BRING YOUR OWN DEVICE
Computer Usage Policy

Contents

1. INTRODUCTION

The integration of 'Bring Your Own Device' (BYOD) and supporting information technology equipment into the BYOD refers to students bringing a personally owned device to school for the purpose of learning. In 2025 Tom Price Senior High School (TPSHS) encourages all Year 7 and 8 students to engage in the program, allowing them to bring a personal laptop to school for educational purposes. TPSHS recognises the need to prepare students for a rapidly changing world where technology plays an increasing role in students' everyday lives.

This document is specifically aimed at parents and students who are involved in the 'TPSHS Bring Your Own Device Program' and details the policy, guidelines, and support strategies to ensure that students can make effective use of their BYOD and avoid any problems.

2. DESCRIPTION AND PURPOSE OF BYOD

The objective of the BYOD project is to implement a range of innovations that explore and exploit the latest in educational technology in a sustainable program.

BYOD will link to a school wide wireless network providing access to the internet and curriculum materials as well as enabling communication between students and teachers.

We request parents supply a laptop that complies with the following specifications:

Specifications	Minimum Requirement	Notes
Input	Keyboard, touch screen and stylus pen	Minimum requirement for use across learning areas: touch enabled screen, stylus pen, keyboard
WiFi	a/n/ac 5 GHz or wifi 6AX	Units must be able to connect to a Cisco n/ac enterprise wireless access point. Must be 5GHz compatible.
Battery	6 hours minimum	Units must remain charged for the full school day with moderate use.
CPU (Processor)	Intel i3 Processor	The better the processor, the better the experience for your child.
Screen size	14"	A balance between weights, usability and battery life. Too small will require a lot of scrolling, too large uses more battery and cannot be safely placed on a desk.
RAM	8GB	To enable more than one application open. For optimal experience 8GB RAM is recommended but 16GB is preferred for Year 11 and 12.
Storage	256GB	Solid state drive gives better performance and uses less battery. For optimal experience a 256GB SDD is recommended.

- ***A local administrator 'School' profile is created on the laptop*** – this profile will be configured to the TPSHS network. The password for this profile must be provided to the ICT Administrator or any staff member upon request.
- ***BYOD agreement*** signed and returned. This can be found at the end of this document.

There is a wide range of devices on the market (it will be your choice which model you choose as long as it complies with the specifications above). You may already own one or prefer to organize your own through your preferred vendor. TPSHS has an online portal in conjunction with CDM to provide compatible devices. Information on this goes out with the booklists.

TPSHS communicates regularly with parents through the Department of Education (DoE) parent portal 'Connect' at https://connect.det.wa.edu.au/ . This portal will give you access to information whenever you want, on any device you are using. You can view your child's assessment requirements, attendance, school notices and a wealth of other important information.

3. RESPONIBILITIES

3.1 The Role of the Students

Students must use their BYOD and the school computer network responsibly. Communications on information networks are often public and the Tom Price SHS expected behaviours and Tom Price SHS Acceptable use of ICT Policy will apply at all times.

Students are to only use their BYOD under teacher instruction.

Students are only to use their BYOD in a classroom environment. Use at recess and lunch is only allowed under teacher supervision.

Students may not use 'hotspot' networks via mobile devices at school to access the internet: these devices are 'off and away all day'.

Students BYOD must be fully charged each day. Charging facilities will not be available during the day.

Students who fail to honour the BYOD Policy may forfeit use of their BYOD and access to the Internet and/or school network.

3.2 The Role of the Parents or Guardians

Parents or guardians are required to take responsibility for conveying the importance of the policy guidelines in this document and other school policies to their children. They are also required to monitor their child's use of the BYOD, especially at home, including access to media and information sources and materials stored on the device.

Device repair and maintenance is the responsibility of parents/guardians. TPSHS will assist students in connecting their BYOD to the school network, and provide information to parents/guardians on how to obtain the necessary software for class.

