At Suzanne Cory High School we have a Bring Your Own Device program which means that students are expected to bring a device of their own, that meets certain minimum specifications, to school each day to use as a regular and indispensable tool for learning. It is critical that every student has a laptop or tablet device to use at school for learning, researching, sharing, designing, presenting, printing and communicating and to access the school intranet (Compass) and the internet while at school.

For new families, a device that you already own can be used by your child here at Suzanne Cory High School as long as it meets the minimum specifications below. If you do not currently have a device, carefully refer to the minimum specifications detailed below before making a purchase.

**Minimum specifications for standard subjects**
The wireless network at all DET schools operates on the 802.11n 5GHz standard. This means that laptops with 2.4GHz wireless adaptors or adaptors will not able to connect to the school's wireless network. If your current laptop only has a 2.4GHz wireless adaptor, instead of purchasing a whole new laptop there is a simple solution: purchase a small USB wireless dual-band 5GHz adaptor (can be purchased cheaply at computer retail stores; normally $25~$40).

**TAKE THESE MINIMUM SPECIFICATIONS WITH YOU WHEN PURCHASING A DEVICE:**

<table>
<thead>
<tr>
<th>Microsoft Windows</th>
<th>Apple:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Windows 8.0 or above</td>
<td>• OS 10.9 (Mavericks) or above</td>
</tr>
<tr>
<td>• 802.11 abgn or 802.11ac wireless</td>
<td>• Intel i5 processor or above</td>
</tr>
<tr>
<td>• Intel i5 processor</td>
<td>• 8GB RAM</td>
</tr>
<tr>
<td>• 4GB RAM</td>
<td>• 128GB Hard drive</td>
</tr>
<tr>
<td>• 128GB Hard drive</td>
<td>• Microsoft Office 2011 or above</td>
</tr>
<tr>
<td>• Microsoft Office 2010 or above</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>iPad:</th>
<th>Android:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• iOS 8.0 or above</td>
<td>• Samsung A 8.0 or Samsung Galaxy Tab A 9.7</td>
</tr>
<tr>
<td>• 16GB storage</td>
<td>• Android OS 5.0 (Lollipop)</td>
</tr>
<tr>
<td>• 8GB RAM</td>
<td>• 802.11 abgn or 802.11ac wireless</td>
</tr>
<tr>
<td>• Apple Pages or equivalent</td>
<td>• 1.5GB RAM +16GB for OS (10GB User Accessible) + micro SD</td>
</tr>
<tr>
<td></td>
<td>• Google Apps</td>
</tr>
</tbody>
</table>

**Minimum specifications for devices for subjects requiring high-level media and ICT specifications**
If intending to take a subject such as Visual Communication or Design, or Media or IT Software Development at VCE level in future, we recommend the following specifications to ensure sufficient processing capabilities:

<table>
<thead>
<tr>
<th>Microsoft Windows:</th>
<th>Apple:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Windows 8.0 or above</td>
<td>• OS 10.10 (Yosemite) or above</td>
</tr>
<tr>
<td>• 802.11 abgn or 802.11ac wireless</td>
<td>• Intel i7 processor or above</td>
</tr>
<tr>
<td>• Intel i7 processor</td>
<td>• 8GB RAM</td>
</tr>
<tr>
<td>• 8GB RAM</td>
<td>• 250GB Hard drive</td>
</tr>
<tr>
<td>• 250GB Hard drive</td>
<td>• Microsoft Office 2011 or above</td>
</tr>
<tr>
<td>• Microsoft Office 2010 or above</td>
<td></td>
</tr>
</tbody>
</table>
Other general recommendations for all devices:

- The device will be used throughout the day at school so the battery life needs to be at least six hours.
- Durable carry-case or bag
- 3 years warranty
- 2 years insurance cover—it is strongly recommended that all devices owned by students are insured.

Software

Students may be required to purchase some subject-specific software depending on subject selection. Parents will be notified when this is the case.

