



Bring Your Own Device (BYOD) Policy

APPLICABLE TO	All Teaching and Learning Staff of Rosary Park Catholic School
DOCUMENT OWNER	Rosary Park Catholic School Branxton– All Staff
APPROVAL DATE	2019
APPROVED BY	Rosary Park Executive Team
LAST REVIEW DATE/S	New policy
NEXT REVIEW DATE	2019
RELATED DOCUMENTS	Appendix 1 – Digital Device Program Participation Agreement

Purpose:

This document provides advice and direction to allow student use of personal mobile electronic devices at school to access the Catholic Schools Office (CSO) network through the Rosary Park Wi-Fi.

Policy Statement:

Rosary Park is a Catholic school community centred on the example and teachings of Jesus.

At Rosary Park School we:

- Celebrate our religion and spirituality
- Respect and care for each other
- Face challenges and achieve

Due to the rapid changes and development in teaching practices over recent years it is important that Rosary Park adopts pedagogy that enhances and develops student learning to prepare them for a 21st Century world. The implementation of a BYOD policy will enable flexibility and dynamism in the classroom.

Scope:

This policy applies to students, parents and teachers within years 5 and 6 at Rosary Park Branxton. BYOD is operated within these classes only.

Guiding Principles:

The key principle of this document is to provide advice and direction to allow student use of electronic devices at school to access the Catholic Schools Office (CSO) network through the Wi-Fi installed at Rosary Park Catholic School.

We aim to support students in the development of responsible and appropriate use of technology including hardware and personal digital devices, software, and systems that manage, store, process, create, produce and communicate information.

This policy will be reviewed annually for at least the next 3 years as this is a new direction for Rosary Park and changes during the implementation phase are expected to occur.

Budget:

The school prioritises expenditure with funding from the following sources:

- Parents to fund the cost of children's devices.
- School funds for support of BYOD including the purchasing of IT hardware for learning spaces where BYOD devices will be used.
- Staff Professional Development for appointed staff who will be part of the BYOD program in the school.

Responsibilities:

School Responsibilities:

- Informing the parents and students of their responsibilities for acceptable use of the device.
- Explaining the BYOD user agreement to students and collecting and monitoring the return of these forms.
- To conduct a parent meeting in term 3 of each year for parents of year 4 children as these children will be using a device the following year. The meeting will outline the elements of this policy and give parents an overview of the procedures relating to the school's BYOD programme.
- To provide teacher Professional Development relating to BYOD for appointed staff who will be part of the BYOD program in the school.

- To provide teachers with an appropriate device for use in carrying out the BYOD programme.
 - To provide cybersafety lessons in the first term of the program
 - Provide cyber safety lessons during term 1 library lessons
 - To ensure all student devices are set up and operating class OneNote using the school Wifi.
 - Assist students with basic technical advice and basic troubleshooting to our ability.
 - Provide advice to parents concerning the purchase of a device.
 - A bank of devices are held within the stage 3 classrooms for the purpose of loaning to students if their device is being repaired. A loan register to be completed prior to device being loaned.
- NOTE: School devices are not loaned if children forget their device or if it is not charged.

Student Responsibilities

Students are solely responsible for the care and maintenance of their devices. This includes but is not limited to:

- Managing battery life and regular charging of their device.
- Labelling their device for identification purposes.
- Purchasing and using device protective casing.
- Ensuring the device is safe and secure during travel to and from school and throughout the school day.
- Maintaining up-to-date operating system on their device.
- Taking insurance coverage of their own device to protect any accidental damage, theft or loss.
- Ensuring no additional applications or software are added that are not related to school use, to ensure maximum storage space and speed.

Responsibilities (continued):

Device use

The term "device" in this policy refers to laptops or tablets with a Windows operating system that have the capability to connect to the school's Wi-Fi network.

Use of devices at school will be governed by the school's BYOD student agreement and the needs of the school.

The CSO or Rosary Park Catholic School will not accept any liability for the theft, damage or loss of any student's device. Students who bring their own devices to and from school and onto school sites do so at their own risk.

Students and their parents/carers must complete and return a signed BYOD User Agreement prior to connecting to the school's network.

