



# GLEESON COLLEGE

## Bring Your Own Device (BYOD) 2015

Dear Families,

As you may be aware we have conducted a successful trial in of BYOD 2014 for Year 8 to 10 students. In this trial students were invited to bring their own digital devices to school in order to access the curriculum as required. The trial highlighted that bringing your own device allowed students to: start work more quickly, save work and continue working at home without difficulty, use a faster device, carry a light-weight device and they were able to enjoy the benefits of using their personally configured device when required.

You may also recall that last year all families were asked to respond to a Statement of Intent in order to indicate which of the options provided for BYOD best suited their needs. The options provided are outlined below.

**Option 1:** The student brings their own existing digital device to school each day. The device meets the minimum requirements for successfully accessing the curriculum as outlined in the Code of Conduct.

**Option 2:** The student buys one of the devices recommended by Gleeson College from the suppliers recommended on our College website. The student brings this device to school each day.

**Option 3:** The student rents a device from the College and returns it at the end of the academic year. The rental cost will be approximately \$100 for the year. A Rental Agreement form will be sent home as soon as possible.

As 2015 will be the first year of our full BYOD program we will have some laptops available for students to borrow on a daily basis should there be a problem with their own device. If none of the options offered are suitable then you are asked to contact the College through the BYOD feedback email address, by phone or in person to discuss the matter further.

It is important to note that most of our College laptops are nearing the end of their useful lifespan and that they are quite heavy to carry around. We will not be replacing these laptops in 2016.

The information that follows is critical to the success of our BYOD program. You are asked to read it carefully and then indicate which option you prefer for 2015.

Please feel free to forward any questions you may have regarding the Gleeson College BYOD program 2015 to [byod.feedback@gleeson.catholic.edu.au](mailto:byod.feedback@gleeson.catholic.edu.au).

Kind Regards,

Mr Andrew Baker,  
Principal

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## **Bring Your Own Device (BYOD) & Use of Digital Technologies**

### **CODE OF CONDUCT**

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Use of the Internet and digital technologies provides great educational benefits to students. Digital devices have the potential to encourage student critical thinking, problem solving, communication, collaboration and research skills and prepare students for a digital world beyond school. BYOD and school access to these technologies is facilitated with the expectation that students will act in a considerate, safe and responsible manner. Prior to students' access to technology being enabled to support their learning, students and parents/caregivers are required to read and agree to this 'Bring Your Own Device & Use of Digital Technologies Code of Conduct'.

College Webmail, the Virtual Desktop and Digital Learning Environment (iScholaris) facilities are provided to support effective communication between students and teachers and to facilitate the transfer of instruction and student work. These web-based storage areas are provided by the College and are to be used responsibly to save and store resources and evidence of learning. Network administrators may review users' files and communications to maintain system integrity. Digital devices (student owned and College facilities) are to be used for learning purposes only and under supervision.

#### **1. Acceptable Devices & Minimum Specifications**

- This policy includes, but is not limited to, personal mobile devices such as laptops, iPads, Android and Windows tablets. Smartphones are not acceptable devices.
- Devices are not to be shared.
- Minimum specifications include: a. a keyboard, b. minimum operating system = Windows 7 or OSX 10.9 for Apple machines, c. Please note that Android tablets and Apple iPads are presently limited in their connection possibilities to our WiFi.

#### **2. Network and Internet Access**

- Devices will not be physically networked. Content will only be accessed through the College WiFi and will be subject to monitoring and filtering. The College may block student access to the Internet.
- Printing of documents from student owned devices can be done using a storage device or College printers.

#### **3. Powering Devices**

- Devices must be fully charged before they are brought to the College. The use of power cords is *not permitted* as they create a Workplace Health and Safety risk and increase the possibility of damage should a trip incident occur. A second battery should be considered if the device would not last a full day.

#### **4. Technical Support**

- As students' mobile devices are not owned or managed by the College, the College will not offer any technical support relating to the device or its operation, other than assistance with the previously mentioned Wi-Fi connection and access to College Services.

#### **5. Insurance and Liability**

- Students are responsible for the care of their devices.
- Devices must be clearly labelled for identification.
- A padded bag or protective sleeve must be provided to reduce the risk of damage.
- Devices are to be secured in lockers when not in use i.e. recess and lunch (unless used for study purposes and under supervision) and lessons when they are not required.
- Devices are to be taken home at the end of the day.
- Parents are responsible for insuring their child's mobile device for loss or damage.
- The College accepts no responsibility for the loss or damage of any personal device.

