



Orange High School

Student BYOD

Honour the Past; Create the Future

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To assist families with the purchase of an appropriate device, we have set minimum and recommended specifications for devices detailed below along with a few things to look out for and some quick FAQs.

CPU/Processor: Any Intel or AMD x86 processor, no ARM based Windows systems

RAM/Memory: minimum of 4GB, recommended 8GB or higher

Storage size and type: minimum of 128GB, recommended 256GB or higher. Wherever possible choose a device with a Solid State Drive (SSD). Devices with Hard Disk Drives (HDD) are not recommended

Screen size and resolution: minimum of 11 inches diagonally, 12-14 inches is recommended. A screen 15 inches or more not recommended as these devices begin to be too large to be practical. A minimum screen resolution of 1366x768 pixels is required, recommended 1920x1080 or 1920x1200 pixels. '4K' screens are not recommended as they don't present any real world benefits at these screen sizes and can have negative impacts on battery life.

Battery/Charging: minimum of 6 hours (full school day) without charging required. Look for devices that are able to be charged with a USB Type C cable. This can provide a backup/alternative charging option if the regular 'barrel' charger becomes damaged.

Operating System: Devices must run Windows (10 or 11) or MacOS, with Windows devices being preferred. Devices such as Chromebooks, iPads and other tablet devices are not supported at Orange High School.'

FAQs

Do I need any additional software with my computer?

- Paid products required by the School such as Microsoft Office and a the Adobe Creative Cloud are available to students for free. This is accessed through the Department of Education Student Portal using their student login details.
- Any additional software purchases are to be made at the discretion of individual families.
- Be advised that additional security software (additional meaning on to of the security built into Windows) is untested on NSW Education networks and may impact a devices ability to function as intended.

What brand of computer should I get?

- Major bands such as ACER, ASUS, HP, DELL and LENOVO are all good options. Usually, they will have broadly similar specifications at a particular price. Look out for deals at resellers or additional features such as a touch screen, backlit keyboards to help make your decision.
- Try to avoid smaller, cheaper manufacturers. Build quality on these devices is usually not as good as major brands and they may be difficult to arrange any repairs that may be required.

I already have a device; do I have to get a new one?

- Any devices that meet the minimum requirements is acceptable to use at Orange High School. However, it is important to ensure that wherever possible, students have access to their own device, not a shared or family computer.

Can I talk to someone at the school about what computer to get?

- You certainly can. If you would like to have a chat about all thing's devices, contact the front office and ask to speak to someone about purchasing a device for 2024.
- Alternatively email orange-h.school@det.nsw.edu.au



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Student BYOD

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BYOD Charter

Student

Family Name

Given Name

Parent/Carer

Family Name

Given Name

Purpose

The Orange High School BYOD program aims to improve student-learning experiences both in and out of the classroom. It is expected that students will comply with the BYOD Charter at all times.

Students Year Advisor will work with the school's ICT Co-ordination and Office staff

The Charter will be kept with the students file for record keeping purposes.

Students and their parents/carers must carefully read and understand this charter prior to signing it. Any questions should be addressed to Orange High School and clarification obtained **before** the charter is signed.

PARENT/CARER & STUDENT ACKNOWLEDGMENT

- **By signing below, you acknowledge that;**
 - a) you have read and understood the BYOD Charter
 - b) you agree to the BYOD Charter.
 - c) you understand the responsibilities regarding the use of at Orange High School
 - d) you accept responsibility for any costs associated with the repair or replacement of equipment
 - e) failure to comply with the BYOD Charter could result in disciplinary action.

Signature of student: _____

date: / /

Signature of parent/carers: _____

date: / /

ORANGE HIGH SCHOOL BYOD CHARTER (v1.3 JAN23)

1. Purpose

- a. Devices at Orange High School are used as tools to assist with student learning.

2. Equipment

a. Ownership of Device

- i. The student must bring the laptop fully charged to school every day.
- ii. All material on the laptop is subject to review by Orange High School staff. If there is a police request, Orange High School will provide access to the laptop and personal network holdings associated with the use of the laptop.

b. Damage or loss of equipment

- i. Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to Orange High School.
- ii. In the case of suspected theft, the family must make a police report and an event number provided to Orange High School.
- iii. In the case of loss or accidental damage, a witnessed statutory declaration signed by a parent/carer should be provided to Orange High School.
- iv. Laptops that are damaged or lost by neglect, abuse or malicious act, will not be covered by Orange High School
- v. Students will be required to replace lost or damaged chargers.

3. Standards for equipment care

a. Students are responsible for:

- i. Taking care of laptops in accordance with school guidelines.
- ii. Adhering to Online Communication Services: Acceptable Usage for School Students policy.
- iii. Backing up all data securely. This should be on the DoE online storage or for personal data including photographs or music, on an external storage device. Students must be aware that all data stored on the device may be permanently destroyed in the event of a repair.

