



Quality individualised education

Sydney Distance Education High School

2019

Single Course Provision Information Handbook

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- *Refer to our website for the most recent version of our documentation*
- *Please download applications from our website as needed*
- *Schools should retain this Information Handbook as a reference*

What are the benefits?

Studying by distance education enables students to:

- select courses of interest or necessity which are unavailable in the home or host school
- fit their study into existing school timetables and work at their own pace in their own time
- have direct contact with teachers by email, phone and post
- be visited by teachers in their school where appropriate eg supervisor of major HSC works
- attend study days, seminars and excursions to provide contact with other students
- borrow excellent resources from an extensive library which includes books, videos, CD ROMs, music CDs, audio books and pamphlets.

If you have any questions contact the school (9383 0200) and ask to speak to the person responsible for single applications at our school.

You can also email: sydneyh-d.school@det.nsw.edu.au

Please refer to our website for the latest version of this document.

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Distance Education Enrolment Procedures

The Department of Education *Distance Education Enrolment Procedures* document is on our school website under Enrolment Information.

Years 9–12 Curriculum Access at Sydney Distance Education High School

Single course provision is available as a service to schools that cannot provide the necessary breadth and flexibility of curriculum and where a local solution such as a connected classroom with another local school is not available.

The home school is requesting the distance education school to augment their curriculum pattern to allow their student to meet the minimum requirements to attain Higher School Certification. **In providing single course access, the relationship is strictly between the home school and the distance education school providing the curriculum requested. All aspects of the enrolment must be assessed and managed by the home school, not the parent/carer.**

The home school works in partnership with the distance education school. The home school remains responsible for the student's attendance, communication with parents/carers, welfare and the resources necessary to maintain a quality learning environment.

The principal of the distance education school approves the provision of single courses.

Schools may request single course provision in the specific circumstances outlined in this section.

Single course applications are limited by a quota based on the size and capacity of the school to deliver a broad curriculum from its own resources.

Who can apply

Any student who cannot study the course they want in their government or non-government school can apply for single course provision. Approval is subject to the conditions described in the Distance Education Guidelines issued by NSW Department of Education. These Guidelines are on our website.

Common requirements for single course provision

Single course provision will be considered only when the home school principal certifies that:

- the student meets all eligibility conditions of the selected course
- the student is capable of working independently
- a member of the teaching staff at the home school has been nominated to supervise the study arrangements of single-course students, including assignments, formal examinations and assessment tasks
- where possible the supervisor should be a teacher.
- students will be allocated the prescribed time to study single courses, including daily study/work periods and times when distance education teachers can contact students
- procedures will be in place to ensure that students will regularly return work and complete all tasks including assignments, formal examinations and assessments
- students are informed that they are required to return work each week or to meet alternative minimum standards set by the distance education school or centre
- students will be provided with resources where required, such as printing, textbooks, reference materials, access to a telephone, computer, Internet access, video conferencing and audio equipment, that meet the Department's current specifications
- students will send and receive emails from the Department's student portal
- students have access to and use of supervised specialist rooms as required
- procedures will be in place to ensure that parental/carer permission is obtained for students to attend activities arranged by the distance education school and that the home school will carry out risk assessments related to these activities.
- a suitable and safe work placement for any vocational education and training course is possible
- access to a suitable venue and supervision for NSW Education Standards Authority (NESA) examinations is available.

Annual quota applying to new applications

Schools have maximum flexibility within the parameters of the annual quota. For example, students can be included in more than one course, or schools can fill their annual quota in a single course.

Schools other than schools for specific purposes (SSPs) or educational training units seeking single course provision for students, can forward a maximum number of new applications per annum according to the following schedule:

Total Secondary School Enrolment	New applications per annum
300 or fewer	15
301 to 500	9
more than 500	6

Specialist settings (DoE only)

Specialist settings attached to other schools, such as tutorial centres and support classes, should make their requests for curriculum support to their host school. If the host school cannot provide the necessary levels of support, the principal can apply for single course provision on behalf of the specialist setting within the existing quota.

Years 9-12 Single Course Provision Procedures

Applications where the quota applies

Schools requiring access to an elective course in Years 9 and 10

When a school requests access to an elective course for a student in Year 9 or 10, it replaces a school delivered elective course. Courses studied by a student should not exceed the equivalent of seven 200 hour courses.

Schools accessing courses to meet NESA minimum requirements for the HSC

The maximum number of units studied by a student including the distance education course, must not exceed **13 units in Year 11** and **11 units for Year 12**.

Students completing study of a course at the end of Stage 5 (Year 10) are not considered to be continuing their study of the same course for Year 11. Therefore these students count as part of each school's annual quota for new applications.