Where the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Agreement, they may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, further action may be taken in accordance with the school's Pastoral Care Policy. This may include referral to the police.

Student BYOD Agreement

Prior to connecting their devices to the network, students must return a Student BYOD Agreement. This agreement must be signed by the student and by a parent/carer.

It is important to ensure that students are aware of and agree to their obligations under the Student Bring Your Own Device (BYOD) Policy, prior to using their own device on the school Wi-Fi network. School staff should endeavour to ensure that the BYOD student responsibilities are clearly understood by both students and their parents or carers.

The Student BYOD Agreement (Appendix 1) is a simple document with the purpose of acknowledging acceptance and agreement of the terms associated with the school's implementation of the Student Bring Your Own Device (BYOD) Policy by both students and parents/carers.

By accepting the terms, the student and parents/carers acknowledge that they:

- Agree to comply with the conditions of the Student BYOD Policy.
- Understand that noncompliance may result in the student being subject to school disciplinary action.

Responsibilities (continued):

Student BYOD Agreement (continued)

Student user agreements should be retained in print or electronic form for future access as required.

Students must have a supported operating system on their device and must continue to maintain the latest service packs and updates.

Students should not attach any school-owned equipment to their devices without the permission of school staff.

Students are responsible for securing and protecting their device at school. This includes

protective/carry cases and exercising common sense when storing the device. The School is not required to provide designated or secure storage locations.

Students are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.

Damage and loss

Students bring their devices onto the school site at their own risk.

In cases of malicious damage or theft of another student's device, existing school processes for damage to schools or another student's property apply. This may include parents being responsible for the cost of repair of a device caused by their child.

Long-term care and support of BYODs

Parents are solely responsible for repair and maintenance of their student device. It is not the school's responsibility.

Responsibilities (continued):

Warranties

Parents should understand the limitations of the manufacturer's warranty on their devices, both in duration and in coverage. Under Australian consumer legislation, warranties usually last for one year, during which any manufacturing defects will be repaired or the device will be replaced (as per the specific terms and conditions of the manufacturer).

Extended Warranties: At the time of purchase, parents may also purchase an optional extended warranty (past the standard warranty period) from the supplier/manufacturer of their device, during which any manufacturing defects that may occur will also be repaired.

Insurance

When parents purchase a student device, they may also purchase an optional insurance policy from the supplier of their device or a relevant insurance company. As mobile devices are subject to a higher risk of accidental damage, prior to signing up for an insurance policy, parents should be fully aware of the details and limitations of the policy, including any excess charged for making a claim, and the name of the company that holds the policy. As a guide, a suitable device insurance policy should cover all types of devices and provide worldwide, replacement cost coverage against:

- Accidental damage
- Damage from falls and liquids
- Theft
- Fire
- Vandalism
- Natural disasters (such as floods, cyclones, earthquakes, tornados, water damage, and power surge due to lightning)

Acceptable use of BYO devices

Using the school network services to seek out, access, store or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited. Such use may result in legal and/or disciplinary action.

Students shall not create, transmit, retransmit or participate in the circulation of content on their devices that attempts to undermine, hack or bypass any hardware and software security mechanisms that have been implemented by the CSO or the school.

Responsibilities (continued):

Acceptable use of BYO devices (continued)

Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.

Students must not take photos or make video or audio recordings of any individual or group without the permission of a staff member.

Students shall comply with school policies concerning the use of BYODs at school and while connected to the CSO network including:

- CSO Workplace Internet, Email and Network Usage Policy (Revised 2016)

Technology Standards

At Rosary Park Catholic School, we have made some decisions based upon what the minimum standards will be for a device to be accepted as an appropriate student BYO device. These standards ensure that the devices will connect to the school's wireless network and provide access to the technological tools that will be part of students teaching and learning experiences.

The minimum standards for Student BYOD Devices are set out below:

Prior to purchasing or using an already purchased device, parents and students should be made aware of the following technology standards required for devices used within the school:

- The device needs to operate using Windows Operating System. No android or iOS operating systems will be supported.
- The device does require a physical keyboard.
- The battery life of the device should be capable of lasting 6 hours minimum of constant use without charge.
- Devices are preferred to have a minimum of 128Gb storage and 4Gb RAM
- The screen size of the device (measured from bottom left corner to top right corner) should be greater than 9 inches.
- Device hardware specifications must meet the minimum (ideally the recommended) specifications of the operating system and all applications.
- Microsoft Office 2016 (or later)- Free to all students enrolled at Rosary Park.

