



## OPTION 1 BRING YOUR OWN DEVICE POLICY

### Please keep for your information

#### Policy Regarding the Use of Student Personal Laptop and Tablet Devices

Toogoolawah SHS is committed to providing supportive learning environments for all students and is keen to assist students with personal laptops/tablet devices. Clearly, safety and security from both the student's point of view and the Schools are prime concerns as is the impact on school resources.

#### Consequently, the following Policy Position has been established:

- Personal laptop computers or tablet devices may be used at school by all students
- Laptop computers/tablet devices can only be used at school with the knowledge and written approval of the parent/guardian and the School
- The signing and registering of the **Option 1 BYOD Agreement** constitutes such knowledge and approval
- The levy will be for a calendar year and will need to be paid at the start of every year. A BYOD sticker will be stored in your student's diary as evidence of the signed agreement
- The student accepts FULL responsibility for the care and use of their own laptop/tablet device. In particular, the School does not accept responsibility for theft, damage or loss of the device or parts/accessories. Families should check the details of their personal insurance coverage for events such as loss/damage
- Unless specifically stated Home and Contents insurance does not cover a laptop/tablet device against accidental damage or theft when outside the home. There is risk associated with bringing a laptop/tablet device to school and it is highly recommended that parents consider electing to purchase a suitable insurance option as part of their Home and Contents package

#### Under no circumstances are students to leave a device unattended and the following guidelines have been developed to protect students.

- When devices are not in use the students should ensure the device is secure. This includes occasions when undertaking co-curricular activities. Students must always take home their devices overnight and never leave them in a locker
- Students should always attempt to minimise the total weight of materials transported to and from home. When carrying their bag/s students should attempt to alter the carrying hand and regularly take breaks. If a backpack is being used then always use both straps and pack the heaviest materials so they will be closest to your back. Remember that the laptop/tablet device is valuable and always have it in sight or preferably hold it when travelling

#### TOOGOLAWAH SHS attempts to provide a safe Internet experience for students by using Education Queensland's state of the art filtering technology.

- The laptop/tablet device will only have access to the Internet via the School's wireless network.
- Students will still be bound by the Toogoolawah SHS Acceptable Usage Policy and at NO stage will they have direct access to the Toogoolawah SHS Computer Network. The integrity of the School's network could be severely compromised by the introduction of viruses and this is a risk that cannot be accepted



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- Students will have access, via the School's wireless network, to the School's Learning Management System (The Learning Place), filtered Internet and WebMail
- While at school students will use the School's wireless network connection/their own internet connection exclusively for educational purposes. At NO stage should students access programs or material from the laptop/tablet device which are not relevant to their current work/learning
- The School does not permit activities such as downloading inappropriate files, playing networked computer games or accessing Social Media sites
- The points above have been extracted from the Toogoolawah SHS Acceptable Usage Policy and are listed here for emphasis

**The use of a laptop/tablet device at particular times in individual lessons is at the discretion of the subject teacher.**

- There may be times when the activity is intended to be done without computer assistance or when the attention of the student is required elsewhere
- The teacher may require the student to close down the laptop/tablet device and continue working via other means
- The School reserves the right to confiscate the laptop/tablet device when:
  - The student refuses to follow the directions of subject teachers to close down the laptop/tablet device and continue working via other means
  - Where there is reasonable suspicion that material contrary to the values of the School is being brought to school on the laptop/tablet device

**The use of power cords creates an Occupational Health and Safety risk and also increases the possibility of damage to the device should a student trip on it.**

- Students are expected to bring their devices to school each day with a fully charged battery
- If one battery does not provide the required length of use then a second battery should be purchased
- Students will not have provision to charge batteries at school

**The School cannot undertake to provide technical assistance for hardware or software problems that may occur with laptops/tablet devices.**

- Such assistance remains the personal responsibility of the student as a private matter. If the laptop/tablet device malfunctions during a lesson, the student is required to continue learning promptly, in a conventional manner
- The student is responsible to ensure that any software or application required is already installed on their laptop/tablet device. The School is unable to supply or install software due to resource constraints and licensing agreements
- Students are encouraged to, and responsible for performing regular backups of their files. The importance of current work will often determine backup frequency
- Printing of documents from student laptops/tablet devices can only be done using a personal data-transfer device (USB drive) compatible with the School network
- Direct connection of the laptop/tablet device to the network is not permitted. It is the student's responsibility to have a suitable data-transfer device



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**Please return to the School**

<b>Student Name</b>		<b>Year Level</b>	
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I have read the policy regarding the Use of Student Personal Computing Devices (BYOD Policy) and agree that:

- the laptop/tablet device will have access to the Internet via the School’s wireless network
- Students will still be bound by the Toogoolawah SHS ICT Acceptable Usage Policy
- while at school students will use the School’s wireless network connection/their own internet connection exclusively for educational purposes
- students will access programs or material from the laptop/tablet device which are relevant to their current work/learning
- downloading inappropriate files, playing networked computer games or accessing Social Media sites is not permitted

The points above have been extracted from the Toogoolawah SHS ICT Responsible Usage Policy and are listed here for emphasis. **Please complete and sign this form and return it to the School Office as soon as possible to allow time for processing.**

<b>Student’s name</b>		<b>Parent/caregiver’s name</b>	
<b>Signature of student</b>		<b>Signature of parent/caregiver</b>	
<b>Date</b>		<b>Date</b>	

Office Use Only: DATE RECEIVED .....