

# Calwell High School

## Acceptable Use of ICT and Bring Your Own Device (BYOD) Guidelines & Agreement

These guidelines are part of a group of documents that regulate the proper use of ICT at Calwell High School.

Please also refer to:

- ACT Government Education and Training Directorate Bring Your Own Device in Schools Policy 2014
- ACT Government Education and Training Directorate Communities Online: Acceptable Use of ICT – Parents and Students 2013

## **ACCEPTABLE USE OF ICT GUIDELINES**

Calwell High School's Information and Communication Technology systems and equipment are provided for the educational use and benefit of students and staff. Systems and equipment are only to be used in the manner instructed by teachers and staff members. Students must fulfil the outlined obligations and responsibilities; any inappropriate or irresponsible use of information and communication technology equipment associated with Calwell High School will result in consequences in line with the school's policy

We expect that a student who uses Calwell High School ICT equipment within the school be responsible for its working condition at the end of use. Costs for repair or replacement in the event of abuse or loss may be invoiced to the parent/s or caregiver/s of the student.

Students should be aware that all use of internet and email is monitored and traceable to the relevant student account; this includes the use of mobile devices used on the school network.

This policy applies to all electronic equipment on school grounds, whether owned by the school or the individual student, including desktop computers, netbooks, laptops, tablet computers, mobile phones, gaming devices and iPods.

All students must abide by this policy.

As per the Student Agreement, published on the school website, students are expected to:

- Treat other students, staff, visitors and school property with respect
- Comply with all reasonable staff instructions
- Value and respect school property and resources such as computers and IT equipment
- Report or account for any damage to property
- Use mobile phones in an appropriate manner that does not disrupt learning

**The school reserves the right to act upon student behaviour and actions it deems inappropriate which may not be explicitly outlined in this policy due to changes to the school's system and technological advances.**

**Consequences for a student not adhering to this policy may include:**

- Suspension of student user account
- Suspension of student internet access
- Suspension of BYOD Registration
- Counselling
- Progression through the Level system as outlined in the Tree of Opportunity
- Suspension from school
- Police involvement

**SECURITY AND DAMAGE**

1. Students must log on using only with their own student number and password. Students must keep their passwords confidential and never share their password with other students.
2. Students must log off promptly at the end of each session to ensure their account and password are secure.
3. Students must not damage or disable computers in anyway, including the physical damage of computer equipment, either through deliberate action or careless and inappropriate use. Students who damage equipment may be invoiced for the cost of repair or replacement.

**EMAIL AND COMMUNICATIONS**

4. Students will ensure that all electronic communication including internet use, email, forums, blogging etc. is appropriate in content, language and nature.
5. Students must never knowingly initiate or forward email or messages that: have been sent to them in confidence; may contain a computer virus or might otherwise harm the recipients' device; are chain letters, spam or hoaxes.
6. While at school and outside of school, students must not use electronic equipment to communicate inappropriately or harass any other student or staff member. This includes publishing inappropriate or slanderous information in any electronic format. Any such action may be perceived as cyberbullying and harassment and may require the involvement of police.
7. Students must not use electronic means to impersonate another student or staff member or mislead students, staff members or the public as to their identity.

**PRIVACY AND COPYRIGHT**

8. When using school equipment or personal electronic devices such mobile phones, tablets and laptops, students may not use the school network to download any files or software without the explicit instruction of a member of staff. This includes all images, music, video and software. Students must acknowledge sources of electronic information, images, video and music or voice recordings for academic purposes. Students must not use copyrighted materials without appropriate permissions. Students must not obtain any copyrighted material through illegal means. Students who commit copyright infringement may be personally liable under the appropriate legislation.
9. Students must protect their identity and the identity of other students of the school at all times. This includes posting images or information about themselves or other students online, or disclosing information in any electronic format including email, text and image messaging. Sensitive information related to identity includes names, addresses, photographs, credit card details, telephone numbers and any other confidential personal information deemed sensitive by the individual concerned.
10. Students must not take, publish, share or disseminate online, through email, messaging or through traditional media; photographs, videos or recordings of any kind (such as voice) of themselves or other students, or staff members without the permission of the school and/or the individuals concerned. Any student who infringes the rights of other students with regard to their privacy and image may be liable under the law.
11. Students must not use the school logo, in its original or altered form for any purpose without the explicit permission of a staff member.

