

SHELLHARBOUR ANGLICAN COLLEGE

SENIOR SCHOOL

BYOD USER AGREEMENT

(BYOD – Bring Your Own Device. Some year groups have the iPad as the College’s designated device).

1. Purpose

- a) The device is a tool to assist student learning both at the College and at home.
- b) It will be an invaluable research and communication tool for students.

2. Equipment

2.1 Ownership

- a) The device cover is to be clearly labeled with the student’s name.
- b) Personal security is to be activated as applicable to each device.
- c) The student must bring the device fully charged to school every day.
- d) As the device is owned by the student they accept all responsibility for the device at all times.
- e) The device should be carried with the student for all classes and PC Periods.
- f) The device should be stored in an allocated locker at recess, lunch and during sport.
- g) The device must return to the student’s home at the end of each day.
- h) All material on the device is subject to review by College staff. If there is a police request, Shellharbour Anglican College will provide access to the device and personal network holdings associated with the use of your device.

2.2 Damage or loss of equipment

- a) Your device is required to have a protective screen cover and case.
- b) Where possible, devices should have locating software/apps (such as “Find My iPad”) installed and activated.
- c) Insurance for device is the responsibility of the parent who owns the device. The College is not responsible for replacement costs or damaged, stolen or lost devices.
- d) In the event a device is damaged or lost by neglect, abuse or a malicious act, the Head of Senior School will determine whether or not a student is responsible for repair or replacement costs.
- e) Any problems, vandalism, damage, loss or theft of the device must be reported immediately to a student’s Head of House.
- f) In the case of suspected theft a police report must be made by the family and an event number provided to the College.
- g) Students will be required to replace lost or damaged device &/or related devices.

2.3 Standards for device care

The student is responsible for:

- a) Taking care of device in accordance with College guidelines.
- b) Adhering to SAC Information and Communication Technology (ICT) Acceptable Use Agreement.
- c) Backing up all data securely. This should be done by syncing with a home computer, external drive or the Cloud.

3. Applications

- a) The College has designated a list of mandatory software/apps which students must have installed on their devices.
- b) The student is responsible for ensuring that the required apps and text books are downloaded onto their device prior to lessons. Some apps need to be purchased, others are free.
- c) Where applicable, the use of antivirus/internet security software is strongly encouraged.





4. Using your Device at the College

- a) Devices are intended for use in learning at the College each day.
- b) Your teacher will specify when you are permitted to use your device in class and when not to.
- c) You will not be permitted to play games on your device at the College.
- d) You must always follow the teacher's directions about device use.
- e) The fact that the device is yours does not mean you can use it against the teacher's directions.
- f) Parents and teachers reserve the right to search your device or confiscate it if necessary.
- g) Staff may enable 'guided access' of a student's device for educational and student management reasons.

4.1 Device left at Home

- a) If you leave your device at home, you are responsible for completing set work.
- b) You will need to be equipped with writing equipment and paper, etc.

4.2 Device undergoing Repair

- a) If your device is damaged and you have to send it away for repair it is your responsibility to come to class fully equipped with writing equipment, paper, hard copy text book (that can be borrowed from the College), etc.

4.3 Appropriateness of Screensavers/Background Photos

- a) Inappropriate media may not be used as a screensaver or background photo.
- b) The presence of inappropriate material (e.g. violent or pornographic material, etc.) on your device is not permitted.

4.5 Sound, Music, Games, Apps

- a) The sound muted at all times unless permission is obtained from the teacher for learning purposes
- b) You will probably store music, games and non-mandatory apps on your device. However, you need to ensure enough memory space is free for you to store your learning materials.

4.6 When students are not permitted to use their device on Campus

Students are not permitted to use their device out of the classroom before classes commence, recess, lunchtime and after classes unless given permission to do so by a teacher. This will only be in exceptional circumstances.

5. File Management & Storage

Students are responsible for the secure storage of files, media etc. Files should be named and stored within directory structures to enable easy access. Teachers will designate the means by which work should be shared.

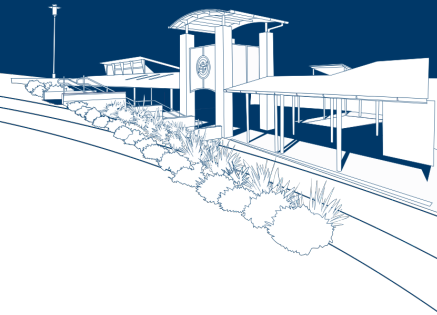
6. Parent and Student Information Seminar

- a) A parent(s) is required to attend the advertised information seminar.
- b) Students are to attend the device workshop during Week 1 of Term 1.
- c) Approval will not be granted for students to use their device should there be non-compliance with the above.

7. Responsibilities

- a) The process of "Jailbreaking" an iPad is not permitted at the College. Furthermore, students are not permitted to have the Snapchat App installed on their iPad or accessed on other devices. Other apps, sites etc may be banned by College staff as necessary.
- b) Students are not permitted to use VPN's, install apps or configure their devices in a way that bypasses College network and monitoring.
- c) Students are not permitted to record, upload or distribute any visual or auditory material concerning staff and other students without permission of a teacher. There will be significant ramifications for students should they be involved in this behaviour using their iPad.
- d) Students are expected to use their device the College Network and the Internet in a responsible manner as outlined in the Information and Communication Technology Acceptable Use Agreement.





PLEASE COMPLETE AND RETURN

Student name: _____
Family name _____ Given name _____

Student Year/House: _____

Parent/Carer name: _____
Family name _____ Given name _____

Parental email address: _____

Device Serial No.: _____

Purpose

The SAC BYOD Program aims to improve student learning experiences both in and out of the classroom. SAC is providing students with the opportunity to use their personal device at the College in the expectation that they will make good decisions with regard to their personal use of the technology, the College Network and the Internet.

Students and parents/carers must carefully read this agreement prior to signing it. Any questions should be addressed to the College via your child's Head of House and clarification obtained before the agreement is signed.

BYOD User Agreement

- a) I have read the BYOD User Agreement.
- b) I understand my responsibilities regarding the use of my device, College Network and Internet.
- c) In signing below, I acknowledge that I understand and agree to the BYOD User Agreement.

I understand that failure to comply with the BYOD User Agreement could result in confiscation of the device and/or other sanctions

Signature of student: _____ date: / /

Signature of parent/carers: _____ date: / /

This Agreement must be signed and returned to your child's Tutor by the end of week 2. Failure to return this form will result in your child/ward not being permitted to use &/or bring their device to the College.

Thank you for your help with this matter.

Updated Tuesday, 16 February 2021