Schools accessing courses to meet the needs of students with special circumstances

When the principal can establish that a student's special circumstances require access to distance education, the principal can apply for single course provision with accompanying documentary evidence to substantiate their application.

Applications where an accelerated course of study applies

The Home School Principal's Statement of Support for Accelerated Students on the *Single Course Application Form*, requires the Principal to endorse that the student has the appropriate level of maturity and emotional readiness to participate successfully in the accelerated course.

Before submitting an application for the acceleration of a student, schools must consult the following policies and ensure the students meets the guidelines below.

- *Policy and implementation strategies for the education of gifted and talented students* (revised 2004), available online at <https://www.det.nsw.edu.au/policies/>
- *Policy and implementation strategies for the education of gifted and talented students* (revised 2004): Guidelines for the use of strategies to support gifted and talented students (2004), available online at <http://www.curriculumsupport.education.nsw.gov.au/index.htm>
- *Guidelines for accelerated progression* (revised 2000), NSW Education Standards Authority (NESA), available online at <http://www.boardofstudies.nsw.edu.au/manuals/index.html>

Applications not subject to quota

School principals who seek distance education single course provision for students in the following circumstances must provide a statement justifying the application.

Applications not subject to quota may not include a course offered at that year level by the home school.

Students whose study has been interrupted by transfer to another school

Students who are committed to the study of a course in Stage 5 or Stage 6 whose study has been interrupted by transfer to another school, may have an application made on their behalf by the principal of the new school. Applications for single course provision for these students should be made as soon as possible after the student arrives at the new school. This may include students who are temporarily attending a NSW secondary school while on a recognised exchange program.

Schools requiring access for students with confirmed disabilities

Students unable to undertake a course of study at their school because their disability restricts their access to specialist teaching areas or facilities can have the principal of their school make an application for single course provision on their behalf.

Full-fee-paying overseas students currently enrolled in NSW government or non-government schools

NSW government or non-government schools that have enrolled full-fee-paying overseas students can apply for single course provision to meet the needs of these students.

The application should explain why the home school cannot provide for the student.

Students in exceptional circumstances

This category is designed to meet unforeseen and extraordinary circumstances not identified elsewhere in this document.

Schools should provide their request for consideration to their Director Public Schools NSW. Non-government schools should provide their request for consideration to the Director Secondary Education.

The relevant Director will consider if:

- policies or procedures have been followed
- the educational and/or welfare needs of the student can be met by the home school
- there are other ways the home school can provide the subject requested (eg through a connected classroom arrangement)
- the distance education school is the most appropriate option.

Application closing dates

Applications for both government and non-government schools should be received at the distance education school by **Friday 16 November 2018** for the following year and must be finalised by **Wednesday 13 February 2019**.

Applications for students beginning a Year 12 course should be made by the end of **Term 3, Friday 28 September 2018**.

Applications will be considered finalised if they are received by **Friday 16 February 2019**, fully complete, with payment already made or included with the application. Applications that are still incomplete by **COB Friday 16 February 2019** will be deemed late and must be sent to a Director Public Schools NSW for government schools or, for non-government schools, the Director Secondary Education as on exceptional circumstance, as indicated above.

Where to apply

Applications are made by the Principal of the home school. The Principal will determine if the student meets the guidelines for single course provision at Sydney Distance Education High School before sending the application.

All distance education schools and centres have designated intake areas. Details of these areas are available at <http://www.schools.nsw.edu.au/rde/>. Non-government schools seeking single course enrolment are advised to contact the closest secondary distance education school or centre.

Applications for single course provision must be made to the designated distance education school or centre. If principals seek single course provision for a student at a school other than the designated school, the application will be considered in accordance with *Enrolment of students in NSW government schools: A summary and consolidation of policy*, under the criteria for non-local enrolment. The full range of distance education services may not be available if this is effected. Particularly, opportunities related to face-to-face programs may be restricted due to the impact of greater distance.

Course Fees for 2019

Course fees for government school students

Students continuing study from 2018	no extra fee, if fully paid on enrolment		NO GST
New students for Year 9 or 11, 2019		\$210 (2 years)	
New students for Year 10 or 12, 2019		\$105 (1 year)	

If a **LMBR school** – the enrolment application must be accompanied by a copy of your school’s interschool journal advising payment to Sydney Distance Education High School. **Please be aware that applications cannot be finalised and the student will not be enrolled until an interschool journal from the home school has been received.**

If a government school applying for single course provision decides to pass onto a parent/carer the course cost rather than meet it from the school budget, the cost is to be treated as a voluntary contribution in line with the Department’s **Voluntary School Contribution**.

Additional course costs may be required during the year for some courses, particularly for courses that have practical work as a course component. Please refer to *Courses Available* for details.

Where a student **discontinues a course**, the course fees for government school students are **non-refundable**.

