

BYOD STUDENT POLICY YEAR 10 – 12 STUDENTS



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INTRODUCTION

Plenty Valley Christian College students from year 4 to year 9 are covered by the College Compulsory iPad Program. The college requires students in years 10 through to 12 to bring and use their own device to gain access to curriculum material and aid their learning.

Students may continue to utilise their iPad from previous years or bring a different device of choice that meets requirements outlined in this policy.

This document outlines the requirements and acceptable use policy for all year 10 through to 12 students using personal devices at the college.

Scope

This document applies to all parents and students of Plenty Valley Christian College in Years 10 to 12 who provide and utilise personally owned devices at the college, voluntarily or under requirement. Usage of personal devices constitutes consent to the policy and guidelines set out in this document.

Contents:

- Student responsibilities
- Damage and loss
- Technical support
- Rights of inspection
- Device requirements
- Acceptable Use Policy
- Student BYOD Policy Agreement
- Parent BYOD Policy Agreement

STUDENT RESPONSIBILITIES

- Students are solely responsible for the care and maintenance of their personal devices. This includes but is not limited to:
 - Managing battery life
 - Labelling their device for identification purposes
 - Purchasing and using protective cases and or bags
 - Ensuring the device is safe and secure during travel to and from the college and throughout the school day
 - Maintaining up-to-date main stream anti-virus software and operating systems
 - Maintaining data backups
 - Taking insurance coverage of their own device to protect any accidental damage, theft or loss.
- Students are responsible for managing the battery life of their device and acknowledge that devices may not be charged at the college under any circumstances. Students should ensure that their

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devices are fully charged before bringing them to the college. The college is not responsible for providing facilities for students to charge their devices.

- Students must have a supported operating system (see Device Requirements) and current antivirus software installed on their device and must continue to maintain the latest service packs, updates and antivirus definitions.
- Students must not connect any college owned equipment to their personal device without the permission of college ICT services staff.
- Students must not physically connect their device to the college network at any time (connections are limited to wireless access).
- Students should clearly label their device for identification purposes. Labels should not be easily removed.
- Students are responsible for securing and protecting their device in the college. The college does not provide designated or secure computer storage locations.
- Students are responsible for ensuring the operating system and all software on their device is legally and appropriately licenced.
- Students are responsible for their own occupational health and safety whilst using the device.
- Students must ensure they are comfortable and take adequate breaks whilst using their device. The college accepts no responsibility of students' occupational health and safety whilst using their own personal device.
- Students must obey all staff directions whilst using personal devices. This includes, but not limited to, volume levels, camera usage and internet usage.

DAMAGE AND LOSS

Students bring their devices onto the college grounds at their own risk. In cases of malicious damage or theft of another student's device, existing college processes will apply.

TECHNICAL SUPPORT

- Students are solely responsible for ensuring they can adequately operate their device and enact self-troubleshooting of device problems.
- The college will provide all students the basic connection details in written form via existing student portals to gain internet access and access to shared storage. Students are solely responsible for maintaining their own connections.
- The college IT services staff are under no obligation to provide any technical support on either hardware or software.

RIGHTS OF INSPECTION

- By bringing a personal device onto the college grounds students acknowledge that any staff member may inspect the device and digital content.
- Students acknowledge that personal devices may be remotely periodically scanned to determine compliance with requirements and inspection and logging of data and applications being used (including but not limited to network traffic, operating system details, hardware details, internet access and application usage).
- Students who refuse any staff members request to inspect their device will have the device immediately blocked from the college network and the matter referred to the appropriate staff

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member. This may lead to disciplinary action including, but not limited to, banning the device from the college, or enrolment termination.

- Students who are found, either in person or via electronic detection, to be using a device that does not comply with or breaches the device requirements (or any other conditions of this policy) will have the device immediately blocked from the college network by IT services staff and only reinstated upon proof of rectification directly to IT Services Staff.

