

BYOD Participation Agreement

What is this agreement

Highfields State Secondary College offers a BYOD program that assists students improve their learning outcomes in a contemporary educational setting.

This agreement acknowledges the benefits, purpose and risks associated with joining a personal BYO device to the school's network infrastructure and internet. The agreement must be signed and conditions of use accepted by both student and parent before the device will be allowed to join the BYO network and to participate in HSSCs BYO program.

Purpose statement

- Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs. Schools are constantly exploring new and innovative ways to incorporate safe and secure information and communication technology (ICT) use into the educational program.
- Our BYOD program assists students improve their learning outcomes in a contemporary educational setting. Assisting students to become responsible digital citizens enhances the teaching learning process and achievement of student outcomes as well as the skills and experiences that will prepare them for their future studies and careers.
- School students, only with the approval of the principal, may be permitted limited connection of personally owned BYODs to the department's information and communication technology (ICT) network, where this benefits the student's educational program.

Authorisation and controls

The principal reserves the right to restrict student BYO device access to the school's ICT facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program. For example, a student with restricted BYO access school network access may be allocated a stand-alone computer to continue their educational program activities.

The Department of Education and Training monitors access to and usage of their ICT network. For example, email monitoring will occur to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's ICT network by any personal BYO device, if there is any suspicion that the integrity of the network might be at risk.

Responsibilities for using a personal Bring Your Own Device (BYOD)

- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school owned or provided BYOD.
- Prior to any personal BYOD being used approval is sought from the school to ensure it reflects the minimum computing specification requirements and supported operating environment.
- Students are responsible for the security, integrity, insurance and maintenance of their personal BYODs.
- All files are to be scanned using appropriate virus software before being downloaded to the department's ICT network.
- Follow any advice provided on best security requirements e.g. password protection.
- Students and parents are to employ caution with the use of personal BYODs particularly as these devices can store significant numbers of files some of which may be unacceptable at school e.g. games and 'exe' files. An 'exe' file ends with the extension '.exe' otherwise known as an *executable* file. When they are selected they can install programs which may start unwanted processes.
- Any inappropriate material or unlicensed software must be removed from personal BYODs before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the BYOD being confiscated by school employees, with its collection/return to occur at the end of the school day where the BYOD is not required for further investigation.

Acceptable/appropriate use/behaviour by a student

It is acceptable for students while at school to:

- use BYODs for
 - assigned class work and assignments set by teachers
 - developing appropriate literacy, communication and information skills
 - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
 - conducting general research for school activities and projects
 - communicating or collaborating with other students, teachers, parents or experts in relation to school work
 - accessing online references such as dictionaries, encyclopaedias, etc.
 - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a BYOD
- switch off and place out of sight the BYOD during classes, where these devices are not being used in a teacher directed activity to enhance learning
- use personal BYOD for private use before or after school, or during recess and lunch breaks
- seek teacher's approval where they wish to use a BYOD under special circumstances.

Unacceptable/inappropriate use/behaviour by a student

It is unacceptable for students while at school to:

- use the BYOD in an unlawful manner
- circumvent school network restrictions
- utilise or access 3G/4G networks during school times
- download, distribute or publish offensive messages or pictures
- download, distribute or publish illegal or copyright infringing materials including pirated content
- use of obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's networks security
- use BYOD camera without the consent of the school, anywhere a normal camera would be considered inappropriate
- invade 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
- take into or use BYODs at exams or during class assessment unless expressly permitted by school employees.

Unacceptable usage is subject to HSSCs '*Responsible Behaviour Management Policy*'. If inappropriate usage of a personal device is identified, a teacher, student manager or deputy principal reserves the right to apply an appropriate consequence.

Software Installation

Curriculum Software

All students who undertake the BYO participation agreement have access to curriculum software packages supplied by Highfields State Secondary College. These software packages are utilised across curriculum areas such as Microsoft Office. Specialist software packages will also be installed for elective subjects deemed necessary. If a BYO device does not meet the minimum specifications for the correct operation of provided software packages, a school device can be provided.

BYOD Acceptable Use Guidelines

BYO devices are used at school to ensure students always have access to ICT resources, to help engage, extend and enhance the learning environment and ensure minimal use of paper based resources.

As a student of Highfields State Secondary College, you are required to always be prepared for learning; this includes bringing your laptop every day, charged and functional.

Being Prepared

- **Bringing laptop** – You must bring your laptop to school **every day** (as advised). Your laptop will be used for educational reasons each day. Laptop usage is subject to teacher and lesson need.
- **Charged Laptop** – It is your responsibility to ensure your laptop is charged at home. Your laptop should be charged at greater than 80% each day.
- **Maintain your Access** – Your laptop should operate effectively and remain functional. This includes making sure school software is activated and working, that you can access the internet and network. If these are not working, you are required to resolve these issues during school lunch via the school technician.
- **Repair your Laptop** – if your laptop is broken in any way, it is your responsibility to ensure it is repaired in a timely manner. A note must be provided by your parents to the school to inform house coordinators that your laptop is broken. A device borrowing slip will be organised for a maximum 2 weeks.

