

Coffs Harbour Christian Community School



Bring Your Own Device (BYOD) Policy



Notes

Name of Policy: **Bring Your Own Device (BYOD) Policy**

Year of Policy: **2021**

Review Date: **15 February 2021**

Related Documents:

- **Computer Use Policy**
- **Internet Filter Policy**
- **Audio-visual and Media Standards Policy**
- **Electronic Devices Policy**
- **Copyright Policy**

NESA Reference:

Registered and Accredited Individual Non-government Schools (NSW) Manual (*the RANGS Manual*), March 2020

Section: 3.6.2 Safe and supportive environment (Student Welfare – supervision)



Table of Contents

Notes	2
Policy Statement	4
Rationale	4
Aim and Scope	4
Definitions	5
Implementation	6
Responsibilities and Delegations	6
Approval Process.....	6
Attachment	7



Policy Statement

Rationale

The increasing availability of personal mobile devices has accelerated the demand for new models of learning. In 2008 the Commonwealth Government instituted its Digital Education Revolution (DER), designed to bring about a 1:1 computer to student ratio for years 9 to 12 in schools by 2012. With the demise of funding of the DER program by the Australian Government, schools have been examining new ways of continuing the 1:1 computer to student ratio.

One solution is to foster a policy of “Bring your own device (BYOD)”. BYOD refers to technology models where students bring a personally owned device to school for the purpose of learning. A personally owned device is any technology device brought into the school and owned by a student.

Schools are in a position to harness students’ connection to their own personal mobile devices for the purpose of developing 21st century learning skills and for fostering digital literacy, fluency and citizenship in a safe environment.

Aim and Scope

This policy aims to establish a framework and protocols to enable senior students (Years 11 and 12 only) to bring their own personal mobile electronic devices to school for the purpose of learning, while providing essential safeguards against misuse and protections for both students and staff of Coffs Harbour Christian Community School (CHCCS).



Definitions

BYOD

Bring Your Own Device

It refers to technology such as personally owned laptops, iPads or electronic notebooks that students bring to school for the purpose of learning.

CHCCS

Coffs Harbour Christian Community School Ltd.



Implementation

Responsibilities and Delegations

The IT Administrator is responsible for the surveillance and monitoring of its computer systems to ensure the ongoing confidentiality, integrity and availability of services.

The Principal is responsible for developing and implementing the school's BYOD policy. Approval of student BYOD access is given by the Principal in consultation with executive staff.

The student is responsible for abiding by the school's Computer Use Policy and any conditions established for a specific BYOD approval.

Approval Process

The procedures for student BYOD applications and approvals are set out below.

1. BYOD approval is available only for students in Years 11 and 12, and gives preference to students who are seen as being responsible and willing to abide by the terms and conditions established for BYOD use in the school.
2. A student must obtain a BYOD application form from the Behaviour Management Coordinator.
3. A student must discuss the application with their parents/caregivers and describe reasons for requiring an approval for BYOD.
4. The application is to be made for a specific device, either laptop or tablet. Other devices such as phones or ipods will not be considered for approval and their use is subject to the School's Electronic Devices Policy.
5. The student must carefully read the Terms and conditions on the application form and sign the form. The student's parent/caregiver must also sign the application.
6. The application is to be returned to the Behaviour Management Coordinator.
7. The application will be submitted to the Principal, who will, in consultation with executive staff, consider the application and give approval, or request further information.
8. If the application is approved, the student will be issued with a laminated "BYOD Licence". This licence must be on display with the student at all times that an approved device is in use.
9. Failure to comply with any of the terms and conditions of a BYOD licence will result in a minimum of 10 weeks' suspension of the licence, and therefore use of the device at school.
10. At the completion of a suspension, a new application for a BYOD licence must be submitted to the Principal for approval. This application would provide a tangible process by which the student will comply with the terms and conditions of the licence. A licence with limited, provisional or otherwise modified terms and conditions may be issued if circumstances require them.

A copy of the Application for a personal device licence is shown in the Attachment.



Attachment

POLICIES

YEAR 11/12 ONLY

Application for a personal device licence (Laptop/Tablet)



Student's Name: _____ Year Level: _____ Device Applied for: _____

My reason for making application: _____

This agreement application is to be submitted to the Behaviour Management Co-ordinator. It will then be presented to the school executive at their next Wednesday meeting. If approved, it will be submitted to the Principal who will have final say about approval/disapproval.

The Agreement

I _____ agree to abide by the following conditions in order to be granted the privilege and permission to have a personal device (laptop/Tablet) for my use at school.

1. The device will only be used in class time with a teacher present AND WITH TEACHER PERMISSION. Not all teachers will give permission. I will ask whether or not each of my teachers grant permission.
2. Outside of class time, the device will only be used in the library during free periods, recess, lunch and after school.
3. Devices are not allowed to be used in the playground or the Year 11 and 12 areas.
4. Devices are not to be used with non-school related activity including games, movies, non-school related You Tube clips etc.
5. Devices will not be used for photography, voice recording or video recording anywhere without written teacher consent.
6. The current school computer usage policy must be followed.
7. Students must back up their work at all times. The school and NESA accepts no excuse for claims of lost work due to technology failure or other loss.
8. The school has no responsibility for the loss or damage of equipment.
9. Students must take diligent care and never loan equipment to others.
10. The licence must always be in the possession of the student whenever using the device.
11. In cases of breaching these conditions, the following sanctions will all apply:
 - The device will be confiscated and the student will serve three (3) detentions.
 - The device will be held by the school and may be collected by the student after five (5) full school days. Alternatively, parents/guardians may collect the device from the front office.
 - Any photos or recordings which breach this agreement will be deleted by the school before any item is returned.
 - A ten week cancellation of the licence to have a personal device will be immediately applied, after which a new application for a licence will need to be presented to the school executive and Principal.
 - Any further breaches of these conditions will result in refusal to grant permission for use of a personal device.

I have read, understood and agree to the conditions as set out in this application.

Student's Name: _____ Signature: _____

Date: _____

Parent's Name: _____ Signature: _____

Date: _____

IT SUPPORT USE ONLY

MAC Address: _____ Assigned IP Address: _____

Captive Portal Setup: Yes / No

