



BYOD CHOICE PROGRAM

Parent and Student Information Handbook

2022

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From the Principal

The powerful and discerning use of digital technologies is an essential skill now and for the future. Northcote High School has always placed a high value on the academic development of our students and is aware of the need for the seamless integration of digital technologies into our students' learning.

Our focus is on building student capacity by extending their skills and knowledge to enable them to actively participate in schooling and beyond. This requires the development of skillful and critical use of the information available to them, and the communication and social platforms they have access to, so that they leave a positive and productive social footprint and legacy.

As you know, having a 1:1 device on hand all the time does not of itself improve learning. Technology is already ubiquitous in a young person's life; therefore, it is important to teach students to use digital technologies in productive, collaborative and creative ways to enhance their learning, and engage them in higher order thinking.

Northcote High School commenced its 1:1 program in 2012, with the successful introduction of 1:1 laptops for students in Year 9 and 10. Now, this program includes all students from Year 7 – 12. The school recommends a common device for students in Years 7 and 8. Students in Years 9 – 12 bring a device of their choice, providing it fulfils the specifications outlined by the school.

With the expert guidance provided by our staff, our students' access to technology enables enhanced capacity to personalise their learning, and provide engaging, relevant and contemporary information and tools to stimulate problem solving, collaboration and critical thinking and analysis.

We are excited by prospect of the products and outcomes our students can achieve through the judicious and powerful use of digital technologies.

Chris Jones

Principal



Goals of the Program

1:1 Bring Your Own Device (BYOD) Program

“Bring your own device puts students in a position of power over their learning. Many educational researchers argue that giving students the authority over their own learning is best: the teacher becomes a manager of learning, rather than a direct source of information” (Clifford, 2012)

All students at NHS must have a 1:1 device. The school recommends a common device for students in Years 7 and 8. Students in Years 9 – 12 may bring a device of their choice, as long as it meets the minimum specifications outlined on page 4. The device will be family owned. Some support will be provided by the IT team at school (or by the device provider in some cases), but any damage, viruses, technical or insurance issues will be managed at home.

Students will use their devices in class and at home to support their learning. Devices will be used in balance with other learning tools, as appropriate, to enhance the curriculum and learning activities.

Students in Year 7 undertake a digital ‘bootcamp’ prior to commencing use of their devices in class. This program guides students through use of the device and school-provided software and platforms. Cybersafety and digital citizenship education are integrated in to the Connect program.

Goals of the 1:1 Program

As a broad guide, the following are the goals for the initiative:

- 1:1 devices will be used to facilitate learning by allowing students to:
 - Access, use, create and publish digital and online information
 - Develop knowledge, understanding and skills through creativity, critical thinking and problem solving
 - Collaborate with others in and beyond the classroom
 - Communicate their knowledge and learning in a variety of ways.
- Students will use the device as a tool to manage their work and learning.
- Students will develop age-appropriate digital technology skills and understandings, including online citizenship.
- Students will accept responsibility for their personal actions when using digital technologies and for the care and functionality of their device.

Minimum Device Requirements



1:1 Program 2022 Devices

At Northcote High School we see technology as an important tool for learning. Its presence in our lives is ubiquitous and will continue to be so. That is why Northcote High has a commitment to being a 1:1 device school. This means that we expect every student to come to school each day with a device, along with their other essential materials for learning.

YEAR 7&8 PROGRAM

HP Probook 11 EE x360 G7 Education Model Features

- Intel Pentium Silver N6000
- 11.6" touch, anti glare screen (no pen)
- 8GB Memory
- 128GB SSD storage
- Up to 11 hours and 30 minutes battery life

or

HP Probook x360 435 G8 Education Model with Pen

- Featuring
- AMD Ryzen 5 5600U
 - 13.3" touch + Pen, IPS, Brightview Screen
 - 16GB Memory
 - 256GB SSD storage
 - Up to 17 hours and 15 minutes battery life

Common devices at Year 7 & 8 aids effective teaching and learning. This is the device supported by the school and is highly recommended as the preferred device.

YEAR 9-12 CHOICE OF DEVICE

LAPTOP OR TABLET THAT MEETS THE REQUIREMENTS BELOW

At Years 9-12 students personalise their learning program and can select a device that fits their studies.

