



BYOD Policy

RATIONALE

ICT and the use of digital technologies play a major role in most aspects of day-to-day life and education. The evolution of technology has had an increasing impact on the way students think, learn and communicate. Our College embraces the use of digital technologies as a significant tool in producing global citizens who are prepared for and gain the skills, knowledge and understanding that will allow them to succeed in a technology rich world.

GUIDING PRINCIPLES

To maximise the efficient and productive use of digital technologies in the College, the College has a compulsory Bring Your Own Device (BYOD) policy. This ensures the most effective use of technology by teachers across all classes. The College is committed to the principles of inclusion and equity to ensure the most disadvantaged students can access devices.

IMPLEMENTATION

BYOD REQUIREMENTS

- All students at the College are required to have a portable device (e.g. laptop or tablet) that meets the College's specifications. Device specifications and more information regarding BYOD requirements can be found on the College Website by searching for BYOD
- Devices are used in all classes at least once a week. In some classes this will be more frequent.
- In order to be prepared for class students are expected to have a device available for every class as required by teachers. Device use is monitored by teachers.
- For a device to be used at the College, it must be imaged with specific applications and settings by the Digital Technology Department.
- All students are required to adhere to the College ICT User Agreement (Appendix 1). This agreement outlines the rights and responsibilities that all digital technology users must be aware of and adhere to.

BYOD Equity Scheme

Student experiencing excessive hardship can apply for additional support to assist them as detailed below. The College will make available a limited number of ICT devices to support families who have experienced emergency circumstances or who are experiencing extreme financial hardship.

- **Category 1** - Emergency circumstances. To be eligible for a device under the criteria of emergency circumstances:
 - A family would be experiencing a change in financial circumstances as a result of a sudden or unexpected event which results in a sudden loss of income or access to resources (e.g. a fire, flood, theft etc).
- **Category 2** – Financial Hardship. To be eligible for a device under the criteria of financial hardship:
 - A family needs to present a valid Health Care Card, and;
 - Both parents/caregivers are not currently in full time employment.

- In all cases, the loan of a device is temporary (up to 6 months) to provide a family with time to purchase their own device.
- A deposit \$50 is paid at the time of loan, which will be refunded once the device is returned in good working order.
- An application form can be found in this policy (Appendix 2) and should be submitted to Year Level Coordinators who can support students and families in all aspects of the device loan process.
- For more information on support available and eligibility criteria, students and families should speak to their Year Level Coordinator.

APPENDIX 1 – ICT USER AGREEMENT

STUDENT RIGHTS & RESPONSIBILITIES

RIGHTS

- To have access to the College's digital technology network, hardware (desktops, notebooks and portable devices as determined by the College's policies), supporting equipment (including printers, cameras, etc.) and software that is appropriate to their studies.
- To have access to the internet, with filtering appropriate to their year level and studies.
- To receive digital technology support from a technician for issues relating to connection to the College network and internet.
- To leave devices with a College technician for company pick up/repair if it was purchased through the College's recommended suppliers.
- To expect the network to be a safe and secure environment in which to work and learn.
- To have their privacy protected at all times.

Note:

The College has the right to monitor access and review all use. This includes personal communications sent and received on computer/s accessing the College network/internet and/or network facilities at all times.

RESPONSIBILITIES

- To ensure that their behaviour does not in any way damage or interfere with the College's network or equipment.
- To ensure their device is brought to school each day, fully charged.
- To take all reasonable steps to safeguard their personal privacy and the privacy of others. Students should keep their network passwords confidential.
- To take all reasonable steps to safeguard their personal equipment.
- To use the College's IT equipment and infrastructure in a legal and appropriate manner, and not attempt to nullify or negate any policies or procedures the College has in place.
- To be aware that all other users have similar rights to their own.
- To ensure they do not use their device to engage in any acts involving cyber bullying, threatening behaviour or denigration of others.

COLLEGE RIGHTS & RESPONSIBILITIES

RIGHTS

- To expect that all users understand their rights and adhere to and accept their responsibilities.
- To deny access to the network and internet for any student who abuses their responsibilities.
- To manage the level of access to the internet for individual students to maximise the benefit to all members of the College community.
- To determine which digital devices are suitable for connection to the College's network.

RESPONSIBILITIES

- To take all steps to provide a quick, seamless, responsive and functional IT network and infrastructure, particularly during College hours.
- To put in place policies and procedures that safeguard users privacy, and secures their files.
- To put in place policies and procedures that monitor the IT network and infrastructure, which safeguard against illegal, inappropriate or destructive usage and which meet the monitoring requirements of the DET.
- To provide user support that relates to connection to the College network (including supporting devices such as printers), access to the College's internet services and minor operational issues.
- To provide support for warranty repairs where a device was bought from one of the College's recommended suppliers.
- To provide equity support to students who are financially unable to afford a personal digital device.

CONSEQUENCES

Where a student does not meet their responsibilities and their behaviour relates to:

- Disruption/damage to the network.
- Inappropriate use of the network (e.g. viewing inappropriate content, cyber-bullying, gaming in class time, spreading a virus).
- Damage to College equipment.
- Theft or damage to devices owned by other students/staff.

The College will impose consequences which may include, but are not limited to detention, disconnection from the network, payment for any damage, and suspension. This agreement covers all student devices connected to the network, whether they are personally owned, or supplied by the College through the existing device equity program.

EVALUATION

This policy will be reviewed as part of the College's three-year review cycle.

This policy was last ratified by School Council in	November 2018
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APPENDIX 2



ST ALBANS
SECONDARY COLLEGE

BYOD Equity Program – Application for loan of device.

Name of Student _____ Home Room _____

Name of Parent/Guardian _____

*St Albans Secondary College has access to a limited number of I.T. devices to support families who have experienced emergency circumstances or who are experiencing extreme financial hardship. **Emergency circumstances** would apply to any situation or unexpected event which results in a sudden loss of income or access to resources (E.G. a fire, flood, theft etc). To be eligible for **Financial Hardship** a family would be expected to hold a Health Care Card with both parents/caregivers not currently in full time employment. In all cases, the loan of a device is temporary (up to 6 months) to provide a family with time to purchase their own device.*

Reason for application

- Category 1 - Emergency circumstances
- Category 2 - Financial Hardship

In applying for the loan of a College device we agree and understand the following:

- We understand that the loan is for a maximum period of six months and will be issued through the library borrowing system. All devices must be returned 2 weeks prior to the final day of attendance for the Year Level;
- We agree to put a plan in place to purchase a device;
- We agree to pay a \$50 deposit for the loan of a device. This deposit will be refunded upon return of the device. If the device is not returned, I understand I will be invoiced for the replacement cost of the device;
- We agree to attend an interview with a Year Level Coordinator to discuss our circumstances;
- We understand all device loans are at the College's discretion;
- We understand that if the application is successful we are liable for all damage to the loaned device and will ensure this is reported immediately to the IT department;
- We understand that a device must not be shared and is only approved for use by the named student applicant in this application.

Student Signature: _____ Print name: _____ Date: _____

Parent/Guardian Signature: _____ Print name: _____ Date: _____

Students please submit completed applications to your Year Level Coordinator who will organise a parent/guardian interview to proceed with application.

Office use only.

Date of Interview: _____ Name of YLC: _____

Device Approved: Yes No Signature of YLC: _____

Receipt of deposit confirmed: Yes No E-form and COMPASS Chronicle Entry Completed: Yes No

All forms must be filed in student files at the General Office.