Student BYOD Charter

Aldridge SHS

Queensland Government

Contents

Personally-owned device charter

Introduction

This Aldridge State High School BYOD Charter summarises the key information students and parents require to understand their rights and responsibilities surrounding the Bring Your Own device program.

It is recommended that, before signing the Responsible Use Agreement on the last page of this document, both student and parent/guardian read this charter in full as signing the 'Responsible Use Agreement' means you agree to this document.

BYOD overview

Bring Your Own Device (BYOD) is a new pathway supporting the delivery of 21st century learning. It is a term used to describe a digital device ownership model where students or staff use their personally-owned mobile devices to access the department's information and communication (ICT) network.

Responsible use of BYOD

Our goal is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines.

Responsibilities of stakeholders involved in the BYOD program:

School
- BYOD program induction — including information on (but not responsible for) connection, care of device at school, workplace health and safety, appropriate digital citizenship and cyber safety
- Network connection at school
- Access to shared network drives (ie Student Home Drive, Curriculum, Media)
- Internet filtering (when connected via the school's computer network)
- Some technical support (please consult Technical support table below)
- Some school-supplied software e.g. Microsoft Office 365 …
- Printing facilities

Student
- Participation in BYOD program induction and onboarding
- Device must be brought to school every day
- Students agree to remain connected to BYOD network during school hours
- Self managing 3G access on capable devices – ie students will ensure they are not connected to 3G/4G private connections during class times.
- Acknowledgement that core purpose of device at school is for educational purposes
- Care of device
- Appropriate digital citizenship and online safety (for more details, see ACMA CyberSmart)
- Security and password protection — password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students)
- Some technical support (please consult Technical support table below)
- Maintaining a current back-up of data
- Charging of device to ensure it comes to school fully charged every day
- Abiding by intellectual property and copyright laws (including software/media piracy)
- Internet filtering (when not connected to the school's network)
- Ensuring personal login account will not be shared with another student, and device will not be shared with another student for any reason
- Understanding and signing the BYOD Charter Agreement.

Parents and caregivers
- Ensure student participation in BYOD program induction
- Ensure student brings device to school every day
- Acknowledgement that core purpose of device at school is for educational purposes
- Internet filtering (when not connected to the school's network)
- Encourage and support appropriate digital citizenship and cybersafety with students (for more details, see ACMA CyberSmart)
- Some technical support (please consult Technical support table below)
- Required software, including sufficient anti-virus software
- Protective backpack or case for the device
- Adequate warranty and insurance of the device
- Understanding and signing the BYOD Charter Agreement.

Technical support

	Connection:	Hardware:	Software:
Parents and Caregivers	✓ (home-provided internet connection)	✓	✓
Students	✓	✓	✓
School	✓ school provided internet connection		✓ (some school-based software arrangements)
Device vendor		✓ (see specifics of warranty on purchase)	

The following are examples of responsible use of devices by students:

- Use personal devices for:
    - engagement in class work and assignments set by teachers
    - developing appropriate 21st Century knowledge, skills and behaviours
    - authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by school staff
    - conducting general research for school activities and projects
    - communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned school work
    - accessing online references such as dictionaries, encyclopaedias, etc.
    - researching and learning through the school's eLearning environment
    - ensuring the device is fully charged before bringing it to school to enable continuity of learning.

- Be courteous, considerate and respectful of others when using a personal device.
- Switch off and place out of sight the personal device during classes, where these devices are not being used in a teacher directed activity to enhance learning.
- Use the personal device for private use before or after school, or during recess and lunch breaks.
- Seek teacher's approval where they wish to use a personal device under special circumstances.

The following are examples of irresponsible use of devices by students:

- using the device in an unlawful manner
- creating, participating in or circulating content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disabling settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- downloading (or using unauthorised software for), distributing or publishing of offensive messages or pictures
- using obscene, inflammatory, racist, discriminatory or derogatory language
- using language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insulting, harassing or attacking others or using obscene or abusive language
- deliberately wasting printing and Internet resources
- intentionally damaging any devices, accessories, peripherals, printers or network equipment
- committing plagiarism or violate copyright laws
- using unsupervised internet chat
- sending chain letters or spam email (junk mail)
- accessing private 3G/4G networks during lesson time
- knowingly downloading viruses or any other programs capable of breaching the department's network security

- using the personal device's camera anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invading someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- using the personal device (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use personal devices at exams or during class assessment unless expressly permitted by school staff.

In addition to this:

Information sent from our school network contributes to the community perception of the school. All students using our ICT facilities are encouraged to conduct themselves as positive ambassadors for our school.

- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.

- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.

- Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.

- Students need to understand copying of software, information, graphics, or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

- Parents and caregivers need to be aware that damage to personal devices owned by other students or staff may result in significant consequences in relation to breaches of expectations and guidelines in the school's Responsible Behaviour Plan.

- The school will educate students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to incorporate these safe practices in their daily behaviour at school.

The school's BYOD program supports students' main personally-owned device, Windows and Mac laptops and tablets, with wireless access to the internet, and printing and file storage on the school network.
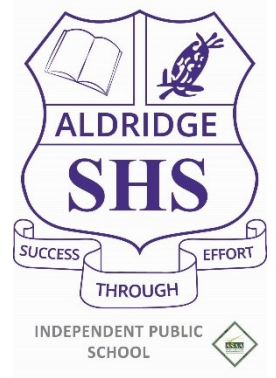
Secondary personally-owned devices, such as iOS and Android tablets and phones are supported with wireless internet access only.

However, the school's BYOD program does not support personally-owned devices in regard to:

- technical support (except for approval and connection)
- charging of devices at school
- security, integrity, insurance and maintenance
- private network accounts.

Fees

BYOD is a service provided by Aldridge State High as part of the standard resource fee schedule for all current students with any device that meets the minimum device criteria as set by the school.

ALDRIDGE STATE HIGH SCHOOL

BYOD

Responsible use agreement

The following is to be read and completed by both the STUDENT and PARENT/CAREGIVER:

- I have read and understood this Student BYOD Charter.
- I agree to abide by the guidelines outlined in this Student BYOD Charter.
- I am aware that non-compliance or irresponsible behavior, as per the intent of the BYOD Charter and the school's Responsible Behaviour Plan, will result in consequences relative to the behaviour.

Student's name: ....… **Year:** .... **ID No** ...……..……......
(Please print)

Student's signature: ......……......…………….......................................**Date:**   /   /

Parent's/caregiver's name:...............…...........………………...................
(Please print)

Parent's/caregiver's signature: ....…………………...............**Date:**   /   /

Please list the make and model of device/s to be connected under this agreement:
(A maximum of three devices may be connected per student)

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