Interschool journal details:	School code	8587 (Sydney Distance Education High School)
	GL Account	420010
	Funds	6300
	Cost Centre	68587101
	Tax Code:	S5
	Description	Single Course Fee – new student 2019
	Notes (please enter)	[Your School Name] [Student’s surname], {Student’s first name} – [Year] [Course name]

Course fees for non-government school students

Provision, or continuing provision – Year 11 or 12, 2019	\$800	(1 year)	NO GST
Provision, or continuing provision in each 1 Unit Extension course	\$400	(1 year)	
Provision, or continuing provision – Year 9 or 10, 2019	\$340	(1 year)	

Non-government schools will be issued with a tax invoice from the NSW Department of Education on behalf of Sydney Distance Education High School. This will advise the school how the fees can be paid.

Non-government school fees for access to single course distance education will be set annually. These are not voluntary contributions and reflect the staffing reduction incurred by a government school when a student accesses a course through distance education. The Department does not determine whether non-government schools meet the course costs or pass them onto the parents/carers.

Additional course costs may be required during the year for some courses, particularly for courses that have practical work as a course component. Please refer to *Courses Available* for details.

Discontinuing a course at a non-government school

Where a student in a non-government school discontinues a course **within one term**, the course fee is 75% refundable.

Where a student in a non-government school discontinues a course **within two terms**, the course fee is 50% refundable.

Where a student in a non-government school discontinues a course after more than two terms, the course fee is **non-refundable**.

The pro rata adjustments of the course fee for non-government school students only are listed below.

Years 11–12	<i>Refund</i>	Years 9–10	<i>Refund</i>
4 terms	Nil	4 terms	Nil
3 terms	Nil	3 terms	Nil
2 terms	\$400	2 terms	\$170
1 term	\$600	1 term	\$255
< 1 term	\$600	< 1 term	\$255

Textbook and resource responsibility

Home or host schools are responsible for the supply of materials such as textbooks and equipment to their students. If a student selects a course requiring special kits or equipment that the home or host school cannot provide and which are essential for the course, an extra course fee may apply. The extra course fee will need to be paid with the application. Materials for such courses are sent when the fee is paid.

Important Information

Regular supervision

Regular adult supervision is essential to support effective student learning through distance education. The Principal of Sydney Distance Education High School will need to be assured that the student will be adequately supervised at all times by a responsible adult. The home or host school Principal will ensure there are adequate facilities and supervision during periods timetabled for distance education. If there are occasions when the supervision or facilities are inadequate while the student is working on their distance education, the Principal will arrange suitable alternatives. Where possible the supervisor should be a teacher.

Continued provision

Continued provision of distance education is conditional on the student's weekly return of school work. The success of a student's program relies on good supervision, open communication, planning for agreed outcomes and appropriate intervention when necessary.

Where it becomes evident that distance education is not meeting the student's learning or welfare needs, continued provision will be reviewed. The student will then be referred to the Principal of the home or host school for further educational support or alternative curriculum options.

Privacy of information

The personal information provided on the Application Form is obtained for the purpose of processing the student's application for course provision. It will be used by the Department of Education for general student administration and communication and other matters relating to the education and welfare of the student. While the provision of this information is voluntary, if you do not provide all or any of this information the processing of this application may be delayed or prevented. This information will be stored securely. You may access or correct any personal information provided by contacting the school.

Residency and temporary visa status

Students eligible to enrol at Sydney Distance Education High School must be Australian citizens resident in NSW, or must hold permanent visas and live in NSW.

Students holding temporary visas will need to telephone a Single Course Provision Coordinator at Sydney Distance Education High School to discuss the application (Phone: 9383 0200).

NSW Education Standards Authority (NESA) entries

Students are entered by the home or host school for Year 10, Year 11 and Year 12. For NESA entries our school code is 6600.

Courses Available for 2019

Year 9 and Year 10 (Stage 5) Courses

- Agricultural Technology
- Commerce
- English
- Food Technology
- Geography
- History
- History (Elective)
- Information and Software Technology #
- Industrial Technology
 - Automotive
 - Building and Construction
 - Electronics *Optional \$30 kit cost*
- Mathematics
- Music *\$20*
- Personal Development/Health/PE
- Physical Activity and Sport Studies (PASS)
- Photographic and Digital Media #
- Science
- Textiles Technology *\$10*
- Visual Design
- Visual Arts *Optional \$80 kit cost*

Languages in Stage 5

*Application for single course provision in a language course only should be made to
NSW School of Languages
35 West Street, Petersham NSW 2049
Phone: 9381 4800 Fax: 9381 4950*

Technological course requirements

- Information and Software Technology: Regular access to a computer, internet, Adobe Creative Cloud and Microsoft Office
- Photographic and Digital Media: Adobe Photoshop Elements

