



JAMES RUSE AGRICULTURAL HIGH SCHOOL BRING YOUR OWN DEVICE (BYOD)

POLICY AND PERMISSION FORM

Student Name _____ Roll Class _____
Family Name Given Name

Parent/Carer Name _____
Family Name Given Name

JRAHS is committed to providing supporting learning environments for all students and is prepared to assist students with personal laptop/tablet devices. Clearly, safety and security, from both the student's and the school's point of view, are prime concerns.

Any parent who wishes their child to use a personally owned electronic device within JRAHS must read and sign the agreement and submit to Ms Nithi Mathiseelan in the library.

JRAHS adopts this policy in order to maintain a safe and secure environment for students and its staff.

- Personal Laptop Computers or tablet devices may be used at school by all students
- Laptop computers/tablet devices can only be used at school with the knowledge and written approval of the parent/carers and JRAHS. The signing and registering of the acknowledgement slip above constitutes such knowledge and approval.
- The student accepts FULL responsibility for the care and use of their own laptop/tablet device. In particular, the school does not accept responsibility for theft, loss or damage to the device or parts/accessories. Families should check the details of their personal insurance coverage for events such as loss/damage. Unless specifically stated, Home and Contents insurance does not cover a laptop/tablet device against accidental breakage or theft when outside the home. There is risk associated with bringing a laptop/tablet device to school and it is highly recommended that parents consider electing to purchase a suitable insurance option as part of their Home and Contents package.
- The student's name should be clearly visible on the back of the device.
- Under no circumstances are students to leave a device unattended and the following guidelines have been developed to protect students. When devices are not in use the students should leave them in a locker or under direct supervision wherever possible. This includes occasions when undertaking co-curricular activities. Students must always take home their devices overnight and never leave them at school.
- Students should always attempt to minimise the total weight of materials transported to and from home.
- **The laptop/device will NOT have access to the school's network drives.**
- Students will have access to the schools Intranet and filtered internet.
- Students must be aware of appropriateness of communications when using school or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.

- Students are not permitted to use any electronic device to record or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorised media may result in discipline including but not limited to suspension, criminal charges and expulsion.
- Students may not utilise any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behaviour known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or well-being of the school is subject to disciplinary action.
- JRAHS attempts to provide a safe Internet experience for students by deploying filtering technology. Students will not be allowed to access external wireless internet such as 3G or 4G as the school is unable to determine if filtering is in place.
- Students will use the school's wireless connection exclusively for educational purposes. Activities such as downloading files that are not school related, for example music and videos, or playing computer games cannot be permitted.
- The use of a laptop/tablet device at particular times in individual lessons is at the discretion of the subject teacher. There may be times when the activity is intended to be done without computer assistance or when the attention of the student is required elsewhere. At NO stage should students access programs or material from the laptop/tablet device which are not relevant to their current work/learning. In the event of students using their laptop/device inappropriately, the teacher may require the student to close down the computer and continue working via other means. If inappropriate use continues the device may be temporarily confiscated, access to the wireless internet withdrawn and/or further disciplinary action.
- Many classrooms only have one power point. The use of power cords creates a Work Health and Safety risk and also increases the possibility of damage to the device should a student trip on it. Students are expected to bring their devices to school each day with a fully charged battery.

Technical Assistance or Advice

The school cannot undertake to provide assistance for hardware or software problems that may occur with laptops/devices. Such assistance remains the personal responsibility of the student as a private matter. If the laptop/device malfunctions during a lesson, the student is required to continue with his/her learning promptly in a conventional manner.

- The student is responsible to ensure that any software or application required is already installed on their laptop/tablet device. The school is unable to supply or install software due to resource constraints and licensing agreements. Where specific software is required for classroom learning and or tasks, the teacher will provide access to the software via desktop computer in one of the computer labs at school.
- Students are encouraged to perform regular backups of their files. The importance of current work will often determine back up frequency.
- Printing of documents from student laptops/tablet devices can only be done using personal data-transfer device such as USB or email.
- The use of a personal laptop computer at school is regarded as a privilege and teachers may wish to view the work being carried out on the computer during class time. Students are required to provide the teacher with access to the laptop to view the school related files when asked. Where there is reasonable suspicion that material contrary to the ethos of the school is being brought to school or accessed during class time on the laptop/tablet device, the school reserves the right to impound the computer and institute a search for such material.
- To access the school's wireless internet a laptop will need a 5GHz network card.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. Each user is required to report any security problems to their teacher, TSO or Deputy Principal. The problem is not to be demonstrated to other users. To protect the integrity of the system, the following guidelines shall be followed:

- Users shall not reveal their passwords to another individual.
- Users are not to use a device that has been logged in under another User's name.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the JRAHS wireless internet.
- Users are required to have appropriate Anti-virus software installed on their devices to avoid any spread of viruses. Students are also responsible to update their Anti-virus software on a regular basis.

Intellectual Property and Copyright

Students will:

- Never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- Ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- Ensure any material published on the internet or internet has the approval of the principal or their delegate and has appropriate copyright clearance.

I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of the internet and/or device privileges as well as other disciplinary action.

As a parent/carer I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed this policy with my child and they understand the responsibility they have in the use of their personal device.

We have kept an electronic or paper copy of this policy for our records.

Signature of Student _____ Date _____

Signature of Parent/Carer _____ Date _____

Please return this policy to our TSO, Ms Nithi Mathiseelan in her office in the library

Yours Sincerely



Megan Connors
Principal

PLEASE RETURN THIS SIGNED POLICY TO MS MATHISEELAN BEFORE YOU BRING YOUR DEVICE TO SCHOOL