Responsibilities (continued):

Technology Standards (continued)

Other standards required:

- Protective casing (scratch/impact/liquid-splash resistant) for transporting and carrying to and from school.

Other considerations when purchasing a device include:

- Extended warranty
- Device insurance
- Wireless mouse
- Additional or spare battery packs
- Backup storage such as portable hard drive or USB flash drive

Student Cyber Safety and Digital Citizenship

To ensure that students are capable and responsible participants in the online world, students will participate in learning programs that develop their skills and awareness in being digital citizens.

APPENDIX 1

Digital Device Program Participation Agreement

PART I: Rights and Responsibilities

Student Responsibilities

Whilst all care and supervision will be exercised by the school, devices are the responsibility of the individual student. Devices will be used outside for teacher directed activities during lesson time. Devices will not leave the classroom during break times. The school will not accept responsibility for loss or damage arising from failure to take adequate care of the device.

Student responsibilities include:

- Ensuring that the device battery is fully charged before each school day. Charging facilities will not be available at school.
- Bringing the device to school on a daily basis.
- Using the protective case at all times.
- Being aware of the location and security of the device at all times. If the device is misplaced the student must notify their parents/teacher as soon as possible (e.g. parents notify the bus company if left on bus).
- Not removing any identification labels from the device.
- Ensuring devices remain in bags and protective carry cases before and after school and travelling to and from school.
- Ensuring technology is used only when supervised by a staff member.

Parent/Guardian Responsibilities

Parent/Guardian responsibilities include:

- Ensuring your child fulfils their responsibilities as outlined above.
- Supervising your child's care of their device outside of the school environment.
- Monitoring your child's recreational use of the device and guard against inappropriate use.
- Organising warranty, accidental damage and insurance for the repair of device computers that are faulty and have major repair issues that fall under the warranty conditions.

School Responsibilities

School responsibilities include:

- Providing training in the use of the device and internet safety.
- Providing information about device care and maintenance.
- Providing basic technical assistance to students during normal school hours.
- Responding to enquiries from parents/guardians and students in regard to the school device program.
- Responding to any breaches of the device participation agreement in an appropriate manner.

Part II: Student and Parent/Guardian Device Guidelines

Lost or Damaged Devices

Lost Devices

Students are responsible for the security of their device at all times. Parents/Guardians will be required to cover the costs associated with replacement of a lost or damaged device.

Damaged Devices

Students and their parents/caregivers are responsible for arranging their own insurance and should be aware of the warranty conditions for the device.

Software and Copyright

- Software installed on the device must not be tampered with, transferred or removed.
- Applications which support illegal/inappropriate activities such as file sharing or hacking tools must not be installed on the device.
- All licensed/freeware software installed on the device by the student must be suitable for a school environment.
- Please refer to the *Cybersafety User Agreement for Primary Students* for further information.

Backup and Data Storage

Students are responsible for the data on their device and making regular backups. The school is not responsible for any data loss arising from device malfunction, factory reset or re-imaging during fault diagnosis. Purchasing a separate USB flashdrive to backup files should be considered.

Repairs and maintenance

- Suspected hardware and software faults must be reported to the class teacher immediately by the student or Parent/Guardian, so that the teacher can ensure an alternate device or activity is available while the device is being fixed or replaced. It is a parent's responsibility to ensure the device is working normally.
- The school will provide limited support during normal school hours.

Power and Charging

Students must ensure that their device is fully charged and ready for use each day. There will be no charging facilities provided at school.

Internet Use

Students will be provided with internet and school network access wirelessly whilst at school. Access to the internet is filtered and monitored.

Students may also utilise their home network and/or public wireless networks for internet access under supervision. Parents are responsible for monitoring student use of the device at these times. Provision, troubleshooting and support of these networks are not a school responsibility. Students are reminded that random checks will take place and any inappropriate material or website access will be detected.

