

# ST JOSEPH'S CATHOLIC COLLEGE



## BYOD & ICT Policies & Agreement

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# 'BRING YOUR OWN DEVICE' POLICY

## RATIONALE

St Joseph's Catholic College values the rich learning experiences that tightly integrated interactions with technology brings. This is core to the College's educational philosophies.

BYOD empowers its students and gives them direct involvement in the way they use technology in their learning.

At the same time, BYOD enables teachers to build on their experiences in the previous centrally-delivered model and adapt to this new varied BYOD environment without losing their previous technological capabilities.

## OBJECTIVES

1. To enable students to access preferred ICT equipment to enhance their learning experience.
2. To provide a safe environment in which students can achieve Objective 1.
3. To ensure a minimum standard of device compatibility.
4. To enable students to use technology to further their learning, independently and in structured lessons.
5. To provide a basis on which Teachers can use ICT equipment to teach

EXPECTATIONS OF STUDENTS AND PARENTS/CARERS

- Prior to bringing a personal device for the first time, students and their parents must read and sign the BYOD User Charter which sets out the responsibilities and expectations for use of the personal device at St Joseph's Catholic College.
- **All students in Years 10 - 12** are expected to bring a computing device to College each day where applicable.
- The personal device be solely the student's to use throughout the College day.
- Students and Parents are responsible for ensuring the device brought to College meets all the requirements of the Device Specification. A device which does not meet the Specification will not be permitted access to College networks and services.
- Students requiring the use of an alternate device, for medical or therapeutic reasons, which does not meet the **Device Specification** (see page #) must apply for and receive an exemption from the Specification before bring such a device. The application should state the reason for the request for exemption.
- Students must use their device in accordance with the User Charter.
- Students must follow teachers' directions as to appropriate use of their devices in class.
- Each student is absolutely and solely responsible for the care and conduct of his own personal device.
- Students must only use their own credentials when connecting to the College's system.
- Students must not connect to any other network, wired, wireless or cellular.
- Students must not bridge the St Joseph's Catholic College designated network to any other network.

## EXPECTATIONS OF TEACHERS

- Using their discretion, teachers should encourage and facilitate the use of students' devices in their classes where they deem appropriate.
- Teachers should follow behaviour consequence matrix procedures in case a student uses their device inappropriately.

## EXPECTATIONS OF ST JOSEPH'S CATHOLIC COLLEGE

- Maintain a BYOD Equity Policy to ensure all students have access to the computing resources, inside and outside of class time, that are required by their coursework.
- Provide a BYOD User Charter to list the responsibilities and expectations of each student and their families in the BYOD program.
- Ensure a copy of the BYOD User Charter is signed by each student and their parents prior to allowing the student's device to be brought to College.
- Provide a wireless network with filtered Internet connection to which students may connect their BYOD program device.
- Provide support to assist students with connecting to the College's system.
- Accept no responsibility for loss or damage to, or for maintenance or repair required on a student's own device through any act or omission resulting from the negligence or otherwise of the College, a member of the College staff or of another student.
- Should a student's device fail to meet a requirement of the Device Specification, the College will not facilitate the student's access to any network or College services.
- The College may direct a student to cease bringing a device to College which does not meet all the requirements of the Device Specification.

# BRING YOUR OWN DEVICE EQUITY POLICY

## RATIONALE

The St Joseph's Catholic College Bring Your Own Device (BYOD) program, , inherently imposes a financial cost on students and their families in supplying a device. However, the BYOD can only function if all students have access to appropriate technological resources in all their classes.

St Joseph's Catholic College takes seriously the role of public education in ensuring all students have access to the same learning outcomes. The purpose of the BYOD Equity Policy is to establish the framework for the BYOD program to provide this for all students, irrespective of their families' financial means.

## OBJECTIVES

1. To facilitate and promote the bringing of a computing device to school by *all* students in Years 9 - 12 for use in their education.
2. To ensure equity in the BYOD program and its implementation.
3. To ensure all students have access to appropriate technological resources in their classes.
4. To provide a framework through which family requests for assistance can be managed consistently.

