**Bring Your Own Device (BYOD) Procedure 2021**

**1. Purpose**

* 1. *Mowbray Public School* wants to give all students opportunity to use technology to support learning programs. Bring Your Own Device (BYOD) supports the growing needs of students to access technology in the classroom, supplementing school resources through the Department of Education (later referred to as the Department) and school funding.

1.2 Students, parents and/or guardians must read and sign the **Bring Your Own Device (BYOD) Parent and Student Agreement** **2021** in addition to this procedure.

**2. Rationale**

2.1 The use of a Laptop in the classroom is to support Teaching and Learning programmes. Laptops devices may only access the internet via the schools wireless network (DETNSW). All other connections must be switched off. Accessing the internet independently of the school’s proxy servers is not allowed.

**3. Responsibility**

3.1 The Department is responsible for the surveillance and monitoring of its computer systems to ensure the ongoing confidentiality, integrity and availability of services.

3.2 The Principal is responsible for developing and implementing the school’s Bring Your Own Device (BYOD) procedure. The Principal will retain the right to determine what is, and is not, appropriate use of devices at the school within the bounds of The Department’s policies and NSW privacy and other legislation.

3.3 Parents should be aware if their child takes a Laptop to school their child is expected to follow the **Bring Your Own Device (BYOD) Parental and Student Agreement 2021** and failure to do so could result in the Laptop being confiscated and/or the child being refused permission by the Principal to bring their Laptop to school in the future.

3.4 A student will not be given permission to have a Laptop at school until their parent/guardian has signed a copy of this procedure. Parents/guardians may revoke approval at any time and should advise the school if they do so.

**4. Acceptable use of devices**

*Students must comply with Departmental policies and school procedures concerning the use of devices at school while connected to the Department’s Wi-Fi network.*

4.1 Students must not create, transmit, retransmit or participate in the circulation of content on their Laptops that attempts to undermine, hack or bypass any hardware and software security mechanisms that have been implemented by the Department, its Information Technology Directorate or the School.

4.2 Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.

4.3 Laptops can be brought to school on the days assigned by the classroom teacher or Stage Coordinator.

4.4 Laptops may only be used at school at the direction and in a manner prescribed by the class teacher for activities linked to class teaching and learning programs.

4.5 Laptops should not be used in any manner or place that is disruptive to the normal routine of the school.

4.6 Taking photos, video or recording voices of any individuals or groups is not allowed without permission of a teacher.

4.7 Students must not use the Department’s network services to seek out, access, store or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature. These actions are prohibited and may result in disciplinary and/or legal action.

4.8 Students and their parents/caregivers must be advised that activity on the internet can be traced and that these records may be used in investigations, court proceedings or for other legal reasons.

4.9 Where a school has reasonable grounds to suspect that a device contains data which breaches the **Bring Your Own Device (BYOD) Procedure 2021**, parents will be contacted and the Principal may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, school disciplinary action may be appropriate or further action may be taken including referral to the police. The consequences of any breaches of the Mowbray Public School’s **Bring Your Own Device (BYOD) Procedure 2021** will be determined by the Principal in accordance with relevant Department policies and procedures.

**5. Unacceptable Uses**

5.1 Laptops must not disrupt classroom lessons with audio capacity muted.

5.2 Using Laptops to insult, tease, embarrass, bully and/or threaten other students is unacceptable and will not be tolerated. Students who act in this way towards another student or a teacher will be dealt with under the School Discipline Policy. In some cases it can constitute criminal behaviour and the school may need to call the Police.

5.3 Students must not use their Laptops to take videos and pictures to embarrass and humiliate another student or staff member and then send the pictures to other students or upload it to a website for public viewing. Any student who does this will be dealt with under the School Discipline Policy. This also includes using the Laptop to photograph or film any student without their consent. It is a criminal offence to use a Laptop to menace, harass or offend another person.

5.4 Laptops are not to be used or taken into other rooms or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

5.5 Should there be repeated disruptions to lessons caused by a Laptop, the responsible student may face disciplinary actions as sanctioned by the Principal.

5.6 Any previously downloaded materials such as games, Apps or programs that are already installed on my computer may not be accessed during class time.

**6. Theft or damage**

6.1 Students are responsible for bringing their Laptop to school fully charged and labelled for identification.

1. The students name, class and phone number written inside the case out of clear view.
2. A tag attached to the outside of the case with student name and class.
3. A label on the device with student name and class – you may have this engraved if you wish.

