



OPTIONAL BRING YOUR OWN DEVICE (BYOD) FOR SENIOR SCHOOL - OVERVIEW

A device is a necessary tool in the workforce today. This agreement allows for students in the senior years of their schooling (Years 10, 11 and 12) to bring their own device to school to use for their studies and access digital resources for their learning programs.

Guidelines and requirements have been developed to support students and families in the appropriate and safe use of these devices at school. In class, the use is based on the teacher's judgement and all students in the class will access either their own or a school owned device when online resources are required. The Department of Education's *Students Online – Acceptable Usage Policy and Student/Parent Memorandum of Agreement* can be found on the Hampton SHS website or on the Department's website.

When students first bring their device to school, they will need to take it to the IT Technicians to have it configured for access to the school network. They will need to have their signed *Student/Parent Agreement* with them.

It is important to note that it is not compulsory for students to participate in this program. Students will continue to have access to school computers and specialist devices while at school.

RECOMMENDED DEVICE SPECIFICATIONS

If your child has their own device and would like to bring it to school as part of their learning, the device should comply with the following minimum specifications:

Processor	M1 (Apple) or i3/Ryzen 3 or better (PC)
Memory (RAM)	8GB (16GB preferred PC)
Screen Size	11.6" (13 or 14" recommended)
Operating System	MacOS 13 (Ventura) Windows 10 (devices must be switched out of S-mode)
Battery Life	8+ hours
Storage	128GB SSD or better
Wireless	5Ghz Band Compatibility (802.11ac)
Input	Keyboard, touchpad (Touchscreen/Stylus (Active Pen) recommended)

Devices Not Recommended:

Chromebooks and Tablets (eg. iPads) may function on the school network, however they only provide limited functionality. As such, we do not recommend them as a device.

Please note: a mobile phone is not considered a BYOD.

SOFTWARE

Microsoft Office 365 is free for all Department of Education students. Students will require access to their department student email and password to install the free download. *(Please see Appendix A.)*

We recommend that antivirus software is installed on your device.

USE AND CARE OF DEVICE

Hampton SHS takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.

CARE, SECURITY AND STORAGE

It is highly recommended that students have their device inside a protective cover while not in use. Students are responsible for the safe storage and care of their device at all times. For example, devices should not be left outside classrooms or the library.

INSURANCE

Since school use brings with it a risk of damage or theft, the school highly recommends insurance. We suggest parents check with their insurance company to confirm their level of cover. Please note that some insurance packages automatically include devices when away from home, while others may require additional cover. If an insurance claim is partially or wholly rejected by the insurer due to non-compliance with the guidelines, the school will not cover the cost associated with the loss or damage.

The school's insurance does not cover damage or theft of any student device.

DATA MANAGEMENT

Saving or back-up of data is the student's responsibility. To backup work it is recommended that students use cloud storage linked to their DOE student account (OneDrive, provided for free with Office 365) or use external stores such as a USB flash drive to back up work. Staff will not accept data loss as an excuse for not handing in work on time.

VIRUS PROTECTION

The device should be configured with antivirus software which regularly and automatically checks for viruses.

TECHNICAL SUPPORT

The school's ICT staff will provide assistance in connecting to the school network but are under no obligation to provide support for any problems with hardware or software.

STUDENT RESPONSIBILITIES

- When using their BYOD and accessing school resources, students must follow the policy and guidelines detailed in this document.
- Follow the Department of Education's acceptable *Students Online – Acceptable Usage Policy*
- Devices must be configured and monitored with the latest anti-virus software. If devices acquire a virus, it must be reported immediately.
- Maintain personal backup of schoolwork. We recommend the use of OneDrive through the Department of Education access to Microsoft 365 where possible.
- Supply own software.
- Use the device only for educational purposes as directed by teachers/staff.
- Devices are not to be used out of class time unless in the library.
- Devices are not to be used for personal messaging, social media, or phone calls onsite during the school day.
- Photos and videos must not be taken unless specifically requested by a teacher.
- No photos or videos are to be shared or uploaded to the internet or social networking sites.
- Devices must be fully charged and brought to school daily. Students will not have reliable access to a charging port in classrooms.
- Students are responsible for safe care and storage at all times.
- Students must agree to monitoring of all activities while connected to the school's network.
- Students may not use 'hotspot' networks via mobile devices at school to access the internet.

HOW TO DOWNLOAD MICROSOFT OFFICE 365

As a student at Hampton Senior High School, an education license of Office365 is available for you to be able to download and use at home for your academic coursework. The entire Office suite will be an essential tool for you to gain 21st century skills and prepare for post school pathways.

We have made this available to you via the Hampton Senior High School website, and we urge you to download and install it. If you already have access to Office365, you do not need to download the application.

- To download, click [here](#).
- Use your student email to sign into the Microsoft login portal.
- You'll be taken to the Department of Education's login portal. Use your student email and password to log in. (student user name)@education.wa.edu.au eg. (john.house3@education.wa.edu.au)
- Follow the Microsoft prompt to stay signed in by clicking Yes.
- You'll be greeted by the Office365 dashboard, which allows you to access an online version of the suite. Use this if you are not able to install the suite due to installation/space restrictions.
- In the top right corner click the Install Office button, followed by the Office 365 apps option.
- The installer will now download. Follow the instructions to install it to your computer.
- Open any Office app and sign in using your student email and password.