3.3 The Role of the Teaching Staff

School teaching staff will monitor appropriate care of the BYOD and its use in accessing curriculum information.

They will also 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.

3.4 The Role of the School

The school commits to upholding the Usage Policy Guidelines and providing resources to enable safe, educationally relevant network access to the BYOD and relevant curriculum facilities for staff and students.

TPSHS 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 will filter and monitor internet sites and usage whilst the BYOD is connected to the TPSHS network.

The school also has a responsibility to ratify that information published on the internet by students or the school, under the school's name, meets legal requirements and community standards in relation to copyright and safety.

4. GUIDELINES FOR PROPER CARE OF BYOD

4.1 Security and Storage

When the BYOD is at school, students must always know the location of their BYOD and are responsible for ensuring its safe keeping. BYODs must be under the student's direct care during recess and lunchtime.

When the BYOD is being used away from school, students should avoid leaving it unattended.

4.2 Transport

When transporting the BYOD, students are to make sure that it is in a protective cover and in their school bag or laptop bag/backpack which must be securely closed. Students are not to walk around the school with the BYOD open or in hand.

4.3 Occupational Health and Safety Guidelines

The basic health and safety guidelines for desktop computers also apply to BYOD use:

- Keep the upper arms relaxed at the side of the body.
- Bend the elbows to around 90 degrees.
- Keep the wrists straight.
- Change position every 15-20 minutes and take a complete break to get up and move your body every 30-60 minutes.

Students with special needs will be catered for according to DoE guidelines.

4.4 General Care of the BYOD

It is the student's responsibility to maintain the BYOD in good condition. TPSHS takes no responsibility for damage or theft of the BYOD.

4.5 Report of Loss or Damage

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

4.6 Insurance

Since school use brings with it a risk of accidental damage or theft of the BYOD, we expect parents/carers to arrange insurance. This option is available for devices purchased through the TPSHS CDM portal. TPSHS takes no responsibility for damage, loss or theft of any BYOD device.

5. DATA MANAGEMENT

Saving or back-up of data is the student's responsibility. To back-up work it is recommend that students use OneDrive preferably, or an external hard drive or USB storage device.

Staff will not accept data loss as an excuse for not handing in work on time.

6. 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, preferably through the Connect classroom.

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

7. VIRUS PROTECTION

The BYODs should be configured with anti-virus software which regularly and automatically checks for viruses on the device. On the detection of a virus or the suspicion of a viral infection, the student must arrange to have the device cleaned before bringing it back to school.

8. ICT ACCEPTABLE USE POLICIES

Any Acceptable Use Policy is a written agreement that formally sets out the rules of use of software, networks, printers, and the Internet. All staff and students are accessing the DoE Network are bound by DoE rules of use.

Computer operating systems and other software have been set up to maximise the effectiveness of the BYOD. Students are prohibited from:

- Any programs or settings that conflict with school policies, or the function of the device as a BYOD while connected to the TPSHS network are the owner's responsibility to remove or manage accordingly
- Online internet games are banned
- Accessing social media sites e.g., Facebook, Instagram, Snapchat at school is banned
- Streaming media of any type is banned
- Breaking software copyright. Copyright is to be observed at all times. It is illegal to copy or distribute school software. Illegal software from other sources is not to be copied to or installed on the school equipment
- Deliberately introducing any virus or program that reduces system security or effectiveness
- Attempting to log into the network with any username or password that is not their own, or change any other person's password
- Revealing their network password to anyone except the network administrator. Students are responsible for everything done using their accounts and everything on their BYOD. Since passwords must be kept secret, no user may claim that another person entered their home directory and did anything to cause school rules to be broken
- Using or possessing any program or accessing any website designed to reduce network security e.g., proxy bypass or VPNs
- Enter any other person's file directory or do anything whatsoever to any other person's files
- Attempting to alter any person's access rights; or
- Accessing the following types of files on their BYOD while at school:
    - Obscene material – pictures or text
    - Obscene filenames
    - Insulting/offensive material
    - Copyrighted material.

