Woodcrest State College: BYOD User Charter

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 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
- for 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 2. above 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 and online exams such as NAPLAN Online. 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.

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