



# GLEESON COLLEGE

## Bring Your Own Device (BYOD) 2016

Dear Families,

This year, 2015, has been our first year as a full Bring Your Own Device (BYOD) school and it has been very successful. Bringing your own device has 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 as required.

**The options provided for our BYOD program 2016 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 purchases one of the devices recommended by Gleeson College (see [www.gleeson.sa.edu.au](http://www.gleeson.sa.edu.au) choose 'About Gleeson' then 'BYOD 2016' the ECommerce Portal is at the bottom of the page) and 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 Loan Agreement form is available on the College website (see [www.gleeson.sa.edu.au](http://www.gleeson.sa.edu.au) choose 'About Gleeson' then 'BYOD 2016' the Loan Agreement form is at the bottom of the page).

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 rental 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 the future.

The information that follows is critical to the success of our BYOD program. You are asked to read it carefully and then consider your options for 2016 and **return the Code of Conduct Agreement Form**, indicating your preferred option, **on the first day of 2016**.

Please feel free to forward any questions you may have regarding the Gleeson College BYOD program 2016 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 *only permitted if the device has been tagged and tested by a qualified service person*. The use of power cords must be supervised as they may create a Workplace Health and Safety risk and increase the possibility of damage should a trip incident occur. A second battery could be considered for the device to 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) **and give it to your Care Group Teacher at the start of 2016.**

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We have read the information regarding the BYOD program 2016 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 2016, 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 website (see 'About Gleeson', then BYOD 2016).*

*If you have any questions regarding use of the Internet or digital technologies at school please do not hesitate to contact the College on 8282 6600 or via email [byod.feedback@gleeson.catholic.edu.au](mailto:byod.feedback@gleeson.catholic.edu.au) to discuss your concerns.*