

'Bring Your Own Device' Program: User Agreement

The Vincentia High School Bring Your Own Device program aims to improve student learning experiences both in and out of the classroom. Vincentia High School provides considerable freedom to students in their choice of technology and in their use of technology in the classroom. The school does so with the expectation that they will make good decisions with regard to their personal use of technology.

This Bring Your Own Device User Agreement must be agreed to and signed before students are permitted to bring their device to school and connect it to school facilities both on school premises and from home.

Students and parents/carers must carefully read this Agreement prior to signing it. Any questions should be addressed to the school and clarification obtained before the Agreement is signed.

Bring Your Own Device User Agreement

20.01

Agreement:

- i. We have read the following 4 pages of the Bring Your Own Device User Agreement.
- ii. We understand our responsibilities regarding the use of the device and the internet.
- iii. In signing below, we understand and agree to the Bring Your Own Device User Agreement.
- iv. We understand that failure to comply with the Bring Your Own Device User Agreement will invoke the school's standard discipline procedures and/or the actions outlined in clause 5.

Name of student:

Signature of student: Date: / /

Name of parent/carer:

Signature of parent/carer: Date: / /

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL

1 Purpose

The Vincentia High School Bring Your Own Device (BYOD) Program gives freedom to students and their families to tailor their choice of technology to their own educational needs. Vincentia High School will facilitate this in accordance with the BYOD Policy. However, students and parents must be aware of and consent to the program's boundaries described in this BYOD User Agreement.

2 Scope and Definitions

2.1 Parties

This agreement is between Vincentia High School, a student currently attending or who will be attending Vincentia High School, and his parent or carer.

2.2 "Student" and "Students"

Reference in this agreement to Student or Students means a student currently attending or who will be attending Vincentia High School and binds his parent or carer.

2.3 "Bring Your Own Device User Agreement"

This agreement may be referred to as the Bring Your Own Device User Agreement or BYOD User Agreement.

2.4 "Device"

Reference in this agreement to Device means an electronic device brought by a student to Vincentia High School pursuant to the school's Bring Your Own Device program and this BYOD User Agreement.

3 Equipment

3.1 Custodianship

The device brought to school pursuant to this policy must be able to be brought to school by the student on every school day and be solely for the student's use throughout the school day. Students must keep passwords confidential and change these when known by another person.

3.2 Choice of equipment

The device must meet all the requirements of the Device Specification. This includes meeting any required physical device characteristics and the having the listed software installed. The Device Specification is a separate document available from Vincentia High School.

3.3 Use of alternate equipment

Equipment which is not in accordance with clause (3.2) is not permitted for use in the Bring Your Own Device program in the absence of a separate agreement between the parties for the use of such equipment.

3.4 Damage or loss of equipment

3.4.1. Students bring their own device for use at Vincentia High School at their own risk.

3.4.2. For the removal of any doubt, Vincentia High School will not be responsible for any loss, theft or damage to:

- (a) the device
- (b) data stored on the device

while the device is at school or during a school-related activity, absolutely, in negligence or otherwise.

3.4.3. Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

3.4.4. In circumstances where a device is damaged by abuse or malicious act of another student (“the other student”), reimbursement may be required. The Principal will, having regard to all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student.

3.4.5. The above clause (3.4.4) does not bind students to the determination of the Principal.

3.4.6. In accordance with clause (6.4) below, students should not bring peripheral equipment, including power charges and cables to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

4 Standards for equipment care

Students are responsible for:

- (a) taking due care of the device in accordance with school guidelines
- (b) adhering to the Department of Education’s policy *Student use of digital devices and online services* (PD/2020/0471/V01)
- (c) backing up all data securely. All electronic data and resources used for school coursework must be stored on another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.

5 Misuse of equipment and communication systems

5.1 Standard school discipline procedures apply for misuse of the device contrary to this BYOD User Agreement or other school rules.

5.2 Examples of action the school may take in cases of misuse include:

- (a) the device is taken away by a teacher for the remainder of the lesson
- (b) the device is taken away by a Head Teacher or Deputy Principal for the remainder of the school day and/or until a parent or carer picks up the device
- (c) permission for the student to bring their device to school pursuant to the Bring Your Own Device policy is revoked
- (d) conventional discipline procedures, including detention or suspension where deemed appropriate, pursuant to the school’s discipline procedures.