Year 11 and Year 12 (Stage 6) Courses

English

- English Advanced 2U
- English Standard 2U
- English Studies 2U
- Extension 1 1U

History

- Ancient History 2U
- Modern History 2U
- History Extension (Yr 12 only) 1U
- Society and Culture 2U

Mathematics

Year 11

- Mathematics Standard (with HSC Standard 2 in 2020) 2U
- Mathematics Standard (with HSC Standard 1 in 2020) 2U
- Mathematics Advanced 2U
- Mathematics Extension 1 (Only provided when Mathematics Advanced is also studied at SDEHS) 1U

Year 12

- Mathematics Standard 1 (ATAR) if complete HSC examination (Category B course) 2U
- Mathematics Standard 2 2U
- Mathematics (in 2019 only) 2U
- Mathematics Extension 1 (Only provided when Mathematics is also studied at SDEHS) in 2019 only 1U
- Mathematics Extension 2 (Yr 12 only) in 2019 only 1U

PDHPE

- Community and Family Studies 2U
- Exploring Early Childhood* (non ATAR) (1 year only – Yr 11 or Yr 12) 1U
- PDHPE 2U
First Aid Certificate approx. \$90
- Sport Lifestyle and Recreation* (non ATAR) 2U
First Aid Certificate (2U only) approx. \$90
- Sport Lifestyle and Recreation* (non ATAR) 1U

Science

- Biology 2U
- Chemistry 2U
- Earth and Environmental Science 2U
- Physics (Year 11 only in 2019) 2U

Social Science

- Business Studies 2U
- Economics 2U
- Geography (Fieldwork \$25) 2U
- Legal Studies 2U
- Studies of Religion 2U
- Studies of Religion 1U
- Work Studies* (non ATAR) 2U
- Work Studies* (non ATAR) 1U

Technological and Applied Studies

- Agriculture 2U
- Design and Technology 2U
- Engineering Studies 2U
- Food Technology 2U
- Textiles and Design (Yr 11 course only \$35) 2U

Aboriginal Studies

- Aboriginal Studies 2U

Computing Studies

- Industrial Technology – Multimedia 2U
- Information Processes and Technology 2U

Creative Arts

- Music 1 \$20 2U
- Music 2 \$20 2U
- Music Extension (Yr 12 only) \$20 1U
- Photography, Video & Imaging* (non ATAR) 2U
- Visual Arts 2U
Optional: Senior Art Kit \$80

Vocational Education & Training Courses (VET)

- Business Services (BSB20115) 2U
- Hospitality – Kitchen Operations (SIT20416) \$65 2U
- Retail Services (SIR30216) 2U

Students who have already studied some of a VET course MUST supply a copy of the Units of Competencies Achieved from the NSW Education Standards Authority (NESA). The teacher whom with you started the course should be able to supply you with this information.

For more information refer to "A Guide for Vocational Education and Training (VET) Courses at Sydney Distance Education High School" which is published in this handbook.

Languages

Application for provision of a language course only should be made to:

NSW School of Languages
35 West Street, Petersham NSW 2049
Phone: 9381 4800 Fax: 9381 4950

* Courses marked with an asterisk – these courses DO NOT contribute units towards an Australian Tertiary Admission Rank (ATAR) for university entrance

Technological course requirements: Regular access to a computer, internet, Adobe Creative Cloud and Microsoft Office

A Guide for Vocational Education and Training (VET) Courses at Sydney Distance Education High School

Sydney Distance Education High School offers four VET courses. Each course is an *Industry Curriculum Framework* course approved by the NSW Education Standards Authority (NESA) and accredited by the Vocational Education and Training Accreditation Board. The courses offered are:

- Business Services (BSB20115)
- Hospitality- Kitchen Operations (SIT20416)
- Retail Services (SIR30216)

General information about VET courses

All VET courses:

- are available only to students in Year 11 and Year 12
- are taught by teachers with appropriate VET qualifications at school and at TAFE
- can give students a head start in a career
- enable students to acquire work related skills
- enable students to take further study at TAFE or university
- are designed for all students
- are offered in a variety of industry areas.

The information below is *common* to all VET courses *offered by this school*.

Recognition of Prior Learning (RPL)

Students in VET courses may have achieved competencies in other learning environments. RPL is a process that assesses the individual's prior learning to determine the extent of this knowledge. Your teacher will discuss the process for applying for RPL.

Support services for students with individual needs

Sydney Distance Education High School promotes the interests of all students. We provide flexible, challenging and creative learning opportunities for quality individualised education.

Within the context of Department policies, our school provides support for all students wishing to study vocational courses.

