

BRING YOUR OWN DEVICE

BYOD



Social Media:

Facebook:

www.facebook.com/NepeanCreativeAndPerformingArtsHighSchool

Instagram:

https://www.instagram.com/nepean_capa_hs/

Website: <https://nepean-h.schools.nsw.gov.au/>

Email:

nepean-h.school@det.nsw.edu.au

Address:

Locked Bag 6004 Emu Plains 2750
115-119 Great Western Highway

Phone: 4728 7200

Fax: 4735 8924

BYOD Policy

BYOD Explained

BYOD is a development throughout all levels of education and the world of business.

BYOD is based on the idea of allowing for flexibility in people's choices about technology.

BYOD acknowledges that technology and the use of digital tools are increasingly important across all areas of the curriculum.

BYOD is designed to give you, as students and families, freedom to make technology choices that suit you and all your circumstances.

How will BYOD work?

Students are asked to bring their own mobile electronic device to school every day. Students are free to bring any device that meets our *Device Specification*.

A BYOD contact will be available to answer questions and to give assistance, but the school does not manage device - it's your choice and your device. Our Technology Coordinator or Technology Support Officer will be able to assist with questions about device specifications to ensure it can be connected to the school's Wi-Fi network.

What type of device can we bring?

Various devices in price categories will meet the Device Specification. It can be a laptop or a tablet. Smaller tablet devices may be half the price of larger sized ultrabooks. You should carefully consider all your options for purchase or lease/rent-to-buy.

Consider also that a good quality device should last for at least four years. Please check the *BYOD recommended device checklist* to ensure the device you purchase will meet the requirements of our network.

Concerns about costs

The purchase of a device is a major decision and a significant expense. A quality device should last from Year 7 to Year 12 so viewed over six years the expense is significantly less.

Since 2009 the school has incorporated laptops and tablets into most areas of teaching and learning. This investment in digital technology is assisting in ensuring optimum learning outcomes for all students.

We are committed to delivery of the same learning outcomes for all our students whatever their family's financial circumstances.



About device security

The school does not own the device. Experience from the DER scheme indicates that students who took good care of their device and considered themselves the device's owner rarely had device security issues.

You are advised to consider insuring the device against loss or damage, particularly if it is of significant value since the school and the Department of Education and Communities does not accept liability for loss or damage to student devices (from: Legal Issues Bulletin 8)

You might also consider using a device locator service. These services include the "Find my iPad" service built in to Apple iOS devices, "Prey" for Windows or "LoJack for Laptops".

Internet access on the device will be filtered through the Palo Alto Filter, while students are at school and they will be prohibited from connecting to other networks while at school.

BYOD Equity Policy

The Nepean Creative and Performing Arts High School's BYOD Program can only function effectively if all students have access to a device that meets the Device Specification.

All BYOD programs involve a cost to users.

To ensure access and equity for all students in years that are part of the BYOD program the school has established procedures for families to apply for assistance in obtaining access to a device that meets the Device Specification.

If you believe you are unable to provide a device that meets the specification you may make an application in writing to the Principal, or make an appointment to speak with the Principal, so that your particular case can be outlined.

While the school won't purchase devices for students in the BYOD program there are several options available to provide assistance to students.

These include:

- Loan of a laptop or other device for a particular day (pending availability).
- Recurrent daily loan of a laptop or other device (pending availability).

You will be asked to make an agreement with the school that confirms the alternative arrangements made for your child's access to a device.

Mobile and Electronic Device Agreement

Students and parents must read the 'Bring Your Own Device' Program: User Charter in order to bring a mobile or electronic device to school.

