



## **Student Bring Your Own Device (BYOD) Policy**

Christadelphian Heritage College Sydney (CHCS) acknowledges the educational value of digital devices and recognises the need to support students to use them in a safe responsible manner, reflecting the ethos of the College. This BYOD policy provides guidelines for students regarding the use of digital devices at CHCS, as well as travelling to and from school. The term BYOD device refers to any technology device which is brought from home into the school and owned by the students. BYOD access to the CHCS network and internet will only be made available to some students for use in learning activities, with the prior approval of the Principal.

### **PROCEDURE**

This procedure outlines the expectations of students and their responsibilities concerning the use of personal devices.

1. Upon arrival at school, digital devices particularly mobile phones should be turned off and in school bags until the end of the school day, unless specific permission is given by a teacher for a particular activity. Incoming calls, messages or alerts during the school day disrupt the learning environment.
2. The parent/carer and the student must ensure that there is no inappropriate material on the device. This may mean that parental blocks are in place. There is to be no racist, violent, blasphemous, sexual or other offensive or damaging material, anything that is a breach of copyright law or having a classification rating that is inappropriate for the age of the student.
3. Inappropriate use of digital devices also occurs when it disrupts or is likely to disrupt the learning environment; interferes with the operation of the school; threatens or is likely to threaten the safety or well-being of any person; used to bully, intimidate or harass other people through any voice call, text message or data transfer or is in breach of any law or College rules.
4. Misuse of BYOD may result in the device being confiscated and returned at the end of the day. The inappropriate use of digital devices will be recorded on the student's record of behaviour in Sentral. CHCS discipline policy will be applied. Parents will be involved on a case by case basis.
5. When travelling to and from school, students are not to share, lend or use another student's device or play /use any inappropriate material as listed in (2) above. If reported to the school, CHCS discipline policy will be applied. Parents will be involved on a case by case basis.
6. The device is the responsibility of the student and CHCS will not accept responsibility for the device if it is damaged or lost.
7. Students are responsible for managing the battery life of their BYOD should ensure that their devices are fully charged before bringing them to school. Devices cannot be charged in the classrooms. Approval needs to be sort from Executive staff if charging a device is necessary.
8. Permission for use on College activities such as excursions, outings, concerts, camps etc. may be included on the permission note for that activity if a device is needed. Otherwise no device is to be used without teacher permission. Permission would be limited to that activity.
9. Students must not establish personal hotspots that circumvent the CHCS network.

10. Files and software applications not explicitly required for academic work may not be used during class times, study periods or breaks. Headphones may not be used during these times unless there is a specific legitimate purpose, with permission given by a teacher.
11. Network access and communication is monitored and logged. The Principal reserves the right to access these logs at any time to monitor students' usage.
12. Senior students (Year 11 and 12), students completing TAFE courses or with Individual Education plans may seek permission to BYOD to connect to the CHCS network and internet. Approval from the Principal or appointed delegate is needed, by completing the CHCS BYOD form.
13. To connect to the CHCS Network, all student devices must have the following applications installed from our external IT Vendor:

#### **WT Agent**

The agent monitors performance, security issues (The agent monitors performance, security issues, and provides a platform for pushing critical Microsoft security patches to devices)

**WT Anti-Virus (Bit-Defender)** (This is an industry standard Anti-Virus product that will protect the devices from viruses, and in turn protect the wider school network.)

**WT Take Control** (This allows external IT staff to remote connect to the device to troubleshoot, assist with, and resolve technical issues relating to Heritage College Systems. Students should only access the CHCS network using their own personal credentials and not attempt to use another person's account or attempt to gain access to restricted network resources. If external IT staff require accessing the devices, they will speak first to a faculty member at the school, a 'Take Control' command is sent to the device, and the student must accept the 'take control' request in order to allow access.) All External IT staff have current Police Checks and active Working with Children and Vulnerable Adults clearances.



## Student Agreement for BYOD connecting to school network

**(Year 11 & 12 students, students with IEPs and other students with particular needs who BYOD to school, to be approved by the Principal)**

**I agree to** abide by the rules and conditions in the Student BYOD Policy, when using all technology including laptops, BYOD and any other mobile devices, including:

- I will use all IT devices in ways that are appropriate, educational and that comply with the College ethos.
- I will use appropriate language when using any forms of communication.
- I will not use my own device to knowingly search for, link to, access or send anything that is racist, violent, offensive, defamatory, pornographic, abusive, harassing, threatening, defamatory or considered to be bullying
- I understand that there are consequences for inappropriate use of IT devices, in line with CHCS Discipline Policy
- I will not hot spot, share data or lend /share my device while at school
- I will never give my password to other individuals.
- I will charge my device's battery daily and arrive at school with my device fully charged.
- I will be responsible for all damage or loss to my device.
- I will follow the policies whilst at school and at home and have discussed this with my parent/carer.
- I understand that my parents/carer can check content and shares responsibility for content on my device when it is brought to school.
- I agree for apps to be installed on my device by IT vendor (WT Agent, WT Bit-Defender, WT Take Control).
- I will not attempt to hack or bypass any security implemented by the IT vendor
- I understand that my device is subject to inspection at any time without notice.
- I understand that my activity may be recorded and that these records may be used in investigations, court proceedings or for other legal reasons.

**By signing this agreement, I agree to abide by the CHCS Student BYOD Policy.**

Student's Name: \_\_\_\_\_ Student's signature: \_\_\_\_\_  
Parent/carer's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal/Exec: \_\_\_\_\_ Date: \_\_\_\_\_

BYDO Type	Make/Model	Reason for request