

BRING YOUR OWN DEVICE [BYOD] POLICY & AGREEMENT

Princes Hill Secondary College is committed to providing supportive learning environments for all students and is keen to assist students with personal laptops/tablet devices. Clearly, safety and security from both the students' and school's point of view are prime concerns as is the impact on school resources. Consequently, the following Policy Position has been established.

Personally owned devices can only be used at school with the knowledge and approval of the parent/guardian and staff of PHSC. The student (including parent/guardian) accepts full responsibility for the care and use of their own device. In particular, the school does not accept responsibility for damage, theft or loss of the device, data 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 device against accidental damage or theft when outside the home. There is risk associated with bringing a 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.

Under no circumstances should a device be left unattended and the following guidelines have been developed to protect students.

The device will only have access to the school's wireless network. Students will still be bound by the *Internet Acceptable Use policy*. Via the wireless network students will have access to the school's intranet, filtered internet, webmail and web printing.

Students should use their wireless connection exclusively for educational purposes. Activities such as downloading inappropriate files via programs or playing networked computer games via the Internet or the wireless network are strictly prohibited. The use of a device at particular times in individual lessons is at the discretion of the classroom 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 device which are not relevant to their current work/learning. In the event of students using their device inappropriately, the teacher may require the student to close down the device and continue working via other means. In circumstances where the device becomes a behavioural issue or interferes with a productive learning environment, the school may confiscate the device and ask a parent/guardian to collect within a reasonable time.

The use of power cords creates an occupational health and safety risk and also increases the possibility of damage to the device. Consequently we wish to discourage charging inside the classroom unless safe to do so. Students are expected to bring their devices to school each day with a fully charged battery. A room will be available at lunchtime to top up batteries if charging is required during the day.

The school cannot undertake to provide technical assistance for hardware or software problems that may occur with devices. Such assistance remains the personal responsibility of the student as a private matter. If the device malfunctions during a lesson, the student is required to continue with their learning promptly in a conventional manner. The school is unable to supply or install software due to licensing agreements.

Students are encouraged to perform regular backups of their files. The importance of current work will often determine back up frequency. Cloud storage solutions such as **Google Docs** or **Dropbox** may be useful.

Printing of documents from student devices will be done through the school print management system at standard student prices. Devices connected to the school network must be running anti-virus software with up-to-date virus definitions. There are many free options available including **AVG Free** or **Avast**. Windows platforms have **Defender** built in.

Agreement Document: Student Personal Device Use (BYOD Policy)

I have read the BYOD policy regarding the use of personally owned devices on the school network and agree to abide by the terms and conditions contained therein. Further, I understand that if there is a breach of the agreement, I risk having this privilege withdrawn and any further action in line with the school's Student Behaviour Management Policy.	
Student Name	Student Signature
Parent/Guardian Name	Parent/Guardian Signature
PHSC Network Login Name	Device Type eg: PC Netbook, Samsung tablet, iPad etc.
Device Unique ID [eg Serial Number]	Date