Bring Your Own Device (BYOD) Policy

Effective Date: February 2019
Review Date: February 2021

Associated Documents:
- The Vision and Mission of the Lismore Diocesan Catholic Education Board
- Digital Technologies (and Social Media) Policy
- Media Policy
- Privacy Policy
- Child Protection Policy
- Bullying & Harassment Policy
- Grievance Policy

Students must read and sign the BYOD Student Agreement in the company of a parent or caregiver unless otherwise directed by the principal.

Overview
St Joseph’s College Banora Point provides students with access to the internet and online services for learning. This document outlines the Bring Your Own Device (BYOD) requirements, as well as appropriate and acceptable student use of internet and online communication services provided by the College.

BYOD Device Requirements

A condition of enrollment at St Joseph’s College is that students supply their own laptop device. The device is to meet the minimum specifications as outlined below.

The minimum specifications are:
- **Laptop** (The following are **NOT** acceptable devices: Tablet / Ipad / Android Device / Chromebook)
- **Windows 10 or Mac OSX - Sierra**
- 11” Screen
- 4 Gb RAM
- 128 Gb SSD or 500 Gb HDD
- 6 Hour Battery Life
- A Carry Bag

Please note:
- Any student choosing one of the following elective courses: Photography, Information Technology or Multimedia will need to check with the College before purchasing a personal laptop device for school use.
- Office 365 ProPlus is free to download for students with an educational email address. This email address will be given to students when they start at the College then you simply go to: office.com/getoffice365 to create an account and download the latest Office apps.

UNSURE OF WHICH DEVICE TO PURCHASE?
Towards the end of each year St Joseph’s College negotiates an educational deal with an external party. Updated information will be forwarded when available.

Loan / Replacement Laptops
It is beyond the scope and resources of the College to provide loan machines. In the event of damage, hardware failure and/or software issues, it is the responsibility of the family to have the matter rectified by the supplier.
A very limited number of temporary loan machines are held by the College. Therefore, the College cannot guarantee their availability. If a loan machine is not returned within required timeframe a $100 refundable fee will be billed to the family’s school account. The application form to borrow a College IT device is below.

Please note: In the event that the machine is damaged, lost or not returned within the specified timeframe a replacement fee will be billed to the family’s school account.

**St Joseph’s College Rules for Laptop Use**

- The laptop is to be used primarily for school work in accordance with the Catholic Schools Office Network Policy Agreement which all students have agreed to.
- Students are to bring the laptop to the College every day except special events days, like the Swimming Carnival and the Athletics Carnival.
- The device is not to be taken to sport. It is to be stored in the student’s secured locker.
- Students are to charge their battery every night ready for use during the next school day. Power chords are not to be brought to school and devices cannot be charged at school due to WH&S.
- The device is not to be used in the College grounds before or after school or at recess or lunchtime. Apart from class time, the only other use of the device will be at lunchtime in the library.
- When the device is used in class it is to be used under the direction of the teacher.
- The College Wi-Fi network is for learning.
- Students will use their own internet log-in details and will never share them with others.
- Students are not permitted to use the laptop to knowingly search for, link to, access or send anything that is:
  > offensive
  > pornographic
  > threatening
  > abusive
  > defamatory
  > considered to be bullying.
- Students are not permitted to use or interfere with another student’s device in any way.
- Each student is responsible for the appropriateness of all files on their device. This is ensured by logging on with the unique account and password credentials that you have been given and by not making the device or the logon details known to anyone else. If you suspect that your security has been compromised in any way you must report the fact and proceed to the ICT Helpdesk for assistance.
- Illegal or unacceptable files or software applications must not be installed or saved on the device. This includes images, videos, music, games, etc with adult or degrading content and material that promotes anti-social attitudes, violence, harassment, defamation, discrimination or bullying.
- Students are not permitted to access external wireless Internet providers at school for example, personal hotspots from their mobile phone.
- Software installed by the College is protected by copyright and must not be redistributed or deleted.
- Students must not hack or bypass any hardware and software security implemented by the College.
- School-owned equipment is not permitted to be attached to the laptop without the permission of the school.
- The web camera and recording features are not to be used at school, unless instructed by the teacher.
- Students are required to back up their school work files regularly to protect their work from loss or corruption (private files should also be backed up). Essential school files should be backed up in the student’s Google Drive. If students need to backup large files please purchase an external hard drive.
- When not in use, the device should be stored within its case.