Students are to present to House Coordinators BEFORE SCHOOL (8.30am to 8.45am) in the following instances:

- If your device is below 80% charged
- Forgotten Laptop
- Broken Laptop (with a note from guardian)

If a student does not present before the beginning of school (without permissible reason), they will be given a detention, which will continue until their preparedness issues are resolved or explained by a parent or guardian.

Responsible Use

Device usage is subject to HSSCs '[Responsible Behaviour Management Policy](#)'. Your device should not contain any illegal or pirated software, movies, music or games. You must be responsible for your own device and your use of network resources:

- **Internet Access** – Your internet usage is monitored and filtered through Education Queensland's departmental content filtering system. Excessive usage of internet resources will be closely monitored.
- **Email** – Your email access is monitored and filtered for inappropriate keywords. If your emails contain any explicit words or conversations, a student manager will inform you of consequences.
- **Educational** – Remember that the device is for educational purposes only.
- **Games** – Legally owned games that are permissible as appropriately rated for your age can be played. Game usage at school is limited to appropriate hours or rewards by teachers. Playing inappropriate games or playing during class instruction can result in a consequence issued by the teacher or student manager.

Device Damages

The school does not accept liability for any loss or damage suffered to personal BYODs as a result of using the department's facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

It is recommended that parents undertake accidental damage insurance as part of their BYO purchase. Any accidental or intentional damage caused by the owner or another student is a risk worn by the device owners.

Additional Information

For additional information regarding BYO implementation, please refer to the following documentation:

- HSSC '[BYOD Policy](#)'
- HSSC '[ICT Privacy Policy](#)'

Student BYOD Participation Agreement:

I accept I will use my BYO device appropriately as defined by this agreement. I understand that failure to do will result in consequences relative to the behaviour as defined by the 'Responsible Behaviour Management Policy'. I will not modify or purposefully disrupt the function of the device to inhibit my education, including purposeful removal of school deployed software packages that are made available for my educational benefit.

I provide consent for HSSC to monitor my school network usage which can result in blocking of internet for inappropriate use.

While I have access to the school's ICT facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.

I understand that participating in the schools BYO program is to benefit my educational experience. As such I will abide by the expectations of being prepared by:

- Bringing my laptop every day unless advised otherwise
- Charging my laptop every night and ensuring it has 80% charge at the start of each day
- Maintaining my laptop, ensuring I have network access and correct software installed
- Repairing my laptop as required

If I am unable to bring my device, if it is not charged above 80% or is being repaired, I will present to house coordinators before school each morning to notify them of the issue. My failure to do so will result in a detention ('power lunch') for not following the school value of being responsible which will have a negative impact on my learning in class.

I will care for my device at school, carry it appropriately to each class and ensure it is maintained appropriately. In the event the device is damaged, I will report the incident to a suitable teacher or student manager and seek to resolve the problem with the school technician or parents/guardians.

I understand that if the school decides I have broken the rules for using its ICT facilities and my personal device, appropriate action may be taken as per the school's 'Responsible Behaviour Management Policy', which may include loss of access to the network (including the internet) for a period of time or removal of my device from the school.

I have read and understood this procedure/policy/statement/guideline and accept the 'BYOD policy'.

I agree to abide by the above rules / the procedure/policy/statement/guideline.

<hr style="border: none; border-top: 1px solid black;"/> Student Name	<hr style="border: none; border-top: 1px solid black;"/> Signature	<hr style="border: none; border-top: 1px solid black;"/> Date
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The Department of Education and Training through its *Information Management (IM) Procedure* is collecting your personal information in accordance with the *Education General Provisions Act 2006* in order to ensure:

- appropriate usage of personal BYODs within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its *Information Management (IM) Procedure*. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.

Parent/Guardian BYO Participation Agreement:

I accept my child will use their BYO device appropriately as defined by this agreement. I understand that the nature of the device being owned by my child invokes personal responsibilities to ensure the device is suitably maintained, safe and protected. I will endeavour to ensure the device is used for educational purposes at school and acknowledge that misuse and non-compliance of appropriate use can result in consequences.

I provide consent for HSSC to monitor my child's school network usage which can result in blocking of internet for inappropriate use and misconduct as identified by the BYOD Policy and Responsible Behaviour Management Policy.

If the device is damaged or broken, the device will be repaired in a timely manner, or replaced if lost or unrepairable.

I understand that the school does not accept liability for any loss or damage suffered to personal BYODs as a result of using the department's facilities. Further, no liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I understand that participating in the schools BYO program is to benefit my child's educational experience. As such I will ensure that they abide by the expectations of being responsible for their learning by:

- Taking their laptop to school every day unless advised otherwise
- Charging their laptop every night and ensuring it has 80% charge at the start of each day
- Maintaining their laptop, ensuring it has network access and correct software installed
- Repairing the laptop as required

In the event that there are problems in meeting these expectations, I will provide a written reason for my child to submit to house coordinators (before school). I will then endeavour to resolve these issues in consultation with my child.

I believe my child understands their responsibilities in undertaking this program, and I hereby give my permission for him/her to participate in the BYO program subject to the guidelines outlined in this agreement, the 'BYOD Policy' and 'Responsible Behaviour Management Policy'.

I have read and understood this procedure/policy/statement/guideline and the *Code of School Behaviour*.

I agree to abide by the above rules / the procedure/policy/statement/guideline.

Parent/Guardian Name	Signature	Date

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