Inappropriate Use

All students enrolled in Diocese of Maitland-Newcastle Catholic primary schools are bound by the '*Cybersafety User Agreement for Primary Students*'. This agreement outlines cybersafety rules that students must comply with and a signed consent form must be kept by the school. Students will not be provided with access to school IT equipment (including 1:1 devices) until this agreement is in place.

Students will complete specific Cybersafety/Digital Citizenship lessons in the first few weeks of the school year as well as follow up lessons throughout the year.

Consequences

Following these guidelines will help ensure a positive, supportive and productive learning environment for all. Checks may be undertaken by the school to determine any breach of this policy. Depending on the seriousness of a particular breach of the agreement or policies, an appropriate response will be made by the school and may include:

- Discussion of the breach with the student.
- Discussion of the breach with Parent/Guardian.
- Temporary or permanent withdrawal of the student from the device program.
- Recovery of any incurred costs from Parent/Guardian.

PART III: DEVICE RULES FOR STUDENTS

- You can use the device for your own educational purposes, both at home and at school. The device may be used for personal use under the supervision of parents.
- You accept responsibility for the security and care of the device.
- Always follow the directions of teachers when you have the device in the classroom or during outside learning activities.
- Ensure the device is brought fully charged to school each day. There are no charging facilities at school.
- The device is for the purpose of your education. You are wholly responsible for any communications made from the device and the storage of files, photos, software etc. on the device. You must not tell anyone else your password.
- You must not intentionally misuse the device or internet services to which it may be connected.
- Pictures or sound captured by personal technology devices on the school premises or elsewhere must not be sent by any person using the device, for the purpose of causing embarrassment to individuals or the school or the purpose of bullying or harassment. The school has the right to invoke appropriate disciplinary processes to deal with such behaviour.
- You are responsible for backing up all necessary data. The school is not responsible for any data loss. Please ensure all your school work is backed up onto USB flash drive or other devices such as a portable hard drive.
- Only licensed software and applications can be stored or otherwise loaded on to the device. It is essential that applications installed on the device adhere to national copyright guidelines and you must not store inappropriate material on the hard drive.
- Failure to comply with these rules may result in consequences as outlined in the *Digital Device Program Participation Agreement*.

PART IV: DEVICE USE AND CARE

Usage:

- Avoid using the device on soft surfaces (e.g.: lounge, bed, carpet) as it can restrict airflow and cause overheating.
- Avoid dropping or bumping the device.
- Do not leave the device in an area that may get very hot, or in direct sunlight (e.g. inside a car).
- Do not get the device wet as this can be a safety hazard.
- Follow all instructions given by teachers.

Handling your Device:

- Always carry and store the device in a protective carry case.
- Care should be taken at all times – even when in protective carry case.

Device Screen:

- The screen is strong but will crack if dropped.
- To clean your device screen:
 - Switch off the device,
 - Lightly dampen a non-abrasive cloth with water and wipe the screen in a circular motion,
 - Do not directly apply water or cleaner to the screen,
 - Avoid too much pressure to the screen.

AC Adaptor:

- Do not wrap the power cord too tightly around the adaptor.
- Only use the supplied adaptor with your device.

Security:

- Keep your login and password confidential.
- Do not tamper either physically or electronically with hardware or software settings.
- Make regular backups of your saved work.

PART V: Digital Device Program Participation Agreement

(To be signed each year by Parent/ Guardian and student)

Parent/Guardian

I have read and accept all sections of this document and have discussed the contents with my child. I am aware of the responsibility that my child has in relation to this participation agreement and I believe that he/she understands the conditions and consequences contained within.

Parent/Guardian name(s): _____

(please print)

Signature(s): _____

Date: _____

Student

I have read the *Digital Device Program Participation Agreement*, discussed the contents with my parents and I understand that:

- I am responsible for the safety and security of my device at all times.
- I will take appropriate care of the device using a protective case.
- I will remember to bring the device to school fully charged each day.
- I am aware that consequences may apply should I breach this agreement.

Student Name: _____

(please print)

Signature: _____

Date: _____

Current School Class and Year:
