



BROUGHTON
ANGLICAN COLLEGE

BRING YOUR OWN DEVICE PROTOCOLS AND GUIDELINES

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1. RATIONALE

Technology plays an important role in our students' lives and can be used to enrich and enhance students' engagement in the teaching and learning process.

Personal Devices are used by students in all areas of their lives, be it in or out of school. They give users the opportunity to access the vast resources of the internet at which time they determine the value of the resource. Valued resources form part of the student's personal learning environment (PLE) allowing students to customise and optimise a learning space consisting of the online tools most valued by the user.

At Broughton we aim to facilitate this relationship by providing the technologies which allow students 24 - 7 connectivity to a preferred learning environment. These technologies include access to the intranet, internet and College information technology resources.

The College is committed to developing in students an understanding that technology has made significant positive contributions to our world and the learning environment. We also seek to ensure that students have a responsibility to use technology in a manner which reflects the value of the College. God has provided us with the knowledge and resources to become global citizens and learners, with the ability to use technology in His service and in the various roles that He has planned for us to follow.

2. DEFINITIONS

Personal Technology Devices include, and are limited to, any Windows laptop computer (Windows XP or later) that is WiFi enabled, any MacBook (OSX or later) and any Android or Apple tablet (7" or bigger) that is WiFi capable.

Please note - The College provides only limited support for Chromebooks.

The College will only allow students to use devices that are 3G and 4G capable **when the SIM card is removed from the device** while at the College.

Please note that mobile phones are not included as acceptable devices which may be used at the College.

3. GUIDELINES FOR USE OF PERSONAL DEVICES

Students will be permitted to use their personal devices only after agreeing to the following guidelines:

- The primary purpose of the use of personal devices at school is educational.
- Students must have agreed to and signed the College's P-12 Information Technology Student Code of Behaviour before they will be given permission to use their personal device. This must be undertaken at the commencement of the school year.
- The use of personal devices during the school day is at the discretion of teachers and staff. As such, students are not allowed to use devices without the permission of the teacher. The use of devices is determined by the teacher **at all times**.
- The use of personal devices is allowed in private study in the Information Resource Centre.
- Students with 3G and 4G capable devices are to remove the SIM card before bringing the device to school.
- Students who are found accessing networks, other than the College network will have their device confiscated and sent to the relevant Head of School Office.
- Students must bring their device to school fully charged and will not be permitted to charge their device at school.
- Students agree not to attempt or circumvent the College's network security system and/or filtering policies. This includes setting up proxies and downloading programs to by-pass security.
- Students shall not take or distribute photos or videos of students and staff unless it is in the context of teacher directed activity and they have gained the express permission of the person/people involved.
- Students are responsible for the storage and security of their devices while at the College. Students are allowed to carry their devices to class at all times but are encouraged to store them in a secure locker when not in use.
- As mobile phones are not acceptable devices, the College mobile phone policy applies. Mobile phones are to remain switched off for the duration of the school day.
- To foster interaction and relationships with fellow Broughton students, students are encouraged to engage in non-technology activities before school and at recess and lunch. **Use of personal devices is NOT allowed at school during these times.**
- Broughton expects students to maintain the College ethos. Personal devices are not to be used to harass, intimidate, bully or victimise any member of the Broughton community.

4. NETWORK ACCESS AND INTERNET USE

- Access to the College wireless guest network is a privilege, not a right. Any use of the wireless network entails personal responsibility and compliance of all College rules and guidelines and the College's Acceptable Use Policy.
- Students who are using the College network grant the I.T. staff and other staff, who have been given permission from the Headmaster, permission to conduct any necessary investigations regarding inappropriate use at any time.
- Personal devices are not to be used to view, download or disseminate any material deemed explicit, inappropriate or illegal.
- Students are not to use the devices in any way that may bring the College name into disrepute.
- Where inappropriate sites are accidentally accessed, students are to minimise the window and immediately bring the site to the attention of the teacher. Failure to do so may impact negatively on a user when random internet audits are conducted.

5. CONSEQUENCES FOR MISUSE/DISRUPTION

- Should students fail to comply with the Acceptable Use Policy, the College has the right to take action.
- Action may include one or more of the following:
 - Suspension of access to the College.
 - The device is taken away for the period and returned by the teacher at the end of the period.
 - The device is taken for the rest of the day to be collected from the Head of School's Assistant.
 - The device is taken and kept with the Head of School until a parent/guardian makes an appointment with the Head of School, or their delegate, to discuss the matter and collect the device.
 - The student's permission to use a personal device at school is withdrawn.
 - Other disciplinary action including detention, suspension/exclusion from school.
- If the College is of the opinion that a personal device may contain inappropriate materials or materials that may be used in an inappropriate manner, the Headmaster or nominated representative will request that the student show them the contents of the device and all storage media like memory cards and USB devices. This will be conducted in the presence of a nominated witness. Alternatively, the device may be held until the contents may be viewed at the College in the presence of the parents or guardians or the appropriate external authorities.