- Students are to use these devices responsibly at all times at school and follow the school Code of Conduct and meet the school's expectations of care, opportunity and success.
- Devices are to be on silent at all times during lessons unless teachers direct otherwise. They may be asked to 'dip or flip', dipping the laptop screen or flipping a tablet screen side down.
- Use of devices during class time is solely at teacher discretion. Students must follow teachers' instructions and not interrupt their own or others' learning.
- Teachers may choose to insist all students place their devices face down, or closed, on their desks.
- Misuse of a device may result in confiscation. The device will be available for collection at the end of the day.
- No student is to record conversations or capture photographs, video or audio of others, including lessons, without the knowledge and permission of the teacher or those involved. Failing to adhere to this rule may result in suspension and the matter may be referred to police
- Devices must not be used to bully, intimidate, harass others through SMS or text messaging or through photographic, video or other data transfer system available on the device. Failing to adhere to this rule may result in suspension and the matter may be referred to police.
- Devices must not be used to download or otherwise access inappropriate material on the internet such as child abuse or pornographic or other offensive material
- Devices must not be used to film fights or other criminal behaviour involving students that occur at school, during school activities or while on the way to or from school
- Devices must not be used in a way that threatens or is likely to threaten the safety or wellbeing of any person or for any use that is in breach of any law.
- Students who bring devices to school must take responsibility for them. Staff take no responsibility for such devices and it is not possible for them to carry out lengthy investigations if a device goes missing.

Students who persistently misuse a device may have their privilege of bringing it to school removed.

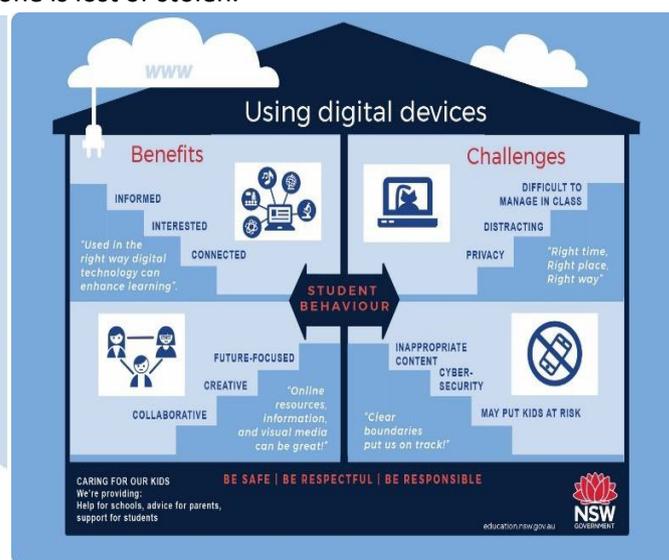
Inappropriate use of devices

Inappropriate use of a device includes:

- using it in a way that disrupts or is likely to disrupt the learning environment or interfere with the operation of the school or institute
- bullying, intimidating or otherwise harassing others through SMS or text messaging or through photographic, video or other data transfer system available on the phone
- recording of conversations, including lessons, without the knowledge and permission of the teacher or those involved in the conversation [refer also to the separate section on Recording and Other Listening Devices
- downloading or otherwise accessing inappropriate material on the internet such as child abuse or pornographic or other offensive material
- filming of fights or other criminal behaviour involving students that occur at school or the institute, during school or institute activities or while on the way to or from school or the institute
- using it in a way that threatens or is likely to threaten the safety or wellbeing of any person
- use that is in breach of any law. (from: Legal Issues Bulletin 35)

Digital Devices Policy

- Mobile phone may be brought to school but must be switched off during lessons. Students are permitted to use their phone respectfully and responsibly during recess and lunch. We take a strong stand on the misuse of digital devices at NCAPAHS as we highly value the learning experiences in our classrooms. **Our GOLDEN RULE is:** Off and out of sight always unless students have permission from a teacher to use their phones for a legitimate educational purpose. This policy includes students using ear phones, playing on websites and games that have not been approved for the lesson.
- Parents are requested to not phone or SMS students during the school day. In an emergency, parents can phone the school to contact their child. If students need to contact their parents, they must present to the administration office with a note from their teacher and staff will contact parents.
- The use of the camera function of mobile phones is prohibited at school, except as part of an educational program in the school. Mobile phones are personal property and any student bringing one to school does so at their own risk. The school is not responsible if the phone is lost or stolen.