ORANGE HIGH SCHOOL BYOD CHARTER (v1.3 JAN23)

4. Student use of digital devices and online services

1. Policy statement

- a. This policy covers student use of digital devices (PDF 97.9 KB) (personal or school provided) and online services (PDF 97.9 KB) in school-related settings (PDF 97.9 KB), specifically on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and student conduct.
- b. Every school is required to complete a school digital devices and online services procedure (DOCX 45.57KB) that aligns with this policy, as well as accepted school practices and requirements
- c. Primary school students must not use digital devices during class, at recess and at lunch unless approved by a principal or teacher. Exemptions may be granted by a principal or teacher, including allowing students to use a device for an educational purpose (PDF 97.9 KB), or as part of a reasonable adjustment (PDF 97.9 KB) for student learning and wellbeing.
- d. Secondary school principals, in consultation with their school community, can restrict or permit student use of digital devices and online services in all school-related settings, including at recess and lunch.
- e. School staff are required to consider the needs of their students and their school community when developing their school procedure, including making reasonable adjustments and considering exemptions for individual students.
- f. Parents, carers, and, if appropriate, students themselves, can request the principal to provide an exemption from parts of this policy or the school procedure.
- g. Principals, in consultation with their school communities, can make decisions about participating in and implementation of a bring your own device (PDF 97.9 KB) program.
- h. Principals are to consult students, parents, carers and school staff when developing their school procedure. The Student Representative Council and the P&C Association may be consulted as appropriate.
- i. School staff should manage and report incidents of inappropriate use of digital devices and online services in accordance with school procedure, departmental policy and any statutory and regulatory obligations to help prevent any further incidents and provide support where required.
- j. If a student, parent or carer has any complaints relating to this policy, they should first follow the school's complaints process. If the issue cannot be resolved, please refer to the guide for students/ parents/ carers about making a complaint about our schools. The department's Complaints Handling policy and procedures also provide information and links to other resources to support staff in managing complaints effectively.

2. Audience and applicability

- a. All NSW public schools and students.

3. Context

- a. The department provides guidelines, procedures and safe and secure technology-related resources, equipment and infrastructure to help protect students from harm and create environments where students can benefit from using technology.
- b. Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments, at school and at home, should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments, and prepare students for life beyond school.
- c. Student use of digital devices and online services in schools is intended to enhance learning, wellbeing and educational attainment. Digital devices and online services can help students develop

- the skills needed for digital literacy, creativity, critical thinking, problem solving, interpersonal relationships and collaboration.
- d. Digital devices and online services may form part of the reasonable adjustments provided to a student to enable them to participate in school on the same basis as their peers.
 - e. Digital devices and online services may cause harm if used inappropriately, such as to bully or intimidate others or gain access to and share inappropriate content.
 - f. The department does what it reasonably can to provide safe and secure access to school resources, equipment and infrastructure, including internet connectivity, for students at school.
 - g. This policy should be read in conjunction with other relevant departmental policies, procedures and guidelines.

4. Responsibilities and delegations

Students' safe, responsible and respectful use of digital devices and online services is the shared responsibility of students, parents, carers and school staff

- a. Students:
 - i. use digital devices and online services in safe, responsible and respectful ways, as described in their school procedures and the Behaviour Code for Students, and support their peers to do the same.
- b. Parents and carers:
 - i. recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services
 - ii. support implementation of the school procedure, including its approach to resolving issues
 - iii. take responsibility for their child's use of digital devices and online services at home
 - iv. communicate with school staff and the school community respectfully and collaboratively, as outlined in the 2018 School Community Charter.
- c. Teachers:
 - i. model appropriate use of digital devices and online services in line with departmental policy;
 - ii. establish strategies and practices consistent with their school's procedures and deliver learning experiences to encourage appropriate use of digital devices and online services
 - iii. respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements
 - iv. support parents and carers to understand the strategies that can be employed to promote their children's safe, responsible and respectful use of digital devices and online services;
 - v. participate in professional development related to this policy.
- d. Non-teaching staff, including volunteers and contracted staff engaged by schools:
 - i. be aware of the policy and act in line with the conduct described in it
 - ii. report any inappropriate use of digital devices and online services to the principal, school executive or staff.
- e. Principals:
 - i. maintain a positive school culture that includes and promotes safe, responsible and respectful use of digital devices and online services
 - ii. develop and implement a school procedure in consultation with school staff, students, parents and carers
 - iii. inform staff, including new and casual staff, about school-based procedures
 - iv. model appropriate use of digital devices and online services in line with departmental policy
 - v. respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements
 - vi. support parents and carers understand the strategies that will promote their children's safe, responsible and respectful use of digital devices and online services

- vii. provide teachers and other school staff with support and professional development in appropriate use of digital devices and online services and implementation of their school procedure
 - viii. monitor and periodically review the suitability of their school procedure.
- f. Directors, Educational Leadership:
- g. support principals to comply with this policy.

5. Monitoring and review

- a. The Director, Online Implementation Support and the Director, ITD Service Operations and Security monitor the implementation of this policy, regularly review its contents to ensure relevance and accuracy, and update it as needed.

6. Contact

- a. Devices in schools - devicesinschools@det.nsw.edu.au