's Leadership team to report the incident to plan the appropriate response and support • Action referred to Police as required • Restorative action to rectify the situation agreed to by student
Consequences for low level	Consequences for moderate level	Consequences for severe level
<ul style="list-style-type: none"> • Listed in School Welfare database • Teacher is advised – they report incident and plan appropriate response • Teacher judgement for consequence (apology letter written) • Restricted use of technology or resources • Device is taken from the student by a teacher for a set period of time • Withdraw privileges • Give the student 'time-out' – gradual reintroduction using a planned response 	<ul style="list-style-type: none"> • Leadership team is advised – they report incident and plan appropriate response • Listed in School Welfare database • Parent informed • Restricted or prohibited use of technology or resources • Payment for damage sought • Withdraw privileges • 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 • Give the student 'time-out' – gradual reintroduction using a planned response • Withdraw student temporarily from class 	<ul style="list-style-type: none"> • Welfare team is advised – they report incident and plan appropriate response • Listed in Smart Welfare • Parent involvement • If necessary, police informed or involved • Prohibited use of technology or resources • Payment for damage sought • Withdraw privileges • 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 • Withdraw student temporarily from class • Detention or Suspension (highly severe)

Highvale Secondary College

Community Cybersafety, Digital Learning & Technologies Acceptable Use Agreement

Parent Copy

Please read this entire booklet, sign this form and the School copy- Appendix 3
(This form is to remain with you. The signed School copy is to be returned to the school)

Part A – Community Cybersafety and Digital Learning

I have read the Cybersafety and Digital Learning Guidelines and agree to:

- Promote safe and positive educational outcomes by taking an active interest in my child's educational progress
- Maintain an open dialogue with my child/children about online activities both academic and social including safe practices
- Support the College's philosophy, values, policies and procedures for safe learning with COMPASS, Internet and Digital Technologies
- Keep up to date with information from the school by attending orientation /cybersafety sessions/reading documents found on Compass.
- Support my child to be Cybersafe by following the school's direction to:
 - Communicate safely and appropriately at all times
 - Understand the school and home connectivity obligations
 - Know how to combat cyberbullying and take responsible action
 - Understand the risks in online relationships and safeguard my child at all times
 - Protect my child and others when uploading and sharing information
 - Download safely and responsibly every time
 - Know when to turn off devices

I understand that any breach of these conditions will result in Internet and digital technology access privileges being suspended or revoked and/or other consequences as defined in the Consequences & Actions Support Chart.

Parent/Carer Name:

Parent/Carer Signature:

Student Name(s):

Year Level(s):

Date:

Part B – Digital Technologies Bring Your Own Device Agreement (BYOD)

Please complete this section of the form if your child will be using their own device at the College.

I have read the Device and Responsibilities Guidelines and agree to:

- Provide my child with a device that meets the school specification requirements
- Follow all guidelines and take responsibility for insurance, protection, repairs, damage, engraving ID
- Ensure my child follows all Digital Device Responsibilities and Guidelines, has a device that is free of inappropriate content, is used responsibly at all times and is ready to be used for learning at school

Parent/Carer Name:

Parent/Carer Signature:

Student Name(s):

Year Level(s)

Device

Date:

Highvale Secondary College

Student Cybersafety, Digital Learning & Technologies Acceptable Use Agreement

Student Copy

Please read this entire booklet, sign this form and the School copy – Appendix 3.
(This form is to remain with you. The signed School copy is to be returned to the school)

Student Agreement

I have read the Cybersafety and Digital Learning Guidelines and Device Responsibilities Guidelines and agree to:

- Abide by all guidelines to ensure I use digital devices safely, responsibly and ethically at all times
- Take full responsibility for my actions and digital devices I use
- Use my own and/or a school digital device for learning at all times at the College
- Positively display the school values through using digital devices: Excellence, Integrity, Resilience, Responsibility and Respect
- Ensure I am Cybersafe by following the school's direction to:
 - Communicate safely and appropriately at all times
 - Understand my school and home connectivity obligations
 - Know how to combat cyberbullying and take responsible action
 - Understand the risks in online relationships and safeguard myself at all times
 - Protect myself and others when uploading and sharing information
 - Download safely and responsibly every time
 - Know when to turn off devices

I understand this Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I understand that any breach of these guidelines as documented in the Digital Learning Booklet will result in my Internet and digital technology access privileges being suspended or revoked and/or other consequences as defined in the Consequences & Actions Support Chart.

I am also aware that my activities using the school ICT infrastructure can be and will be monitored.

Student Name	Student Code
Year Level	
Student Signature	
Parent/Carer Signature	
Device(s)	Date

APPENDIX 1

REGISTERING your DEVICE



Version	Author	Date
1.0	Jim Luo	24/06/2015

Instructions

Please go through the following procedures to register yourself to be part of HSC network.

1. HSC Cyber safety, Digital Learning & Technology Acceptable user Agreement will be forwarded to the chosen Year level students & parents
2. Choose the recommended devices that HSC network infrastructure supports, make sure they are updated to their latest operating system. Use the following link for further information
<http://byod.highvalesc.vic.edu.au/index.php/hsc-devices>
3. Install the mandatory apps that is required by the school. Use the following link for further information:
<http://byod.highvalesc.vic.edu.au/index.php/hsc-app-list/submenu1>
4. Install Highvale Email on to your device (this is mandatory), for further information, please visit the link below the link below:
<http://byod.highvalesc.vic.edu.au/images/documentations/Highvale-Mail.pdf>
5. Read the Cyber safety, Digital Learning & Technology Acceptable user Agreement & sign it by the student and guardian.
6. Return the Cyber safety, Digital Learning & Technology Acceptable user Agreement to ICT office during morning, lunch time or after school.
7. Wait up to 48 hours for your account to be activated and once its activated, read the instructions on how to connect to our network via different platform of devices. Use the following link for further information:
<http://byod.highvalesc.vic.edu.au/index.php/configuration/student-configuration>

Check List

IMPORTANT

Before you bring your devices, please complete & tick through the check list below.

- Choose a recommended device that is supported by HSC network infrastructure
- Make sure your devices operating system are up to date according to your manufacture
- Install the mandatory Apps outline by the school
- Sign in to your MS office Apps and make sure they are in working orders
- Setup Highvale email to your devices
- Read the Cyber safety, Digital Learning & Technology Acceptable user Agreement & sign it by the student and guardian and return them back to ICT office

APPENDIX 2

Rationale

The Digital Learning program for Highvale is designed to equip students with the skills and experiences to thrive in an era of change. Our goal is for Highvale's students to learn successfully in the evolution of computing from traditional desktop to notebook platforms and digital devices such as iPads, tablets and digital phones. The College is embracing the notion of students bringing their own device to connect to the College ICT infrastructure.

Guidelines

1. Highvale Secondary College uses the COMPASS, Internet and digital technologies as teaching and learning tools. They are valuable resources, but acknowledge they must be used responsibly.
2. Provide information to students and parents on the safe use of digital technologies
At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet and chat.
3. Develop an agreement stating the responsibilities of the school, parents and students according the Privacy Act.
4. Develop a curriculum program that includes the use of digital learning devices.
5. Provide professional development for staff in the teaching with digital technologies

Implementation

- 1 At Highvale Secondary College that the following is provided :
 - Student Engagement and Wellbeing Policy, Privacy Policy, Cybersafety Policy and the Use of Student Images policy outline the values of the school and expected behaviours when students use digital technology and the internet
 - COMPASS a password protected online learning space for all Highvale Secondary College students. In this space students will be able to use tools to communicate and teachers and to be able to access learning activities both at school and at home)
 - filtered internet service
 - access to search engines which can be used to direct students to websites that have been filtered and are school specific.
 - supervision and direction on online activities when using digital technologies for learning
 - support students in developing digital literacy skills
 - cybersafety program at the school which is reinforced across the school
 - use digital technologies for educational purposes (e.g. podcasts or photos from excursions)
 - support to parents/carers to understand this agreement (e.g. language support)
 - support to parents/carers through information evenings and through the document attached to this agreement for parent to keep at home.
 - work with students to outline and reinforce the expected behaviours in the COMPASS*.

- 2.1 Information for students on the safe use for digital learning.
- 2.1.1 Be a safe, responsible and ethical user whenever and wherever I use it.
The school's Student Engagement/Wellbeing Policy outlines the values of the school and expected behaviours when students use COMPASS, the internet and digital technologies at school. COMPASS and some mobile technologies provided by the Highvale Secondary College and DET are available in students' homes.
- 2.1.2 Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. The online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.
- 2.1.3 Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
Incidents online often go unreported. Students have reported their reasons as embarrassment, a belief that online issues are theirs to solve as adults don't understand, a feeling that reporting it will make it worse and the most common reason given is a fear that they will lose access to their technology. Students are advised to report an incident if:
- they feel that the welfare of other students at the school is being threatened
 - they come across sites which are not suitable for their school
 - someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
 - they accidentally do something which is against the rules and responsibilities they have agreed to.
- 2.1.4 Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.
Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. For example: Children under 13 years of age are not permitted access to Facebook. When posting information online - A good rule is "Don't post what you wouldn't want your Grandparent, Principal, or future boss to read."
- 2.1.5 Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.
Students like to publish information about themselves and their friends in spaces like MySpace, Facebook, Twitter and other online communication sites. Eg blogs. This can put them at risk of being approached, groomed or bullied online. To avoid this we recommend they:
- don't use their own name, but develop an online name and use avatars
 - don't share personal details, including images of themselves or their friends online
 - password protect any spaces or accounts they have
 - don't allow anyone they don't know to join their chat or collaborative space
 - are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
 - ALWAYS make the space private so that they can control who sees their space and can communicate with them
 - understand the terms and conditions of any website or online community that they might join.

- 2.1.6 Use the internet at school for educational purposes and use the equipment properly
It is important to realise that there is a time for fun and a time for work even on the internet. Students may often see the internet as 'free' however even just looking at a page on the internet incurs a download cost. By taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment. Staying on task will reduce the risk of inappropriate access and teach students strategies to use the internet or digital technologies for their learning.
- 2.1.7 Use social networking sites for educational purposes and only as directed by teachers.
Web 2.0 tools and social networking spaces allow students to be contributors to the web and to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web. It is important for students to understand that working in a collaborative space as part of a learning task, has a very different purpose to using a social networking space to link up with friends in their own time.
- 2.1.8 Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).
Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks. By downloading a 'freebie' you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Peer to peer sharing software like Limewire and Bit-torrent can sometimes share music and files illegally, and make computers vulnerable.
- 2.1.9 Think critically about other users' intellectual property and how I use content posted on the internet, not simply copy and paste information from websites.
Not everything on the internet is true, accurate or unbiased. The school is working to teach digital literacy skills, which enable students to locate, evaluate, and use information effectively on the internet. It is important that your child respects the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from the internet.
- 2.1.10 Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student. Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students who deliberately seek out inappropriate content or use technologies which bypass filters, will have their internet access reviewed and their parent/carers will be immediately informed.
- 2.1.11 Not reveal my password to anyone except the system administrator or classroom teachers.
- 2.1.12 Not bring or download programs without permission, including games, to the school or run them on school computers. . Students are responsible for everything done using their accounts, and everything in their home directories.
- 2.1.13 Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images). Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

2.2 Information for Parents

2.2.1 Information for Parents will be distributed through parent information sessions, school documents in Compass

2.2.2 In school settings, internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. The school will provide an internet proxy to assist in filtering the internet.

3. The Agreement

3.1 In signing this agreement the student will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of agreement are explained below.

In signing this agreement, the parents are aware of their responsibilities

- Keep the mobile phone on silent during class times and only make or answer calls and messages outside of lesson times – except for specified learning purposes.
 - Protect the privacy of others and never post private information about another person using Short Message Service (SMS).
 - In accordance with the Privacy Act, only take photos and record sound or video when it is part of a class or lesson.
 - Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
 - The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires consent
 - Be respectful in the photographs or the videos taken and never use these as a tool for bullying.
 - This consent must be **fully informed, freely given, current** and **specific** in how the information will be presented and who it will be presented to.
- 3.2 In signing the agreement, the parent agrees to the terms and conditions of allowing the student to use their own device at school
4. The school will provide curriculum program that is inclusive of the use of digital technologies.
- 4.1 The embedding of ICT within the curriculum will extend to the use of student's individual digital device, and College computer resources.
- 4.2 Teachers will encourage students to use their digital device instead of the College netbooks and desktops whenever applicable.
5. Professional development sessions will be conducted to provide teachers with skills and knowledge and teaching strategies for the use of digital technologies in the classroom.

If you have any issues about this agreement and the digital learning program please contact the College on highvale.sc@edumail.vic.gov.au

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers can call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

APPENDIX 3 – SCHOOL COPIES

Signed Parent and Student Copies need to be returned to the General Office

Highvale Secondary College

Student Cybersafety, Digital Learning & Technologies Acceptable Use Agreement

School Copy – Student Agreement (Please return to the General Office)

Student Agreement

I have read the Cybersafety and Digital Learning Guidelines and Device Responsibilities Guidelines and agree to:

- Abide by all guidelines to ensure I use digital devices safely, responsibly and ethically at all times
- Take full responsibility for my actions and digital devices I use
- Use my own and/or a school digital device for learning at all times at the College
- Positively display the school values through using digital devices: Excellence, Integrity, Resilience, Responsibility and Respect
- Ensure I am Cybersafe by following the school's direction to:
 - Communicate safely and appropriately at all times
 - Understand my school and home connectivity obligations
 - Know how to combat cyberbullying and take responsible action
 - Understand the risks in online relationships and safeguard myself at all times
 - Protect myself and others when uploading and sharing information
 - Download safely and responsibly every time
 - Know when to turn off devices

I understand this Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I understand that any breach of these guidelines as documented in the Digital Learning Booklet will result in my Internet and digital technology access privileges being suspended or revoked and/or other consequences as defined in the Consequences & Actions Support Chart.

I am also aware that my activities using the school ICT infrastructure can be and will be monitored.

Student Name

Student Code Year Level

Student Signature

Parent/Carer Signature

Device(s) Date / /

Community Cybersafety, Digital Learning & Technologies Acceptable Use Agreement

SCHOOL COPY – PARENT AGREEMENT

Part A – Community Cybersafety and Digital Learning

I have read the Cybersafety and Digital Learning Guidelines and agree to:

- Promote safe and positive educational outcomes by taking an active interest in my child’s educational progress
- Maintain an open dialogue with my child/children about online activities both academic and social including safe practices
- Support the College’s philosophy, values, policies and procedures for safe learning with COMPASS, Internet and Digital Technologies
- Keep up to date with information from the school by attending orientation /cybersafety sessions/reading documents found on Compass.
- Support my child to be Cybersafe by following the school’s direction to:
 - Communicate safely and appropriately at all times
 - Understand the school and home connectivity obligations
 - Know how to combat cyberbullying and take responsible action
 - Understand the risks in online relationships and safeguard my child at all times
 - Protect my child and others when uploading and sharing information
 - Download safely and responsibly every time
 - Know when to turn off devices

I understand that any breach of these conditions will result in Internet and digital technology access privileges being suspended or revoked and/or other consequences as defined in the Consequences & Actions Support Chart.

Parent/Carer Name:
Parent/Carer Signature:
Student Name(s): Year Level(s):
Date: / /

Part B – Digital Technologies Bring Your Own Device Agreement (BYOD)

Please complete this section of the form if your child will be using their own device at the College.

I have read the Device and Responsibilities Guidelines and agree to:

- Provide my child with a device that meets the school specification requirements
- Follow all guidelines and take responsibility for insurance, protection, repairs, damage, engraving ID
- Ensure my child follows all Digital Device Responsibilities and Guidelines, has a device that is free of inappropriate content, is used responsibly at all times and is ready to be used for learning at school

Parent/Carer Name:
Parent/Carer Signature:
Student Name(s): Year Level(s)
Device: Date: / /