Frequently Asked Questions

Does my Child have to bring an electronic device to school?

No. Students are encouraged to bring approved electronic devices to school to enhance their learning experiences. ICT connects students to other students and teachers to provide a collaborative learning environment and is intended to assist with the learning outcomes.

Will my child be disadvantaged in class if he or she does not have a device?

No. This school has a BYOD equity policy that ensures all students can have access to a device. This may include short term loan from the library, or even a long term loan in some circumstances. Electronic devices are used as tools to enhance learning, not as tools to replace learning. Good learning outcomes can be achieved with a range of learning tools.

My child brings a phone to school that has the same functionality as larger devices. Can my child's phone be used as a BYOD device?

No. Even large phone screens are too small to be effective as BYOD devices. While teachers may give student permission occasionally to use phones in class (e.g. to listen to a music track in Music), phones are not considered BYOD devices.

Who is responsible for maintaining and repairing my child's device?

The owner of the device is responsible for maintaining and repairing the device. All devices need some form of maintenance, ranging from updates to charging cycles to maximise battery life. The school does not provide repair or maintenance to BYOD devices

What happens if someone breaks someone else's device?

Students are responsible for their own devices. Nepean CAPA High School is not responsible for any loss, theft or damage to the device or data stored on the device. Parents need to encourage and remind students to look after their devices. Lockers are available through the front office. Malicious damage of property will be dealt with via the normal discipline processes of the school.

What do I need to load onto the device?

Students are provided FREE access to the full Microsoft 365 suite of software and mobile apps. That is Microsoft Teams, Word, Excel, PowerPoint, Sway and more. All NSW DEC schools are also eligible to download Adobe Creative Cloud through their student portal also. All students are encouraged to download and use Vivi to share work with teachers in the classroom or screenshot work teachers display for annotation.

How will students store and share their digital work?

Students will have access to cloud-based storage services such as OneDrive for saving and sharing documents. These services are available from devices with an Internet connection.

How will we ensure students remain "cybersafe" in and out of the classroom?

Digital citizenship instruction integrated with classroom learning is an essential component of any Bring Your Own Devices program. Though the nature of the program will be tailored to meet the extra demands of personal laptops and additional mobile devices throughout the school. Regular dialogue and resources will be shared regarding cyber safety.

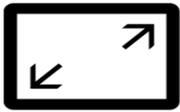
As a parent, how can I best support my child at home with the laptops?

We strongly encourage you to work as a family to set ground rules for the care, maintenance, and usage of the laptops. Families should set work routines that allow for completion of homework tasks separately from play or socializing on the computer. Given the safety and family concerns of some internet content, we strongly suggest students use laptops in such a way to provide family members a direct line of sight to laptop screens and have on-going family discussions about appropriate Internet use. Also, parents should have access to passwords for their children's accounts online. We also strongly encourage families to set ground rules about the use of chat programs or other social networking programs while students are working on their laptops at home. In fact, we generally encourage disabling or turning off chat programs while students are completing work for school.

