

BYOD POLICY 2022 – 2023



Help for non-English speakers

If you need help to understand the information in this policy, please email the General Office cranbourne.east.sc@education.vic.gov.au.

Purpose:

BYOD (Bring Your Own Device) refers to students bringing a personally-owned laptop/netbook computer to school for the purpose of learning. Cranbourne East Secondary College recognises the need to prepare students for a rapidly-changing world where technology plays an increasing role in students' everyday lives. The use of a computer will help prepare students to become digitally literate, flexible and socially aware of their future with the skills to contribute responsibly as a member of a global eCommunity.

Rationale

'Bring your own device' (BYOD) refers to students bringing a personally-owned device to school for the purpose of learning. A personally owned device is any technology device brought into the school and is owned or leased by a student or the student's family.

Technology plays a large role in our students' lives and personal devices can enhance and enrich learning opportunities both at school and at home. CESC is committed to allowing responsible, learning-centred use of personal devices at school so as to provide as many pathways to understanding as possible for our students.

The following will be the students' responsibility when using the BYOD:

The device will be used only for learning purposes when in the school grounds and students agree:

- Not to disclose/share students own portal/internet login details
- Not to hack or bypass any hardware and software
 - Specifically, do not install VPN or proxy software, or alter network settings
- Not to use the device to knowingly search for, link to, access or send anything that is:
 - Offensive
 - Pornographic
 - Threatening
 - Abusive
 - Defamatory
- Not to give out their personal information to strangers for their own safety
- To ensure their device is safe and secure at all times
- To keep their devices safe using carry cases, screen protectors, etc
- To acknowledge that the school cannot be held responsible for any damage to or theft of their device
- To use the device according to the teachers' instructions
- To bring a device that matches the school's wireless specifications
- To use devices according to the CESC Mobile Technology and Internet Agreement and DET policies.
- To have the CESC Mobile Technology and Internet Agreement signed by a parent/carer (and the student) before bringing the device/s to school

Students will be held responsible if they cause damage to another students' device.

1. Purpose

The Netbook computer and/or any other mobile technologies are to be used as tools to assist student learning both at school and at home.

2. Equipment

2.1 Ownership

2.1.1 The student must bring the Netbook computer fully charged to school every day. Power cords should be left at home.

2.1.2 Parents/guardians and students should be aware that files stored on the Netbook computer or on the school's server are not private, nor is any activity occurring on the computer.

2.2 Damage or loss of equipment

2.2.1 Standard warranties by the manufacturer would apply where applicable, with insurance recommended for other applicable coverage. Insurance is not mandatory, but highly recommended. **These devices are your own responsibility. Families may choose to purchase insurance for student devices.**

2.2.2 In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.

2.3 Substitution of equipment

2.3.1 When a student's laptop computer is not working, the school may be able to issue a school owned device for use in class.

- Where a student is able to provide evidence, by the way of a receipt or order form, that their computer is with a company for repair they will be eligible to borrow a school laptop for a short period of time.
- School owned laptops are limited in number and may not always be available to be borrowed as a substitution for a BYOD in for repair.

3. Standards for laptop/netbook computer

The student is responsible for:

3.1.1 Backing up data securely.

3.1.2 Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard.

4. Provision of technical support

4.1.1 The technical support staff at the CESC will be able to support the students to:

- install and manage software programs on their personal laptop/netbook
- access the College Internet server and network on their personal laptop/netbook

4.2.1 The technical support staff at CESC will not provide:

- support to students to connect phones or other WiFi devices to the school network
- support that requires hardware repairs. Eg. screens, keyboards, ports, motherboards, etc.

The Mobile Technology and Internet Agreement must be signed and provided to the school before the personal laptop/netbook computer can be used at school.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on school website
- Included in staff induction processes
- Included in student induction process
- Parent information evenings
- Enrolment packs

Related Policies:

- eSmart Policy
- Social Media Policy
- Mobile Technology & User Agreement Policy
- Mobile Technology Policy

Links which are connected with this policy are:

<http://www.cesc.vic.edu.au/index.php/about/policies/cesc>

Resources

- BYOD – Device guide <https://www.cesc.vic.edu.au/wp-content/uploads/2022/04/Notebook-Device-Guide-2021.pdf>

POLICY REVIEW AND APPROVAL

Policy last reviewed	Term 2 2023
Approved by	Principal
Next scheduled review date	Term 3 2024 – noting that the mandatory review cycle for this policy is 1 - 2 years