6.2 To reduce the risk of theft during school hours, students must keep their Laptop in the classroom.

6.3 The school accepts no responsibility for replacing lost, stolen or damaged Laptops. Students and parents bring Laptops to school at their own risk.

6.5 The school accepts no responsibility for students who lose or have their Laptops stolen while travelling to and from school.

**7. Inappropriate conduct**

7.1 Any student/s caught using a Laptop to cheat in exams or assessments will face disciplinary action as sanctioned by the Principal.

7.2 Any student who uses vulgar, derogatory, or obscene language while using a Laptop will face disciplinary action as sanctioned by the Principal.

7.3 Students using Laptops inappropriately will be dealt with under the School Discipline Policy and if necessary will be reported to the Police.

7.4 If a Laptop is confiscated in relation to a matter in which the police have been called, the Police will be asked if they wish to view the Laptop. If they wish to do so then the Laptop will not be returned until the Police have given permission for this to occur.

**8. Sanctions**

8.1 Students who do not follow this procedure will have their Laptops confiscated by the teacher. The Laptop will be taken to a secure place within the school and the student’s parent(s) informed. Appropriate arrangements would then be made for the parent(s) to collect the Laptop.

8.2 Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the Laptop to school.

8.3 As set out in the point 7.4, failure to follow the rules set out in this document may result in an alleged incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.

*Consequences for breach of this procedure will be determined by the Principal and may include confiscating the Laptop and/or banning an individual student from bringing their Laptop to school.*

Caroline Alford

Principal

I have accessed the *Mowbray Public School* webpage and agree that I have read and understand *Mowbray Public School’s* *Bring Your Own Device* *BYOD* *Procedure 2021* and I have discussed this procedure with my child.

Parent name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_

**Bring Your Own Device (BYOD) 2021**

**Student Agreement**

Students must read, understand and sign the Bring Your Own Device (BYOD) Student Agreement in the company of a parent or caregiver.

I agree that I will abide by the Mowbray Public School’s Bring Your Own Device (BYOD) procedure and that:

❒ I **will only use** the department’s Wi-Fi network for learning.

❒ I **will use** my laptop during school activities at the direction of the teacher.

❒ 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 online.

❒ **I will** report inappropriate behaviour and inappropriate material to my teacher.

❒ I **will not** attach any school-owned equipment to my mobile device without the permission of the teacher e.g. headphones, microphones or cameras

❒ I **will not** use school printer devices without the permission of my teacher.

❒ I **will not** hack or bypass any hardware and software security implemented by the department or my school.

❒ I **will not** use any previously downloaded materials such as games, Apps or programs that are already installed on my computer during class time.

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

* **offensive**
* **pornographic**
* **threatening**
* **abusive**
* **defamatory**
* **considered to be bullying**

❒ 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 Laptop.

❒ I have read the Bring Your Own Device (BYOD) Procedure 2021 and agree to comply with the requirements.

❒ I have reviewed the BYOD Device Requirements Checklist 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*](https://detwww.det.nsw.edu.au/policies/general_man/general/accep_use/PD20020046_i.shtml?level)*.*

❒ I understand that I am responsible for backing up data and that it should be done regularly.

❒ I understand that I must bring my Laptop fully charged and that no charging will occur at school.

Student Name

Student Signature

Parent Name

Parent Signature

Date

**Bring Your Own Device (BYOD) 2021**

**Parent Agreement**

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

❒ I acknowledge that the school cannot be held responsible for any damage to, or theft of my child’s Laptop.

❒ I have read the Bring Your Own Device (BYOD) Procedure 2021 and agree to comply with the requirements.

❒ I have read and will abide by the NSW Department of Education and Communities’ [*Online Communication Services – Acceptable Usage for School Students*](https://detwww.det.nsw.edu.au/policies/general_man/general/accep_use/PD20020046_i.shtml?level)*.*

❒ I acknowledge that I am responsible for any anti-viral or software installations or updates. I have legal and licensed versions of a supported operating system and software*.*

❒ I understand that my child’s Laptop may be confiscated or refused permission in the future, if the School has reasonable grounds to suspect that the device contains data, which breaches the Bring Your Own Device (BYOD) Procedure 2021*.*

❒ I understand that I am responsible for arranging insurance and am aware of the warranty conditions*.*

❒ I understand that I am solely responsible for the maintenance and upkeep of my child’s Laptop.

Child’s Name

Child’s Class

Make:

Model:

Device Name (from Computer Properties):

Parent Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature

Date