Sarina State High BYOx Responsible Use Policy

Our goal is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines.

Responsibilities of stakeholders involved in the BYOx program:

School

- BYOx program induction — including information on (but not responsible for) connection, care of device at school, workplace health and safety, appropriate digital citizenship and cybersafety
- network connection at school
- internet filtering (when connected via the school's computer network)
- some technical support (please consult Technical support table below)
- some school-supplied software e.g. Adobe, Microsoft Office 365 …
- printing facilities

Student

- participation in BYOx program induction
- acknowledgement that core purpose of device at school is for EDUCATIONAL PURPOSES
- care of device
- appropriate digital citizenship and online safety (for more details, see ACMA CyberSmart)
- security and password protection — password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students)
- some technical support (please consult Technical support table below)
- maintaining a current back-up of data
- meet minimum specifications according to Sarina State High School BYOx Handbook
- charging of device
- abiding by intellectual property and copyright laws (including software/media piracy)
- internet filtering (when not connected to the network)
- install recommended software/apps according to year/subject area
- ensuring personal login account excluding schools MIS will not be shared with another student, and device will not be shared with another student for any reason
- understand and agree to abide by the **BYOx Responsible Use Policy** and the **Student Learning Expectations** outlined in the BYOx Handbook
- understanding and signing the **Information Communication and Technology Access Policy and Agreement**

Parents and caregivers

- participation in BYOx program induction
- acknowledgement that core purpose of device at school is for educational purposes
- internet filtering (when not connected to the school's network)
- encourage and support appropriate digital citizenship and cybersafety with students (for more details, see ACMA CyberSmart)
- some technical support (please consult Technical support table below)
- required software, including sufficient anti-virus software

- protective backpack or case for the device
- adequate warranty and insurance of the device
- understanding and signing of the **ICT Policy and Agreement**.

Technical support

	Connection	**Hardware**	**Software**
Parents /Guardians/Caregivers	✓ (home-provided internet connection)	✓	✓
Students	✓	✓	✓
School	✓ school provided internet connection	(dependent on school-based hardware arrangements)	✓ (some school-based software arrangements)
Device vendor		✓ (see specifics of warranty on purchase)	

The following are examples of responsible use of devices by students:

- use BYOx devices for:
  - engagement in class work and assignments set by teachers
  - developing appropriate 21st Century knowledge, skills and behaviours
  - authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by school staff
  - conducting general research for school activities and projects
  - communicating or collaborating with other students, teachers, parents/guardians/carers or experts as part of assigned school work
  - accessing online references such as dictionaries, encyclopaedias, etc.
  - researching and learning through the school's eLearning environment
  - ensuring the device is fully charged before bringing it to school to enable continuity of learning
- be courteous, considerate and respectful of others when using a BYOx device
- switch off and place out of sight the BYOx device during classes, where these devices are not being used in a teacher directed activity to enhance learning
- seek teacher's approval where they wish to use a mobile device under special circumstances with Principal approval

The following are examples of irresponsible use of devices by students:

- using the device in an unlawful manner
- creating, participating in or circulating content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disabling settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- downloading (or using unauthorised software for), distributing or publishing of offensive messages or pictures
- using obscene, inflammatory, racist, discriminatory or derogatory language
- using language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insulting, harassing or attacking others or using obscene or abusive language
- deliberately wasting printing and Internet resources
- intentionally damaging any devices, accessories, peripherals, printers or network equipment
- committing plagiarism or violate copyright laws
- using unsupervised internet chat
- airdrop any other person without the consent of the teacher
- sending chain letters or spam email (junk mail)

- accessing private 3G/4G networks during school time
- knowingly downloading viruses or any other programs capable of breaching the department's network security
- using the mobile device's camera anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invading someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- using the mobile device (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school staff

In addition to this:

Information sent from our school network contributes to the community perception of the school. All students using our ICT facilities are encouraged to conduct themselves as positive ambassadors for our school.

- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present
- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher
- Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft
- Students need to understand copying of software, information, graphics, or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights
- Parents/Guardians/Carers need to be aware that damage to mobile devices owned by other students or staff may result in significant consequences in relation to breaches of expectations and guidelines in the School's Responsible Behaviour Plan for Students

The school will educate students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to incorporate these safe practices in their daily behaviour at school

The school's BYOx program supports personally-owned devices in terms of access to printing, internet, file access and storage, and support to connect devices to the school network.

However, Sarina State High School expects ALL BYOx devices to meet minimum specifications before connecting to the network according to the BYOx Booklet. The school does not support personally-owned mobile devices in regard to:

- technical support
- charging of devices at school
- security, integrity, insurance and maintenance
- private network accounts