BYOD Policy and Guidelines

INTRODUCTION

Kurunjang Secondary College promotes the use of digital learning technologies including software and the use of devices to help students become digitally literate and enhance teaching and learning.

RATIONALE

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised, and engaging. Digital technologies enable our students to interact with and create high quality content, resources, and tools. It also enables customised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

PURPOSE

To ensure that all students and members of our school community understand:

(a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at Kurunjang Secondary College [including our 1-to-1 Bring Your Own Device Program]
(b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
(c) the College's commitment to promoting safe, responsible, and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
(d) our college's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

DEFINITIONS

(e) To this policy, "digital technologies" are defined as being any networks, systems, software, or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy, or send any information such as text, images, audio, or video.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Kurunjang Secondary College, we are committed to educating all students to be safe, responsible, and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Kurunjang Secondary College we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be promoting safe, responsible, and discerning use of digital technologies,
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our Bullying Prevention Policy, Student Wellbeing and Engagement Policy, and the College's Agreed Behaviours, and our college values of Respect, Achievement, and Responsibility including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

Distribution of school owned devices to students and personal student use of digital technologies at the College will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify their classroom teacher and/or House Leader, Coordinator as appropriate, immediately.

All messages created, sent, or retrieved on the College's network are the property of the College. The College reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender (for example MS Teams chat messages).

School Provision

Kurunjang Secondary College uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources and as such strive to increase the prevalence of devices at the College. The Kurunjang Bring Your Own Device (BYOD) Program can enhance and enrich learning opportunities both at school and at home.

At Kurunjang Secondary College the BYOD will be underpinned by the Acceptable Usage Policy, and Mobile Phone and Related Devices Policy. Where any conflicts occur, these policies will take precedence.

- Students are responsible for the care and maintenance of their devices including data protection and battery charging.
- The Department and College will not accept any liability for the theft, damage, or loss of any student's device.
- Students who bring their own devices onto college sites do so at their own risk. The College is not obliged to provide hardware or technical support for devices.
- Students who bring their own device understand that for their device to gain access to the Kurunjang Secondary College network will be imaged (installation of the Department owned operating system and software package)
- **Students understand that imaging will result in:**
    - **The wiping of the Hard Drive therefore all student material will need to be backed up.**
    - **Limited access to Admin rights on their device (like a college PC).**
    - **Upon leaving the college, that Department issues operating system and software package will expire, and any new operating system and software package will be at student, parent, or carer cost.**
- Students and their parents/carers must complete and return a signed BYOD Agreement prior to connecting to the College's network. See **Appendix 1.**

Guidelines and Requirements to participate in the BYOD

- Devices must be Windows 11 capable
- Minimum of 8 GB Ram
- Devices should have a reasonable battery life (at least 5 hours) and must be charged at the start of the day.

- At Kurunjang we are a Windows school and as such Apple Products, Chromebooks/Android will not be accepted

Student BYOD Agreement
It is important to ensure that students are aware of and agree to their obligations under the Student Bring Your Own Device (BYOD) Policy and relevant policies.

Student Responsibilities

Students are solely responsible for the care and maintenance of their BYO devices. This includes but is not limited to:

- Students must ensure that their device is fully charged before bringing them to school. Students are responsible for managing the battery life of their device and acknowledge that the College is not responsible for charging their device. The IT department do not keep chargers for students to use or borrow.
- Labelling their device for identification purposes (identification labels should not be easily removable).
- Purchasing and using device protective casing and bag.
- Ensuring the device is safe and secure during travel to and from the College and throughout the school day.
- Possibly taking insurance coverage of their own device to protect any accidental damage, theft, or loss.

Implementation of Policy

- The College will provide a filtered internet service (While at school, students are to use the College network which will be restricted by the DE (Department of Education) filtered internet service. All social media sites, and inappropriate sites, are blocked while students are at school).
- The College will provide supervision and direction in all use of electronic devices when using the internet.
- The College will provide support to parents to understand this policy and agreement (languages other than English).
- The use of devices during class time is not permitted unless stated by a teacher (Class time is defined as any time between 9.00 am and 3.08 pm not including recess and lunch).
- Devices are not to be used in the school yard between classes (in line with the College mobile phone policy). Devices may be used in the library during these times for school work.

- Student use of the internet on the College's network will only be permitted where students and their parents/carers provide written acknowledgment that students agree to act in accordance with the standards of conduct established in this policy.
- All messages created, sent, or retrieved on the College's network are the property of the College, and should be considered public information. The College reserves the right to access and monitor all messages and files on the system as deemed necessary. Internet messages are public communication and are not private. All communications including texts and images can be disclosed to law enforcement and other third parties.

Breach of this Policy

All breaches of this policy will be investigated by the leadership team of the College and may result in the ban/removal (or any other consequences) from the College network/facilities and withdrawal of the device from the BYOD. Some examples of breaches include but not limited to:

- Accessing inappropriate websites can result in restricted internet use and/or removal from the College network, pending investigation by the College
- Storing of inappropriate images, videos, games, etc.
- Storing / Modifying files on the College Network (other than personal user space i.e. creating folders to store games etc.)
- Cyber bullying

POLICY REVIEW AND APPROVAL

Policy last reviewed	13/06/2024
Consultation	Technology Management Team (TMG) 23/06/2024
Approved by	Ms. Kelsy Ryan Acting Assistant Principal College and Student Operations 24/06/2022
Next scheduled review date	June, 2025
Related Policies	Mobile Phone and Related Devices Policy, Bullying Prevention Policy, Student Wellbeing and Engagement Policy

Appendix 1

Student declaration

When I use digital technologies and the internet, I agree to be:

A responsible user by:

1. Respecting others and communicating with them in a supportive manner;
2. Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
3. Protecting the privacy of others by never posting or forwarding their personal details o
4. Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson;

Safe online by:

1. Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
2. Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour;
3. Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
4. Protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media forums;

Ethical online by:

5. Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
6. Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes; Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references\ appropriately;
7. Not accessing media that falls outside the School's policies;
8. Not downloading unauthorised programs, including games;
9. Not interfering with network systems and security or the data of another user;
10. Not attempting to log into the network or online service with a username or password of another person.

Respectful by:

11. Handling ICT devices with care and notifying a teacher of any damage or attention required;
12. Ensuring that technology is stored in a safe and secure manner.

Signatures

I understand and agree to comply with the terms of acceptable use and expected standards of behavior set out within this agreement.
I understand that there are actions and consequences established within the College Acceptable Usage if I do not behave appropriately.

Student

Name:_____

Student Signature: _____

Parent/Carer Name: _____

Parent/Carer Signature: _____