Timeline and important dates

All students must have a suitable device to bring to school by the start of term one, 2016. Students devices will be connected to the school network through an automated on-boarding process during the first week of term one. Connection to the network will only be successful if the device meets the requirements listed above. Before being allowed to use the network, students must return a completed and signed Acceptable Use Agreement.

The school network and internet

With a suitable device, students will be able to access the school’s intranet (Compass) and internet via wireless on their device. All internet access through the school network is routed through a firewall and filtering system for internet. Student use of the network is appropriately monitored and logged. Students are expected to use the network responsibly and to comply with school expectations and the Acceptable Use Policy. In using the network, students grant staff permission to conduct any necessary investigations at school regarding inappropriate use of their device at any time.

Students will be permitted to connect only one device to the school network.

Acceptable use expectations and agreement

The opportunity to bring and use your own device at school is accompanied by clear expectations about the responsible use and care of the device. Before the device can be used at school, students and parents must agree to and abide by the Acceptable Use Agreement, included at the end of this document, at all times at school while using the laptop or tablet.

The following is a reminder of expectations for all students:

- The use of devices is covered by the Suzanne Cory High School Acceptable Use Policy.
- Use of the laptop or tablet devices during the school day is at the discretion of teachers and staff. Students must use these devices as directed by their teacher while at school or on school-related activities.
- The primary purpose of the use of the devices at school is educational. The use of devices certainly must not disrupt learning in any way; they are intended to support and enhance learning.
- Students must bring their device to school fully charged—there is extremely limited capacity to charge devices at school. Devices can be charged at designated charging stations but these recharge benches are limited to the open touchdown spaces in the G-wing spaces. Students are responsible for supervising their own devices if they are charging them. Students are not permitted to charge their devices during class time—this is a potential Occupational Health and Safety risk in terms of power cords and tripping hazards for other students and staff.
- Students must not to attempt to circumvent the school’s network security or filtering policies, including but not limited to setting up proxies and downloading programs to try to bypass security.
- Students shall not distribute pictures or video of other students or staff without their permission. All students who are uploading videos online as part of subjects such as Media will be required to have their parents complete a written agreement (the teacher will provide this permission form).
- Students must ensure that non-educational material (e.g. music, movies and games) stored on their device do not limit the capacity of their device to store school-related material.
- On days of sporting competitions, day-long excursions or camps, students should normally leave their devices at home.

If the student breaches the terms of the Acceptable Use Agreement then the consequences in the next section may apply.
**Consequences for misuse** (one or more may apply depending on the situation):

- The device may be taken away for the period or even for the rest of the school day. The device may be taken away and kept safely with the Assistant Principal until a parent/guardian picks it up.
- In extreme breaches of the Acceptable Use Policy, disciplinary action may include detention, suspension or exclusion from school or the student may be refused permission to use the device again at school.

**Repairs and IT technical support**

For students who bring their own device, repairs and warranty related matters must be taken up with the retail outlet where the device was purchased. Our IT staff must not repair BYOD devices for students as the devices are not owned by the school.

The only exception is for students who purchased devices through the MBOYD portal in 2014—the school will maintain the commitment to be the first point of contact for the repair of those devices to assess any damage and organise for the distributor to repair the device.

**School ‘no liability’ statement**

Students bring their devices to use at Suzanne Cory High School at their own risk. It is their duty to be responsible for the upkeep and protection (anti-virus software / security settings) of their devices and it is strongly recommended that families purchase insurance for the device. Students will be primarily responsible for the care and maintenance of their own device. They are expected to use their student locker to securely store the device when not in use and the locker should be locked, as with the storage of any valuable property at school. Devices should be transported to and from school in their school back-pack. It is also strongly recommended that a protective carry case is purchased for the device.

**Suzanne Cory High School will not be responsible for:**

- Devices that are broken/damaged while at school or during school-related activities;
- Devices that are lost or stolen at school or during school-related activities;
- Specific maintenance or upkeep of any device such as keeping it charged, installing updates or upgrades or installing school-licensed software.

