Bring Your Own Device (BYOD) Technology Agreement

Student name   _____   _____
                Family name   Given name

Parent/Carer name _____   _____
                   Family name   Given name

……

Purpose

Bring Your Own Device (BYOD) has been developed to enable students to bring their devices to school to be used in an educational setting. This BYOD Technology Agreement ("Agreement") covers all electronic technology and communication devices, including use of school owned Department of Education and Communities (DEC) and BYOD devices in school.

The following devices are not permitted to be used as a BYOD device:

- ✖ Mobile phone
- ✖ iPod
- ✖ MP3

Students and parents/caregivers must carefully read this Agreement prior to signing it.

Any questions should be addressed to the school principal and clarification obtained before the Agreement is signed.

It is important to keep the remaining Policy and Agreement information in a safe place for future reference.

Please read the following carefully prior to signing.

By signing below I agree:

- I will use the Department's Wi-Fi network for learning activities only.

- I will use my device during school activities at the direction of the teacher.

- I will not attach any school-owned equipment to my mobile device without the permission of the school.

Gloucester High School BYOD Student Responsibilities & Technology Agreement

- I will bring my device to school fully charged.

- I will use my own portal/internet log-in details and will never share them with others.

- I will stay safe by not giving my personal information to strangers.

- I will not hack or bypass any hardware and software security implemented by the Department or my school.

- I will not use my own device to knowingly search for, link to, access or send anything that is:

  - Offensive
  - Pornographic
  - Threatening
  - Abusive or defamatory
  - Considered to be bullying.

- I will report inappropriate behaviour and inappropriate material to my teacher.

- I understand that my activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.

- **I ACKNOWLEDGE THAT THE SCHOOL CANNOT BE HELD RESPONSIBLE FOR ANY DAMAGE TO, OR THEFT, OF MY DEVICE.**

- I understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.

- I have read the BYOD Student Responsibilities (see page 3-6) document and agree to comply with the requirements.

- I have reviewed the BYOD Device Requirements document and have ensured my device meets the minimum outlined specifications.

- I have read and will abide by the NSW Department of Education and Communities' *Online Communication Services – Acceptable Usage for School Students.*

Signature of student: _____ date: / /

Signature of parent/caregiver: _____ date: / /

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL

BYOD Student Responsibilities and Technology Agreement

1. Purpose

The technology is to be brought to school to assist student learning. BYOD ensures that learning is seamless between school and home.

2. Equipment

2.1 Maintenance

2.1.1 The student must bring the technology fully charged to school every day as required.

2.1.2 Chargers should be left at home.

2.1.3 Bring your own device (BYOD) is recommended but not compulsory.

2.1.4 BYOD device must meet school hardware and software specifications.

2.1.5 All material on the technology is subject to review by school staff. If there is a police request, NSW DEC will provide access to the technology and personal network holdings associated with your use of the technology.

2.1.6 Backing up of data on their BYOD device is the responsibility of the student.

2.2 Damage or loss of equipment

2.2.1 Students bring their own device for use at Gloucester High School at their own risk.

2.2.2 ALL BYOD technology should be insured by parents/carers.

2.2.3 All new technology, devices and batteries should be covered by a manufacturer's warranty. All warranty issues are the responsibility of the parents/carers and students as device owners.

2.2.4 Any problems, vandalism, damage, loss or theft of the technology should be reported to the police and is not the responsibility of the school.

2.2.5 BYOD Devices that are damaged or lost by neglect, abuse or malicious act, are not the responsibility of the school.

2.2.6 Students must look after their own BYOD devices.

2.3 Standards for technology care

The student is responsible for:

2.3.1 Taking care of their BYOD technology in accordance with school and Department of Education policy and guidelines.

2.3.2 Adhering to Online Communication Services: Acceptable Usage for School Students policy.

2.3.3   Keeping student data secure and backing up all data securely is the responsibility of the student.

2.3.4   Never damage or disable any school devices, technology systems and networks or establish, participate in or circulating content that attempts to undermine or bypass technology security mechanisms for either software or hardware.

3. Acceptable Use of Systems and Technology

3.1 BYOD computer and internet use.

3.1.1   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.

3.1.2   Standard school discipline procedures apply for misuse of the device contrary to this BYOD User Agreement or other school rules.

Examples of action the school may take in cases of misuse include:

- The device is taken away by a teacher for the remainder of the lesson
- The device is taken away by a Head Teacher or Deputy Principal for the remainder of the school day and/or until a parent or carer picks up the device
- Permission for the student to bring their device to school pursuant to the Bring Your Own Device Policy is revoked
- Conventional discipline procedures including detention or suspension where deemed appropriate pursuant to the school's discipline procedures.

3.2 Equipment and communication system use

3.2.1   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.

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

3.2.3   Students must bring their device to school fully charged.

3.2.4   Students should avoid bringing peripheral device equipment to school with the device. Peripheral equipment includes:

- chargers
- charging cables
- docking cradles, with the exception of a docking cradle that includes a keyboard integrated into the peripheral
- external pointing devices, such as computer mouses
- adapters for the connection of video output or data transfer

4. Digital Citizenship

Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the Online Communication Services: Acceptable Usage for School Students policy. Extracts are provided below.

This policy forms part of the BYOD and Technology Agreement

The Online Communication Services: Acceptable Usage for School Students policy applies to the use of the school and Department of Education and Communities technology and internet both on and off school grounds.

Extracts: Online Communication Services: Acceptable Usage for School Students

4.1 Access and Security

4.1.1 Students will:
- Not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- 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 account.
- Log off at the end of each session to ensure that nobody else can use their e-learning account.
- 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.
- Report 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) A message that was sent to them in confidence.
  b) A computer virus or attachment that is capable of damaging recipients' computers.
  c) Chain letters and hoax emails.
  d) Spam, e.g. unsolicited advertising material.
- Never send or publish:
  a) Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
  b) Threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
  c) Sexually explicit or sexually suggestive material or correspondence.
  d) 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.
- Never damage or disable computers, computer systems or networks of the NSW Department of Education and Communities.

- 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 e-learning accounts of specific users.

4.2 Privacy and Confidentiality

4.2.1 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.

4.3 Intellectual Property and Copyright

4.3.1 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.

4.4 Misuse and Breaches of Acceptable Usage

4.4.1 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 breaches caused by them allowing any other person to use their e-learning 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.

5. Monitoring, evaluation and reporting requirements

5.1 Students will report:

5.1.1 Any internet site accessed that is considered inappropriate.
5.1.2 Any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Communities.