



## **Bring Your Own Device (B.Y.O.D.) Program**

### **Acceptable Use Agreement**



*Your Personalised Learning Tool!*

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## Expectations of Use for the B.Y.O.D. Program

### 1.1 Overview of the B.Y.O.D. Program

The B.Y.O.D. program is being introduced to the school in 2021 for students starting with Grade 3. The B.Y.O.D. program will further complement and expand upon the school's commitment and investment in providing I.C.T. learning into the 21<sup>st</sup> Century.

The school has negotiated with Learning with Technologies (L.W.T.) to use Lenovo 11e laptops (device) and each student is to source their device from L.W.T. website [cgps.orderportal.com.au](https://cgps.orderportal.com.au) where you retain complete ownership of the device.

The devices are intended for use at school each day. Devices will be used for daily learning activities, to further enable differentiation and individualised learning, as well as to check school messages, calendars, and timetables. Students are responsible for bringing their device to school every day. Students are always expected to use their device appropriately and for educational purposes.

### 1.2 Device Storage and Charging

The safety of a student's device at school is paramount. Students are required to carry their device in their device bag. From 8:45a.m. the students are expected to go immediately to their classroom and place their device into the classroom. Prior to 8:45a.m. the supervision of the device remains the responsibility of your child. Each classroom has a lockable door, which is always secured when the teacher is out of the classroom.

The devices should be brought to school fully charged or with enough charge to last the day. Students are expected to charge their device every evening at home. If the device battery depletes your child will then use a school shared device. Students are encouraged to bring an inexpensive pair of headphones to school for their exclusive use. Headphones should also be named.

### 1.3 Maintenance, Repairs and Damage

Students are personally responsible for the general care of their device. They are responsible for all damages or losses that may occur. Devices that are damaged or fail to function correctly should:

1. Report to the classroom teacher who can then notify the school's technician to be evaluated and repaired.
2. If they deem that the device may need warranty level repairs, a technician from L.W.T. will visit the school for further repairs.
3. If the faulty device does not fall under the warranty, the device will need to repair at your own expense. It is recommended to at least get an accidental warranty.

The school does not offer warranties of any kind and are not responsible for any damages or losses occurring to a student's device. Whether your device can be repaired depends on the level of warranty you have with L.W.T.

Where extenuating circumstances arise, should damage or loss occur, the principal and classroom teacher retain the right to consider each case based on its own merit.

Should damage or loss occur to a device because of another student's actions, the parents/guardians of the students involved will be contacted immediately. The principal and the

classroom teacher retain the right to deal with these matters on an individual basis and in direct consultation with the families involved.

#### 1.4 Daily Maintenance and Care

The device is an extremely powerful and robust learning tool. Each student should ensure that they maintain their device in strong working order. At all times, a student should know the exact location of their device. To ensure the functionality of the device the following recommendations should be followed:

- Purchase a high-quality bag to fit the device and any required attachments
- Purchase a high-quality protective case/ cover for your device
- Always leave your device in a protective case, even during use
- Use a screen protector
- Only use a clean, soft cloth to clean the screen. Do not use cleansers of any kind
- Insert charging cords, earphone cables and other attachments carefully gripping the plug
- Do not leave your device unattended on your desk or anywhere else in your classroom
- Avoid using your device on the floor, if required use a laptop stable table
- Do not allow anyone else to use your device without your immediate supervision
- Do not place books or heavy objects on your device
- Keep food and drinks away from your device
- Do not place anything in your school bag that may apply pressure to your device
- Students should NOT use their device whilst travelling to and from school.

#### 1.5 Home Screen and Lock Screen

Each student is required to personalise both their home screen and lock screen in a manner which makes their device easily identifiable and school friendly. It is an expectation that the device is labelled with the student's name. In addition, the case and any attachments should be named for easy identification by a teacher. This is a non-negotiable expectation.

#### 1.6 Passcode

Each student is given a school set password. This prevents unauthorised access to the device. Classroom teachers and parents/guardians will have access to the password. The student or parent/guardian must notify their classroom teacher if the password is changed. The password should be known and recorded by the parents / guardians of the student.

#### 1.7 O365 and G-Suite

Each student is set with a personalised O365 and G-Suite account which is linked to an email account controlled by the department. It is recommended that the password for this account be given to the student, so that they can access various online programs such as O365 Teams and Google Classrooms. Providing the student with the password is an important part of empowering the student to utilize their device for personalised learning. Students must not share this password with another student at any time.

## 1.8 Management of Apps

If the students have been provided direct permission from their parents/guardians to install programs that are not directly related to classroom learning tasks, please ensure the program is school friendly and safe. At no time are these programs to be accessed during school hours. Do not store a credit card or enter your credit card details for any reason on the device.