**Insurance**

It is strongly recommended that all devices owned by students are insured. Any insurance enquiries should be addressed directly to the insurance provider.

**Device power management**

1. Devices are to be **charged at home overnight** and brought to school with the battery in a **fully charged state.** Devices will then be run on batteries during the day. There is an extremely limited number of device charging stations at school. Students are not to charge their devices during classes. If charging the device at school, during permitted times (before school, recess or lunch), students may only use the limited number of charging stations and students are responsible for the supervision of their device at all times, including while charging the device.
2. Students will work to save battery power by **not using the device excessively for entertainment during the day.** At school, the device is to be **used for educational purposes only.**
3. (Note: Once every 30 charges, it is recommended that students fully discharge the battery and recharge it. This will ensure that the battery remains serviceable over a much longer life-span and stay charged for longer during the day.)

**Supporting use of the device at home**

It is recommended that students have access to the internet at home as well, at least for one or two hours, but this is not absolutely essential and is a decision that rests with parents. To log into Compass from home, students will need access to the internet.

Please note that internet connections at home may not be filtered in the same way as the school’s internet connection is filtered, so parents are responsible for monitoring their child’s appropriate access to the internet. The school’s filtering service is not accessible at home. Parents and guardians are asked to ensure that your child’s internet access at home is supervised. This could be achieved by ensuring that the laptop is used in an environment that is ‘open’ and nearby to family supervision. For technical and licensing reasons, it is not possible to install any filtering service on the device itself. However, while at school, the network students will use is appropriately filtered.

Parents or guardians have a key role in ensuring that the device comes to school, fully charged, with the student
every normal school day.

**Bringing the device to school every day**
Students who are unable to complete classroom activities appropriately due to leaving the device at home or not charging the device correctly will be expected to make up the lost time and missed work.

**Backup and recovery**
The school and its technicians take no responsibility for the security of data. It is up to the student to provide a regular backup of the contents to protect against loss of data (including files and folders of work stored on the computer). Students must regularly backup their own data including their school projects, assignments and assessment tasks. Work lost through inadequate backup must be re-done by the student. **Loss of data is not accepted as an excuse for late/non-submission** of homework or assignments (see the school’s Submission of Work Policy and the VCAA’s VCE Assessment Policy). Students should never have files only stored on one device; instead, students should store a copy on the device and also a copy on a USB flash drive or on your home network.

**Virus protection**
Viruses have the potential to severely damage and disrupt operations within the school and DET’s computer networks. Students should take all reasonable steps to **protect the school and DET’s computer network from virus attacks**. Viruses can enter devices through: removable media such as USB memory sticks (especially when swapped or shared), emails and the internet (including web browsing, FTP programs and chat rooms), file downloads, network file shares and torrents.

**Virus protection tips**
1. Protect the device from virus attacks by scanning the device for viruses at least weekly.
2. Consider carrying out a virus scan of the device after you have accessed the internet or personal mail or opened a file from a removable media source.
3. Do not open any files attached to suspicious or unknown emails.
4. Exercise caution when downloading files from the internet. Save the files to the device hard disk and run the virus scanner on the file before opening them.
5. Delete chain and junk emails. Do not forward or reply to any of these.
6. Never reply to spam. Spam email messages can contain viruses that notify a third party of the legitimacy of an email address and then add the recipients to the spammer’s database.

**Music, video and computer games**
Students may, of course, save or install music, video or games onto their own device as long as those files or software meet our school Acceptable Use Agreement and policies. But please note that copyright laws apply to digital copies of musical recordings, e.g. (MP3s, WMAs) and digital video recordings on all devices. Any music or video or games on the device should be a legal version and should not infringe copyright law.

Computer games, when accessed in appropriate ways, have been shown to have significant educational benefits. However, it is also clear that many games can be unproductive and distracting to student learning and as such gaming is not permitted during class time at school. Students should not play computer games in class (unless specifically directed by a teacher). Likewise, students are not permitted to listen to digital music or watch movies on the device during class time at school (unless given express permission by a teacher for an educational purpose).

**Peer-to-peer downloads and torrents**
At school, students are prohibited from using peer-to-peer networks to download files (using torrents etc.)—this adds considerable strain to the network and is against our expectation that students use the device only for educational purposes at school. It may also be in breach of copyright and intellectual property law. Peer-to-peer network downloading can also significantly impede the learning of others by slowing down the school network.

**Caring for the device—advice to students**
It is strongly recommended that a durable carry case is purchased for your device. Further recommendations for students:

- Always store the device in your locked locker when not in use.
- Do not wrap the cord too tightly around the power adapter or the cord will become damaged — it is best to loosely fold the cord to put it away.
- **Devices should always be switched off before being placed into your backpack.**
- The device may overheat when used with the vents blocked, so avoid using it on soft surfaces like a bed or your lap — instead, rest the device on a folder or table if using it in those places to allow air-flow around it.
Further information
Please contact the school on ph. 8734 2800 for any further information:

- If you have any technical questions about the BYOD program, please contact Kristine Saunders (IT network manager).
- If you have any general questions about the aims and policies of our BYOD program, please contact Stewart Milner (Assistant Principal).
Suzanne Cory High School
Acceptable Use Agreement for Internet and Laptop/Tablet Program

Please print out, read, sign and return this agreement to the school before the start of term 1, 2016.

Suzanne Cory High School believes the teaching of cyber-safe and responsible online behaviour is essential in the lives of students and is best taught and learned in partnership between home and school.

To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, even when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents and guardians are requested to reinforce this behaviour at home. This is an essential philosophy of our BYOD program. Some online activities may even be illegal and as such the school may be required to report them to the authorities.

School support for the safe and responsible use of Digital Technologies:

Suzanne Cory High School uses the internet and digital technologies as tools for teaching and learning. We view the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly to prevent distraction, offence or harm.

Your child has been asked to agree to use the internet and digital technologies responsibly. Parents/carers should be aware that although the school network is appropriately filtered, the nature of the internet is such that full protection from inappropriate content can never be totally guaranteed.

At Suzanne Cory High School we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet;
- provide a filtered internet service for devices which meets and exceeds expected DET specifications;
- provide supervision and direction in online activities and when using digital technologies for learning;
- support students in developing digital literacy skills;
- provide authentic learning experiences using digital technologies to enhance and support the learning outcomes of all students;
- provide opportunities for staff to also learn and explore the use of digital technologies to continue their professional development;
- recognise the need to inform students about the dangers of cyber-bullying, and demonstrate a commitment to develop strategies which aim to counteract the effect of cyber-bullying on student safety and wellbeing;
- use mobile technologies for educational purposes only (e.g. cameras, podcasts, video recordings, audio recordings or photos);
- provide support to parents through regular ICT information in the school newsletter and parent forums;
- work with students to outline and reinforce the expected behaviours;
- reinforce that cyber-safe and responsible behaviours are expected in student use of digital technology;
- provide a network environment where all students can be given access to the internet and a range of teaching and learning tools.
Student: Acceptable Use Agreement for Suzanne Cory High School

When I use digital technology and the internet, I agree to:

- be a safe, responsible, respectful and ethical online citizen, whenever and wherever I use digital technologies;
- use my device as a resource to support my learning and only use the device for educational purposes;
- follow my teachers’ directions for use of the device;
- support others by being respectful with my online communications—I will not write or participate in online bullying (this includes forwarding messages or supporting others in harmful, inappropriate or hurtful online behaviour) and I will not use school IT equipment, devices or network to be mean, rude, offensive or to harass anyone while at school or any related activity—the same expectation applies when using ICT at any time whether at school or not;
- uphold privacy by not identifying, discussing, photographing or otherwise publishing personal information or personal opinions about school staff, fellow students or the school, even when outside the school;
- report inappropriate, disrespectful or hurtful use of technology to a teacher;
- alerting and reporting to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour;
- alert a teacher straight away if I inadvertently come across inappropriate material, without showing any other students;
- make sure I understand the terms and conditions of websites and online communities and that content I upload or post is my digital footprint which I am responsible for;
- not download illegal or unauthorised programs, files or other materials;
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses, images, usernames and passwords;
- use the internet as a resource to support my learning at school;
- always use the digital and mobile technologies at school with care and respect;
- use social networking sites for educational purposes and only as directed by teachers;
- ethically abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary); for more information please refer to http://www.smartcopying.edu.au/;
- have no involvement with making or sending viruses or other malicious software on purpose;
- think critically about how I use content posted on the internet and respect the intellectual property of others;
- respect school network security settings, and leave changes to these to the technicians at school;
- not reveal my password to anyone except the system administrator or the teacher;
- use only my own log-in credentials to access information on the school network;
- respect the privacy of others and recognise that other student’s usernames and passwords belong to them;
- not use unauthorised programs, including games and torrent downloading programs, at school and not run them on school provided computers;
- take full responsibility for the general upkeep and security of the laptop or tablet—this includes ensuring the device is charged and ready to use at the beginning of each school day;
- fully read the BYOD handbook prior to using the device, specifically being aware of all policies relating to use, cyber-bullying and device maintenance;
- ensure my device has the most up-to-date virus protection;
- obtain repairs or replacements at my own expense should any damage or theft occur at school, in the understanding that devices are bought to school at user’s own risk with no responsibility taken by the school;
- understand and accept that the school has the right to check work or data on the school’s computer network, email and internet to ensure student safety and appropriate behaviours.

When I use a mobile phone, iPod or other mobile device including my laptop or tablet, I agree to:

- display courtesy, consideration and respect for others whenever I am using a mobile device;
- protect the privacy of others and never post or forward private information about another person;
- only take photos and record sound or video when it is part of an approved lesson or learning experience;
- obtain permission from individuals involved before taking photos, recording sound or videoing them;
- obtain appropriate written permission from individuals involved before publishing or sharing photos, sound recordings or video recordings with other people through the use of email, the internet, or social networking sites;
- be respectful with the photos I take or video I capture and never use these as a tool for making someone else feel uncomfortable or unsafe;
- keep mobile phones out of sight during school hours, unless instructed by a teacher to use the phone for educational purposes.
This Acceptable Use Agreement applies at all times that students use the device for school based activities including school excursions, camps, sporting events and extra-curricular activities. I have read this Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that if I do not follow these requirements and use technology responsibly, my access to the internet and digital technologies at school may be suspended, revoked or renegotiated and that other consequences may apply, depending the nature and severity of my misuse or misbehaviour.

I understand that I am responsible for the device and that the school will not be liable for any devices damaged or stolen at school or on school-related activities.

Student Name: ____________________________________ __________________________________________
Year Level: ___ Date: ___/___/ ___
Student Signature: _______________________________ __________________________________________

Parent: Acceptable Use Agreement for Suzanne Cory High School

I have read this Acceptable Use Agreement and the BYOD program handbook and the cyber-bullying policy understand. I understand and accept and agree to those policies. I acknowledge that the school will not be liable for any devices damaged or stolen at school or on school-related activities. I understand that the school strongly recommends obtaining insurance for the device in case of damage or theft. I also understand that the school filters the network and restricts students’ access to inappropriate websites but due to the nature of the internet, full protection can never be completely guaranteed.

In agreeing to take part in the BYOD program, I consent to:
• ensuring that the device always has the most up-to-date virus protection
• getting my child’s device fixed or replaced at my own expense should there be any damage or theft at school, in the understanding that the devices are brought to the school at the owner’s and user’s risk with no responsibility taken by the school.

Parent/Guardian Name: _____________________________ ______________________________________
Parent Signature: ________________________________ ______________________________________
Date: ___ / ___/ ___

Please complete this form and return to the General Office.