

MACKELLAR GIRLS CAMPUS BYOD POLICY

BYOD Policy

Mackellar Girls Campus has a 'Bring Your Own Device' (BYOD) program. The BYOD Program will require all students in Years 7 - 12 to bring their computing device to school each day.

Students who are unable to provide their own device will be offered the opportunity to pay a security deposit and receive a loan device from school or discuss their individual situation with us. The deposit will be refunded upon return of the loan device in an undamaged and working order as it was originally dispensed (barring expected levels of wear and tear). Loss, unacceptable levels of damage, or any other circumstance that would prevent the school from reissuing a device to another student will result in forfeiture of deposit.

Students and parents are responsible for ensuring the device brought to school meets all the requirements of the Device Specifications. A device which does not meet the specifications will not be permitted access to school networks and services.

Device specifications (see specifications page for more detail):

- Capable of connecting to the DoE wireless network - 5GHz (dual band).
- Screen size minimum of an iPad (a smartphone or iPad Mini is not acceptable).
- Battery power of at least 6 hours.
- Appropriate up-to-date antivirus software installed.
- Recommended (but not required) that students choose a laptop device that has a keypad and allows word processing application.

Students are solely responsible for the care and maintenance of their BYO devices. This includes but is not limited to:

- Managing battery life and regular charging of their device.
- Labelling and registering their device for identification purposes.
- Purchasing and using device protective casing.
- Ensuring the device is safe and secure during travel to and from school and throughout the school day.
- Maintaining up-to-date anti-virus software and operating system on their device.
- Taking insurance coverage of their own device to protect any accidental damage, theft or loss.

The personal device must be brought to school every school day and be used solely by the student throughout the school day.

Prior to bringing a personal device for the first time, students and their parents must read and sign the BYOD User Charter which sets out the responsibilities and expectations for use of the personal device at Mackellar Girls Campus.

MACKELLAR GIRLS CAMPUS TECHNOLOGY ACCEPTABLE USAGE POLICY

Rationale

This policy is in line with the *Online Communication Services Acceptable Usage for School Students Policy* of the DoE. The policy applies to the use of all technology and the Internet at Mackellar Girls Campus, including privately owned devices as part of the BYOD program at school.

Implementation

Mackellar Girls Campus provides students with technology use in a variety of ways including accessing the internet, email exchange for educational purposes and storage and exchange of educational information. On enrolment, permission is sought from parents for students to use technology at school. Once permission is given, it is assumed for the duration of enrolment at the school. The school reserves the right to control the choice of technology at the school and to monitor its use.

Acceptable Usage

Students will:

- Use technology in a responsible, ethical and legal manner.
- Use technology in the classroom, including their privately owned device, for educational purposes only.
- Use email appropriately.
- With teacher authorisation, students may engage in other activities on their device such as viewing alternate web content, using alternate apps or any other activity that is deemed appropriate in a school setting.

Access and Security

Students will:

- Not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- Ensure that communication through internet and online communication services is related to learning.
- Keep their passwords secure and confidential and change them when prompted, or when known by another user.
- Be aware of issues related to the privacy of yourself and others.
- Never allow others to use their personal account and log off a school computer at the end of each session to ensure that nobody else can use their account.
- Promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- Never knowingly initiate or forward emails or other messages containing a message that was sent to them in confidence, a computer virus or attachment that is capable of damaging recipients' computers, chain letters and hoax emails, spam, e.g. unsolicited advertising material.
- Never use technology to seek out, send or publish unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments, threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person, sexually explicit or sexually suggestive material or correspondence, false or defamatory information about a person or organisation.
- Ensure that internet and online communication services are used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- Never damage, disable computers, or tamper with computer systems or networks of the NSW Department of Education.

- Never intentionally damage your own or other student's device or equipment.
- Ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- Be aware that all use of internet and online communication services can be audited and traced to the accounts of specific users.

Privacy and Confidentiality

Students will:

- Never publish or disclose the email address of a staff member or student without that person's explicit permission.
- Not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

Intellectual Property and Copyright

Students will:

- Never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- Ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- Ensure any material published on the internet or intranet has the approval of the Principal or their delegate and has appropriate Copyright clearance.

Misuse and Breaches of Acceptable Usage

Students will be aware that:

- They are held responsible for their actions while using technology, the internet and online communication services.
- They are held responsible for any breaches caused by them allowing any other person to use their account or their device to access internet and online communication services.
- The misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.
- The misuse of technology, including their device, may result in withdrawal of the device, communication with parents, conditions imposed on future use and reporting to the DoE or police if appropriate.

Anti-bullying

- Cyberbullying is an intentional, repeated behaviour by an individual or group to cause distress or undue pressure to others using technology. Cyberbullying includes all communications that seek to threaten, humiliate, intimidate, control or put down another person or persons. It may include recording or photographing students or teachers without permission. Cyberbullying is not permitted at any time. Cyberbullying is part of the school's anti-bullying policy and must be reported immediately. Incidents of cyberbullying outside school should be reported to the police.

Teacher email contact

- Teachers are not required to respond to student or parent emails. However, teachers may choose to give permission to students to email them and may choose to respond out of hours.
- Students must not expect a response if they email teachers with inquiries about school work.

MACKELLAR GIRLS CAMPUS BYOD USER CHARTER

Link to online User Charter: <https://forms.gle/4TsSGzsp8i2yqueG8>

As of 2024, Year 7 students will complete the online version of this form. This is preferred. However, if you have trouble with the online version of this form, or you happened to have already filled out the paper form, please return the paper version below to Ms Catherine Wyllie at the IT Server Room, located near the main library entrance.

BYOD User Charter

We have read and agree to abide by the *BYOD Policy* and the *Technology Acceptable Usage Policy* at *Mackellar Girls Campus*.

We understand my responsibilities regarding the use of my device and the internet at school. We agree that my use of the department's internet will be primarily for learning.

We understand that I must bring my device to school fully charged each day and that there are no facilities for charging my device at school.

We understand that I accept all the risks involved in bringing my device to school and that the school accepts no responsibility for damage, loss or malfunction of my device or loss of my data.

We understand that the technical support at school is limited to helping me to access the wireless network.

We understand that I must use my device in accordance with the ***Mackellar Girls Campus Technology Acceptable Usage Policy*** and the principles of ***CyberSafety***. In particular, we understand that I will only ever use my own portal/internet log-in details and never share those with others. I will not attempt to hack or bypass any hardware and software security implemented by the Department or my school. I will not use my device to access blocked social media sites such as Facebook and Instagram. I will not knowingly search for, link to, access or send anything that is offensive, pornographic, threatening, abusive or defamatory. I will not take photographs or recordings without permission, listen to music or play games in class unless it is part of a lesson under the direction of a teacher.

We understand that inappropriate use of my device at school will result in confiscation of my device and disciplinary action.

STUDENT NAME: _____

YEAR: _____

Student signature:

Parent/ Carer signature:

Date:

This policy was last updated 31Jan 2024