Failure to follow the College Rules for Laptop Use may result in confiscation of the laptop and detention or further sanctions (eg termination of the student’s College account) as determined appropriate by the ICT Helpdesk, Deputy Principal, Principal or Leader of eLearning.

Random audits of student devices can be performed on by College Technology Support Officers, Deputy Principal, Principal, and the Leader of eLearning. Students will be held responsible for any inappropriate or unacceptable files or illegal software found on their device.

**Caring for your Laptop**

You are expected to treat your laptop with care and respect.
Packing away your laptop

- Handle your laptop with care.
- Always store your laptop safely in your laptop case, when travelling to and from the College. Store your laptop in a vertical position, away from liquids, in your laptop case.
- You still need to be careful with your laptop while it is in the case. Do not drop the bag from your shoulder. Always place the laptop bag down gently.
- Be careful when putting the laptop in the car that no other items are on top of it and nothing will roll onto the bag.
- Do not wrap the cord around the power adapter or the cord will become damaged.
- Try to avoid moving your laptop around when it is on. Before switching on, gently place your laptop on a stable surface and then switch on.

Operating conditions

- Put the laptop on a solid surface if you are using it for a long time. Resting it on a pillow or other soft material might block the airflow vents and cause overheating.
- Do not place objects on top of your laptop and never carry it around while it is turned on.
- Avoid exposing your laptop to:
  - Direct sunlight or sources of heat such as desk lamps.
  - Dust, dirt, rain, liquids or moisture.
  - Heavy shock or vibration.

LCD screen

LCD screens are delicate – they don’t like being poked, prodded, pushed or slammed. Never pick up your laptop by its screen. Don’t slam the screen closed and always be gentle when putting your laptop down. Never close the screen if there is something on the keyboard.

To clean your LCD screen:

- Switch off your laptop.
- Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion.
- Do not directly apply water or cleaner to the screen.
- Avoid applying pressure to the screen.

AC adapter

- Connect your adapter only to your laptop.
- Find a safe location at home to recharge your laptop. Disconnect the power supply from the wall when not charging your laptop – this will prolong the life of the unit.
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas.
- When unplugging the power cord, pull on the plug itself, rather than the cord.
- Do not wrap your cord around the adapter box.

Keyboard

- Gently brush your keyboard with a clean soft bristle paint brush or similar to remove dirt.
- If any key tops are missing or keys are in a damaged state, take your laptop to the ICT Helpdesk to be assessed. A single key top can easily be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard.

DO’s

- Do place your laptop on a flat, stable surface when in use
- Do backup your data regularly
- Do use on a stable surface
- Do store your laptop within its hard cover carry case
- Do carry your laptop with the strap across the shoulders when using the shoulder strap on the carry case
- Do charge your laptop overnight – leave your power cord at home
- Do make note of any error messages for tech support using the snip tool

DON'Ts

- Don’t loan your laptop to anyone or let anyone else use it
- Don’t place on uneven or unstable work surfaces
- Don’t place any paper or objects on the keyboard or close the lid on any such objects
• Don’t place or drop objects on top of foreign objects into the device
• Don’t expose to dirty or dusty environments
• Don’t expose to strong magnetic or electrical fields
• Don’t pick up or hold or carry the laptop by the display panel
• Don’t expose to or use near liquid, rain or moisture
• Don’t use damaged power cords, accessories or other peripherals
• Don’t use strong solvents or chemicals on or near the surface
• Don’t spill food or drink on your laptop

Health and Safety Considerations when Using Laptops
• Sit on a chair at a desk. This is especially important if using a laptop for longer than 30 minutes.
• Keep a good posture. Adjust the chair and laptop for a “neutral” posture. This means ankles, knees, hips and elbows are at about 90-degree angles and hands are in line with wrists.
• Relax arms, neck and shoulders. Most muscle strain centres on arms, neck and shoulders so try to keep these relaxed. Typing and using the mouse should be light, and hands and arms rested when not typing.
• Don’t sit too close to the screen. Sit about arm’s length from the screen, depending on individual eye conditions.
• Take regular breaks. Take 5 minutes out of every 30 minutes to rest both eyes and muscles

Technical Support
The College has an ICT Helpdesk within the College. If you are experiencing problems with your laptop, your first step is to troubleshoot the problem yourself. More often than not, you will be able to resolve most software issues. A troubleshooting section for a range of common computer problems can be found at the end of this policy.