Complaints and appeals

Complaints arise when a student is not satisfied with an aspect of the school's services and requests action to be taken to resolve the matter. Appeals arise when a student is not satisfied with a decision that the teacher or school has made. Appeals can relate to assessment decisions but they can also relate to other decisions, such as a decision to exclude a learner from a program. Students are encouraged to resolve complaints and appeals by contacting the Head Teacher VET who will, where appropriate implement the Department's complaint procedures.

Training and assessment

Training in VET courses is conducted in both the workplace and the classroom using a variety of oral, written and technology based delivery.

Assessment for the Higher School Certificate VET courses within Industry Curriculum Frameworks has two distinct purposes:

- assessment for Australian Quality Framework (AQF) VET qualifications – competency based assessment
- assessment for the Higher School Certificate that may include the optional HSC exam for Australian Tertiary Admission Rank (ATAR) purposes.

Refund policy

Some VET Courses have a course fee. Where a student leaves the school before the end of a year, there is a refund for fees on a pro rata basis.

VET course information for this school

Each VET course:

- may be offered as **2 Unit** course for Year 11 or Year 12
- may be studied over **2 years** in Year 11 or Year 12
- is nationally classified as a **240 hour** courses. This school offers 240 hour options for all VET courses **except Construction**, where only the **120 hour** course is available.
- provides opportunities for students to gain credit towards **both** the Higher School Certificate (HSC) **and** an Australian Quality Framework qualification which, in NSW, are TAFE Certificate levels.
- provides credit towards **both** qualifications mentioned above if the student **successfully completes 240 hour courses** (see tables on the following pages). This credit can be transferred to TAFE or private providers at a later stage if the student wishes to continue the training
- is assessed on nationally agreed **competencies** achieved by the student. The competencies are **demonstrations of learning** by the student and are common in each industry area to all schools, TAFEs and private providers.
- provides students with an accredited Competency Record Book which supports advanced standing and transfer to further training beyond school.

Summary of the VET curriculum pattern and provision choices

Hours of study	No of units / years of study	Indicative hours	VET course information
240	2 units / 2 years	120 hours Year 11 and 120 hours Year 12	For students in a 2 Unit course in Year 11 70 hours of work placement is included

Information about 240 hour VET courses

240 hour VET courses:

- **are** of **2 Unit** value
- include **70 hours** of industry work placement (approximately 2 weeks). This work placement is usually completed by the end of Year 11
- provide Australian qualifications or Statements of Attainment towards Certificate II or III depending on the course
- **may** involve students sitting for the Higher School Certificate examination in the course if they so choose. The examination is not compulsory
- **can** provide 2 Units towards an Australian Tertiary Admission Rank (ATAR) if the student sits for the Higher School Certificate examination in that course, and it is the only Category B course.

Note:

Where a student **withdraws** from the **2 Unit** course following the successful completion of Year 11, they are eligible for accreditation of 2 Units towards Year 11 or **120 hours** of qualifications and advanced standing towards later TAFE credentials in that course.

Students who withdraw from the 2 Unit course in either Year 11 or Year 12 after completing some course competencies are still eligible for a Statement of Attainment towards Certificate II or III in that course.

Industry Curriculum Framework VET Courses

National Qualifications under the Australian Qualifications Framework (AQF)

Course name	Indicative hours	NESA value	Potential AQF outcome
Business Services BSB20115	240 hours <i>includes work placement</i>	2 Unit Category B	Certificate II Business
Hospitality – Kitchen Operations SIT20416	240 hours <i>includes work placement</i>	2 Unit Category B	Statement of Attainment towards Certificate II
Retail Services SIR30216	240 hours <i>includes work placement</i>	2 Unit Category B	Certificate II in Retail Services

For your information

- Public Schools in NSW Ultimo is a Registered Training Organisation (RTO 90072)
- Each course involves mandatory work placements. Work placement issues will be discussed with the student and supervisor before the course begins.
- Students are assessed to national competency standards by the distance education teacher or by an approved workplace assessor.
- A Higher School Certificate examination in each 240 hour course is optional. Students will be entered for the Higher School Certificate examination, but they may withdraw if they wish. The courses are competency based and do not include Higher School Certificate type assessment. There are no Higher School Certificate examinations for the 120 hour courses.
- The 240 hour courses are classified by the NSW Education Standards Authority (NESA) as Category B courses. Only 2 units of Category B courses can be counted towards an Australian Tertiary Admission Rank (ATAR). An ATAR requires the student's ten best units.
- All VET students (except Construction) will be enrolled to sit the HSC examination in Year 12 unless they formally withdraw, in writing, from the examination.
- Students must sit for the Higher School Certificate examinations in their VET course in order for the units to be counted towards an ATAR.

Other VET Industry Curriculum Frameworks can be studied. Provision, however, may be through another Distance Education Centre or OTEN – the distance education service from TAFE.

