Holsworthy High School

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BRING YOUR OWN DEVICE PROGRAM
USER CHARTER

Student name _____ _____
Family name Given name

Parent/Carer name _____ _____
Family name Given name

……

Holsworthy High School Bring Your Own Device program aims to improve student learning experiences both in and out of the classroom. The school does so with the expectation that students will make good decisions with regard to their personal use of technology.

The Bring Your Own Device User Charter must be agreed to and signed before students are permitted to bring their devices to school and connect them to school facilities.

Students and parents/carers must carefully read this Charter prior to signing it. Any questions should be addressed to the school and clarification obtained before the Charter is signed.

Agreement:

- We have read the following 2 pages of the Bring Your Own Device User Charter.
- We understand our responsibilities regarding the use of the device and the internet.
- In signing below, we acknowledge that we understand and agree to the Bring Your Own Device User Charter.
- We understand that failure to comply with the Bring Your Own Device User Charter will invoke the school's standard discipline procedures.

Signature of student: _____ date: / /

Signature of parent/carer: _____ date: / /

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL

1. **Choice of Equipment:**

   The device must meet the Wireless Compatibility recommendations of the Device Specification. The Device Specification is a separate document available directly from Holsworthy High School or on our website.

2. **Standards for equipment care:**

   Students are responsible for:
   - Taking due care of the device in accordance with school guidelines.
   - Bringing their device to school fully charged.
   - Backing up all data securely.

3. **Damage or loss of equipment:**

   - Students bring their own device for use at Holsworthy High School at their own risk.

   - Holsworthy High School will not be responsible for any loss, theft or damage to:
     (a) the device
     (b) data stored on the device

   - Students should not bring peripheral device equipment to school. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.
     Peripheral equipment includes:
     (a) Chargers / Charging cables
     (b) Docking cradles, with the exception of a docking cradle that includes a keyboard integrated into the peripheral

4. **Acceptable equipment and communication system use:**

   - Students should agree not to use BYOD to knowingly search for, link to, access or send anything that is:
     - Offensive
     - Pornographic
     - Threatening
     - Abusive
     - Defamatory
     - Considered bullying behaviour

   - Use of the device during the school day is at the discretion of teachers and staff. Students must use their device as directed by the teacher.

   - The primary purpose of the device at school is educational.

   - While at school, all material on the device is subject to review by school staff.

   - Students are to connect their device to the designated wireless network only. Students are not to connect their device to other wired, wireless or cellular networks whilst at school.

   - Students are not to create, participate in or circulate content that attempts to undermine, hack into and /or bypass the hardware and software security mechanisms that are in place.

   - Students must adhere to the complete Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/v04) policy which is available for viewing at: https://www.det.nsw.edu.au/policies/general_man/general/accep_use/PD20020046.shtml

***Important Extracts from the** Online Communication Services: Acceptable Usage for School Students policy include:*

Access and Security

Students will:

- *keep passwords confidential*
- *never allow others to use their personal e-learning account and log off at the end of each session to ensure that nobody else can use their e-learning account.*
- *not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.*
- *never knowingly initiate or forward emails or other messages containing: a computer virus or attachment that is capable of damaging recipients' computers.*
- *never send or publish:*
    - *unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.*
    - *threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.*
    - *sexually explicit or sexually suggestive material or correspondence.*
    - *false or defamatory information about a person or organisation.*
- *never use unauthorised programs or intentionally download unauthorised software, graphics or music .*
- *be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.*

Intellectual Property and Copyright

Students will:

- *never plagiarise information and will observe appropriate copyright clearance.*

Monitoring, evaluation and reporting requirements

Students will report:

- *any internet site accessed that is considered inappropriate.*
- *any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Communities.*

Students should be aware that:

- *their emails are archived and their web browsing is logged.*
- *the email archive and web browsing logs are considered official documents.*
- *they need to be careful about putting their personal or sensitive information in emails or on websites.These records may be used in investigations, court proceedings or for other legal reasons.*

5. Misuse of equipment and communication systems:

- Standard school discipline procedures apply for misuse of the device contrary to this BYOD User Charter or other school rules

- Examples of action the school may take in cases of misuse include:

    (a) The device is taken away by a teacher for the remainder of the lesson
    (b) The device is taken away by a Head Teacher or Deputy Principal for the remainder of the school day
    (c) Permission for the student to bring their device to school pursuant to the Bring Your Own Device policy is revoked.