



User Agreement for the provision of a Bring Your Own Device (BYOD) @ CSC

BYO Devices will be used to assist student learning both at school and at home. Colac Secondary College's BYOD Program is catered for students in Years 10-12. It is expected that the device will be maintained in accordance with College ICT Policies and meet the College's device requirements (pg.3) so that the learning of the student is not interrupted or impeded in any way.

Students and parents/guardians must carefully read this Agreement prior to signing. Any questions should be addressed to the ICT Manager or Assistant Principal.

1. Ownership

- 1.1. The device is solely the property of the student/family.
- 1.2. The device is expected to be brought to school on a daily basis by the student for use at school, and taken home each night. It is expected that the student will use an iPad in Year 7-9 at a minimum, then may choose to enter into a new agreement to use an alternative BYO Device from Year 10 onwards.
- 1.3. All material on the device as well as material accessed using the College's network is subject to review by College staff at any time.
- 1.4. When the student leaves Colac Secondary College, the device may need to be un-prepped from the College's network and management systems.

2. Damage or Loss of Equipment

- 2.1. Any warranty and insurance for the device is the responsibility of the student/parent/guardian. The device will not be repaired by the College, nor is it covered by any insurance at school.
- 2.2. Loss, accidental damage or theft of the iPad must immediately be reported to the Year Level Manager and/or ICT Team.
- 2.3. In the case of suspected theft or malicious damage caused by another person off-site from the College, a police report by the family and notification to the ICT Team may be required. This issue is a private one, and the College will not be involved in cases where a BYO Device has gone missing outside of school hours.
- 2.4. INSURANCE coverage is the responsibility of the student/parent/guardian, and we recommend that you list this item on your own home contents insurance to provide additional protection.

3. Faulty Equipment

- 3.1. Students who experience problems with either hardware or applications must notify the ICT Team immediately. If the issue is deemed to be one that is related to the College network and infrastructure, assistance will be provided. Devices will be repaired as quickly as possible and returned to the student.
- 3.2. If the issue is deemed to be one that is related to a warranty issue or repair unrelated to the College's infrastructure, the student/parent/guardian will be informed of the need for them to arrange for the device to be repaired.

4. Student Responsibilities

The student is responsible for:

- 4.1.** Bringing the device fully charged to school every day.
- 4.2.** Taking the device to every class unless instructed otherwise by a teacher.
- 4.3.** Adhering to the Colac Secondary College Digital Learning Community Agreement.
- 4.4.** Backing up data securely on the school network, cloud based application (iCloud/Google Drive) and at home. The manner in which backup is performed is up to the student/family.
- 4.5.** Ensure the device is clearly labelled so that it can be identified from other devices.
- 4.6.** Keep the device secure when not in use at school by placing it in a **LOCKED** locker.
- 4.7.** Ensuring that the device has the required school apps/programs installed.
- 4.8.** Ensure that non-school apps/programs are not used or abused while at school including games and social media.
- 4.9.** Ensuring that settings for virus protection, spam filtering or device management systems that have been installed by the College are not disabled or removed.
- 4.10.** Ensuring that no File Sharing or copyright infringement software or material is installed on the device.
- 4.11.** Making sure the name of the device is not changed so that the ICT Team can easily identify it.
- 4.12.** Students will not 'Jailbreak' or install a 'VPN' on their device. This is prohibited at the College as it allows students to bypass the proxy and other settings of the school network which are in place to protect the security of the students and staff.
- 4.13.** Following the appropriate safety and care procedures, such as:
 - i. Ensuring that no heavy items are placed on top of the device. E.g. Not packing the device at the bottom of a bag under heavy textbooks that could cause damage.
 - ii. Handling the device carefully and taking care not to drop or damage it.
 - iii. Ensuring that food and drinks are kept well away from the device.
 - iv. Making sure that nothing on the device is offensive in any way.

In line with our Stations & Actions Framework, if a student does not fulfil these responsibilities it may result in one or more of the penalties or consequences.

- i. Removal of email privileges.
- ii. Removal of internet access.
- iii. Detention.
- iv. Temporary confiscation of device.
- v. Paying or replacement of damaged or stolen equipment.
- vi. Removal from classes where ICT is involved.
- vii. Other consequences as the College deems appropriate, such as:
Suspension or Expulsion.
- viii. In serious and exceptional cases criminal charges may be laid with the police.

5. Parent/Guardian Responsibilities

The student's parents/guardians are responsible for:

- 5.1.** Supervising the student's device and internet use at home to ensure that the student is using the device safely and responsibly and in accordance with the Digital Learning Community Agreement.
- 5.2.** Any issues that a parent/guardian may have in accordance with the students' device use at school or at home are encouraged to contact the College's ICT or Wellbeing Teams.

6. Re-imaging of devices and ICT Maintenance.

- 6.1.** Students may be required to perform updates to software on their device, such as operating systems and apps/programs, regularly to ensure that the device is up to date to support learning at an optimal level.
- 6.2.** In the circumstances of the device needing to be re-imaged or factory restored as a result of hardware or application malfunction, the College cannot guarantee the retrieval of personal data, when why it is very important to keep regular backups.

Bring Your Own Device (BYOD) User Agreement (To be completed by students and parent/guardians)

Purpose:

To inform students and parents/guardians of their responsibilities in relation to the conditions of use of Bring Your Own Device's at school.

Student BYOD User Agreement:

I have read and agree to comply with the Student BYOD User Agreement.

I agree to comply with any changes to these policies which can be changed at any time without notice.

I accept my responsibilities and the conditions regarding the use and care of the device and use of Internet as detailed in the CSC Digital Learning Community Agreements and associated policies.

I accept that failure to comply with the Student BYOD User Agreement and CSC Digital Learning Community Agreement could result in disciplinary action.

Note: Colac Secondary College reserves the right to change the Student BYOD User Agreement at any time without notice.

Please sign and return this page to the College Administration Office.

A Student BYOD User Agreement must be sign and returned to the school before the device will be allowed to be used at the College.

Date:

Student Name:

Student Signature:

Parent/Guardian Name:

Parent/Guardian Signature:

Device Hardware and Software Requirements:

- Please enter your device specification in the table below

Operating System	Version	Device RAM
Apple	Mac OS: 10.12 +	4GB +
Windows	Windows: 10	4GB +
Your Device		