For any advice please contact Head Teacher Vocational Education and Training (VET), Brett Hall on Phone 9383 0328.

Information about Online Services

Department of Education schools require parent/carers to answer the following question.

Online services

The Department provides students with filtered access to the Internet. Students also have access to a secure learning portal. After logging into their portal, students have access to a personalised email account and online applications. These resources enable students to collaborate with peers, publish online, and securely store their data for access within, or outside of, school.

When accessing some online services, data, including your child's name and files they have saved, are stored with the online application service provider in a location outside of the Department's network. The Department has worked closely with online application providers to assess privacy impacts and data security controls.

Information about student privacy for parents is available from <http://www.schools.nsw.edu.au/learning/learning-tools/index.php> or from your school.

I give permission I do not give permission

for my child to have access to online services provided by the Department.
This permission remains effective until I advise the school otherwise.

We strongly suggest you tick the "I give permission" box.

Whilst the decision of the parent/carer is fully respected, if the "I do not give permission" box is selected then there will be an impact on the student's ability to engage in a variety of learning experiences at Sydney Distance Education High School. In particular, they will not be able to:

- receive emails from their teachers or the school. This could include information about school events (eg study days) and learning materials
- access elearning materials hosted on our school elearning site. Over 70% of our courses have some aspect of the course hosted on our school elearning site. Almost all Years 9 and 10 learning materials are available through the school's elearning website. Print based materials are only be available following written request, with supporting documentation, that is approved by a Deputy Principal.
- access web lesson software for communication

For more information please contact the Head Teacher Technology (Systems and Support) or Head Teacher (elearning) at our school.

SDEHS Computers for Students

At Home

Access to a reliable computer is an important part of life as a distance education student with many courses now delivered online. For home use, students are encouraged to purchase a device that best suits their circumstances and budget. Please refer to the recommended specifications below when purchasing a new computer.

At School

When students visit SDEHS for study days and lessons they are welcome to use school computers and laptops. Students may also bring their own device, in which case they will be subject to the SDEHS Bring Your Own Device (BYOD) policy.

The BYOD policy covers students using personally owned devices at school for the purpose of learning. At the time of enrolment, students must sign the *BYOD Student Agreement* which sets out how their device can be used while at school.

Students who bring their own device must only use the Department of Education's filtered internet service while at school. SDEHS can offer basic technical support and WiFi troubleshooting during school visits, but students are responsible for the care and maintenance of their device.

Buying Guide

When buying a new computer for school look out for the recommended specifications outlined below. Remember that many suppliers offer educational discounts for students.

Aim for a device that meets at least the minimum standards highlighted in bold.

Operating System	Microsoft Windows 7, 8.1, 10, or Apple Mac OSX 10.10 or later <i>Please avoid tablets, Chromebooks and gaming consoles as they don't provide the same functionality as a full operating system.</i>
Wireless	If you intend to bring your device to school, it must have 5GHz 802.11n wireless support. <i>This may be advertised as "Dual Band Wireless", "802.11abgn", "802.11agn", "802.11ac" or "Gigabit Wireless"</i>
Form Factor	<ul style="list-style-type: none"> Choose a desktop or laptop computer, not a tablet. Devices should have a separate keyboard, not an on-screen touch keypad. Screen size should be at least 10", preferably larger Consider the size and weight of the device if you intend to travel with it frequently.
RAM	Minimum 4GB RAM <i>Note: Adobe Creative Cloud software such as Photoshop is often required for Visual Arts and Computing Studies subjects. A computer with at least 8GB RAM is recommended in these cases.</i>
Battery Life	A battery life of at least 4 hours is recommended for laptops.
Extras	<ul style="list-style-type: none"> Webcam – either built in or external Headset with microphone At least one USB port
Software	All required software is available free online <ul style="list-style-type: none"> Microsoft Office 16 Web browser such as Chrome or Firefox Java Adobe Creative Cloud (certain subjects only) <p>You can access your free student software via the <i>Free Software</i> link on the school website.</p>

For suggested devices go *Computers for Students* link on the school's website <http://www.sydneyh-d.schools.nsw.edu.au/>

SDEHS BYOD Policy

SDEHS follows the standard NSW Department of Education BYOD Policy which is subject to the *Online Communication Services: Acceptable Usage for School Students* document (Appendix 3).

Student responsibilities are as follows.

Usage

The primary purpose of the use of personal devices at school is educational.

Internet connection

Student devices are only permitted to connect to the Department of Education Wi-Fi network while at school, which is subject to internet filtering.

Theft and damage

Students are responsible for securing and protecting their own devices while at school. Any loss, theft or damage to a device is not the responsibility of Sydney Distance Education High School or the Department of Education.

