

# Baldivis Secondary College

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## BYOD Policy



Students are required to have a BYO Device to access a range of learning materials both at school and at home. Digital Literacy is an increasingly sought-after skill set and essential for most careers. The BYOD program at Baldivis Secondary College aims to equip students with the skills they need to navigate being a productive citizen in the 21<sup>st</sup> Century.

### Device requirements:

Most devices are acceptable for use if they meet the following:

- Can run Office 365 (provided free by DoE)
- Has a full QWERTY keyboard

More information is available at <https://www.baldivissc.wa.edu.au/ict-byod/>

Mobile phones, Chrome books or other Linux based devices are not acceptable for use as BYOD at school.

## Expectations at the College

### Teachers

- All applicable work to be made available on Connect for easy access at school or home.
- BYOD use is encouraged and promoted in all lessons
- Explicit expectations for how BYOD are clearly communicated to students each lesson

### Students

While at the college:

- Use the BYO Device in a responsible manner adhering to the Acceptable Use Policy.
- Comply with “in use or not in use” instructions from teachers. Teachers will decide when students will use the BYO Device in class.
- Bring the BYO Device to school each day, charged and ready for use.
- Use the BYO Device for educational purposes in line with the college’s learning programs.
- Have all of the apps required for use, downloaded and ready to be used.
- Not to leave the BYO Device unattended.

How to keep your device safe at school:

- Ensure it has a carry case or in the instance of a tablet device, a fully enclosed case.
- A separate padded compartment for chargers and accessories (dongles, storage ect.)
- Always keep your bag with you or in a secure place
- Don’t throw your bag around when your device is inside

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- Bags should be placed in safe place whilst in classrooms to reduce the chance devices are stepped on while not in use
- Devices can be covered whilst at school by Home and Contents insurance.

While at home, students are expected to:

- Ensure the BYO Device is fully charged at home ready for use at college
- Take the BYO Device to college each day (on days that it is required)
- Use the BYO Device to organise, review and complete homework and connect to the college's online resources and learning programs.

## Backing Up Data on any BYO Device

It is the student's responsibility to regularly backup data stored on the BYO Device. The college will not be responsible for any lost data on the BYO Device. Backup strategies include saving data from the BYO Device to the student's network account on the college's network, Cloud storage solutions, or use a USB drive.

## Acceptable Use Policy

Misuse of BYOD during school hours will be dealt with in accordance with the Mobile Phone Policy as they are considered a mobile device when they are not being used under the direction of a teacher.

Whilst at school students **must not** use the BYO Device to:

- Transmit any material in violation of any local, state or federal laws.
- Use profanity, obscenity or any other language that may be offensive to another student, teacher, member of the community, company or institution.
- Engage in any cyberbullying or harassment.
- Copy and downloading and sharing of commercial software or other media (e.g. music, video, movies) in violation of Federal copyright laws.
- Conduct commercial trade with BYO Device.
- Engage in online gambling.
- Participate in illegal activities such as hacking or spamming.
- Access pornographic or obscene content or networks.
- Create and / or introduce electronic viruses or malware.
- Bypass network security and monitoring systems using any means both physical and wireless devices, software manipulation and Internet sites promoting proxies and tunnelling.
- Play games during class time or in the yard
- Students must not use another students BYO Device without their consent.

## Social Networking and Gaming

Students are not permitted to play games or connect to social networking sites in class or in the yard at breaks. Any messaging services should be switched off or silenced during school hours.