**APPROPRIATE USE AND CONTENT**

12. Students must not knowingly download, publish, store (save) or forward any internet site, content, internet site links, email or message that contains offensive, inappropriate, discriminatory, abusive, sexually explicit or suggestive or otherwise unlawful remarks or images.
13. Students must promptly report any of the following to their teacher: A suspected virus, online viewing or downloading of inappropriate material (intentional or otherwise), and inappropriate communications or online harassment through email or other means.
14. Students must never disable virus protection, spam and filtering applications that have been applied by the school or attempt to evade such measures through the use of proxy sites.
15. Students must not use school services for unauthorised commercial activities, political lobbying, gambling or any other unlawful purpose.
16. Students must not engage in online chat or social networking at school unless explicitly instructed by a teacher for educational purposes.

**WHY BYOD?**

In today's workplace and home life Australians are increasingly using computing devices to enhance all aspects of their work and life. Devices are integral to our students' lives. Research shows that through the integration of devices into teaching and learning we will be able to further engage students and transform learning into a more personalised student-centred activity. Our school has a unique opportunity to provide students with a highly developed wireless network, enabling whole school access to the internet and cloud based learning. Many students were already bringing devices to school. It is important that the school responds to this by providing guidelines, improved connectivity and considered advice. We choose to be positive about this development in educational technology rather than hoping it didn't happen!

**WHEN DOES THE BYOD PROGRAM START?**

From Term 1 of 2015 students will be able (and encouraged) to bring their devices to school to use in the classroom. Students will be asked to return a Parent Approval for BYOD Permission and Student BYOD Agreement before they will be approved to use their device at Calwell High School. Students will need to have their device approved by Calwell High School for use at the school before they can use it in classes. We do that to ensure that it works properly and doesn't cause problems for the student. Once the device is approved the school will record what device the student is using and the student will be able to use the device in classes and around the school.

**EQUALITY OF ACCESS**

Teachers will design their classes so that students will be able to use their devices, however, students who do not have their own device will also be catered for. It will not be compulsory for students to have a device at the start of the program. Gradually we would like to move to have 100% of students having their own device and taking advantage of the educational opportunities such a device can bring to learning.

From Term 2, 2015 there will be two options for students who are unable to purchase their own device:

1. Leasing a school device,
2. Borrowing a school device.

**WHAT IS A DEVICE?**

A privately owned portable electronic piece of equipment with wireless capability. It could be a laptop, netbook or tablet. We want to make the selection of devices as simple as possible and to ensure that using it at school is a seamless process. Some devices are inappropriate, for example, portable gaming devices and MP3 players. It is also recommended that students do not bring devices with a value exceeding \$1000 to school. Examples of appropriate devices include Chromebooks, Surface tablets (with keyboard), iPads (with keyboard), Android tablets (with keyboard), Windows laptops or netbooks, Mac Books, Mac Air Laptops. Devices do not need to be purchased new and they do not need to have any specific software installed other than an operating system and internet browser.

**Specific Requirements**

- Devices must have a supported operating system (one that is able to connect to the school's Wi-Fi) e.g. Windows, Android, Mac or iOS devices
- Devices must have current antivirus software and patches installed where applicable, students are responsible for ensuring that all software and data on their devices is legally obtained.
- Students must use a password to log onto their device, in addition to their network password used to access the wireless internet at school.
- Students will be required to bring their device to school fully charged and are responsible for managing the battery life of their device. The school will not provide charging cords for student devices.
- Student devices need to be clearly labelled for identification purposes.
- Expensive devices will need to be insured. The school will not accept any liability for damage or loss of devices brought to the school.
- With the introduction of the BYOD students will need to take personal responsibility for their device. The school will be adjusting procedures in terms of rules around bags and belongings to assist students with this.
- Students will be responsible for protecting their device at school and whilst travelling to and from school. Calwell High School recommends a shock-proof and water proof case for all devices where possible.
- Students will be responsible for securing their device. The school will not provide storage areas and students are not to request that their device be stored in offices or staff rooms.

**BROKEN DEVICES**

Calwell High School and the ACT Education Directorate are not liable for any loss or damage to personal devices. We advise that you take out insurance for your student's device, in some cases this may be available as part of your home contents insurance. Students should repair or replace any broken devices within 4 weeks where possible.

**STUDENT RESPONSIBILITIES**

All students at Calwell High School must read the following guidelines and agree to them by signing the BYOD Agreement in the presence of a parent/carer.

