



# **Williamstown High School**

## **BYOD Guide 2024**

“Bring Your Own Device”

# BYOD Guide 2024



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## 1. Rationale

Our aim is to continue to equip students with the skills to utilise technology responsibly and empower them for life-long learning. It is important that at Williamstown High School, we offer our students a curriculum that enhances and develops student learning to prepare them for the ever-changing world that awaits them. To do this effectively, we are embracing a 'Bring Your Own Device' (BYOD) initiative for our students. BYOD refers to where students bring a personally owned and school-approved device to school, configured to meet their personal likes and individual needs. The school can provide the ability to connect compatible devices to our filtered internet network. The move to BYOD forms part of the school's overall learning strategy to personalise the curriculum and learning for its students. This allows students to move their learning seamlessly between home and school and other learning environments.

We want to move further into the digital learning age by facilitating safe and productive use of such devices and thereby to empower students to take more active ownership of their own learning. At the same time, BYOD enables our teachers to build on their experiences in our previously delivered models and incorporate new BYOD teaching methodologies in their practice.

Learners are diverse and learning styles vary according to individual need. We recognise this by allowing learners to choose the device and applications most suitable for them. By students and their families selecting their own devices, they can each have the tools, shortcuts and add-ons that are the most relevant to them. Our students will continue to move into a BYOD environment at our senior campus in the ensuing years, at university and potentially in the workplace.

The nature of learning is changing. We create flexible learning environments that facilitate collaborative and individual learning. We are empowering teachers and students to become digitally fluent and responsible users of technology. We strongly believe that the BYOD initiative will continue to support this approach.

## **2. Program Specifics**

As part of this initiative students will be encouraged to bring a device to complement their learning and that meets the necessary software and hardware requirements. This means and type of Windows based laptop or Apple Macbook are permitted as long as they meet the minimum requirements listed in this booklet.

By adopting a BYOD model the owner is responsible for maintenance of the machine so that it is in full working order and is safe to use (for example, cracked screens and frayed cables can be dangerous and are not permitted) and retains ownership of all Apps, programs and content.

Care and maintenance responsibilities lie with the user. Every student's device will be supported to connect to the school network with printing enabled.



At this stage Android devices including Chromebooks cannot be supported as the Department of Education does not provide infrastructure to support them as they prohibit important safety settings from being installed. It is the school's position to not allow students to utilise a mobile phone as their technology choice as they are not permitted during school hours under the directive of the Department of Education.

## **3. Assistance Accessing the Program**

We wish to provide an accessible 1:1 technology platform for all learners and families who choose to participate in the program. If there is a concern about purchasing or providing a device for student use, please contact Reception and ask for the IT Manager in regards to possible arrangements according to need.

#### 4. Device Requirements

Student devices only need to meet the minimum requirements provided. The recommended requirements are provided as a guide for families planning on purchasing brand new devices. Please note that we DO NOT support any devices that run an Android operating system, including Chromebooks.

	Minimum Requirements	Recommended Requirements
<b>Apple Laptop</b>		
	Any Macbook that has: <ul style="list-style-type: none"><li>● macOS 12 (Monterey)</li><li>● 8GB RAM</li><li>● 128GB Hard Drive</li></ul>	Any Macbook that has: <ul style="list-style-type: none"><li>● macOS 13 (Ventura)</li><li>● 16GB RAM</li><li>● 256GB Hard Drive</li></ul>
<b>Windows Laptop</b>		
	Any Brand that has: <ul style="list-style-type: none"><li>● Windows 10 version 21H2</li><li>● 8GB RAM</li><li>● 128GB Hard Drive</li></ul>	Any Brand that has: <ul style="list-style-type: none"><li>● Windows 11</li><li>● 16GB RAM</li><li>● 256GB Hard Drive</li></ul>

#### 5. Purchasing Devices

BYOD devices can be purchase from any retailer that sells acceptable devices. Please ensure when purchasing a device that it meets the minimum requirements listed above.

Devices can also be purchased second hand if they meet the above requirements. To help provide competitive prices for parents, Williamstown High School is part of JB Hifi's BYOD program. This program provides an online portal that provides a selection of devices at reduced prices. Using this program is completely optional and only has a select range of devices. Feel free to use this service to purchase your BYOD device.

To access please go to <https://www.jbeducation.com.au/byod/>, and use the School code: **WHS2024**

## 6. School Support

Students will be assisted in connecting their devices to the school network and will be provided assistance in troubleshooting daily use concerns.

Early in Term 1 students will have an appointment with a technician to receive a username and password, and connect their device. Students will only be connected once the Acceptable Use Agreement is returned. Connection will usually occur after the initial 3 weeks of term to allow students to focus on other important transition events.