Your device needs to handle

You need to ask for

Device is suitable for

<p>A range of different school subjects</p> 	<p>At least an 11 inch screen and a keyboard. A touch screen is not essential. The keyboard may be fixed or detachable.</p>	<p>Typing assignments, jotting down notes, figuring out math equations, listening to music or watching videos, looking up information on the internet, making sound recordings</p>
<p>A range of apps and programs, including Microsoft Office</p> 	<p>A device that can run Microsoft Office or Adobe Photoshop. Students who work on video, sound and image editing may need to run specialist programs such as Photoshop or Premiere Pro from the Adobe Creative Cloud.</p>	<p>Creativity, innovation and composition. Students need to be able to create, construct knowledge and be collaborative on their devices. This means they should be able to install apps and or full software applications. Many of these programs are offered free to students, so check before purchasing</p>
<p>A whole school day</p> 	<p>A device that can last at least hours without connecting to a power outlet. We recommend a 10 hour battery life</p>	<p>A range of activities, which may include power- draining activities such as continuous Wi-Fi connectivity, hours of on-screen time or processing large files. Look for devices with a 7th generation Intel m3, m5, or i3 or i5 processor.</p>
<p>File swapping</p> 	<p>USB ports to connect digital peripherals, such as a microscope, a printer, a graphics tablet, a musical keyboard, thermometer, light meter, etc</p>	<p>Connecting to backup devices such as USB flash drives or other portable storage. USB ports allow students to connect to older printers or add functionality through hubs and adapters.</p>
<p>Wireless connectivity</p> 	<p>A device with both 2.4Ghz and 5Ghz dual band wireless adaptors. Look for a device with Wireless N or Wireless AC dual band adaptors</p>	<p>Connecting to the school's advanced wireless network that includes both 2.4Ghz and 5Ghz bands. Dual band connectivity will ensure the best possible connection in different parts of the school. Wireless N or AC adaptors will ensure the device remains up to date for longer</p>
<p>Multitasking</p> 	<p>A device with a minimum 4GB of RAM. A device with 4 gigabytes of RAM or better can multi-task more effectively. If students are using Adobe Premiere Pro or Photoshop it is recommended to have a minimum 8GB RAM.</p>	<p>Switching between different apps and processing large files, including video and image files. RAM has a big impact on any device performance and cost.</p>
<p>Lots of files</p> 	<p>A device with at least 64 gigabytes of solid state storage, preferably 128 gigabytes, or a 500 gigabyte mechanical hard drive.</p>	<p>Storing large files. Video files, photos, and even typed assignments can take up lots of storage on a device. Operating systems also take up a lot of storage, so the more storage you can afford, the better. The only exception is solid state drives (SSD) when it's worth compromising capacity for speed and stamina</p>

Finding the right balance between all these features will depend on how your child will use the device at school and at home. An expensive, high end device may have all the above features, and more, but your child may not need them all.



JB HI-FI BYOD Education portal for Nepean Performing Arts High School

Website www.jbeducation.com.au/byod

School code NCPAHSBYOD

JB Hi-Fi in partnership with Nepean Performing Arts High School are pleased to offer the Parents the opportunity to purchase a device for students' use in studies.

On this portal you will find products selected in consultation with Nepean CAPAHS and include Apple, HP, Lenovo and Microsoft laptops all accessories and warranties all at a fantastic price. Importantly, these devices differ from consumer models and may not be available at retail outlets. They are generally more durable, compatible with school networks and designed specifically for student use.

All orders will be delivered to your nominated JB Hi-Fi store. You will receive both an email and an SMS notifying you once your order is available for collection. You can check your order status on our portal anytime, alternatively contact the below number during trading times.



For any queries please call JBHIFI on 1300 730 548 – 10am-6pm 7 days a week

**FOR ALL OF
YOUR BYOD
EDUCATION
NEEDS**

[FIND OUT MORE](#)



JB SOLUTIONS
FOR EDUCATION

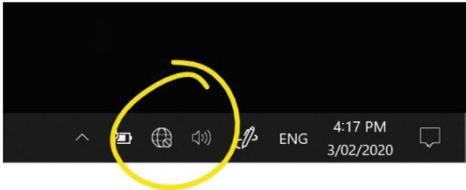
WINDOWS 10

Wireless and Internet instructions for BYOD computers

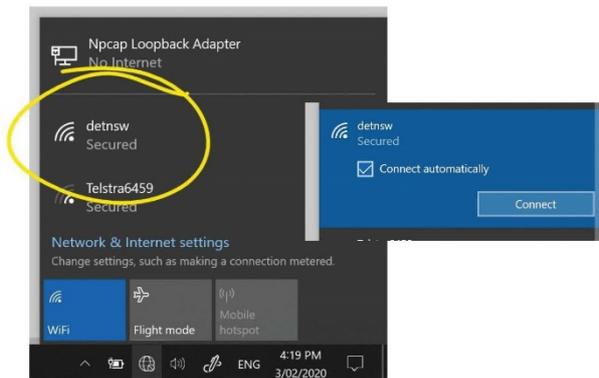
When logging in, your username will look like: **first.last1@detnsw**