DEVICE REQUIREMENTS

The following requirements must be met by any device before it is brought onto the college grounds and be eligible for connection:

- Minimum screen size: 7" (mobile phones are expressly excluded as a BYOD)
- Battery life: Minimum of 5 hours constant run time
- Wireless: Device must support 802.11n wireless with WPA2 Enterprise Authentication (Radius Authentication)
- Proxy: Device must support automatic proxy detection
- Operating Systems: PC (Windows 10 or above, MacOS 10.13 or above), iPad (IOS 13 or above), Android Tablet (Android 10 or newer)
- The device must use a legitimate operating system that meets the above minimum standards (i.e. you may not use a 'jail broken' device)
- Software:
 - Up to date Antivirus Software (excluding iPad or Android Tablets)
 - Ability to run MS Office programs as part of College Office 365 licencing
 - Note taking
 - Word processing
 - Spreadsheet
 - Basic photo editing
 - Web browsing
 - NB: Operating systems and applications running on student devices are the sole responsibility of the student as the device owner.
- Students are solely responsible for ensuring their device meets the above requirements and the burden of proof for meeting minimum requirements rests solely with the device owner. The college IT services staff cannot advise or recommend devices for purchase or individually guarantee a devices suitability.

ACCEPTABLE USE POLICY

Students at Plenty Valley Christian College are required to agree to the ICT Acceptable Use Policy and Guidelines before bringing a device to the college. This contract confirms that you have read the guidelines and responsibilities you are expected to uphold as a digital citizen at Plenty Valley Christian College. It is your responsibility to make good choices and uphold the expectations below. If you choose not to follow these expectations, you may forfeit the right to use a device at the college and other disciplinary action may occur as appropriate.

Student Responsibilities:

- Students will use computer/devices in a responsible and ethical manner.

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- Students will obey general college rules concerning behaviour and communication that apply to tablet/computer or other device use.
- Students will help the college protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always turn off and secure their device after they are finished working to protect their work and information.
- Students will use the Internet in a safe and appropriate manner consistent with the expressed values of the College and any offensive or inappropriate websites must be reported to a class teacher immediately so that they can be blocked.
- Students will use good judgement when using the built in camera.

Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Violating any copyright laws.
- Any action that violates any existing policy, rules or laws.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Internet/computer games that are not deemed as educational by teacher.
- Downloading apps that are not for school curriculum.
- Gaining access to another student's accounts, files, and/or data.
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger.
- Participation in credit card fraud, electronic forgery or other forms of illegal behaviour.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of college equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Photographing or videoing any other person without that person's consent.
- Using the camera to take inappropriate, illicit or sexually explicit photographs or videos or to embarrass anyone in anyway.
- Use of the camera in toilets or change rooms.
- Post images or movies to a public forum without the express permission of a member of staff.
- Use of the camera and microphone in class unless permission is granted by a teacher.
- Jailbreaking (act of deliberately removing limitations on the device by the proprietary software).
- Utilising mobile data connections in any form (direct or via wireless).
- Hosting services on personal devices.
- Bypassing the Plenty Valley Christian College web filter by any means.

Legal Propriety

- You must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action.

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STUDENT BYOD POLICY AGREEMENT

_____ Date _____
Student Name (please print):

_____ Date _____
Student Signature:

_____ Date _____
Teacher Signature:

PARENT BYOD POLICY AGREEMENT

I, _____ (please print), agree to the Plenty Valley Christian College

BYOD Policy as a Parent/Guardian of _____

Signed _____

Date _____

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DOCUMENT HISTORY AND VERSION CONTROL RECORD

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Responsible officer: ICT

Approved by: Principal

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Category: Students

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1.0	13/10/2016	ICT	Draft.
1.1	31/10/2019	ICT	Final.
1.2	18/11/2020	Margaret Vella	Updated to align with new style guide.

Approved by:



John Metcalfe
Principal

Date