## 6. Content

- All content must remain appropriate, as deemed by the College, at all times.
- Parents/caregivers must ensure that all content stored on mobile devices used in the College is compliant with copyright law and regulations.
- Parents/caregivers must ensure that mobile devices used in school have virus-protection software installed that automatically downloads the latest anti-virus updates.

## 7. Responsible Use & Etiquette

### Students are expected to:

- a) Only access the College's network via WiFi from their device.
- b) Use all equipment, resources and services responsibly and with care.
- c) Use their personal mobile devices during the school day *only* when granted permission to do so by the subject/study teacher in support of the learning program.
- d) Turn off laptops, tablets and other mobile computer devices during recess and lunch to preserve battery life. At these times, devices must be securely stored in lockers.
- e) Maintain respect for all individuals and therefore never use technology in ways that can offend, cause distress or intimidate others.
- f) Engage in safe, ethical and respectful on-line behaviour.
- g) Respect the privacy of others when using digital technologies and refrain from revealing or using the personal details of any person without their permission.
- h) Acknowledge all sources used in the production of work and therefore avoid infringement of copyright laws.
- i) Use the wireless network and technologies provided by the College only for educational purposes. If an inappropriate site is accessed unintentionally then it should be closed and the student should notify the teacher immediately. Under no circumstances is such material to be forwarded, downloaded or printed.
- j) Abide by the rule that recording, filming, photographing, storing and/or transmitting images of others to any social media site or other form of publication is a serious offence which breaches privacy laws and will be treated as such.
- k) Store their files on their own storage device and keep regular backups on a built in hard drive, or cloud-based storage facility. The College is not responsible for any damages an individual may incur through the loss of data resulting from corrupted files or USBs, delays, non-deliveries, miss-deliveries or service interruptions.
- l) Use email responsibly and with care, and not open attachments from unknown sources, as they may contain viruses. In particular, any file with an .exe extension should not be opened.
- m) Ensure that any images or material stored on mobile devices are appropriate to the College environment, and are used safely and responsibly in support of teaching and learning programs.
- n) Abide by the rule that digital devices are to be used solely for educational purposes to support learning programs. Social networking sites must not be accessed during College hours or on College premises.
- o) Abide by the terms and conditions of the *Mobile Phone Policy* and the *Computer/Network Policy* outlined in the College diary to ensure safe and responsible personal use.

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## Bring Your Own Device & Use of Digital Technologies CODE OF CONDUCT AGREEMENT

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Dear Student,

Please fill in the Agreement below (one for each student) show it to your Home Group Teacher and email Mr Ben McDeed to arrange an appointment to configure your device for network access. You must bring the completed Agreement form to your appointment.

We have read the information regarding the BYOD program 2015 at Gleeson College and the Code of Conduct for acceptable use of digital technologies and on-line behaviour (provided in previous correspondence).

With regard to the Gleeson College BYOD program 2015, we would like to take up the following option:

Option 1

Option 2

Option 3

(please circle)

### AGREEMENT

I have read the Code of Conduct for acceptable use of digital technologies and on-line behaviour, understand the expectations, and agree to use ICTs safely and responsibly in support of my learning. If I do not follow the Code of Conduct, I understand that I may lose network privileges, which may seriously impact on my ability to engage effectively in the teaching and learning program. I understand that breaches of the Code of Conduct will also result in other consequences, as appropriate, in accordance with the College's values and policies.

Student Name: \_\_\_\_\_ Year Level: \_\_\_\_\_ Home Group: \_\_\_\_\_  
(please print clearly)

Student Signature: \_\_\_\_\_

As the parent or legal guardian/caregiver of the student signing above, I grant permission for the above student to access computer services through the BYOD Program and via the College's facilities. I understand the Code of Conduct and agree to support the College in providing guidance to the above student about appropriate use of the Internet and Internet Resources both inside and outside of the College setting. I understand that any breach in the Code of Conduct will result in BYOD and network privileges being withdrawn. I understand that breaches of the Code of Conduct will also result in other consequences, as appropriate, in accordance with the College's values and policies.

Parent/Caregiver Name: \_\_\_\_\_ (please print clearly)

Parent/Caregiver Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*The terms of this agreement are subject to ongoing review and as such, may change without prior notice. The most up-to-date version of this document is located on the College Intranet Page, in the College information section under 'Student Polices'. If you have any questions regarding use of the Internet or digital technologies at school please do not hesitate to contact the College to discuss your concerns.*