Part A: Connect to Wireless—Do this once

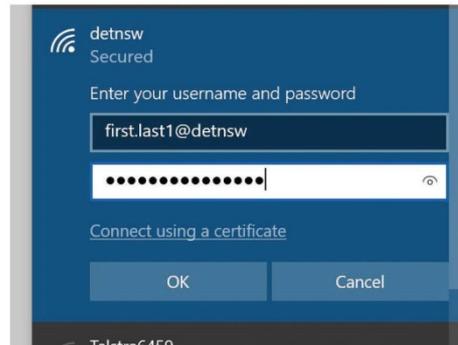
Step 1: Click on the **wireless icon** in the bottom right hand corner of the screen



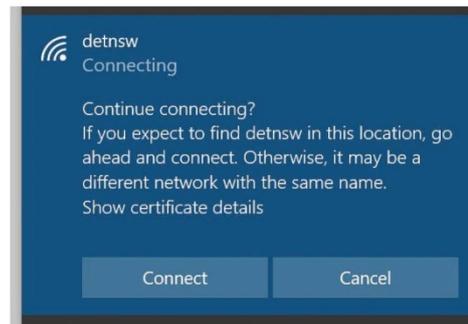
Step 2: Click on **detnsw**, then click **Connect**



Step 3: Enter your **username** and **password**



Step 4: If prompted, click **Connect**



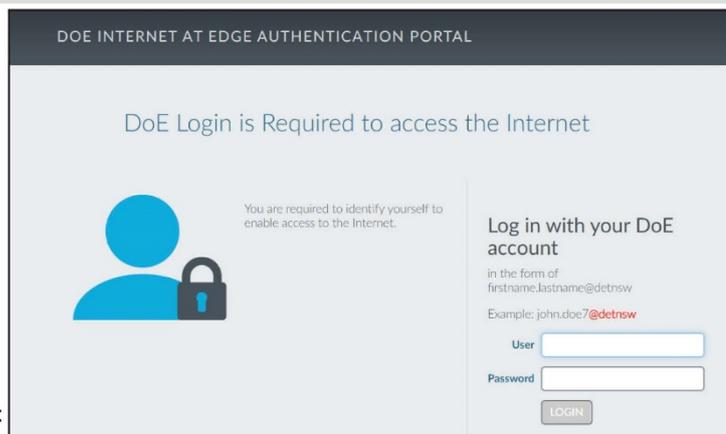
Part B: Connect to the internet—Do this every day

Step 1: Open a web browser

Step 2: Open the site
http://detnsw.net

Step 3: Log in with the same **username** and **password** as for WiFi

You will now be able to use the Internet for 8 hours.



IPAD

Wireless and Internet instructions for BYOD computers

When logging in, your username will look like: **first.last1@detnsw**

Part A: Connect to Wireless—Do this once

- 1) Open the **Settings app**, and select **Wi-Fi** from the list
- 2) Tap on the arrow to the right of the **detnsw** option
- 3) Down the bottom of the screen, for **HTTP proxy**, select the **Auto option**, leave the field blank, and tap **back arrow** at top-left. Then tap on **detnsw**.
- 4) Enter your **username** and **password** then tap **Join**, for example:

Username: first.last@detnsw

Password: *****

- 5) It will ask you to accept a Certificate, tap **"Accept"** to connect to the Wi-Fi at school.

Part B: Connect to the internet—Do this every day

Step 1: Open a web browser

Step 2: Open the site
http://detnsw.net

Step 3: Log in with the same username and password as for WiFi

You will now be able to use the internet for 8 hours.

DOE INTERNET AT EDGE AUTHENTICATION PORTAL

DoE Login is Required to access the Internet

You are required to identify yourself to enable access to the Internet.

