



Bring Your Own Device (BYOD) Acceptable Use

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 are encouraged to bring their own technology to campus.

Definition of "Technology". For purposes of BYOD, "Technology" means a privately owned wireless and/or portable electronic handheld device 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.

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 liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the College Pastoral system 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.

At St Bernard's

We encourage our students to use technology as an educational tool but need them to respect our rules in how it is used. When respected, they will benefit the learning environment as a whole. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school.

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.

Please review and sign the BYOD agreement at the bottom of the following page. 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.

In summary:

- ❖ Teachers will encourage the use of personal digital devices whenever possible as a tool to be used in class and for homework activities.
- ❖ 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. All devices brought to school are the student's responsibility and the insurance for the device is the parent's responsibility.
- ❖ BYOD devices cannot be used during assessments, unless otherwise directed by a teacher, and should never be used as a means for 'cheating'.
- ❖ The use of a BYOD devices should not interfere the learning or wellbeing of others. They must be in silent mode while on school campuses and while riding school buses.
- ❖ Accessories, for example headphones etc., are only permitted for use when appropriate to do so for educational purposes and as authorized by the classroom teacher.

- ❖ BYOD devices may only be used to access files on computer or internet sites which are relevant to the classroom curriculum. Games are not permitted.
- ❖ Files may have to be saved on the local drive of the laptop, a USB drive, an external drive, or another media device. Students will also use cloud based applications such as Google Apps, Office 365, MyPortfolio etc for file management.
- ❖ 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/5G 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.
- ❖ 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 if there is reason to believe that the device that may contain pornography / objectionable material even if that material was obtained offsite and stored on the Student Owned Device.
- ❖ 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.
- ❖ 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.
- ❖ 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.
- ❖ Persistent misuse of a device in class might mean that the student's device is confiscated and returned at the end of the lesson or the day. In serious breaches of our code of conduct (such as hacking, downloading or sharing of objectionable material) or if the student's use of a device is causing serious and on-going conduct issues a student's access to our network could be removed and/or the matter could be referred to the Principal.

Student Name: _____ **Signature:** _____ **Date:** _____

Guardian Name: _____ **Signature:** _____ **Date:** _____