



Narre Warren South P-12 College

# **BRING YOUR OWN DEVICE**

POLICY \_\_\_\_\_

## Purpose

To ensure that all students and members of our school community understand:

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including our BYOD programs.
- (b) expected student behaviour when using a Personal BYOD device whilst at Narre Warren South P-12 College.
- (c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- (d) our school's policies and procedures for responding to inappropriate student behaviour on personal BYOD devices.
- (e) The personal and schools responsibilities in relation to BYOD devices.

## Scope

This policy applies to all students and staff at Narre Warren South P-12 College who use their personal devices (BYOD) at Narre Warren South P-12 College.

Staff use of technology is also governed by the following Department policies:

- Acceptable Use Policy for ICT Resources
- Cybersafety and Responsible Use of Digital Technologies
- Digital Learning in Schools and
- Social Media Use to Support Student Learning.
- Narre Warren South P-12 College Staff Acceptable Use Policy

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Narre Warren South P-12 College Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

## Definitions

For the purpose of this policy, "BYOD" are defined as personal devices that students and teachers use for learning and teaching. These devices are assigned to the individual and as such the responsibility for these devices belong to that individual.

## Policy

Students are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case
- Is Clear of any malicious software such as viruses or malware.
- Is Clear of any inappropriate content
- Can support curriculum content such as Google Classroom
- has at least 4 GB of storage
- operates on Chrome OS, MacOS, iOS or Windows 10 (or later)
- Supports Wi-Fi 5 and/or Wi-Fi 6 connectivity

Access to school network and curriculum resources on Managed or Unmanaged BYOD will ONLY be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement and BYOD Policy Agreement.

## School Provided Devices

Narre Warren South P-12 College may choose to provide a device to students from the schools existing fleet of devices. When assigned to students these devices will be treated as Managed BYOD devices for the duration of their warranty and hardware lifecycle.

Devices provided by Narre Warren South P-12 College remain owned by the school and students are expected to:

- Bring the device to school fully charged
- Transport the device in a protective case or bag
- Advise the Narre Warren South P-12 College ICT team of any viruses or malware
- Advise the Narre Warren South P-12 College ICT team of any damage to the device's physical hardware.

- Advise the Narre Warren South P-12 College leadership team of any loss or theft of the device.
- Maintain backups of their own data and student files.

Please note that Narre Warren South P-12 College provided devices will be second hand devices previously used within the classroom and there is no guarantee that a new device will be assigned.

Damage to school provided devices that cannot be repaired under warranty may result in an invoice to the Parent/carer to cover the amount required for repairs.

Loss or theft of a school owned device due to negligence may result in an invoice to the parent/carer to cover the cost of replacement.

Students that exit the college early are required to return any devices provided by Narre Warren South P-12 College unless stated otherwise by Narre Warren South P-12 College leadership.

### **Managed BYOD Devices**

Parents/carers are invited to purchase or lease a device via the schools selected BYOD provider as this provides Narre Warren South P-12 College with the opportunity to manage the student devices and ensure that the following is managed and maintained by the college:

- Secure access to school systems and resources
- A streamlined process for processing repairs / warranty / insurance claims
- Support for software issues such as OS corruption and malware recovery

Narre Warren South P-12 College will not be responsible for:

- Loss or theft of a student device unless the device is held by the college
- Data recovery or individual student data backup

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device, which is available via the BYOD provider.

### **Unmanaged BYOD Devices**

Students that wish to bring in their own device not obtained via a BYOD provider, or the school can do so with the discussion and prior approval of Narre Warren South P-12 College leadership.

Students that wish to bring their own unmanaged BYOD devices need to ensure that it:

- Is Clear of any malicious software such as viruses or malware.
- Is Clear of any inappropriate content
- Can support curriculum content such as Google Classroom
- has at least 4 GB of storage
- operates on Chrome OS, MacOS, iOS or Windows 10 (or later)
- Supports Wi-Fi 5 and/or Wi-Fi 6 connectivity

Narre Warren South P-12 College will be responsible for:

- Connectivity to school network (where possible)
- Accessing curriculum content such as Google Classroom

Narre Warren South P-12 College will NOT be responsible for:

- Loss or theft of a student device unless the device is held by the college
- Data recovery or individual student data backup
- Software issues such as OS corruption and malware recovery
- Processing repairs / warranty / insurance claims

### **Safe and appropriate use of digital technologies**

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Narre Warren South P-12 College, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

Students and Staff are also governed by the Narre Warren South P-12 College Digital Learning and Acceptable Usage Policies.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another

person, the account holder must notify the Narre Warren South P-12 College IT team via [it@nwsc.vic.edu.au](mailto:it@nwsc.vic.edu.au) or the appropriate staff or student manager.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

### **Student behavioural expectations**

When using digital technologies, students are expected to behave in a way that is consistent with Narre Warren South P-12 College Statement of Values, Student Wellbeing and Engagement policy, and Bullying Prevention policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Narre Warren South P-12 College will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's Student Wellbeing and Engagement and Bullying Prevention policies.

### **Communication**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website [Narre Warren South P-12 College \(nwsc.vic.edu.au\)](http://NarreWarrenSouthP-12College.nwsc.vic.edu.au)
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required

- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request

### **Policy review and approval**

Policy last reviewed	23rd August 2022
Author	Rick Limpers
Approved BY	Principal and school council
Next review date	August 2024

## Student declaration

When using a device via the BYOD program at Narre Warren South P-12 College I:

- Understand the BYOD classification as outlined in this policy (Re: Managed & Unmanaged BYOD)
- Respect and understand my personal responsibilities within the BYOD program outlined within this policy.
- Act in good faith when dealing with Narre Warren South P-12 College staff
- Adhere to the Narre Warren South P-12 College Acceptable Usage Policy and Digital Learning Policy.
- Will ensure my device is clear of any malicious software such as viruses or malware and seek support where appropriate.
- Will ensure my device is clear of any inappropriate content and seek to remove any content that is in breach of school policy.
- Will not engage in any harmful activities directed at school resources, staff, or students.
- Understand the behavioural expectations and the consequences that may be applied upon breach of policy.
- not engaging in any activities that may damage the reputation of the school, staff or fellow classmates.

## STUDENT AGREEMENT

I, \_\_\_\_\_ hereby acknowledge and agree to the Narre Warren South P-12 College BYOD policy.

As a student I understand my BYOD classification and the responsibilities in relation to this. When unsure I will seek assistance from Narre Warren South P-12 College Staff and Leadership.

I understand and acknowledge that failing to comply with Narre Warren South P-12 College's Acceptable usage policy and/or the responsibilities outlined by the BYOD policy may result in consequences and/or restrictions

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's signature \_\_\_\_\_ Date \_\_\_\_\_

Narre Warren South P-12 College

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