



## Responsible use of BYOD

Our goal is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines.

### **Responsibilities of stakeholders involved in the BYOD program:**

#### ***School***

- BYOD program induction — including information on (but not responsible for) connection, care of device at school, workplace health and safety, appropriate digital citizenship and cybersafety
- network and printing connection at school (to print, students must be a current Student Resource Scheme member)
- internet filtering (when connected via the school's computer network)
- some technical support (please consult Technical Support section of this booklet)
- some school-supplied software e.g. Microsoft Office 365
- printing facilities (to print, students must up-to-date in the Student Resource Scheme).

#### ***Student***

- participation in BYOD program induction
- acknowledgement that core purpose of device at school is for educational purposes
- 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 unauthorized programs and intentionally downloading unauthorized software, graphics or music that is not associated with learning, is not permitted.
- care of device
- appropriate digital citizenship and online safety
- security and password protection — password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students)
- technical support (please consult Technical Support section of this booklet)
- maintaining a current back-up of data
- charging of device
- abiding by intellectual property and copyright laws (including software/media piracy)
- internet filtering (when not connected to the school's network)



- ensuring personal login account will not be shared with another student, and device will not be shared with another student for any reason
- understanding and signing the BYOx Charter Agreement.

### ***Parents and caregivers***

- acknowledgement that core purpose of device at school is for educational purposes
- internet filtering (when not connected to the school's network)
- encourage and support appropriate digital citizenship and cybersafety with students
- technical support (please consult Technical Support section of this booklet)
- required software, including sufficient anti-virus software
- protective backpack or case for the device
- adequate warranty and insurance of the device
- understanding and signing the BYOD User Agreement.

### **In addition to this:**

Information sent from our school network contributes to the community perception of the school. All students using our ICT facilities are encouraged to conduct themselves as positive ambassadors for our school.

- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.
- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.
- Students need to understand copying of software, information, graphics, or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
- Parents and caregivers need to be aware that damage to mobile devices owned by other students or staff may result in significant consequences in relation to breaches of expectations and guidelines in the school's Student Code of Conduct.
- The school will educate students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to incorporate these safe practices in their daily behaviour at school.



## Flagstone SCC BYOD User Agreement

The Flagstone State Community College 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 agreement.

### Equipment

The devices must be brought to school by the student every day and will be solely theirs to use. The device must meet the minimum specification requirements as outlined in the Parent Information Book.

### Responsible use agreement

The Flagstone State Community College BYOD Program aims to improve students 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.

The BYOD Responsible Use Agreement must be agreed to and signed before student are permitted to bring their device to school and connect to our network. Students and parents/carers must carefully read the information contained in this booklet prior to signing this agreement. Any questions should be addressed to the College and clarification obtained before the agreement is signed.

### The following is to be read and signed by both the STUDENT and PARENT/CAREGIVER:

- I have read and understood the BYOD Information Booklet, BYOD User Agreement and Student Code of Conduct (available on the school website).
- We understand our responsibilities regarding the use of the device at school and the connection to the school network and internet, as outlined in the documents.
- In signing below, we understand and agree to the information contained in the BYOD Information Booklet and BYOD User Agreement.
- We understand that failure to comply with the BYOD Information Booklet and BYOD Agreement will invoke the school's standard discipline procedures, which includes, but is not limited to, the withdrawal of access to school supplied services.
- When at school, the student's use of their device, in and out of class, is determined by a teacher and will be used for an educational purpose. At all times the student is obliged to follow a teacher's instructions regarding the use of the device.
- Students bring their own device for use at Flagstone State Community College at their own risk. The College will not be responsible for any loss, theft or damage to the device or stored data.
- This agreement lasts for the duration of enrolment at Flagstone State Community College.

**Student's name:** ..... **Year:** .....

**Student's signature:** ..... **Date:** / /

**Parent's/caregiver's name:**.....

**Parent's/caregiver's signature:** ..... **Date:** / /