Minimum required features:

- 9.7" screen
- Wireless internet capabilities
- Advertised battery life of 8 hours
- Internet browser
- Word Processor, Spreadsheet and Presentation software
- PDF Reader

RECOMMENDED FOR ALL DEVICES

- Separate keyboard for tablets
- Bag or protective case
- Insurance
- Screen protection
- Microsoft Office suite - can be downloaded free through the school



^ The school has negotiated with a preferred supplier – Centre Com - who provide an education specification version of the 7&8 device, which is more robust and has an extended warranty. For more information visit www.nhs.vic.edu.au

Digital Resources

Microsoft 365

In 2021 Northcote High School commenced using Microsoft 365. This hybrid learning environment provides students and teachers with a digital space to collaboratively work together in Teams and OneNote.

Free access to the Microsoft 365 suite of programs is available to all Northcote High students via their @nhs user name and password. Additional support and skills development in this program is provided via Year 7 Boot Camps and in class learning opportunities.

Compass

Students and Families are each provided with a unique identifier which enables access to Compass. Information regarding timetables, assessment, reporting and events can be found on this platform.

Parents and Guardian's can record absences, pay fees and access reports and feedback on this platform.

Textbooks

Students in years 7-10

Students are recommended to purchase digital textbooks as per the booklist. In some cases these are supported by a hard copy text. Digital textbook requirements can be accessed via the school website and purchased on the Campion platform link.

Students in Years 11 and 12

Some textbooks for VCE subjects have an online digital option. Students may choose to purchase these versions of the textbook to access books at school and at home from their device. This may save students from carrying heavy textbooks to and from school, and some online versions of textbooks have extra features and resources.

Digital textbook requirements can be accessed via the school website and purchased on either the Campion or Edrolo platform. If digital versions of texts are available, these will be listed on the booklist.

Online Digital Learning Platforms

Some Junior, Middle School and VCE subjects at NHS utilise online this online learning platforms as a part of their teaching and learning program to further enhance what is covered in class and have prescribed this as a compulsory resource. If a subject is using the one of these platforms (e.g. Edrolo, Stile, Mathspace), the platform this will be noted in the booklist.



Technical Support

As all BYO Devices will be family owned the following outlines what support and services will be provided by Northcote High School and what will be the responsibility of the family in terms of device maintenance and technical support.

Support & Services Provided by NHS	Family & Student Responsibility
<ul style="list-style-type: none">• Supporting student access to free downloadable software such as Microsoft 365 and the ADOBE Suite provided by the Department of Education• Devices will be connected to the school network at the start of the school year.• Students will have internet access while at school.• Students will be provided with log-on credentials to access the school network, as well as a school email account.• “Help desk” support for network connectivity issues.• Students will be able to print at school from desktop computers and their BYO device (PDFs and office documents)• Access to Microsoft 365 and SSO platforms for resources, work submission and feedback.• If the device has been purchased through CentreCom, some drop-off/pick-up support for technical issues may be provided	<ul style="list-style-type: none">• Choosing a device and appropriate bag or case that meets the minimum requirements.• Insurance and/or warranty for the device.• Repairs to any physical damage on the laptop will be the responsibility of the family.• Any viruses that are effecting the functioning of the device must be attended to by the family.• Devices must be charged at home, there will be not charging/battery swap services provided at school.• Saving and backing up of work is to happen at home using a web-based service (such as the cloud) or a storage device (such as a hard drive).• Abide by the acceptable use agreement, outlined below.



Acceptable Use

Northcote High School place a high value on the development and maintenance of positive, healthy and respectful relationships and a supportive environment for all members of the school community.

The responsibility and expectation of digital citizenship

It is the expectation that students will be responsible digital citizens when participating in the Laptop Program, using the schools ICT and their home or mobile devices. Students will be supported in developing digital citizenship through understanding the ethical, cultural and societal issues related to Digital Technologies.

Students will practice responsible use of ICT and develop positive attitudes towards ICT that foster lifelong learning, personal growth, collaboration and productivity. As part of their digital citizenship students are required to read and agree to a Digital Technologies Acceptable Use Agreement (DTAUA) and the NHS Computer Code of Conduct.

Acceptable Use Agreement (DTAUA) & NHS Electronic Device Code of Conduct

All students from Years 7-12 are to be part of the 1:1 Program.

All students and a Parent/Carer are required to read, understand and sign an Acceptable Use Agreement at the commencement of each school year. This governs the requirements and expectations under which students use the school computers and the school portal. This is a standard expectation, not only from Northcote High School but also the Department of Education and Training (DET).

Parents/Carers must be quite clear about the expectations within this agreement and the consequences arising from it and the NHS Electronic Device Code of Conduct.

Through a series of workshops the school will support students to understand how to care for their computers and to understand how to be responsible digital citizens.

eSmart and Cyber Safety

Northcote High School believes that teaching cyber safety and responsible online behavior is essential and is best taught in partnership between home and school.

Students are spending increasing amounts of time online, learning and collaborating. 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. The school promotes the values of Humanity and Fairness, and is an eSMART school. This means we have specific policies, programs and procedures in place to ensure students feel safe and behave appropriately on line.

At home, we recommend that parents make time to set guidelines around use of 1:1 devices. Ensure that all Internet activities occur in a shared space– not your child's bedroom. Negotiate appropriate times for online activities and use of mobile phones.

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents can visit the eSafety Commissioner at www.esafety.gov.au



FAQs

1. Who can I contact if I have further questions?

Questions regarding the 1:1 Program can be emailed to the Lead Teacher Digital Practice, Tennille Seary via Tennille.seary@nhs.vic.edu.au or Assistant Principal, Kerren Diamond via Kerren.Diamond@nhs.vic.gov.au

2. Is it compulsory for students to have a device?

Yes. Every student must have a 1:1 device at Northcote High School. Students will use their devices frequently to access lesson resources and complete learning activities.

3. Can my child use an iPad or tablet device in Years 9-12?

Yes, as long as the device is fully operational and has a separate keyboard. Students and families may choose to continue with the device in the senior school and this device does meet the minimum specification required. Students must have a separate keyboard for their iPad/tablet.

4. What technical support will be provided by NHS if something goes wrong with the device?

Please see page 7 of this booklet, which outlines the services and support provided by NHS.

5. Will students be using their devices in every subject every day?

A student will not necessarily be required to use the device at all times. The use of devices will take place alongside a range of learning activities. However the device is an essential learning tool that must be available to be utilised when required and therefore should be taken to all classes unless specifically advised. It is expected devices are fully charged at the commencement of the school day.

6. Will the device be covered by school insurance while it is being used at NHS?

No. It is the responsibility of families to insure their device if they choose to.

7. Where will students store their devices when it is not in use? Eg. Lunchtime

Students must store and secure their device, in their protective case, in their locker during recess and lunchtimes. If students are unable to secure their device at these times they should report to the appropriate sub-school office. Students will need to store their devices in their lockers before Physical Education practical classes unless otherwise instructed by their class teacher.

8. Can a student add their own software to their device?

If students require specific software to complete their school work, then families may choose to purchase and install this software. This is the responsibility of the family, as are any updates or licenses for such software.



FAQs cont....

9. Is my child expected to take their device home every day?

Yes, students are expected to take the device to and from school each day. This will enable them to fully utilise the device at home and at school. It is expected devices will be charged overnight ready for a full day's use at school. Parents are asked to ensure that the device is used responsibly and cared for appropriately in the home environment. Devices must be transported within their protective cases inside the student's school bag to and from school.

10. Can I recharge my device at school?

No. It is expected that the device is fully charged upon arrival at school and will not need charging during the day. Student battery chargers are to remain at home and not be brought to school. Students must be aware that the use of the laptop outside class time may impact on the ability to remain charged for all classes.

11. Can other people use the device?

While it is a family owned device, the laptop is required for the student's education, so it is recommended that it is not used by anybody else.

12. Can my child access games on their device?

Games are not to be accessed through the school network or used or downloaded on the device at school. Inappropriate, violent and other unacceptable material not in keeping with the ethos of the school must not be accessed or used under any circumstances.

13. What happens if my child leaves their device at home?

Students will be significantly disadvantaged if they do not bring their device as they will not be able to engage in learning programs. Students who forget to bring their device will be without a device for the day. Continual failure will lead to intervention and consequences outlined in the NHS Electronic Device Code of Conduct.

14. What happens in my child's device is being repaired and they are without it for a period of time?

Families must alert their child's teachers (via email) if they will be without a device for any period of time. Students will be encouraged to access any lesson resources via the relevant digital platform from home or a desktop computer at school.