6 Acceptable equipment and communication system use

6.1 Use of the device during the school day is at the discretion of teachers and staff. Students must use their device as directed by their teacher.

6.2 The primary purpose of the device at school is educational. The playing of games is not an acceptable use of devices on school grounds.

6.3 Students must bring their device to school fully charged.

6.4 Students should avoid bringing peripheral device equipment to school with the device. Peripheral equipment includes:

- (a) chargers
- (b) charging cables
- (c) docking cradles, with the exception of a docking cradle that includes a keyboard integrated into the peripheral
- (d) external pointing devices, such as computer mouses

- (e) adapters for the connection of video output or data transfer
- 6.5 While at school, all material on the device is subject to review by school staff as deemed necessary.
- 6.6 Students are to connect their device to the designated wireless network only. Students are not to connect their device to other wired, wireless or cellular networks whilst at school.
- 6.7 Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.
- 6.8 Students are to promptly seek advice if another user seeks excessive personal information or makes them feel uncomfortable.
- 6.9 Students must never send or publish:
 - (a) messages sent to them in confidence
 - (b) 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
 - (c) contact details or personal information of another person without that person's explicit permission.
- 6.10 Students must ensure any material published on the internet or intranet has the approval of the principal or their delegate and does not infringe the rights of another person or organisation.
- 6.11 Students must observe appropriate copyright requirements, including acknowledging the author or source of any information used by means of appropriate citation.
- 6.12 Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the Department of Education's policy *Student use of digital devices and online services* (PD/2020/0471/V01). Extracts are provided below. This policy forms part of this Bring Your Own Device User Agreement.
- 6.13 The policy *Student use of digital devices and online services* (PD/2020/0471/V01) applies to the use of the device and internet on the device:
 - (a) at school
 - (b) to access school-hosted systems
 - (c) in connection with a school-related activity or school-related program, including coursework.

7 Monitoring requirements

Students should be aware that:

- (a) they need to be careful about putting personal or sensitive information in emails or on websites
- (b) their emails are archived and their web browsing is logged
- (c) the email archive and web browsing logs are considered official documents
- (d) these records may be used in investigations, court proceedings or for other legal reasons.

8 Use of online media from home

- 8.1 Students must ensure they have an appropriate workspace for online learning when working off-site. The student must be the only person engaging in chat rooms and the only person visible for videoconferencing.
- 8.2 Students should actively contribute to online sessions while keeping discussions during the session on the assigned topic.

- 8.3 Students have the option to display their face in videoconferencing lessons using a webcam. If they choose not to use their webcam they must actively engage in the lesson through the audio or chat functions.
 - 8.4 Students involved in videoconferencing must ensure that the benefits of this, including seeing facial expressions and hearing inflection and tone of voice, are used appropriately. Student should think before responding to make their thoughts and ideas clear and coherent to the videoconferencing participants.
 - 8.5 Students must adhere to the same standards of behaviour during videoconferencing sessions as they would in a school setting. This includes behaviour towards other students and staff.
 - 8.6 Students must be mindful of all videoconferencing participants and different opinions. They should allow other participants time and opportunities to contribute to the discussion, share their ideas with the group and respond in a respectful manner.
 - 8.7 Students must understand that mistakes can occur in online discussions and videoconferences. Technical glitches or lack of technical knowledge by staff or other students are to be addressed in a respectful manner.
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The following is an extract from the Department of Education's policy on *Student use of digital devices and online services* which can be found in its entirety at:

<https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471>

4 Responsibilities and delegations

- 4.1 Students' safe, responsible and respectful use of digital devices and online services is the shared responsibility of students, parents, carers and school staff
- 4.2 Students:
 - use digital devices and online services in safe, responsible and respectful ways, as described in their school procedures and the *Behaviour Code for Students*, and support their peers to do the same.
- 4.3 Parents and carers:
 - recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services
 - support implementation of the school procedure, including its approach to resolving issues
 - take responsibility for their child's use of digital devices and online services at home
 - communicate with school staff and the school community respectfully and collaboratively, as outlined in the 2018 *School Community Charter*.