8.1 Access Security

It is a condition of entry to the BYOD program that students agree to the monitoring of all activities including their files, e-mail and internet accesses

Monitoring and Logging

A log of all access to the internet including e-mail will be maintained and periodically scanned to ensure that undesirable internet sites have not been accessed and that the content of e-mail remains within the guidelines described in this document.

8.2 Internet Usage

Internet access is expensive and has been provided to assist students' education. Students must use it only with permission, and not in any unauthorised way. Bandwidth is limited at TPSHS to 10Gb/s and as such, students may experience longer than normal times for access to certain web pages depending on the network traffic at the school.

As the Internet is an unsupervised environment, the school has a responsibility to ensure that, as far as possible, material obtained from the Internet is not offensive or inappropriate. To this end, access is through a firewall, and filtering software has been placed on the Internet links. Ultimately, it is the responsibility of individual students to ensure their behaviour does not contravene school rules or rules imposed by parents/guardians.

The school is aware that definitions of ‘offensive’ and ‘inappropriate’ will vary considerably between cultures and individuals. The school is also aware that no security system is perfect and that there is always the possibility of inappropriate material, intentionally and unintentionally, being obtained and displayed.

TPSHS will take action to block the further display of offensive or inappropriate material that has been accessed through the network as it is identified.

Students must not deliberately enter or remain in any site that has any of the following content:

- Nudity, obscene language, or discussion intended to provoke a sexual response
- Violence
- Information about committing any crime
- Information about making or using weapons, booby traps, dangerous practical jokes or ‘revenge’ activities

Students must:

- Follow school guidelines and procedures when preparing materials for publication on the web
- Not use material from other websites unless they have permission from the person who created the material. If unsure, they should check with their teacher
- Not access any other material that their parents or guardians have forbidden them to see. If students encounter any such site, they must immediately turn off the BYOD and notify a teacher. They should not show the site to their friends first

8.3 Chat Lines

Real-time chat programs i.e. ChatGTP-AI, are not to be used by students unless instructed by a teacher

8.4 Cyber Safety

Parents will be aware of any 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 sites online for further useful information:

http://www.cybersmart.gov.au/ Federal Government cyber safety information website

www.cybernetrix.com.au Internet Safety for Secondary Students

9. USER AGREEMENT

STUDENT PARENT MEMORANDUM OF AGREEMENT

Connection and Use of Student Owned Device on the Tom Price SHS Network.

Student Full Name: _____ Parent/Carer Full Name:_____

Device Make/Model:_____

9.1 Preamble

This memorandum relates to the connection and use of a student owned device at Tom Price SHS. This memorandum describes the terms of the provisions including level of service and scope of services agreed to by Tom Price SHS, the student and the student's parent(s)/carer(s).

9.2 Conditions

The network is supplied by Tom Price SHS to the student, based upon the following Agreement:

1. The student will abide by all conditions outlined in the DoE and TPSHS Acceptable Usage of ICT Policy and BYOD Policy.
2. Students must create an Administrator 'School' profile on their device and provide the password for this profile to the ICT Administrator or any staff member upon request. The 'School' profile is the only profile allowed access to the TPSHS network.
3. The student and their parent/guardian will be solely responsible and legally accountable for any data stored or installed on the student owned device.
4. The student owned device and any software installed, will be provided and maintained by the parent/guardian and/or student.
5. Student owned devices can only be connected to the school' wireless network. The DoE strongly recommends that:
    a. *Student owned devices are installed with Anti-Virus protection which is either current or the version immediately prior to the current version:*
    b. *Student owned devices are installed with the recent release of the anti-virus definitions files (one of the most recent four (4) released definitions).*
    c. *Student owned devices have Operating System patches which are within seven (7) days of the vendor's release date.*
    d. *Student owned devices are enabled to receive auto-updates from the software vendor*

Signed: _____ Date: _____

Student Full Name: _____

Signed: _____ Date: _____

Parent/Carer Full Name: _____