If you experience persistent hardware or software issues report to the ICT Helpdesk.

Students are only permitted to attend the ICT Helpdesk before school, after school, and at lunch time. You will not be permitted to attend the ICT Helpdesk after class bells have sounded. Any student who attends the ICT Helpdesk during class time MUST have the teacher’s written consent in the appropriate page in the diary.

Please note: The ICT Helpdesk is NOT responsible for backing up any student work. This must be carried out by you at regular intervals and before bringing a laptop in for servicing.

Battery Life
The laptop should be capable of lasting a normal College day on battery power alone as mentioned in the minimum specifications. The power supply must remain at home in a safe place. You will need to recharge your laptop overnight, every night, ready for the new College day.

There will be NO provision for charging the laptop at the College. This is an WH&S issue.

Backup / Recovery
Students will at all times be responsible for the backing up of all data on the laptop. Essential school files should be backed up in the student’s Google Drive. If students need to backup large files please purchase an external hard drive.

Virus Protection
Viruses have the potential to severely damage and disrupt operations within the College computer network. As students have the right to personally use their laptops, and connect to the internet from home, they should take all steps to protect the College’s computer network from virus attacks.

Viruses can enter laptops through:
• Removable media such as CDs, DVDs, and USB memory sticks
• Emails
• The internet (including web browsing, FTP programs and chat rooms)
• File downloads/network file shares, such as servers and shared folders
Tips to protect from virus infections:

- Protect your laptop from virus attacks by scanning your computer for viruses at least weekly. Microsoft anti-virus updates are updated automatically every time you log on to the College network.
- Consider carrying out a virus scan of your laptop after you have accessed the internet, personal email or opened a file from a removable media source. You should carry out the scan before returning to the College and connecting to our network.
- Do not open any files attached to suspicious or unknown emails.
- Exercise caution when downloading files from the internet. Save the files to the laptop hard disk and run the virus scanner on the file before opening them.
- Delete chain and junk emails. Do not forward or reply to any of these.
- Never reply to spam. Spam email messages can contain viruses that notify a third party of the legitimacy of an email address and then add the recipients to the spammer’s database. They can also consume a large amount of disk space on the server which slows computer networks.
- Hundreds of viruses are discovered each month. Run your virus scan regularly.

Carry Cases / School Bags

It is strongly recommended that the laptop is at all times stored within its protective carry case. This includes when moving between classes, when the laptop is in your desk or locker, or when it is in your bag whilst travelling to or from the College. This should keep the laptop safe from accidental damage.

Security / Storage

The laptops are to be securely stored in your locker while at school or kept with you during lesson times. When the laptop is in your school bag (e.g. travelling to and from school) you should ensure that your school bag is:

- securely closed at all times with the Laptop in its protective case
- kept dry and away from liquid at all times
- not placed in a high traffic area where it could be stepped on or present a trip hazard
- not sitting in direct sunlight or exposed to extreme weather conditions
- within your possession while in public

Basic Troubleshooting

Experiencing faults?

Please restart your machine before attending the ICT Helpdesk within the allocated times. In the event of damage, hardware failure and/or software issues that are beyond the scope of the ICT Helpdesk, it is the responsibility of the family to have the matter rectified by the supplier.

Internet Download Quota at School

The College supplies, at great cost, an internet connection so that our 900+ users can access the internet with good speed. Students who use the internet excessively, cause costs to blow out and they slow the internet down for all the other users on our network. Students quota will be regularly monitored and excessive use of non education material will result in the internet being paired.

Cyberbullying

Cyberbullying is strictly prohibited at St Joseph’s College. The school will investigate and take action where this kind (and all kinds) of bullying occurs in school and outside of school when it causes significant harm to the relationships between students and or teachers, or is criminal in nature.