- Students will only use the school's internet access for learning and educational purposes.
- Students will only use electronic devices during school activities at the direction of their teacher.
- Students will not attach any school-owned device or equipment to their electronic device without the specific permission of the school/their teacher.
- Students will use their own username and password to log into their device, the internet and any user accounts and will never share their log in details with others.
- Students will be responsible for their own safety by sharing their personal information online and by having adequate anti-virus protection and secure passwords on all accounts.
- Students will not hack or bypass any hardware or software security implemented by the school.
- Students will not use their device to search for, view, link to, access, send or store (save) any material that is offensive, pornographic, threatening, abusive, defamatory, illegal in any way, or considered bullying.
- Students will report any inappropriate behaviour or material to a staff member.
- Students will clearly display their Calwell High School BYOD Registration sticker on their device and not attempt to damage or remove the sticker in any way.
- Students will not behave in a manner which will damage their device or another student or staff member's device. Inappropriate behaviour includes , but is not limited to: eating and drinking in classrooms; throwing, grabbing or otherwise being careless with bags; touching another student's device without express permission; running inside buildings and corridors; the use of sporting equipment e.g. balls inside buildings and corridors; and/or any behaviour which is indicated as inappropriate by any staff member.

Any student who does not fulfil the responsibilities outlined above will face consequences as outlined on page 2 of this document.

## Acceptable Use of ICT Agreement

I/we have read these guidelines with my/our student and we agree to uphold the responsibilities and expectations in relation to Information and Communication Technology at Calwell High School, including the use of email, internet and mobile phone services both at school and, where relevant, outside of school. We understand that breaches of these guidelines have relevant consequences as outlined. We understand that damage to school Information and Communication assets may result in invoicing for the cost of repair or replacement.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Carer)

Print Parent/Carer Name \_\_\_\_\_

I have read these guidelines with my Parent/Caregiver/Guardian and I agree to uphold the responsibilities and expectations in relation to Information and Communication Technology at Calwell High School, including the use of email, internet and mobile phone services both at school and, where relevant, outside of school. I understand that breaches of these guidelines have relevant consequences as outlined. I understand that damage to school Information and Communication assets may result in invoicing for the cost of repair or replacement.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Student)

Print Student's Name \_\_\_\_\_

## BYOD Agreement

I/we have read these guidelines with my/our student and we agree to uphold the responsibilities and expectations in relation to Bring Your Own Device at Calwell High School, including the use of email, internet and mobile phone services both at school and, where relevant, outside of school. We understand that breaches of these guidelines have relevant consequences as outlined. We understand that in the case of damage, loss or theft of a device the school takes no responsibility for the cost of repair or replacement.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Caregiver/Guardian)

Print Parent/Carer Name \_\_\_\_\_

I have read these guidelines with my Parent/Caregiver/Guardian and I agree to uphold the responsibilities and expectations in relation to Bring Your Own Device at Calwell High School, including the use of email, internet and mobile phone services both at school and, where relevant, outside of school. I understand that breaches of these guidelines have relevant consequences as outlined. I understand that in the case of damage, loss or theft of a device the school takes no responsibility for the cost of repair or replacement.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Student)

Print Student's Name \_\_\_\_\_

## BYOD DEVICE REGISTER

By registering your device you are consenting to the conditions of the ACT Government Education and Training Directorate Bring Your Own Device in Schools Policy 2014 and the Calwell High School BYOD Guidelines. This registration must be completed at Calwell High School by the designated BYOD Registration Officer before your student will be permitted to use their device on school grounds. Any unauthorised use of devices at Calwell High School may result in consequences in line with school policy, such as level agreements and restorative actions. Registration is only valid for the device listed below. Any additional or replacement devices must be registered. Calwell High School reserves the right to withdraw this registration at any time as deemed necessary.

Student Name	
Student Signature	
Parent Name	
Parent Signature	
<b>OFFICE USE ONLY - TO BE COMPLETED BY BYOD REGISTRATION OFFICER</b>	
Device Make/Model	
Device Colour/Visual Description	
CHS BYOD Device Register No.	
Device Checklist	<input type="checkbox"/> Device has a protective case or sleeve <input type="checkbox"/> Device has anti-virus software installed <input type="checkbox"/> Device has a battery life of 5-7 hours <input type="checkbox"/> Device has a supported operating system <input type="checkbox"/> Device has a password protected user account <input type="checkbox"/> Device is able to connect to the school's wi-fi
Registering Officer Name	
Registering Officer Signature	
Date of Registration	
Additional Notes	