Damage to machines and warranty issues are the responsibility of the family. Students are also responsible for installing and maintaining software they require/request and installing and maintaining virus management software (PC only).

Students will be assisted in managing digital files, cyber safety and empowered to use the technology in their learning through learning opportunities and scaffolding of technology use. Staff will be offered continued Professional Development opportunities in regards to curriculum development linked to multi device teaching and eLearning technologies.

## 7. Software

Parents will be responsible for purchasing and installing new programs on personal devices.

However, the Department of Education has negotiated agreements with several major software companies to provide common packages to all school students free of charge. These packages are Microsoft Office 365 (including Word, PowerPoint, Excel etc) and Adobe Creative Cloud (including Photoshop, Illustrator, Premiere etc).

These packages are accessed through students' EduSTAR accounts (see page 7). Students can download these software packages free of charge and then use their EduSTAR accounts to log in and access. Students will also be required to log in when using some of these programs on school owned devices. Instructions will be given to students at the beginning of the year on how to download and install these programs.

## 8. Acceptable Use Agreement

Williamstown High School has an Acceptable Use Agreement<sup>1</sup> which must be signed by all students and families at the beginning of each school year.

Students will not be able to access the school network and internet on their device if the agreement has not been signed.

This document is available on the Williamstown High School website:

<http://www.willhigh.vic.edu.au/>

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<sup>1</sup> Appendix 1 - pages 12-16

## 9. School Digital Accounts

Williamstown High School has three separate digital accounts that students need to use to connect to various services including the school's network and internet. These accounts each have a unique Username that students are required to remember. At the start of the year a unique memorable password will be generated for each student for their accounts. This password will be the same across all three of their accounts. Students will be required to remember this password. Usernames and the password will not be given to students if the Acceptable User Agreement has not been signed.

The three accounts are outlined below:

### **EduSTAR account**

The eduSTAR account is a service run by the Department of Education and Training. This is the account that students need to connect their BYOD to the school network and access the internet. This account also allows access to the Department's online EduSTAR portal found at [www.edustar.vic.edu.au](http://www.edustar.vic.edu.au). This includes a number of services including the ability to download certain software packages made available by the department. These packages include Microsoft Office, certain Adobe Creative Cloud programs and a Microsoft Anti Virus software amongst others.

### **School account**

The school account allows students to log into any of the school owned devices. This also is the account that students can use to connect to Compass. Finally, this account also allows access to the school printers on any device.

The username of this account is the Student's Code.

### **Google account**

The Google account allows the student access to their free online google account. This account includes the student's school email address and access to all the google cloud applications including google classroom that is used by many teachers. This account also gives access to google drive which is free unlimited storage space in the cloud in which students can store documents and files for school purposes.

The username of this account is their email address: (Student's Code)@willhigh.vic.edu.au

## 10. Tips for Parents

1. Use the mobile technology device in a central, communal place in the house - not a private space like a bedroom.
2. Spend time with your child asking them to show you the spaces they use online. Make this a regular, ongoing conversation.
3. Discuss strategies your child could use if they were upset by something sent or posted online. Telling you, not responding and leaving the space immediately may be some first steps your child could take.
4. Set time limits around iPad and/or other technology device usage.
5. Set in place agreed levels of personal information your child can share online. It is important, private information such as their name, address, date of birth and images are kept private.
6. Encourage your child to think before they post information online. They should be aware that once information is posted online, it can be difficult to remove it.
7. Reinforce “stranger danger” messages and encourage your child to question whom they trust online, as there is a real chance that people may not be who they say they are. At times this can be difficult as the concept of friends online can include people your child does not actually know but they may feel that they know them after chatting with them over some time.
8. Remind your child of the importance of keeping their password a secret. More often than not, accounts are hacked by someone known to the account holder using a password they have obtained from the account holder. Apps like iPassword can help students manage multiple passwords.
9. Make sure your child’s online profile is set to private so that their personal information is kept secret.
10. Try not to use the removal of technology as punishment for online issues. International research shows the number one reason young people give for not reporting online issues, including cyber bullying, is because they believe they will lose access to their online technology and communities.

Advice from the Department of Education and training on Cyber safety can be found at:  
<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentcyber.aspx>

Some other websites related to safe use of technologies include:

[www.esafety.gov.au](http://www.esafety.gov.au)

[www.staysmartonline.gov.au](http://www.staysmartonline.gov.au)

[www.thinkuknow.org.au](http://www.thinkuknow.org.au)



## 11. Frequently Asked Questions

### **WHY HAVE MIXED DEVICES?**

The needs of our students are diverse and many students are enrolling in Williamstown High School after using 1:1 devices at primary school. This model supports a program that provides access to innovative classroom experiences that connect the learning digitally to the curriculum. It also allows for scope and options for students to have input and ownership into what device suits their needs. Families can make choices that best suit the learner's needs and in many cases may be able to use an existing device.