Log in with your DoE account
in the form of
firstname.lastname@detnsw
Example: john.doe7@detnsw

User

Password

LOGIN

MAC / OSX

Wireless and Internet instructions for BYOD computers

When logging in, your username will look like: **first.last1@detnsw**

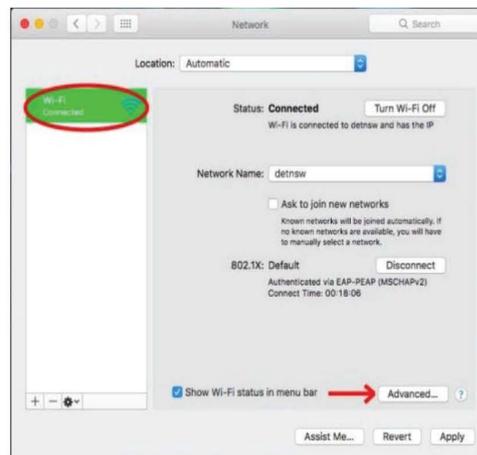
Part A: Connect to Wireless—Do this once

Step 1: Click on the **wireless icon** at top-right and choose **detnsw**

Step 2: Enter your **username** and **password**

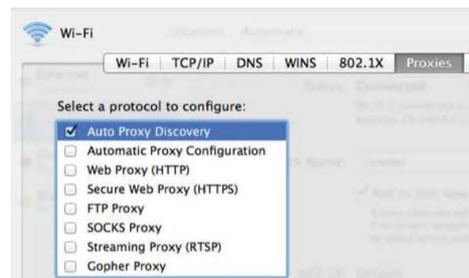


Step 3: Go to **Open Network Preferences** then press **Advanced**



Step 4: Click the **"Proxies"** tab

Step 5: Tick **"Auto Proxy Discovery"** then **OK**, then **Apply**



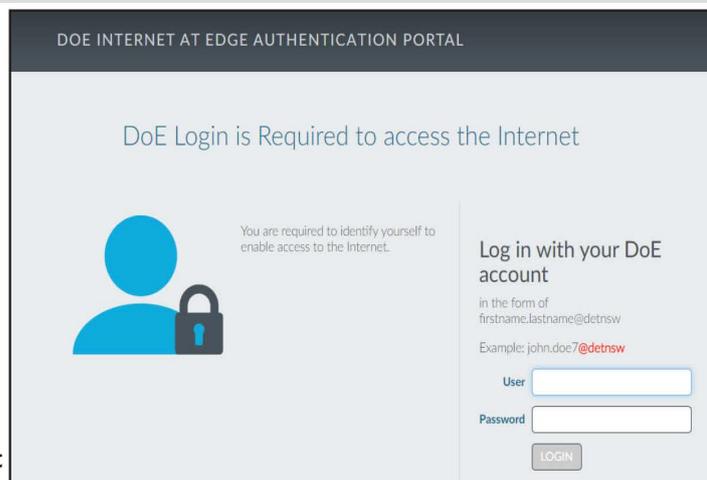
Part B: Connect to the internet—Do this every day

Step 1: Open a web browser

Step 2: Open the site **<http://detnsw.net>**

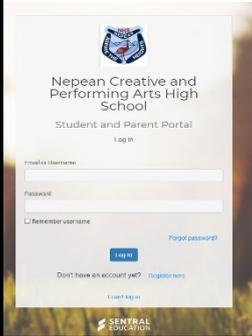
Step 3: Log in with the same **username and password as for WiFi**

You will now be able to use the Internet for 8 hours.



Communication platforms used at Nepean CAPA HS

Facebook: Nepean CAPA High school utilises Facebook as a platform for promoting events and student work. This platform is best to comment on the achievements of students and the work at Nepean CAPA high school. Facebook is free to join and members of our community are encouraged to follow our page



Sentral: Sentral is used at Nepean CAPA High school for student timetables, attendance, daily notices and our whole school calendar. Sentral requires a login. Students can use their school login for accessing Sentral, parents and carers will require a unique code to add their child to their Sentral account. If you require a code, please email our school at nepean-h.school@det.nsw.edu.au

Sentral is also used to send out text messages to parents and carers when a student is absent. You can reply to this text message with an absence reason.

