



# BRING YOUR OWN DEVICE PROGRAM 2015

## ABOUT

This document outlines important information relating to the implementation of the Bring your Own Device Program at St Joseph's in 2015.

[St Joseph's Learning Technology Team](#)

Please ensure you have a copy of the following:

Please return the STUDENT AGREEMENT PAGE

- Student Agreement**
- Student Responsibilities
- Information and Knowledge Page.

# General Information

## 1 TIMELINE

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The following timeline will apply for students commencing 2015 at St Joseph's.

**FRIDAY 30<sup>TH</sup> JANUARY – YEAR 10** DIGITAL CITIZENSHIP AND BRING YOUR OWN INDUCTION SESSION  
(all students in Year 10 required to bring their device to school on this date)

**MONDAY 2<sup>ND</sup> FEBRUARY – YEAR 9** DIGITAL CITIZENSHIP AND BRING YOUR OWN INDUCTION SESSION  
(all students in Year 9 required to bring their device to school on this date)

**TUESDAY 3<sup>RD</sup> FEBRUARY – YEAR 8** DIGITAL CITIZENSHIP AND DELL 10 INFORMATION SESSION (all students in Year 8 required to bring their device to school on this date)

**WEDNESDAY 4<sup>TH</sup> FEBRUARY / THURSDAY 5<sup>TH</sup> FEBRUARY/ FRIDAY 6<sup>TH</sup> FEBRUARY – Year 7** DIGITAL CITIZENSHIP AND BRING YOUR OWN INDUCTION SESSION (all students in Year 10 required to bring their device to school on this date)

**WEDNESDAY 25<sup>TH</sup> FEBRUARY 4pm -7 pm – Computer / Device Support Sessions for Parents.**

Parents / carers can book sessions via the School Website (instructions below)

- <http://www.lochinvarsj.catholic.edu.au/>
- Parents
- BYOD
- Contact

There will be 15 minute sessions and bookings are available for parents who would like advice, support or assistance with Bring Your Own Device or associated software.

## 2 WHERE TO FOR HELP?

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For students experiencing difficulties with their device whilst at school please visit the **IT RESOURCE WINDOW** located near the stairs of the Bertrand Centre.

Students may also seek help from the IT HELP DESK at lunchtime in the Bertrand Centre. The Help Desk is comprised of students who volunteer their time to assist others with Technology.

## 3 WHAT IS THE RECOMMENDED PROGRAMS STUDENTS WILL BE USING

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Students will be using a range of programs to assist their learning, but the three essential building blocks are as follows:

1. MICROSOFT ONEDRIVE – Cloud Based Storage
2. MICROSOFT ONENOTE – Note keeping and organizational tool
3. MN LIVE VIRTUAL CLASSROOM – Resource dissemination.



# BRING YOUR OWN DEVICE STUDENT AGREEMENT

V2 Jan 2015

*Students must read and sign the BYOD Student Agreement in the company of their parent or caregiver unless otherwise directed by the principal.*

I agree that I will abide by the school's BYOD Policy and that:

- I will use the school's Wi-Fi network for learning.
- I understand that a mobile phone is not part of St Joseph's Lochinvar BYOD program and that mobile phone use at school must comply with the school's personal device policy.
- I will use my device during school activities under the direction of the teacher.
- I will not use my device for text, SMS messaging or device instant messaging, or other forms of social media or for any non-educational purposes.
- I will not attach any school-owned equipment to my mobile device without the permission of the school.
- I will use my own log-in details and will never share them with others.
- I will stay safe by not giving my personal information to strangers.
- I will not hack or bypass any hardware and software security implemented by St Joseph's or the Catholic Schools Office.
- I will not use my own device to knowingly search for, link to, access or send anything that is:
  - offensive
  - pornographic
  - threatening
  - abusive or
  - defamatory
  - considered to be bullying.
- I will report inappropriate behaviour and inappropriate material to my teachers/parents/carers as soon as practical.
- I understand that my activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.