### **CAN I CONNECT MORE THAN ONE DEVICE?**

No, at this stage students may only connect one digital device to the school network.

### **WHY CAN'T I BRING AN ANDROID DEVICE?**

At present the Department of Education and Training (Victoria) does not support Android devices and there are concerns around the safety of these devices in terms of restricting internet access and applying school proxy settings. Android-equipped mobile phones also cannot be connected.

### **WHAT ABOUT CHROMEBOOKS?**

The Operating System of Chromebooks is based off the Android operating system and thus is not supported by the Department of Education and Training's systems as noted in the question above.

### **HOW DO I KNOW IF MY DEVICE IS SUITABLE?**

If you are unsure what specifications your device has please contact the college on 9397 1899 and ask to speak to the IT Manager or an ICT Technician.

### **CAN MY CHILD BRING THEIR OWN DEVICE IF THEY ARE IN OTHER YEAR LEVELS?**

Yes. Williamstown High School is a 7-12 BYOD school.

### **CAN WE PERSONALISE THE DEVICE?**

Williamstown High School is using a BYOD model of ownership and thus students and families can personalise the device by adding a case, or engraving ownership details onto them. Any additions deemed to be inappropriate or offensive will not be permitted and students will be required to rectify if requested. Your child may load additional software onto their laptops, however these must not break any laws.

### **WE ALREADY HAVE A LAPTOP, CAN MY CHILD USE THAT?**

Your child may use an existing device provided it meets the minimum requirements identified in this booklet.

### **HOW DO WE LOOK AFTER THE DEVICE?**

Storing the laptop, tablet or iPad in a case will help protect it during transit. For iPads or

tablets, adding a screen protector will also help protect the screen from scratches. Not packing it at the bottom of a school bag is also advisable as heavy books or other items can cause the screen to crack. Care should be taken to avoid dropping the devices, or spilling drinks or food on them. External providers will conduct all repairs. Families are encouraged to investigate the possibility of including the devices on their home insurance.

### **WHAT IS THE CLOUD?**

The cloud or cloud storage refers to a model of networked data storage that is hosted by a third party, often online. It means data stored “on the cloud” is protected by a password and account details provided by the supplier and accessible on any device which can access the internet via these account details. Students are responsible for backing-up their school and personal files – a great place to do this is to the ‘cloud’. Every Williamstown High School student has free and unlimited cloud space on their Google Drives. These are accessible when students log in to Google (via the Google website) with their Williamstown High School Google account ([studentcode@willihigh.vic.edu.au](mailto:studentcode@willihigh.vic.edu.au)) Students should be encouraged to frequently back up their digital files to the cloud.

### **HOW CAN WE ENSURE STUDENTS DON'T MISUSE THE DEVICES?**

Parents should monitor and restrict the use of the mobile devices outside the school grounds. This may include:

- Letting your child use the device in family areas rather than their bedroom
- Encouraging your child to share the documents and contents of the device with you
- Checking which Apps and software programs are installed and removing those which are not suitable

### **WHAT IF MY CHILD'S DEVICE IS DAMAGED?**

Owners of the device are responsible for the repair and maintenance of the device. Apple manages all their repairs through their stores. PC and tablet users can arrange servicing depending on the device, the purchase agreement and the supplier warranty processes.

Should the device be damaged within the school under extenuating circumstances, Year Level Coordinators (YLC) will be involved in investigating and rectifying the situation (where possible).

### **WHAT IF THE DEVICE IS LOST?**

Families are encouraged to check their insurance policies to ensure the device is covered or under what circumstances it is protected. If students inform their Home Group teacher or relevant Year Level Coordinator, the suitable action can be implemented to aid in the retrieval of the device. Please take note of the serial number of your device as this can sometimes assist with tracking it if stolen.

### **CAN I FILTER THE CONTENT OF A DEVICE?**

For PC and Mac laptops and tablets it is difficult to filter non-internet content. Programs can be installed such as games and illegally download programs as the devices are not owned by the school. Typically any restrictions you may have on your internet will be applied to the mobile device as well.

### **HOW MUCH WILL THE DEVICE BE USED?**

Students will not be working on a device for the whole school day. This will not happen as there are health and safety issues to consider, physical activity outcomes to achieve and a range of other essential learning to cover. Instead the devices are used for activities when the teacher deems that the device is the best method to achieve a specific outcome or meet a specific need for the students.

