



BYOD STUDENT POLICY

Version No.	1.1	Version Date	21/6/2022
Changes/Additions/Deletions made by Shahin Joudi			
1	Section 5: wired headphones added		
2	Charter Agreement: items 6 and 7 added		
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1. Purpose

The Woodcrest State College Bring Your Own Device (BYOD) Program gives freedom to students and their families to tailor their choice of technology to their own educational needs. However, students and parents must be aware of and consent to the program's boundaries described in this BYOD User Policy (Charter).

2. Equipment

The device must be able to be brought to school by the student on every school day and be solely the student's to use throughout the school day. The device must meet the minimum requirements of the Device Specification available to view on the school's website.

Students are responsible for:

- Taking due care of their device.
- Backing up all data securely. All data and resources used for school work must be backed up to another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.

3. Use of alternate equipment

Equipment which is not in accordance with section 2 of this policy is not permitted for use in the Bring Your Own Device program in the absence of a separate agreement.

4. Damage or loss of equipment

Students bring their own device for use at Woodcrest State College at their own risk. Woodcrest State College will not be responsible for any loss, theft or damage to the device or data stored on the device. Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

In circumstances where a device is damaged by abuse or malicious act of another student, reimbursement may be required. The Principal will consider all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student.

5. Peripheral equipment

Students will need to bring wired headphones for specific curriculum areas. Students should not bring unnecessary peripheral equipment, including power chargers and cables, to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be the responsibility of the student.

6. Misuse of equipment and communication systems

Standard school behaviour management procedures apply for misuse of any BYOD device. While at school, all material on the device is subject to review by school staff. Students are to connect their device to the designated wireless network only. Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

7. Access and Security

Students will:

- not disable departmental settings for virus protection, or spam and ensure that communication through the internet is related to learning
- keep passwords confidential, and change them when prompted
- never allow others to use their personal network access account
- promptly tell their supervising teacher if they suspect they have received a computer virus, spam or a message that makes them feel uncomfortable

- never send or publish:
 - unacceptable, unlawful, offensive, abusive, threatening or discriminatory or false material;
 - or remarks about a person or the school
 - 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 are 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
- be aware that all use of internet and online communication services can be audited and traced to the network access accounts of specific users. Logs of network/internet activity are kept for two years and can and will be used as legal documents.

8. Intellectual Property and Copyright

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.

9. Misuse and Breaches of Acceptable Usage

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 network access 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.

10. Associated Documents:

- 'Bring Your Own Device' Program: Student User Charter Agreement Form
- 'Bring Your Own Device' Program: BYOD Security Form

'Bring Your Own Device' Program: Student User Charter Agreement

The Woodcrest State College 'Bring Your Own Device' (BYOD) program aims to improve student learning experiences both in and out of the classroom. The school does so with the expectation that students will make good decisions with regard to their personal use of technology.

This BYOD User Charter must be agreed to and signed before students are permitted to bring their device to school and connect it to school facilities. Students and parents/carers must carefully read the Charter prior to signing this agreement. Any questions should be addressed to the school and clarification obtained before the Charter Agreement is signed.

Bring Your Own Device User Charter Agreement:

1. We have read the Bring Your Own Device User Charter.
2. We understand our responsibilities regarding the use of the device and the internet.
3. In signing below, we understand and agree to the Bring Your Own Device User Charter.
4. We understand that failure to comply with the Bring Your Own Device User Charter will invoke the school's standard discipline procedures.
5. Agreeing to the Charter also is an agreement to abide the school's Digital Technologies policy (covering mobile phones and tablets)
6. In signing this agreement, I (parent/care giver) understand that I am agreeing to purchase/ provide a laptop for/ to my child to bring to school every school day and the laptop meets the school minimum specifications.
7. We understand and agree that Woodcrest State College use third party online services which may collect student's information, images, voice, works and assignments.

Student Name: _____

Student Year Level: _____ Student roll class: _____

Signature of student: _____ Date: ____ / ____ / ____

Name of parent/care giver _____

Signature of parent/care giver _____ Date: ____ / ____ / ____

'Bring Your Own Device' Program: BYOD Security

There is an opportunity to purchase combinations locks from the school if you wish to access lockers during practical classes and lunch times. If you wish to purchase a school combination lock please complete the form below and return to box available at 'Secondary Attendance Office'.

Personal locks are not acceptable.

Upon receipt of locker request, our finance department will forward an invoice for \$15.00 per lock request for payment via BPOINT. When payment is received in our account, students can collect their lock from the 'BYOD Service Desk'.

Please Note: Lockers are to be used for BYOD purposes only

BYOD Security

In consultation with the school community, we have conducted a review of the security Woodcrest will offer to the students that will be part of its BYOD. Security of devices during practical lessons and during lunch breaks will be offered to all students that are part of BYOD at Woodcrest.

As a result, Woodcrest will be offering the following security for BYOD:

- 1. Students that will be part of Industrial Tech classes and HPE classes will have a locker available to them (during the practical lessons only) to store their device.
- 2. Lockers will be placed in specified areas that students can access before lunch breaks to store their laptop at lunchtime only.
- 3. Students will be able to purchase a combination lock from the school if they wish to use these lockers. Only locks purchased from the school will be accepted.

Alfio Balsamo

Rhonda Smith

College Dean

Business Manager

Please provide an invoice for \$15 for my student to purchase a combination lock for the BYOD program.

Student Name: _____

Student Year Level: _____ Student roll class: _____

Signature of student: _____ Date: ____ / ____ / ____

Name of parent/care giver _____

Signature of parent/care giver _____ Date: ____ / ____ / ____