ST JOSEPH'S CATHOLIC COLLEGE WILL:

1. Endeavour to provide personal access to appropriate technology resources to all students operating under the school's Bring Your Own Device program in keeping with the objectives of that policy and with respect to its role as a public education institution.
2. Ensure the BYOD Program's **Device Specification** is designed so that a range of devices in capability and cost are suitable and meet the Specification.
3. Assess applications for assistance in meeting the requirements of the BYOD program on a case-by-case basis. Due consideration will be given to all the facts of the matter, including:
  - The level of assistance requested.
  - Existing disbursements from the Student Assistance Scheme.
  - The Year of the student.
  - The subjects the student undertakes.
  - The technology already available to the student at school and at home.
4. Consult with the parent/carer in making determinations as to what form any assistance will take.
5. Consider a range of alternatives for providing device access for students, including:
  - Priority or reserved access to desktop computers in computer labs or the Mary MacKillop Centre during class time, free periods, before or after school or during breaks.
  - Loan of a laptop or other device for a particular period or class.
  - Loan of a laptop or other device for a particular day.
  - Recurrent daily loan of a laptop or other device.
6. Make a written agreement between the school, student and parent/carer that specifies the arrangements agreed upon or determined for facilitating access to technological resources.

7. In most circumstances, **not** agree to loan a laptop or other device to a student overnight, over a weekend or over a holiday period.
8. Provide a protocol for ensuring priority or reserved access to desktop computers where this access is considered appropriate.
9. Provide a protocol for signing out and signing back in a laptop or other device from the Mary MacKillop Centre and follow up any cases where the loaned device is not returned in accordance with the agreement.

STUDENTS AND PARENTS/CARERS:

1. Consider your options for the purchase or lease of equipment that meets the **Device Specification**. St Joseph's Catholic College will endeavour to make a broad selection of devices in a range of price points match the Specification.
2. If you believe you are unable to provide a device that meets the specification:
  - a. Make an application in writing to the Principal, or make an appointment to speak with the Principal and indicate you require assistance in addressing the school's Bring Your Own Device program.
  - b. To identify the most appropriate way to address the issue and ensure he has appropriate access to the technological resources of his peers.
  - c. You will be asked to make an agreement with the school that confirms the alternative arrangements made for your child's/ward's access to technological resources.
3. The school will **not** purchase a device to assign to your child/ward nor will the school make a device available for permanent or semi-permanent loan. In substitution of a personal device the school **will consider** options including:
  - Priority or reserved access to desktop computers in computer labs or the Mary MacKillop Centre during class time, free periods, before or after school or during breaks.
  - Loan of a laptop or other device for a particular period or class.
  - Loan of a laptop or other device for a particular day.
  - Recurrent daily loan of a laptop or other device.

## User Charter

The St Joseph's Catholic College Bring Your Own Device program aims to enhance student learning experiences both in and out of the classroom. St Joseph's Catholic College provides considerable freedom to students in their choice of technology and in their use of technology in the classroom. The College does so with the expectation that they will make good decisions with regard to their personal use of technology.

The College also expects students to make good decisions with regard to using technology that is provided by the College.

**User Charter must be agreed to and signed before students are permitted to bring their device to College and connect it to College facilities. It must also be signed before students can use College ICT equipment.**

Students and parents/carers must carefully read the User Charter prior to signing it. Any questions should be addressed to the College and clarification obtained before the Charter is signed.

## 1 PURPOSE

St Joseph's Catholic College will facilitate this in accordance with the BYOD Policy and College ICT equipment. However students and parents must be aware of, and consent to, the program's boundaries described in this User Charter.

## 2 SCOPE AND DEFINITIONS

### 2.1 PARTIES

This agreement is between St Joseph's Catholic College, and student currently attending or who will be attending St Joseph's Catholic College, and his parent or carer.

### 3 CUSTODIANSHIP

Regarding BYOD devices, the device brought to College pursuant to this policy must be able to be brought to College by the student on every College day where applicable and be solely the student's to use throughout the College day.

#### 3.1 CHOICE OF EQUIPMENT

Regarding BYOD devices, the device must meet all the requirements of the Device Specification (see below).

#### 3.2 USE OF ALTERNATE EQUIPMENT

Regarding BYOD devices, equipment which is not in accordance with clause 3.2 is not permitted for use in the Bring Your Own Device program in the absence of a separate agreement between the parties for the use of such equipment.

#### 3.3 DAMAGE OR LOSS OF EQUIPMENT

##### **Regarding BYOD devices -**

3.3.1 Students bring their own device for use at St Joseph's Catholic College at their own risk.

3.3.2 St Joseph's Catholic College will not be responsible for any loss, theft or damage to the device or data stored on the device, while the device is at the College or during a College-related activity, absolutely, in negligence or otherwise.