- I acknowledge that the school cannot be held responsible for any damage to, or theft of my device, and that I alone am responsible to ensure the safekeeping/safety of my device at all times.
- I understand that the school provides access to filtered wireless network and those devices which access other networks (eg. 3G/4G) are not covered by the filter.
- I have read the BYOD Student Responsibilities document (attached) and agree to comply with the requirements.
- I have reviewed the BYOD Device Requirements document (available on the St Joseph's School Website – Parents – BYOD) and have ensured my device meets the minimum outlined specifications.
- I have read and will abide by the Catholic School's Office, Maitland - Newcastle *Acceptable Usage for School Students*
- I understand that my device may be confiscated if the school has reasonable grounds to suspect that it contains data, or is being used in such a manner, which breaches the BYOD Student Agreement. This will be communicated to parents/guardians as soon as practical by the appropriate staff member.
- I understand that non-compliance with this policy and associated school policies and procedures will be managed by the schools pastoral practices, in most cases.

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

\_\_\_\_\_

Student name

\_\_\_\_\_

Student signature

in the presence of: \_\_\_\_\_

Parent/caregiver name

\_\_\_\_\_

Parent/caregiver signature

***Sign and return this Agreement to your tutor group teacher prior to the induction sessions during Week 2***



# BYOD Student Responsibilities

## 4 OPERATING SYSTEM:

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Students must ensure they are operating a WINDOWS Operating Environment on their device. Students have free access to Microsoft Student Advantage whilst a student of the Catholic Schools Office.

## 5 CATHOLIC SCHOOLS OFFICE WI-FI NETWORK CONNECTION ONLY:

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Student devices are only permitted to connect to the school's Wi-Fi network while at school. There is no cost for this service. Access to this service will be found under the CSMN Network and may be access log on details will be provided to all students.

## 6 BATTERY LIFE AND CHARGING:

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Students must ensure they bring their device to school fully charged for the entire school day. No charging equipment will be supplied by the school. Students will not be permitted to plug in chargers or use power banks at school.

## 7 THEFT AND DAMAGE:

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Students are responsible for securing and protecting their devices at school. Any loss or damage to a device is not the responsibility of the school or the Catholic Schools Office. Students are not to leave their device unattended or on the playground.

## 8 CONFISCATION:

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Students' devices may be confiscated if the school has reasonable grounds to suspect that a device contains data which breaches the Personal Device Policy. This will be communicated to families as soon as practicable.

## 9 MAINTENANCE AND SUPPORT:

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Students are solely responsible for the maintenance and upkeep of their devices. An IT Officer is available at the school to assist students with general enquiries, but is not permitted to repair a device.

## 10 ERGONOMICS:

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Students should ensure they are comfortable using their device during the school day particularly in relation to screen size, sturdy keyboard etc.

## **11 DATA BACK-UP:**

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Students are responsible for backing-up their own data and should ensure this is done regularly. Students will be encouraged to use MICROSOFT ONEDRIVE for cloud based storage.

## **12 INSURANCE/WARRANTY:**

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Students and their parents/caregivers are responsible for arranging their own insurance and should be aware of the warranty conditions for the device.

## **13 LOAN EQUIPMENT:**

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A student may be permitted to access a loan device in extenuating circumstances. Students will need to complete a loan agreement and have this signed by parents prior to the loan. A loan period will be individually negotiated. Any damage incurred during the loan will be the financial responsibility of families.

## **14 CASES:**

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Students are have strong and sturdy cases for their devices. These cases must be clearly labelled with student's name. No student is to touch the case of another student.

## **15 BUSES AND TRANSPORT:**

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A student is not to use their device whilst on the bus or whilst moving. This also applies to school excursions.

## **16 PLAYGROUND**

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Students are not permitted to use their device on the playground. If students require to use the device for educational purposes, they may visit the Bertrand Centre during lunchtime.

## **17 CYBERSAFETY AND DIGITAL CITIZENSHIP**

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Students understand that cyber safety is an essential aspect of operating the device. Students will adhere to the Cybersafety requirements of the Catholic School's Office. Students to recognize the importance of being responsible digital citizens.

For more information about CYBERSAFETY, please go to <http://www.cybersmart.gov.au/>