St Mary
Star of the Sea College
I AM BORN FOR HIGHER THINGS

BYOD ACCEPTABLE USE AGREEMENT POLICY

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1. PURPOSE OF POLICY

St Mary Star of the Sea College is committed to providing a quality education for all students. The use of personal computing devices is a valuable component of contemporary and powerful learning. We also acknowledge that there are risks involved with the use of such devices, and we want you to be aware and prepared so that you can take responsibility for yourself.

2. SCOPE AND DEFINITIONS

2.1 Parties

This agreement is between St Mary Star of the Sea College, a student currently attending or who will be attending St Mary Star of the Sea College, and her parent or caregiver.

2.2 "Student" and "Students"

Reference in this agreement to Student or Students means a student currently attending or who will be attending St Mary Star of the Sea College and binds her parent or caregiver.

2.3 "Bring Your Own Device Acceptable Use Agreement"

This agreement may be referred to as the Bring Your Own Device Acceptable Use Agreement or BYOD Acceptable Use Agreement.

2.4 "Device"

Reference in this agreement to Device means an electronic device brought by a student to St Mary Star of the Sea College pursuant to the College's Bring Your Own Device program and this BYOD Acceptable Use Agreement.

3. EQUIPMENT

3.1 Custodianship

The device brought to school pursuant to this policy must be able to be brought to school by the student on every school day and be solely for the student's educational use throughout the school day.

3.2 Choice of equipment

The device must meet all the requirements of the Device Specification. This includes meeting any required physical device characteristics and the having any required software installed.

3.3 Use of alternate equipment

Equipment which is not in accordance with clause (3.2) is not permitted for use in the Bring Your Own Device program without written agreement between the parties for the use of such equipment.

3.4 Damage or loss of equipment

3.4.1 Students bring their own device for use at St Mary Star of the Sea College at their own risk.

3.4.2 Expressly, St Mary Star of the Sea College will not be responsible for any loss, theft or damage to:

(a) the device

(b) data stored on the device.

while the device is at school and/or during a school-related activity.

3.4.3 Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

3.4.4 In circumstances where a device is damaged by abuse or malicious act of another student, reimbursement may be required. The Principal will, having regard to 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.

3.4.5 The above clause **(3.4.4)** does not bind students to the determination of the Principal.

3.4.6 In accordance with clause **(6.4)** below, students should not bring peripheral equipment, including power charges and cables to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

4. STANDARDS FOR EQUIPMENT CARE

Students are responsible for:

a) Taking due care of the device in accordance with school guidelines.

b) Backing up all data securely. All electronic data and resources used for school coursework must be stored on another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.

5. MISUSE OF EQUIPMENT AND COMMUNICATION SYSTEMS

5.1 Standard school discipline procedures apply for misuse of the device contrary to this BYOD Acceptable Use Agreement or other College rules.

5.2 Examples of action the College may take in cases of misuse include:

a) the device is taken away by a teacher for the remainder of the lesson;

b) the device is taken away by a House Co-ordinator or Deputy Principal for the remainder of the school day and/or until a parent or caregiver picks up the device;

c) permission for the student to bring their device to school or connect to the College network pursuant to the Bring Your Own Device policy being revoked

d) conventional discipline procedures, including detention or suspension where deemed appropriate, pursuant to the school's discipline procedures.

6. ACCEPTABLE EQUIPMENT AND COMMUNICATION SYSTEM USE

6.1 Use of the device during the school day is at the discretion of teachers and staff. Students must use their device as directed by their teacher.

6.2 The primary purpose of the device at school is educational.

6.3 Students must bring their device to school fully charged.

6.4 Students must avoid bringing peripheral device equipment to school with the device (with the exception of portable power banks). Peripheral equipment includes:

(a) chargers

(b) docking cradles, with the exception of a docking cradle that includes a keyboard integrated into the peripheral

(c) accessories (including power banks) requiring mains power to operate

6.5 While at school, all material on the device is subject to review by school staff.

6.6 Students are to connect their device to the designated wireless network only. Students are not to connect their device to other wired, wireless or cellular networks whilst at school.

6.7 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. This applies to use of the device and web based use on the device:

(a) at school

(b) to access school-hosted systems

(c) in connection with a school-related activity or school-related program, including coursework.

6.8 Access and Security

6.8.1 Students will:

• ensure that communication through internet and online communication services is related to learning.

• keep passwords confidential, and change them when prompted, or when known by another user.

• use passwords that are not obvious or easily guessed.

• never allow others to use their personal e-learning accounts.

• promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.

• seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.

• never knowingly initiate or forward emails or other messages containing:
- a message that was sent to them in confidence;
- a computer virus or attachment that is capable of damaging recipients' computers;
- chain letters and hoax emails;
- spam, e.g. unsolicited advertising material.

• never send or publish: unacceptable or unlawful material or remarks, including:
- offensive, abusive or discriminatory comments;
- threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person;
- 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 is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, video, graphics or music that is not associated with learning, is not permitted.

• never damage or disable computers, computer systems or networks that are the property of the College.

• ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

• be aware that all use of internet and online communication services can be audited and traced to the accounts of specific users.

7. PRIVACY AND CONFIDENTIALITY

7.1 Students will:

• never publish or disclose the email address of a staff member or student without that person's explicit permission.

• not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.

• ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

8. INTELLECTUAL PROPERTY AND COPYRIGHT

8.1 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 USE

9.1 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 action such as emails, inappropriate use or postings from their account

• they are held responsible for any breaches caused by them allowing any other person to use their 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. MONITORING, EVALUATION AND REPORTING REQUIREMENTS

10.1 Students will report:

• any internet site accessed that is considered inappropriate.

• any suspected technical security breach involving users from other schools or TAFEs, or educational institutions.