### **WHAT CAN BE ADDED TO A DEVICE?**

Schools and students may load additional software on to the device, subject to appropriate copyright and licensing laws. Music and movies are also allowed for academic and recreational reasons, provided copyright obligations are met. It is your child's responsibility to ensure there is enough hard drive space and memory to participate in class activities.

Downloading music, games, and videos from the internet during school hours is prohibited except when directed by a staff member.

## **12. Find Out More**

For queries relating to the program, acceptable use, minimum requirements and general help please contact Reception.

For queries relating to support entering into the BYOD program please contact Reception.

For technical queries please contact your device seller.

Students can also visit the ICT technicians at school if they encounter difficulty connecting to the Wi-Fi network or installing Apps. The technicians are available for assistance during school hours.

The technicians at the Bayview campus are located in the Atrium.

The technicians at the Pasco campus are located between classrooms L1 and L2.

# Williamstown High School Acceptable Use Agreement

Version 2024



## School profile statement

At Williamstown High School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- have a *Student Engagement and Wellbeing Policy*, *Bullying Prevention Policy* and *Acceptable Use Agreement*, that work in conjunction to ensure the school adheres to eSmart/cybersafe guidelines. These three documents state our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behavior. A relevant extract from both the *Student Engagement and Wellbeing Policy* and *Bullying Prevention Policy* is located on page 4 of this *Acceptable Use Agreement*.
- educate our students to be safe and responsible users of digital technologies. Williamstown High School adheres to eSmart framework guidelines and is implementing a digital license program to support students to become good digital citizens.
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from eSafety Commissioner:
  - [eSafety Commissioner Website](https://www.esafety.gov.au/parents) (<https://www.esafety.gov.au/parents>)

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# Williamstown High School Acceptable Use Agreement

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## Student declaration

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times, by:

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- not downloading unauthorised programs, including games whilst on the school network
- not interfering with network systems and security including bypassing internet restrictions or using a VPN
- not accessing the data of another user
- not attempting to log into the network with a user name or password of another student.

In addition, when I use my personal devices I agree to be a safe, responsible and ethical user at all times, by:

- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

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## 1-to-1 personal devices

### Ownership

- The device is owned by the parents/student but is made available for use as part of the school learning program.
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.

### Software and access

- The school will provide information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be purchased.
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device.
- The school may provide access to some software and applications at no cost or may request that families purchase software in order to support teaching and learning. Notice will be given well in advance for any such needs.

### School support

Support **will be** provided for:

- connecting the device to the school network, internet and other digital technologies
- set up and management of school student digital accounts
- all school-based software and associated issues with school applications.

Support **will not** be provided for:

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- non-school provided software issues
- hardware issues.

*While the school is not responsible for the four areas listed above, we certainly want to help if we can, so visiting a technician to discuss these issues is encouraged.*

### Damage or loss of equipment

- Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged and student learning is not interrupted.
- The school must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced.



### User responsibilities

Students are responsible for:

- bringing portable devices fully-charged to school every day
- ensuring the device has appropriate virus protection
- backing up data securely to an appropriate secondary location such as their '@willihigh.vic.edu.au' Google Drive account
- carrying their device in an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom.

### Policies that support this agreement and our eSmart program

- The following table is an extract from our Student Engagement and Wellbeing Policy:

Cyberbullying	Is direct verbal or indirect bullying behaviours using digital technologies. This includes harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces. It can include <ul style="list-style-type: none"><li>• flaming (online fights using electronic messages with angry or vulgar messages)</li><li>• harassment (repeatedly sending nasty, mean and insulting messages)</li><li>• denigration (posting or sending gossip or rumours about a person to damage their reputation or friendships)</li><li>• outing (sharing someone’s secrets or embarrassing information or images online)</li><li>• exclusion (intentionally and cruelly excluding someone from an online group)</li><li>• cyber-stalking (repeated intense harassment and denigration that includes threats or creates significant fear)</li><li>• sexting to the creating, sharing, sending or posting of sexually explicit messages or images via the internet, mobile phones or other electronic devices by people, especially young people.</li></ul>
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Please also see our *Bullying Prevention Policy*.

# Williamstown High School Acceptable Use Agreement

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## Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

## Digital Acceptance

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement and Wellbeing Policy if I do not behave appropriately.

**Parents/Guardians and students are required to accept this Acceptable User Agreement online via their School Compass Account.**

School name: **Williamstown High School**

School contact no.: **9399 9228 (Bayview) / 9397 1899 (Pasco)**

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