

Albany Creek State High School

Bring Your Own Device Program

User Agreement, Policy and Procedures

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Policy

Albany Creek State High School has a Bring Your Own Device (BYOx) Program that enables students to bring to school select technology devices.

The BYO Device program is based on two distinct phases.

Phase one of the program requires students in Years 7, 8 and 9 to bring an iPad. In Years 10, 11 and 12, students may bring a laptop computer or retain the iPad.

The Albany Creek State High School BYO Device list, published on the school website, specifies the devices that may be brought into the school for the BYO Device Program.

The purpose of this policy is to define accepted practices, responsibilities and procedures for the use of student owned mobile devices that Albany Creek State High School authorises to connect to the school ICT systems.

Scope and Application

This policy applies to all students of Albany Creek State High School.

It affects any device and/or accompanying media that a student uses to access the systems and data of Albany Creek State High School regardless of whether they are used within or outside normal school hours.

Device

Albany Creek State High School will maintain a list of approved devices and publish this on the school's website.

For the life of the program Albany Creek State High School will review the device at the end of Term 3 each year and update the device list by the beginning of Term 4 in preparation for the next school year.

For iPads, Albany Creek State High School will select appropriate devices for the program based on the pedagogical and operational needs of the school. Devices that do not meet these needs, as determined by the school, will not be permitted to be used at Albany Creek State High School.

Albany Creek State High School will maintain a list of required "apps" and publish this list on the school's website.

For the life of the program Albany Creek State High School will review the approved apps list at the end of Term 3. The school will update the "apps list" during Term 4 in preparation for the next school year's requirements.

Teachers at Albany Creek State High School may have students in their classes load additional no cost apps during the school year.

Use of the device at school

Albany Creek State High School recognise that the BYO Device is owned by the parent/carer. However, to be successfully used in the school environment there are a number of standards that must be maintained and procedures to follow. Parents will agree via the *BYO Device Program* User Agreement to abide by the school rules for the program.

In order to use the device at school there are a number of apps and settings that must be maintained by the parent/carer and/or student.

Albany Creek State High School agrees to provide "User Documentation" on the school website that describes the steps required to join the device to the school network resources.

The BYO Device Program will be used to access school resources in the school environment. To ensure students are using the BYO Device Program in accordance with the school rules, the device must be presented to relevant school personnel along with all passwords when a student is instructed to do so.

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The user of the device is responsible for:

- securing the device against theft, loss, or use by persons not authorised to use the device
- the user of the device is responsible for replacing, maintaining, and arranging technical support for the device

Albany Creek State High School will provide limited support to students. Documentation of common technical tasks will be developed and maintained by Albany Creek State High School.

Breaches of any of the aspects of the policy will result in consequences being imposed in line with the Student Code of Conduct.

Parents/carers and students agree to provide authority over the device. This authority includes permission to wipe the device if deemed necessary by the Principal. This includes all personal data that may be present on the device. Students when exiting the school may be instructed to present the device to the Head of Department IT or delegate for inspection. Students and parents may be present during this inspection.

Procedures and Appropriate Use of the Device

Students must not:

- Use the device in any way that may adversely effect the reputation of the school. This includes but is not limited to:
 - viewing or attempting to view illicit web material
 - cyber bullying or intimidation
 - using email inappropriately: this includes trolling
 - misrepresenting the school or any other person or entity in electronic communications
 - viewing or attempting to view any material associated with bomb making, drugs, or any material deemed by the school to be unsafe conduct
 - connect to an external network (Hot Spot) for any reason
 - use Air Drop unless advised to do so by teaching staff
 - inappropriately name their device
- deliberately vandalise or damage their own device or any other students' device
- use their device to record video, audio or pictures within the school environment and while participating in school activities unless they have express consent from their teacher/s.
- upload to any website any digital media from their device without express consent from their teacher/s.

Students must:

- name their device by using their first and last name
- ensure their device is fully charged and ready for every school day
- ensure the device has all apps and software loaded on the device
- be ready to use their device to support and facilitate learning in the classroom
- provide the device and any passwords required to access the device to school personnel upon the request of the Principal, Deputy Principal or Head of Department IT
- ensure the device is stored securely while not in use at school

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Albany Creek State High School Bring Your Own Device Program User Agreement

Albany Creek State High School has a *Bring Your Own Device Program (BYOx)* for all students enrolled in Years 7 to 12. For the *Bring Your Own Device Program (BYOx)* to successfully support teaching and learning in the Albany Creek State High School context it is important that parents/carers and students agree to the following conditions:

- That only a device listed in the “Acceptable Devices List” is permitted to be used in the Albany Creek State High School *Bring Your Own Device Program (BYOx)*. Albany Creek State High School has selected the devices published in the “Acceptable Devices List” as those most suitable for the Albany Creek State High School teaching and learning context.
- Students will need to load MS Office on their BYO device. MS Office is currently free for Queensland Secondary students. Check the school website for details. Students may also have the opportunity to load the Adobe Creative Cloud on a laptop if studying IT, Visual Arts or Graphics. The school currently has an arrangement that enables students to load the Adobe Creative Cloud on their BYO device for *\$9.90/year. All students that have a *Bring Your Own Device (BYOx)* are eligible to access the Adobe Creative Cloud. Note that quoted prices may change.
- That the iPad “Apps” published in the “BYOD Brochure” must be purchased, if required, and installed on the device prior to the beginning of the school year. The school retains the right to add additional apps to the device as deemed necessary for classroom outcomes.
- That all damages, breakages, loss and theft are the responsibility of the owner of the device. Parents are encouraged to take out appropriate insurance for the device. Any damage, breakages, loss and theft should be reported to the school.
- That the device, while in the school is used for appropriate educational activities at the discretion of the teacher. In particular note:
 - Teachers can at their discretion temporarily remove the device from the students.
 - For repeat offenders the device can be temporarily removed by a Principal, Deputy Principal or Head of Department IT and stored securely in the Office. Parents may retrieve the device at any time during office hours. Students will have access the next school day.
 - At the discretion of the Principal, Deputy Principal or Head of Department IT the school may apply an extended limited/restricted access to school network to the use of a student’s device at school.
 - At the discretion of the Principal the student may have limited/restricted access to school network for confirmed inappropriate use of the device or for such use that brings the school into disrepute.
 - That if the device has cellular capabilities parents retain responsibility for how the device is used. Parents/Carers are advised to remove the sim card to disable cellular capabilities during the school day.
 - Parents/Carers and students must present the BYO Device and access passwords to the Principal, Deputy Principal or Head of Department IT when instructed to facilitate investigation of any alleged, or otherwise, misuse of the BYO Device in the school environment.
 - Parents/Carers that do not agree to this user agreement will not be able to bring a device to school for use in the Albany Creek State High School BYO Device Program.
 - Students must ensure that the device is stored securely while not in use at school.

I (Parent/Carer name) _____ agree to the conditions outlined in the Albany
Creek State High School BYO Device user agreement. Date _____

Parent/Carer signature _____

I (Student name) _____ agree to the conditions outlined in the Albany
Creek State High School BYO Device user agreement. Date _____

Student signature _____

*Subject to change