15. Will my child be able to print at school?

Yes. Every student is allocated \$20 printing credit at the beginning of the year. This enables them to print in colour or black and white to photocopiers around the school. Students can top up their printing credit at the Library.

16. What happens if the battery goes flat?

Students are required to bring their laptop to school **fully charged** every day. There are no charging services available at the school.

FAQs cont....

17. Does my home need Internet access?

No. Students will be able to access the information they need when they are at school, and use the software and textbooks loaded on the device at home. Even when not connected to the Internet, laptops are still very useful tools for learning. Of course, if you have Internet access at home, you are welcome to connect the device to your Internet connection.

In the event of a remote learning situation families who require internet access support can contact their child's subschool office for assistance.



Safety and Security

At School

Make sure that your device is either in your possession or locked away in a secure area (locker) at all times during recess and lunchtime. Your locker must be secured with the sturdy lock provided by school.

Do Not

- Leave your device unattended for even a short period of time.
 - Share your password with anyone.
 - Leave your device logged on when not in use.
 - Place it near an external window. Exposure to view from outside may tempt would-be thieves.
 - Leave your device in a vehicle, even if the laptop is out of sight and the vehicle is locked.
-

At Home

- Find a safe place to store your device so that it is inaccessible by small children and difficult to locate in the event of a burglary.
- Ensure basic household security measures are followed at all times, such as locking doors and windows.

Do Not

- Leave your device in view of outsiders even while using it.
 - Leave your device accessories lying around. They advertise the presence of a computer device.
-

Transit

When travelling in the car or on public transport:

- Avoid being seen when putting your device into the car or taking it out. Lock your device in the boot and camouflage it.
- Ensure the device is placed inside its protective case.
- On public transport keep your device in its protective case, inside your school bag and keep the school bag with you at all times.



Code of Conduct

Levels	Examples of Inappropriate Behaviour	Range of Consequences
1	<ul style="list-style-type: none"> - Failing to charge laptop or iPad overnight - Playing games on electronic device during class time - Negligent use of resources/facilities/equipment - Emailing or accessing Internet without teacher permission. - Listening to music without permission. - Using electronic device without permission - Volume up on electronic device - Failing to bring laptop or iPad to class - Using a different application to teacher direction - Unsupervised use of laptop or desktop computer (before school, recess, lunchtime) 	<p><u>Subject teacher/staff member</u></p> <ul style="list-style-type: none"> - Verbal correction or reprimand - Move seat in classroom. - Note on Student Chronicle - Verbal or written apology - Recess or lunchtime interview and/or detention - Confiscation of headphones - Liaise with Tutorial teacher - Restorative conversation
2	<ul style="list-style-type: none"> - Reckless and/or dangerous behaviour - Plagiarism/copyright infringement - Intellectual property infringement - Forgery/false representation - Interfering with another student's electronic device. - Accessing, storing or transmitting inappropriate material - Sending nuisance emails - Unauthorised software on laptop - Using a recording device in breach of school policy - Continually claiming electronic device problems as an excuse for work not being submitted 	<p><u>Program leader/Tutorial /Classroom teacher</u></p> <ul style="list-style-type: none"> - After school detention - Phone call to parent/guardian - Written or verbal apology - Reimaging of laptop - Meeting with Program Leader or sub school leader. - Restorative conversation - Note on Student Chronicle - Educative process



Code of Conduct cont....

