



## BYOD Acceptable User Agreement 2016

The following BYOD User Agreement is an agreement between the students, parents and school in relation to students bringing Personal Mobile Learning Devices (PMLDs) to school for use in accessing and participating in the curriculum. Each party is to read their responsibilities and sign at the end of the document before any PMLD can be brought to school by a student.

**When using the online services of Catholic Education at St Benedict's Primary School with any device brought to school I agree that I will:**

### Student Responsibilities:

- Follow the classroom rules, expectations and routines set out by the teacher and follow this *BYOD Acceptable Use Agreement* and the *ICT Acceptable Use Agreement for Students*.
- Discuss the *BYOD Acceptable Use Agreement* and the *ICT Acceptable Use Agreement for Students* with my parents and then sign and return it to school before using the BYOD Network.
- Keep my device inside my school bag when travelling to and from school and before going into class.
- Follow all instructions given to me by my teacher about using my device, including handing over the device if asked to by a teacher or my parents.
- Only use my own device and not the device of anyone else without the permission of the teacher.
- Use my device away from food and drink in its protective cover. When not using it I will place it in my desk or school bag.
- Use my device in the **classroom only** unless given permission by the class teacher to be used somewhere else in the school.
- Be responsible for my **password**, including;
  - Keep private my password for logging into the school network and email.
  - Not give any other students my passwords.
  - Tell the teacher immediately if I think another person has found out or used my password.
  - Give my parents/carers the passwords to my school accounts.
- Use my device for **learning tasks**. Have permission from the classroom teacher before:
  - Using the device or school technology.
  - Letting anyone else use my device.
  - Viewing YouTube or other video/audio streaming apps/sites at school.
  - Downloading music, games, and videos during school.
  - Listening to music from my device.
  - Changing any password for my school account.
- Have permission from teachers and others involved before:
  - Taking photos, videos and audio recordings of anyone.
  - Publishing or sharing photos, videos and audio recordings of anyone.
- Earn a Digital Licence<sup>1</sup> and understand my responsibilities in being a digital citizen before using any digital technology at school.

---

<sup>1</sup> <https://www.digitallicence.com.au/>

- I will:
  - be respectful of the privacy, well-being and safety of myself and others when using my device (and not share personal information such as names, addresses, photographs, telephone numbers of others and myself to anyone else).
  - communicate respectfully and appropriately with teachers and students.
- Make sure that any work completed by me on my device or school technology is carefully written and presented with appropriate language and graphics.
- Follow all copyright laws taught to me, including not downloading software, music and videos without the permission of the owner of these. I will avoid copying and saying it is my own work by showing where I found all the information in my work (referencing).
- Ensure the device:
  - is fully charged and ready for work each morning and the battery life is not wasted throughout the day.
  - does not contain social media applications<sup>2</sup>. I will not have permission to use any social media sites when at school.
  - settings remain the same without any changes.
  - is used in a way that does not have a negative effect on the teaching or learning of others (e.g. the volume is too loud).
- Report any loss or damage of my device immediately to my teacher and parents.
- Report any unsafe or inappropriate online behaviour to the teacher and parents.
- Regularly make sure that any work I do on the device is regularly backed up or saved to my school Google account.

**I agree to abide by these responsibilities. I have read the above and understand that:**

- I will be responsible for my actions while using school technology and my device and for any consequences of allowing any other person to use my device.
- Inappropriate use of the device or the internet services and products provided by the school may result in these being taken away from me. There may be other consequences related to the affect my actions have had on others.
- If the actions I take are illegal then these will be reported to the appropriate people, e.g. police, as well as my parents.
- The school and Catholic Education can look through my device at any time to see I am following this agreement.

Name of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

---

<sup>2</sup> Social Media is any website or app that enables users to create and share content or to participate in social networking, this includes Facebook, Kik, Snapchat and Instagram, These are not to be present on students' devices brought to school.

## Teacher/School Responsibilities:

The school will:

- Plan a teaching program where children will use their devices to access and participate in all areas of the curriculum when it is the most appropriate tool to achieve the learning outcome.
- Provide a BYOD specific network and student log in details that are monitored, secure and safe for student use.
- Regularly monitor and check any devices that access the dedicated BYOD network for compliance to the *BYOD Acceptable Use Agreement* and the *ICT Acceptable Use Agreement for Students*.
- Undertake the necessary steps to ensure students are continuously aware of and understand the requirements of the previously mentioned Agreements.
- Apply fairly and consistently the appropriate processes and consequences for breach of these Agreements and maintain clear and regular communication with relevant parents when this occurs.
- Provide clearly defined and appropriate facilities, routines and expectations to ensure the security and care of all devices.
- Explicitly teach students about digital citizenship, cyber safety and responsible use of ICT resources and monitor student use.
- Provide basic support for configuring devices to access the BYOD network and communicate with parents when the support requirements are beyond the capacity of the school.
- Provide opportunities for students who on occasion are not able to provide a PMLD to use a school-owned device at school in order to meet all curriculum and assessment requirements.
- Provide opportunities for parents to access and participate in learning opportunities about contemporary issues with students working online, including e-safety.

**In signing this Agreement the school understands, agrees to and accepts the responsibilities outlined.**

Name of School Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of School Representative: \_\_\_\_\_

## Parent Responsibilities:

- Arrange for the supply of a device which complies with requirements as outlined in the *BYOD Handbook*.
- Ensure the PMLD has a protective case and supply headphones for classroom use.
- Determine clear routines and expectations for use and care of the device at home.
- Monitor their child's use of the device at home and assist their child to manage any software updates that ensure the devices operates efficiently and effectively.
- Be aware of and discuss issues of privacy, cyber safety and cyber-bullying with their child.
- Read and discuss the *BYOD Acceptable Use Agreement* and the *ICT Acceptable Use Agreement for Students* with their child and ensure they are signed and returned to school prior to use of a device.
- Arrange for repair to their child's device in a timely manner.
- Pay for the repair of any breakage or damage that their child causes to another child's device.

- Arrange for appropriate insurance cover or a care plan to cover the theft and damage of the device, e.g. nominating the device on Home and Contents Insurance.

**I have read this document and discussed it with my child. I agree to abide by the responsibilities outlined for parents.**

Name of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

**The Google Classrooms account and email details for my child are:**

Email: \_\_\_\_\_@cgstudents.catholic.edu.au

Password: \_\_\_\_\_