## 1.9 Music and Video

If a student is given direct permission from their parent/guardian, they may save music/video onto their device. It is an expectation that this music will not contain explicit language or images. During school hours, students will not be allowed to listen to music or watch videos, unless it is directly related to their learning activity. Music/videos may not be purchased at school and is to be downloaded under parental supervision.

## 1.10 Appropriate Use at School

The primary purpose of the B.Y.O.D. program is to provide students with a powerful ICT tool which will promote personalised learning. At no time during school hours can a student use their device for game play or communication which is not directly related to their learning task. Students are to only visit websites that are considered school safe and friendly. This is to be strictly adhered to and appropriate use will be heavily monitored by classroom teachers. For appropriate use, school hours are considered to commence when the student enters the school grounds and cease once the student exits the school grounds. At no time will the student's device be allowed to be used during recess and lunch breaks, unless the student is undertaking a learning task with the direct supervision of a teacher. At any time, a school staff member has the right to check your child's device for any inappropriate use.

## Connectivity to the School Network

### 2.1 Network Connectivity

Each student's device is connected to the school's Wi-Fi network using an encrypted authority certificate. These certificates are managed and installed by the school's technician.

The certificate is valid for the duration of time in which the student is attending the school. At the time when the student moves onto secondary college or to another primary school, the certificate will be removed from the device.

### 2.2 Printing and Network File Management

A printing service will be available through Papercut program. Students are only to print learning task related documents.

File management will be operated by O365 SharePoint and OneDrive, in addition with Google Drive. Students are only to keep/share school related documents on the above-mentioned services.

### 2.3 Student Email

Each student will have their O365 email account linked directly to their device to communicate with each other and with their teachers. All emails which are received or sent using this account are sent through a security filter which is set up by the department. Students are expected to use their email account for learning related purposes only.

Each classroom teacher will hold a discussion with their students regarding appropriate contact and expectations of emailed replies from teachers during times which fall outside of school hours.

## 2.4 Media Communication

O365 Teams and Google Classrooms and other communication apps are not to be used during school hours unless for learning purposes. We suggest they remain dormant outside of school. All media communication should be monitored by a parent/guardian.

## Cyber Safety

### 3.1 Photo and Video Features

The device is a brilliant tool for visually capturing and sharing daily learning activities. As part of their “eSmart Education” students will be instructed as to the appropriate use of photos and videos and the importance of considering the privacy of their peers.

### 3.2 eSmart Accreditation

To support the B.Y.O.D. program the school is registered as an “eSmart School” through the Alannah and Madeline Foundation ([www.amf.org.au/](http://www.amf.org.au/)). This involves the students participating in ongoing activities which will focus on areas of cyber safety, such as digital footprints, personal privacy, and appropriate online use.

## Consequences for Inappropriate Use

Should a student use their device inappropriately during school hours, the following process will be applied:

1. *First Minor Offence:* The classroom teacher will hold a discussion with the student/s involved and work together to resolve any issues that the student/s may be experiencing. Consequence to be decided per case.
2. *Second Minor Offence:* The level leader and the student’s parents/guardians will be notified of the circumstances surrounding the inappropriate use. Consequence to be decided per case.
3. *Third Minor Offence:* The principal will be notified. Further action may be taken.

### *A More Serious Offence:*

The level leader and/or principal will be notified immediately, and in turn inform parents/guardian. These issues will be dealt with on a case by case basis.

The classroom teacher reserves the right to confiscate the student’s device and safely store it until the end of the school day. The classroom teacher and the principal retain the right to consider each case based on its own merit.

## This form to be returned to the school

**Courtenay Gardens Primary School**



### B.Y.O.D. Program Acceptable Use Agreement Consent Form

- I understand the level of warranty purchased dictates the reparability of the device.
- Home and lock screen are school friendly.
- Password is set by the school and parents/guardians will have a copy of it.
- Headphones, device case and other accessories are provided for use at school and labelled with their name.
- The devices are to be used for school related tasks at school. Other programs that are not school related are to be used outside of school under parent/guardian supervision.

#### Student Section

**I have read with my parents, the Courtenay Gardens Primary School B.Y.O.D. Program Acceptable Use Agreement.**

**I agree to follow the expectations contained within this agreement.**

**I understand and accept that failure to follow any part of this agreement may result in having my privilege and access to the School's network revoked or suspended.**

Print Student Name: \_\_\_\_\_

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

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

#### Parent Section

**I have read the Courtenay Gardens Primary School B.Y.O.D. Program Acceptable Use Agreement.**

**I understand and acknowledge that my child is responsible for their own device.**

**The Office 365 and G-Suite account is provided and managed by the department.**

**I understand and accept that failure to follow any part of this agreement may result in my child having their privileges and access to the school's network revoked or suspended.**

Print Parent / Guardian Name: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_

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