If a student is being cyberbullied they are encouraged to firstly document the bullying by taking screenshots for evidence and report it to the Year Coordinator, Leader of Pastoral Care or Leader of eLearning as soon as possible.

Parents and students need to be aware that all use of internet (at school) and email services, including unauthorised access, can be monitored and traced to the accounts of specific users. Laptops may be recalled by the school at any time so that the usage and drive content can be checked. The misuse of school services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.
St Joseph’s College

Bring Your Own Device (BYOD) Student Agreement

Students must read and sign the BYOD Student Agreement in the company of a parent or caregiver unless otherwise directed by the principal.

☐ I agree (PLEASE TICK) that I will abide by the school’s BYOD policy and that:

- I will use the College Wi-Fi network for learning.
- I will use my laptop during school activities at the direction of the teacher.
- I will charge my laptop at home each night. I understand that power cords are not to be brought to school and devices cannot be charged at school unless I have permission from my teacher.
- I will use my own internet login details and will never share them with others.
- I will stay safe by not giving my personal information to strangers.
- I will not access external wireless internet providers at school for example, personal hotspots from my mobile phone.
- I will not attach any school-owned equipment to my laptop without the permission of the school.
- I will not use the camera or recording device during class time, on the playground, or anywhere considered school property, without permission.
- I will seek permission from the teacher prior to using audio or video recording.
- I will not hack or bypass any hardware and software security implemented by the College.
- I will not use my own device to knowingly search for, link to, access or send anything that is:
  - illegal
  - offensive
  - pornographic
  - threatening
  - abusive
  - defamatory (damaging the good reputation of someone)
  - considered to be bullying.
- I understand that any device that I bring to the College may be confiscated by any staff member for inappropriate use.
- I understand that any inappropriate use of technology will be dealt with through the College’s normal disciplinary procedures.
- I will report inappropriate behaviour and inappropriate material to a teacher.
- I understand that my activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.
- I acknowledge that the school cannot be held responsible for any damage to, or theft of my device.
- I understand and have read the limitations of the manufacturer’s warranty on my device, both in duration and in coverage.
- I have reviewed the BYOD minimum specifications and have ensured my device meets the minimum outlined specifications.

☐ I have read (PLEASE TICK) the St Joseph’s College BYOD Policy and agree to comply with the requirements.

Date: ___/___/____

________________________________________ (_____) __________
Student name and homeroom

in the presence of: ____________________________________________
Parent / caregiver name

________________________________________
Student signature

________________________________________
Parent/caregiver signature

Peace Through Justice
Application for Special Temporary Loan Computer

As the school has a very limited supply of loan machines, generally the loan period is for one month

Part A  To be completed by the parent/guardian (please read the terms below):

Student Name: ................................................................. HR: ........................................

Reason for requesting loan machine: ...........................................................................................................

........................................................................................................................................................................

Estimated Repair/Replacement date: ..............................................................................................................

(Please note: due to the very limited supply of loan machines we have at our disposal the maximum term is one month)

Loan Agreement (Terms):

By agreeing to this loan agreement:

- The student will take care of the machine and return it in the same state as it left the IT Office
- The student will back up their work before returning the machine to the IT Office
- Any additional damage not noted in this agreement will be held accountable by the student and the student will be liable for the repair of the machine

Parent/Carer name: ........................................................................................................................................

Student signature: ................................................................................................................................. Date: ........ / .......... / ........

Part B  School Use only – to be completed when loaning the machine

Loan Machine No: ................................................................. Date of issue: ........ / .......... / ........

If there is any prior damage indicate it in the drawings/notes below:

☐ MacBook ☐ MacBook Air ☐ MacBook Pro 13"

Loan Period: Maximum 4 weeks

Due by: ........ / .......... / ........

Top

Name of staff member authorising loan machine: ............................................................................................

Signature of staff member authorising loan machine: .....................................................................................

Case Borrowed: ☐ Charger Borrowed: ☐

Part C  School Use only – to be completed by IT upon return

Loan Machine No: ................................................................. Date Returned: ........ / .......... / ........

Condition: ☐ Satisfactory OR ☐ Unsatisfactory (provide details): .................................................................

........................................................................................................................................................................

Signature of staff member: ..........................................................................................................................