Maintenance and support

Students are solely responsible for the maintenance and upkeep of their devices. Sydney Distance Education High School can offer basic technical support during school visits to troubleshoot WiFi connections.

Data back-up

Students are responsible for backing-up their own data and should ensure this is done regularly.

Insurance and warranty

Parents/Carers should be aware of the terms of insurance policies/warranties for the device and are responsible for arranging their own insurance cover.

Digital citizenship

Students are required to demonstrate good digital citizenship, specifically the following.

- Showing respect for others' privacy in a digital context.
- Protecting their personal safety.
- Demonstrating awareness of the life of digital content uploaded on to the internet.
- Ensuring that content containing offensive or inappropriate language, images or multimedia is not viewed or uploaded.
- Demonstrating an awareness of 'netiquette' – accepted online communication protocols.

Online Communication Services: acceptable usage for school students

Outlines appropriate and acceptable student use of internet and online communication services provided by the department.

1. Objectives - Policy statement

1.1

The internet provides an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. Online communication links students to a collaborative learning environment and is intended to assist with learning outcomes. Today's students are exposed to online communication tools and the internet in their community. They have the right to expect secure access to these services as part of their learning experiences.

1.2

Use of the internet and online communication services provided by the department is intended for research and learning and communication between students and staff. Access to internet and online communication tools at school will assist students to develop the information and communication skills necessary to use the internet effectively and appropriately.

1.3

Responsible use of the services by students, with guidance from teaching staff, will provide a secure and safe learning environment.

1.4

Students using internet and online communication services have the responsibility to report inappropriate behaviour and material to their supervisors.

1.5

Students who use the internet and online communication services provided by the department must abide by the conditions of acceptable usage. They should be made aware of the acceptable usage policy each time they log on.

1.6

Students should be aware that a breach of this policy may result in disciplinary action in line with their school's discipline policy.

2. Audience and applicability

2.1

This policy applies to all school students located at NSW public schools who access internet and online communication services within the department network and from any external location.

3. Context

3.1

This policy document takes account of the Memorandum Student Access to the Internet of 18 July 1997 and the Memorandum DN/04/00215 – Review by Schools of their Student Access to the Internet Policies.

3.2

This policy document should be read as consistent with school discipline, child protection, anti-discrimination and anti-racism policies.

4. Responsibilities and delegations

4.1 Access and Security

4.1.1

Students will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- ensure that communication through internet and online communication services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- never knowingly initiate or forward emails or other messages containing:
 - a message that was sent to them in confidence.
 - a computer virus or attachment that is capable of damaging recipients' computers.
 - chain letters and hoax emails.
 - spam, e.g. unsolicited advertising material.
- never send or publish:
 - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
 - threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
 - sexually explicit or sexually suggestive material or correspondence.
 - false or defamatory information about a person or organisation.
- ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the department.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

4.2 Privacy and Confidentiality

4.2.1

Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

4.3 Intellectual Property and Copyright

4.3.1

Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

4.4 Misuse and Breaches of Acceptable Usage

4.4.1

Students will be aware that:

- they are held responsible for their actions while using internet and online communication services.
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

5. Monitoring, evaluation and reporting requirements

5.1

Students will report:

- any internet site accessed that is considered inappropriate.
- any suspected technical security breach involving users from other schools or from outside the NSW Department of Education.

5.2

Students should be aware that:

- their emails are archived and their web browsing is logged. The records are kept for two years.
- the email archive and web browsing logs are considered official documents.
- they need to be careful about putting their personal or sensitive information in emails or on websites.
- these records may be used in investigations, court proceedings or for other legal reasons.

6. Contact

Director, Learning Systems, (02) 9266 8951.

Sydney Distance Education High School

Forbes Street WOOLLOOMOOLOO NSW 2011
Locked Bag 5000 POTTS POINT NSW 1335
Telephone: (02) 9383 0200 Facsimile: (02) 9383 0222



Distance Education Supplement Exceptional Circumstances Application for Single Course Provision Government Schools

(Please print clearly)

Office Name _____ Director Educational Leadership _____

Phone _____ Fax _____ Email _____

Student name _____ Year _____

Current school _____

Referral

This category is designed to meet unforeseen and exceptional circumstances not identified in the Single Course Provision Information Handbook.

Application and Approval – Single Course Provision

Principals of home or host schools who seek single course provision to meet unforeseen and extraordinary circumstances not identified in the *Distance Education Enrolment Procedures* must provide a statement outlining these circumstances and provide their request for consideration to their Director, Public Schools NSW.

Director Educational Leadership

I have reviewed the documentation for this application for distance education. I certify that

- policies or procedures have been followed
- the educational and/or welfare needs of the student cannot be met by the home or host school
- there are no other ways the home or host school can provide the subject requested (eg through a connected classroom arrangement)
- the distance education school is the most appropriate option.

