



St Oran's College

BYOL (Bring Your Own Laptop) Laptop and Tablet Acceptable Use Agreement

BYOD agreement form and protocol for the use of a “device” at school

Digital technology continues to create opportunities to learn and connect our school community. St Oran's College believes in using a digital citizenship model to support safe, responsible and ethical use of digital technology and online spaces as it helps our online environment to be a positive place for everyone.

Definition of “Device”

For purposes of BYOD, “device” means privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, laptop/notebook computers, existing and emerging mobile communication systems and smart technologies, portable internet devices, or any 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. Neither St Oran's College, nor its staff or employees, is liable for any device stolen or damaged on the school grounds. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is *recommended* that you use some means to physically identify your device from others. Additionally, protective cases for technology are *strongly recommended*.

BYOD St Oran's College Student Agreement

The use of a device to provide educational material is not a necessity but a privilege. A student does not have the **right** to use her laptop, cell phone or other electronic devices 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 the Cybersafety at St Oran's College agreement.

Devices:

- Must be in silent mode while on the school grounds.
- May not be used to cheat on assignments or tests.
- May only be used to access files on computer or Internet sites that are relevant to the classroom curriculum.
- May not be used by any student other than the owner.
- Must have a functional anti-virus program installed with an ongoing update subscription.

Students acknowledge that:

- The school's network filters will be applied to the student's connection to the Internet and attempts will not be made to bypass them.
- Bringing onto the 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 the Student Acceptable Use Agreement for Digital Technologies.
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the Student Acceptable Use Agreement for Digital Technologies.
- St Oran's College has the right to collect and examine any device where there may be good reason to do so. Such reasons include, but are not limited to:
 - If the school genuinely suspects illegal activity
 - If the school is acting to prevent a crime
 - If the school is acting to protect the safety of others (e.g bullying)
 - If an item within the device is harmful (posing an immediate threat to the physical or emotional safety of others).
- It is the owner's responsibility for the repair of any malfunctioning/damaged devices. St Oran's College does not supply technical services for student owned devices.
- It is the owner's responsibility to keep passwords secure.
- Personal devices must be charged prior to bringing them to school and run off their own battery while at school. Charging for student devices will be available on a limited basis and at the discretion of the classroom teacher.
- Teachers will encourage the use of personal digital devices wherever applicable, and students will be

able to use them for homework activities.

- Students will use “cloud based” applications such as Google Workspace and OneDrive to manage files accessed on their personal devices. There will be no access to the school’s network resources.
- Rules, including the 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.

Please retain this copy of the agreement for your own records – a summary of the YOUR responsibilities is below.

YOU are responsible for:

- Keeping your device secure, stored safely in your locked locker when not in use and using appropriate passwords
- Keeping your device charged
- Safety of the contents/information – backing up appropriately – not lending
- Breakage of your device even/especially if you lend it to others
- Using it only for appropriate tasks
- Your online reputation or “digital footprint” – you are responsible for what you say

Summary of agreement – tear off page and return signed copy

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SCHOOL is responsible for:

- Providing advice on how to be a good digital citizen – promoting safe and responsible use
- Providing a reliable wired and wireless network
- Providing Internet at an appropriate speed
- Filtering content/sites available to protect all users
- Monitoring use of the internet and checking that activities carried out on your device are appropriate

School **HAS THE RIGHT** to:

- Monitor the network, including sites visited, balancing usage
- Inspect your device if necessary
- Prohibit device or network use
- Expect that you will follow all the rules
- Report serious breaches to the authorities – the Police in the case of bullying

Signed:

Student name:

Student Signature:

Date:

Parent/Caregiver
Signature

Year Level