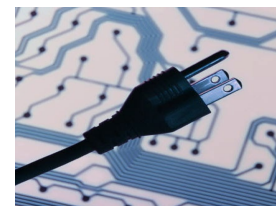
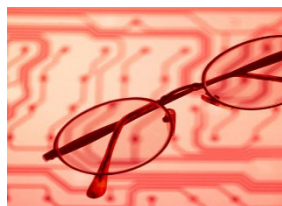
Levels	Examples of inappropriate behaviour	Range of Consequences
2 cont...	<ul style="list-style-type: none"> - Continual failure to back up work - Careless treatment of an electronic device owned by NHS - Unauthorised use of the Internet - Repeated unsupervised use of laptop or desktop computer (before school, recess, lunchtime) 	
3	<ul style="list-style-type: none"> - Consistently careless use of an electronic device. - Repeated failure to comply with expectations regarding acceptable use of electronic devices. - Inappropriate use of resources/facilities/equipment. 	<p><u>AP/Sub school leader/Program leader</u></p> <ul style="list-style-type: none"> - Parental Interview - School Community service - Sent to Sub school leader/AP - Note on Student Chronicle
4	<ul style="list-style-type: none"> - Accessing, storing or transmitting indecent/offensive material (e.g. Sending offensive emails) - Theft (including identity theft) - Bullying/harassment (e.g. Using electronic device to bully, harass others) - Vandalism or willful damage to property, resources equipment. 	<p><u>AP/Sub school leader</u></p> <ul style="list-style-type: none"> - Suspension from NHS - Note on Student Chronicle - Parental interview - School Community service - Payment for damage/replacement. - Removal of access to school network
5	<ul style="list-style-type: none"> - Serious criminal offence - Serious willful damage to property/resources/equipment (including laptops and iPads) - Major theft (e.g. Laptop/iPad theft) - Serious willful interference with school network. 	<p><u>Principal/AP</u></p> <ul style="list-style-type: none"> - Suspension from NHS - Referral to police - Parental interview - Payment for damage/replacement - Note on Student Chronicle - Removal of access to school network

Acceptable Use Agreement

Part A: School Statement

At Northcote High School, we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have policies in place that outline the values of the school and expected behaviours when students use digital technologies and the internet.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise students when using digital technologies for educational purposes.
- 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.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Provide parents/guardians with a copy of this agreement.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies they can implement at home to support their child.





Part B: Student Declaration

When I use digital technologies 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 (for example, 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 or images.
- Protecting the privacy of others; never posting or forwarding their personal details or images without consent.
- Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms & conditions (e.g. age restrictions, consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about personal details.
- Handling the ICT device with care and notifying someone at home if it is damaged or requires attention.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video.
- Not interfering with the network systems and security, the data of another user or attempting to log into the network with the user name or password of another student.
- Not bringing to school or downloading unauthorised programs, including games.

In addition, when I use my personal mobile phone, I agree to be a safe, responsible and ethical user at all times.

- Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages).
- Keeping the device on silent during class times; only making or answering calls or messages outside of school hours (except for approved learning purposes).
- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson.
- 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.



Part C: Conditions of use

Equipment

- Students must fully charge the device each night in preparation for use the following day. Power cords must be left at home.
- Parents/guardians and students should be aware that files stored on the device, or on the schools server are not private.
- Access to the laptop must be granted to the IT staff as and when required.
- Any damage or upgrades to the device are the responsibility of the students and/or family.
- Adequate virus protection software must be installed by the student and/or family.
- Insurance and/or warranty is the responsibility of the student and/or family.
- If the device is inactive for any period of time due to damage or repairs being performed, the family is to alert all classroom teachers.
- For students whose device is inactive due to damage/repairs there will be a few laptops available to borrow for the school day.

Standards for device use

- The student is responsible for:
- Adhering to the school's Acceptable Use Policy when using the device at home and school.
- Backing up data securely at home or on the web.
- Maintaining settings for spam and filtering that have been set as a Departmental standard.
- Ensuring that only fully licenced software is installed on the device.



Part D: Student Commitment

Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (but not limited to):

- School & student owned devices (e.g. desktops, laptops, printers, scanners)
- Mobile phones
- Email and instant messaging
- Internet, Intranet, Microsoft Teams, OneNote and Office365 programs
- Social networking sites (e.g. Facebook)
- Video and photo sharing websites (e.g. Instagram, Snapchat, You Tube)
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards (e.g. Google Groups)
- Wikis
- Vod and Podcasts
- Video conferences and web conferences

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, home, during school excursions, camps and extra-curricula activities. I understand and will abide by the DTAUA. I further understand that any violation of the previously mentioned regulations is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken, as well as any appropriate legal action.



Digital Technology Acceptable Use Agreement 2022 (DTAUA)

A digital copy of this agreement is accessible via the [Enrolment Guide](#). Families are asked to [record their responses on this digital form](#).

Students First Name (print one letter per box):

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Students Middle Name (print one letter per box):

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Students Last Name (print one letter per box):

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Cases/User ID

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Form Group

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Your signatures on this document indicate that you have read these terms and conditions carefully, understand their significance, and accept your responsibilities as stated.

User's Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the DTAUA. I understand that network access is extended to my child for educational purposes.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Date: _____ □