I recommend single provision for the student whose name appears above.

Name of Director Educational Leadership _____

Signature _____ Date _____

Email: sydneyh-d.school@det.nsw.edu.au
Website: www.sydneyh-d.schools.nsw.edu.au



Sydney Distance Education High School

Forbes Street WOOLLOOMOOLOO NSW 2011
Locked Bag 5000 POTTS POINT NSW 1335
Telephone: (02) 9383 0200 Facsimile: (02) 9383 0222



Distance Education Supplement Exceptional Circumstances Application for Single Course Provision Non-Government schools

(Please print clearly)

School Name _____

School postal address _____

School Phone _____ Fax _____ Email _____

Student name _____ Year _____

Referral

This category is designed to meet unforeseen and exceptional circumstances not identified in the Single Course Provision Information Handbook.

Application and Approval – Single Course Provision

Principals of home or host schools who seek single course provision to meet unforeseen and extraordinary circumstances not identified in the *Distance Education Enrolment Procedures* must provide a statement outlining these circumstances and provide their request for consideration by the Director, Secondary Education.

Applications, with this Distance Education Supplement, are sent to:

Leader, Rural and Distance Education

PO Box 717, Bathurst NSW 2795 or Fax: 02 6334 8069 or Email: RDE@det.nsw.edu.au

Director, Secondary Education

I have reviewed the documentation for this application for distance education. I certify that

- policies or procedures have been followed
- the educational and/or welfare needs of the student cannot be met by the home or host school
- there are no other ways the home or host school can provide the subject requested (eg through a connected classroom arrangement)
- the distance education school is the most appropriate option.

I recommend single provision for the student whose name appears above.

Name of Director, Secondary Education _____

Signature _____ Date _____

Email: sydneyh-d.school@det.nsw.edu.au
Website: www.sydneyh-d.schools.nsw.edu.au

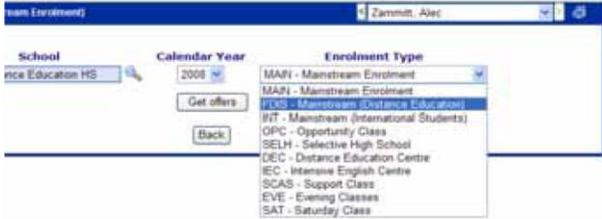


ERN information for government schools only for enrolments at Sydney Distance Education High School

Students enrolled at your school who wish to study a course at Sydney Distance Education High School will need to “share” the enrolment via ERN before the single course application has been posted or faxed to 9383 0222.

Before the application form can be processed the home school must complete the following procedures on ERN.

If the application is not successful, we will contact the home school so the necessary changes may be made to ERN.

<p>1. Select Place Management</p>																																																	
<p>2. Click  of the corresponding scholastic year to find the student to be shared</p>	<table border="1"> <thead> <tr> <th>Scholastic year</th> <th>Offering name</th> <th>Typical annual intake</th> <th>Registered</th> <th>Enrolled</th> <th>Leaving</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>Year 7 2008 (Mainstream Enrolment)</td> <td>28</td> <td>0</td> <td>28</td> <td>0</td> </tr> <tr> <td>8</td> <td>Year 8 2008 (Mainstream Enrolment)</td> <td>80</td> <td>0</td> <td>73</td> <td>0</td> </tr> <tr> <td>9</td> <td>Year 9 2008 (Mainstream Enrolment)</td> <td>185</td> <td>0</td> <td>172</td> <td>0</td> </tr> <tr> <td>10</td> <td>Year 10 2008 (Mainstream Enrolment)</td> <td>356</td> <td>0</td> <td>275</td> <td>0</td> </tr> <tr> <td>11</td> <td>Year 11 2008 (Mainstream Enrolment)</td> <td>411</td> <td>0</td> <td>388</td> <td>0</td> </tr> <tr> <td>12</td> <td>Year 12 2008 (Mainstream Enrolment)</td> <td>411</td> <td>0</td> <td>359</td> <td>0</td> </tr> <tr> <td colspan="2">Total</td> <td>1481</td> <td>0</td> <td>1305</td> <td>0</td> </tr> </tbody> </table>	Scholastic year	Offering name	Typical annual intake	Registered	Enrolled	Leaving	7	Year 7 2008 (Mainstream Enrolment)	28	0	28	0	8	Year 8 2008 (Mainstream Enrolment)	80	0	73	0	9	Year 9 2008 (Mainstream Enrolment)	185	0	172	0	10	Year 10 2008 (Mainstream Enrolment)	356	0	275	0	11	Year 11 2008 (Mainstream Enrolment)	411	0	388	0	12	Year 12 2008 (Mainstream Enrolment)	411	0	359	0	Total		1481	0	1305	0
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