6. COLLEGE LIABILITY STATEMENT

- Students bring their own personal devices to the College at their own risk. It is their duty to be responsible in the upkeep and protection (anti-virus software and security settings) of their devices.

- **The College will NOT be responsible for:**
 - Personal devices that are broken/damaged while at school or during school-related activities.
 - Personal devices that are lost or stolen at school or during school-related activities.
 - Maintenance or upkeep of any personal device (including keeping it charged, installing updates or upgrades, installing any applications, fixing any hardware or software issues).
 - College licensed software will not be installed on a student's personal device.

The College recommends that parents consider insuring their children's devices through their personal content insurance.

7. EVALUATION AND REVIEW

As technology is continually evolving, the College duty of care to the community may require the policy to be updated regularly. Should this occur, the College community will be advised via the newsletter and the College intranet. Students may be required to submit a *new acceptable usage protocol*.

These protocols will be reviewed as per schedule of College protocol reviews.

8. INFORMATION TECHNOLOGY STUDENT CODE OF BEHAVIOUR

8.1 Acceptable Behaviour

Broughton Anglican College wishes to encourage students to be aware of and use available Information Technology resources, including the Internet and e-mail, to enhance their educational experiences.

The use of such resources is a responsibility and a privilege. It is therefore expected that students will use the Internet and other technology in a responsible, efficient, ethical and legal manner. Students must agree to and sign the Code of Behaviour each year before permission is granted for students to access and use the computer resources of the College.

Whilst using the Broughton Anglican College computer network, Internet and electronic mail the following standard of behaviour is expected:

- Students are to use the computer, Internet and technology resources solely for educational purposes.
- Students are to observe all copyright laws, as outlined by the class teacher and including those that relate to computer software and material published on the Internet.
- Students are to immediately report any obscene or offensive material to a teacher, should it be encountered.
- Students will respect the privacy of others in the sending and posting of electronic information and images at all times.
- Students must only access devices under teacher direction and supervision and only those applications indicated.

8.2 Unacceptable Behaviour

- Bringing Broughton Anglican College into disrepute in any way, including the posting or using of images of the Broughton logo, crest, motto or uniform.
- Tampering with the system, workstation, desktop, network or other technologies in any way.
- Storing unauthorised software or material on the network.
- Intentional wastage of resources including large downloads.
- Using the password/login of another person, staff or student, to access the system.
- Trespassing or accessing the folders, work or files of any other person, staff or student.
- Attempting to retrieve, view or disseminate any inappropriate, offensive or illegal material
- Sending or viewing offensive, racists or sexist messages.
- Using the system for business or financial gain.

Students who engage in any of the above unacceptable behaviours whilst using the technologies within the College may be subject to the following consequences:

- Parents will be informed and Internet access may be suspended or withdrawn.

- The student may be excluded from the use of Information Technology resources at the College.
- Other discipline measures such as a School Service Detention or a Friday School Service Detention may be issued.
- In serious breaches, a student may be suspended from the College and their position reviewed by the Headmaster.



BYOD STUDENT AGREEMENT FORM

Student Name		House Tutor	
Home Address			
Home Phone			
Student Mobile Number			
Name of Parent/Guardian			
Parent/Guardian Contact Number			
Parent/Guardian Email Address			
Type of Device			
Serial Number			

I _____ have read and agree to the Broughton Anglican College P-12 Information Technology Student Code of Behaviour and the Bring Your Own Device Guidelines and Protocols.

I acknowledge that the College will not be liable for any device which is damaged, broken or stolen at school or on school-related activities.

I will bring my device fully charged every day and will only use the device for school related educational purposes whilst at school.

I will only use the device in lesson times under the direction of my teachers.

I understand that any breach of the College regulations pertaining to the use of electronic devices or the internet whilst at school may result in one or more of the consequences outlined in the protocols.

I agree to the College requirement that any device with 3G or 4G access must have the SIM card removed and that if I am found using any other network, other than the College network, my device will be immediately confiscated and my IT privileges withdrawn.

Signed (Student) _____ Date _____

Signed (Parent/Guardian) _____ Date _____