SkoolBag: Skoolbag is an app for smart phones which is easily downloadable from both the apple store and android play store. Skoolbag is used to send out important correspondence and our school newsletter. Skoolbag can have push notifications turned on so you can be notified of all of our events.



School Bytes: School bytes is used by our school administration team to email financial reports, summaries and other important information. School Bytes sends from our school email address, so replying to an email will send through to our school email account.

Email: Nepean Creative and Performing Arts high school has a dedicated admin team who manages our email account and will send your query to the correct staff member. This is the preferred method of correspondence for any queries you may have. Our school email address is: Nepean-h.school@det.nsw.edu.au



Nepean Creative and Performing Arts High School

Aspire the Heights through Care, Opportunity and Success
T: 02 4728 7200 | nepean-h.school@det.nsw.edu.au



Website: Our website is the central point of our schools digital presence. All the information required for life at Nepean Creative and Performing Arts high school is found here.

<https://nepean-h.schools.nsw.gov.au>

Connecting to VIVI in the classroom



HOW TO CONNECT



DOWNLOAD THE APP

Open your device and connect to your school's WiFi network. Download the Vivi App on your device at get.vivi.io



CONNECT TO YOUR SCHOOL

Open your Vivi App, type in your school's name and make your selection from the list that appears.



LOG IN

Click 'Log In' and enter your existing school login details.



CONNECT TO THE ROOM

Now, search and select the classroom that you want to connect to.



SHARE YOUR SCREEN

You are now ready to share your screen, simply press 'Present my Screen'.



PRINCIPAL SUPPORTER OF
Schools Plus

Please contact us to
arrange a demo or
for more information.

www.vivi.io
info@vivi.io
AUS: 1300 920 555
USA: 1 800 265 1560

Charging your device @ Nepean CAPA HS

CHARGE YOUR DEVICE
SAFE AND SECURELY

FUYL TOWERS @ NEPEAN

Just like a digital locker you might find at the airport or the easter show, you will do the following:

1. Select locker number you wish to use (*locker light will be green in colour if it is available for use)
2. Select minimum 4 digit pin
3. Re-enter pin
4. Locker will then open for your use. Ensure you have closed the door fully and a pale light will then come on to let you know the locker is in use.
5. When you are ready to pick up your device, select your locker number again
6. Type in your pin
7. Door will open for you to take your device
8. Once door is closed again the light will turn green for the next user



**TOWERS ARE
LOCATED IN:
D BLOCK (OUTSIDE
HT ADMIN OFFICE),
G BLOCK 1ST FLOOR
(OUTSIDE MUSIC
ROOMS),
AND THE LIBRARY.**

Logging into Clickview

▶ ClickView Parent Info Guide



How can ClickView support your child's learning?

ClickView provides teachers and students access to thousands of interactive videos and related resources to support learning and teaching. All ClickView produced content is developed with subject experts, ensuring it's age appropriate and aligned to the Australian Curriculum.



High-quality resources for learning

ClickView provides a library of video content explicitly aligned to the curriculum. Students and teachers can confidently access high-quality video resources that have been purpose-made in Melbourne, or educationally curated from a selection of pay-TV or free-to-air programs.



Engaging and interactive

Teachers can find, edit and share relevant educational videos with students, including interactive learning tasks, through which teachers can monitor each student's understanding. Students can upload and share their work with teachers and other students to demonstrate their learning.



Access videos anytime, anywhere

Teaching staff can share clips with students to view at home so they can use class time for quality discussions, higher-order thinking and problem-solving.



Safe and age-appropriate

ClickView resources feature Australian content classifications to help ensure students are accessing age-appropriate materials.

Get started with ClickView at home

1. Go to online.clickview.com.au on any browser or download the ClickView app.



2. Sign in using your child's school login details.

3. Browse over thousands of educational videos.