3.3.3 Parents and students should consider whether their device requires insurance

3.3.4 In circumstances where a device is damaged by abuse or malicious act of another student ("other student") 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.

3.3.5 The above clause (3.3.4) does not bind students to the determination of the Principal.

3.3.6 Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

#### 4 STANDARDS FOR EQUIPMENT CARE

Each student is responsible for:

- (a) Taking due care of technology in accordance with College guidelines.
- (b) Adhering to the College's Student ICT Usage Agreement
- (c) Backing up all data securely.

#### 5. GUIDELINES FOR ACCEPTABLE USE

- (a) The abbreviation 'ICT' in this document refers to the term 'Information Communication and Technologies'
- (b) 'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
- (c) Unless otherwise specified, 'Technology' means a BYOD device or College ICT equipment, which includes, but is not limited to: the College's computer network, Internet access facilities, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other future technologies as they become available.
- (d) 'Objectionable' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a College environment. This is intended to be inclusive of but not limited to the definition used in the Films, Videos and Publications Classification Act 1993.

5.1 Use of technology during the College day is at the discretion of teachers and staff. Students must use technology as directed by their teacher.

5.2 The primary purpose of the technology at College is educational.

5.3 While at College, all material on technology is subject to review by College staff.

5.4 Students are to connect technology to the designated wireless network only. Students are not to connect technology to other wired, wireless or cellular networks whilst at College.

5.5 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.

5.6 Students have signed the User Charter and must continue to adhere to this while using technology on campus.

5.7 Students understand that:

- While I have access to technology, I will follow all rules as stated in the User Charter;
- I cannot use technology at College until **my parent(s) and I have** signed this agreement and the completed form has been returned to College;
- The College requires all users technology at College to do so in an ethical, legal and responsible manner;
- That the College may monitor traffic and material sent and received using the College's network. The College may use filtering and/or monitoring software to restrict access to certain sites and data, including email; and
- That the College may audit its computer network, Internet access facilities, computers and other College ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email. The College retains rights and ownership of all data created or stored on the College network.

5.8 Student agree that they will:

- Only use technology for the purposes directed or allowed;
- Use technology solely for educational purposes;
- Be responsible for any action carried out under my username;
- Observe all copyright laws, including those relating to computer software and format shifting;
- Respect the rights and privacy of other users;
- Report to a teacher or relevant person any inappropriate email or online messages that I receive or any inappropriate use of technology;
- Report any security lapses that I may discover;
- Make available any technology for checking by College staff;
- Power off the screen and immediately, quietly inform my teacher if I accidentally come across something that is illegal, objectionable, dangerous or offensive.
- Report any damaged, faulty or missing computer equipment to the teacher in charge or relevant person immediately;
- Log off when finished using a College computer (excluding netbooks).

### 5.9 Students agree that they will not

- Use the College's network in any such way that would disrupt network services for other users;
- Disclose my or any other person's private information such as address or phone number, any credit card or pin number;
- Attempt to retrieve, view or disseminate any objectionable, obscene, offensive, pornographic or illegal material;
- Login under another person's username and password;
- I will not tell anyone else my password. If I believe my password has been compromised, I will change my password immediately and notify my teacher or relevant person immediately;
- Send offensive or objectionable messages or anonymous or falsely addressed electronic mail;
- Bring the College into disrepute in any way whatsoever;
- Have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing);
- Download unauthorised software or digital content from the internet or bring from home unauthorised downloads (such as pirated music, video, shareware etc.);
- Use chat channels or social networking sites (Facebook, My Space, Bebo, Snapchat etc.) while at school.
- Install software on the College's system;
- Connect any ICT equipment/device (apart from a USB drive) to, or attempt to run any software on, the College network without the permission of the College IT staff. This includes all wireless technologies;
- Attempt to change or tamper with the College's computer network in any way;
- Attempt to bypass any security and internet filter settings;
- Alter any control panel configurations or settings on the College's ICT equipment or interfere with hardware.
- Otherwise using technology inconsistently with the College's values.
- Otherwise using technology inappropriately in the context of a school environment.

### 5.10 If a student breaches the above, they understand that:

- The College will inform my parent(s) and access to the College network and devices may be withdrawn;
- In all cases the College may take appropriate action (see section 6 below);
- I also understand that my family may be charged for any repair costs;
- If illegal material or activities are involved, it may be necessary for the College to inform the police.

