



## BYOD Acceptable Use

### BYOD = Bring Your Own Device

### BYOD Agreement Form and Protocol for the Use of Technology on Campus

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students at St Bernard's College may now bring their own technology to campus.

### Definition of "Technology"

For purposes of BYOD, "Technology" means a privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

### Internet

Only the internet gateway provided by the school may be accessed while on campus. Personal internet connective devices such as but not limited to cell phones/cell network adapters, t-stick, vodem, etc, are not permitted to be used to access outside internet sources at any time.

### Security and Damages

Responsibility to keep the device secure rests with the individual owner. The St Bernard's College System, nor its staff or employees, is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artefacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

### BYOD St Bernard's College Student Agreement

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, as well as all Board policies, particularly Student Acceptable Use of Computers policy. Additionally, technology:

- Must be in silent mode while on school campuses and while riding school buses.
- May not be used to cheat on assignments or tests.
- Accessories, for example headphones etc., are only permitted for use when appropriate to do so for educational purposes.
- May only be used to access files on computer or internet sites which are relevant to the classroom curriculum. Games are not permitted.

### Students acknowledge that:

- The school's network filters will be applied to their connection to the internet and attempts will not be made to bypass them.
- Bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorised data or information is in violation of Student Acceptable Use Policy.
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the Student Acceptable Use of Computer Policy.
- St Bernard's College has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The College has the right to collect devices and inspect files on any device bought on campus irrespective of if it has been the cause of a problem/attack/virus (This covers devices that may contain pornography/objectionable material obtained offsite and stored on the Student Owned Device).
- Files may have to be saved on the local drive of the laptop, a USB drive, an external drive, or another media device.
- It is the owner's responsibility for the repair of any malfunctioning/damaged devices. The St Bernard's College does not supply technical services for student owned devices.
- Personal technology is charged prior to bringing it to school and runs off its own battery while at school. Charging your device will be available on a limited basis and is at the discretion of the classroom teacher.
- Teachers will encourage the use of personal digital devices whenever possible and students will be able to use them for homework activities.
- Students will use cloud based applications such as Google Apps, Office 365, MyPortfolio etc for file management.
- Rules, including any cyber-safety policies, governing the use of any school-owned digital device will apply to student-owned devices, while they are at school, including adherence to the Copyright act.



## BYOD Agreement - sign and return

Please review and sign the BYOD agreement between parents and students. No student will be permitted to use personal technology devices unless the agreement is signed and returned.

Students and parents participating in BYOD must adhere to the St Bernard's College Student Code of conduct, as well as all Board policies, particularly Student Acceptable Use of Computers policy.

### Please read carefully and students need to initial every statement:

\_\_\_\_\_ Students take full responsibility for their devices. The school is not responsible for the security of personal technology. Personal devices cannot be left at school before or after school hours.

\_\_\_\_\_ Devices cannot be used during assessments, unless otherwise directed by a teacher.

\_\_\_\_\_ Students must immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.

\_\_\_\_\_ Students are not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites.

\_\_\_\_\_ Personal devices must be charged prior to bringing them to school and run off their own batteries while at school. Charging will be available on a limited basis and is up to teacher discretion.

\_\_\_\_\_ To ensure appropriate network filters, students will only use the BYOD wireless connection in school and will not attempt to bypass the network restrictions by using a 3G/4G or equivalent network.

\_\_\_\_\_ Students understand that bringing devices on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the Acceptable Use policy and will result in disciplinary actions. The school has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.

\_\_\_\_\_ The College has the right to collect devices and inspect files on any device bought on campus irrespective of if it has been the cause of a problem / attack / virus (This covers devices that may contain pornography / objectionable material obtained offsite and stored on the Student Owned Device)

\_\_\_\_\_ It is the owner's responsibility for the repair of any malfunctioning / damaged devices. St Bernard's College does not supply technical services for student owned devices.

\_\_\_\_\_ Students should not physically share their personal devices with other students, unless they have written parent permission to do so.

\_\_\_\_\_ That the use of personal devices to support educational experience is not a necessity but a privilege. With respect of the rules, this privilege will benefit the learning environment as a whole. When rules are abused, privileges will be taken away.

\_\_\_\_\_ I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my technology privileges as well as other disciplinary action.

### Parent/Guardian to initial:

\_\_\_\_\_ All devices brought to school are my son's responsibility and the insurance for the device is my responsibility.

Printed Student name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Guardian name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Network Username: \_\_\_\_\_

Student Device One: \_\_\_\_\_ *Make and model of device*

Student Device Two: \_\_\_\_\_ *Make and model of device*