## 6 PROCEDURES FOLLOWING MISUSE OF ICT EQUIPMENT

### THE COLLEGE MAY:

- (a) The technology is taken away by a teacher for the remainder of the lesson
- (b) The technology is taken away by a Leadership team member for the remainder of the College day and/or until a parent or carer picks up the device
- (c) Revoke permission for the student to bring their device to College pursuant to the Bring Your Own Device.
- (d) Take any other action it deems appropriate.
- (e) Severe misuse will be reported to police or other authorities.

**7 AGREEMENT:**

- i. We have read the User Charter
  
- ii. We understand our responsibilities regarding the use technology and the internet.
  
- iii. In signing below, we understand and agree to the User Charter
  
- iv. We understand that the College may take appropriate action (see section 6 above) when there is a failure to comply with the User Charter.
  
- v. We provide the Media Access Control address (“MAC address”) of each device.

MAC address of each device, separated by commas (see APPENDIX A regarding how to get the MAC address):

.....

Name of student: .....

Student ID: .....

Signature of student: .....

Date: ..... / ..... / .....

Name of parent/carer: .....

Signature of parent/carer: .....

Date: ..... / ..... / .....

**PLEASE SIGN AND RETURN THIS PAGE TO THE COLLEGE**

# Bring Your Own Device' Program Device Specification

<b>Feature</b>	<b>Recommendation</b>	<b>Comments</b>
<b>Operating System</b>	<p><i>Windows:</i> 7 or higher</p> <p><i>Apple:</i> Mac OS X 10.6 or higher</p> <p><i>iPad:</i> iOS 6 or higher</p> <p><i>Android:</i> Jelly Bean (4.1–4.3) and above</p> <p><i>Chrome OS</i></p>	<p>All windows computers can be integrated with the NT Schools network allowing users to print to school printers.</p> <p>Please note that Chrome OS will not allow students to install the free Office desktop and mobile apps, which allow them to work on their Office documents while offline.</p>
<b>Warranty</b>	Minimum 2 years	Most vendors will offer 1 year warranty however it is recommended at least 2 years of warranty is purchased
<b>Physical Size</b>	Laptop or Tablet Minimum 10 inch screen	For continuous usage screen size must be large enough to reduce the impact on eye sight
<b>Memory</b>	Minimum 2 GB RAM	RAM is important for applications which will be run from the device rather than using web or department hosted services
<b>Storage</b>	Minimum 16 GB	All students have access to 25GB free cloud storage through our Microsoft OneDrive service.
<b>Wireless Compatibility</b>	Device must support IEEE 802.11n (Wireless N)	
<b>Battery</b>	Minimum 6 hours battery life	Students must charge at home
<b>Peripherals</b>	Keyboard for tablet devices Headphones Protective case/cover	Typing on screen reduces visible area and not recommended for extended period use
<b>Security</b>	Mandatory Virus protection and all devices must be up to date with all critical patches and OS security updates	There is no central department system in place to update all operating systems. Windows computers can use Departmentally supplied virus protection software
<b>Software</b>	Students can download Office desktop and mobile apps for free onto their personal devices using their NTSchools accounts.	Parents are not required to purchase MS Office Suite for their Children.

## **GETTING THE MAC ADDRESS**

*Example MAC address: CC-AF-78-5A-FB-F2*

*or CC:AF:78:5A:FB:F2*

**FIRST, CONNECT TO THE INTERNET AT SCHOOL or HOME THEN FOLLOW THE BELOW STEPS**

### **PC laptops**

Go to  > Type 'Run' > Press Enter > Type CMD > Type 'ipconfig/all' in black screen > Press Enter

The MAC address is under the heading 'Wireless LAN adaptor' and to the right of 'Physical Address'.

### **Apple laptops**

Go to System Preferences > Click View > Click Network > Click on the name of your connection > Click Advanced > Click the Hardware, Ethernet > AirPort Tab

The MAC is the string of letters and numbers next to "MAC Address:", "Ethernet ID:", or "AirPort ID:".

### **Galaxy**

Go to Menu > Settings > Wifi > Available Networks > Options > View Details > Scroll to Handset MAC Address

### **Android**

Go to Menu > Settings > About Phone > Status > Scroll down to see your WiFi MAC address.

*Or*

Go to Menu > Settings > About Phone > Hardware information > WiFi MAC address.

### **iPhone**

Go to Settings > General > About > WiFi Address