



Secondary BYOD e-Learning Guidelines

1.0 Purpose

The Bishop Drutt College Bring Your Own Device program aims to improve student learning experiences both inside and outside the classroom.

These e-learning guidelines inform students, staff and parents of the college's expectations when students are using BYOD devices and the college online services. Students whose actions contravene these guidelines will be subject to the college's behaviour management policy.

2.0 Rationale

At Bishop Drutt College we recognise that contemporary technology provides a powerful tool for learning and connecting with the current world. The use of a personal computer device assists to empower students to maximise their potential as resourceful, resilient, reflective and collaborative learners, as well as fostering their ability to become dynamic, caring and optimistic leaders in the future.

The use of BYOD in an environment where technology is integrated authentically and appropriately across all KLAs promotes learning and adds value to each child's education.

3.0 Acceptable Devices

BYOD allows students to use their own current device at school. Devices must meet the minimum standards as outlined in the device specification information published on our website.

A small number of Chromebooks will be made available for eligible students who do not have their own device. These students will be able to borrow a device from the college library following consultation and approval from the Director of Teaching and Learning.

4.0 Smart Phones/Mobile Phones

As a regional school, the college understands the importance of personal safety and security and that access to smartphones and mobile phones may be necessary in certain circumstances. These circumstances include some excursions and activities, and while traveling to and from school.

As outlined in the student mobile phone policy all phones must be turned off or switched to silent and are to be stored securely in student lockers for the duration of the school day. Students are not permitted to use mobile phones or smart phones during school hours. This includes the use of smart phones/mobile phones for the purpose of listening to music while at school.

Students wishing to contact home during school hours must do so through the primary or secondary offices.



5.0 Responsibility

It is the responsibility of students who bring electronic devices to school to abide by the guidelines outlined in this document.

Permission to have an electronic device at school while under the college's supervision is contingent on parent/guardians and students being aware of these guidelines and understanding the conditions of acceptable use.

Parents/carers are integral to the success of the BYOD program. Parents/carers should:

- Understand that the parent/caregiver and the child hold full responsibility for the device and any personal accounts created on the device that are not school-related.
- Ensure that the student's device is clearly labelled and the serial number is recorded.
- Ensure that their child's device is regularly backed up and application and system updates are regularly undertaken when required.
- Ensure that the student's device is fully charge overnight at home in preparation for the next school day.

6.0 Damage or Loss

The college will not be responsible for or provide cover for any loss or damage to BYOD devices, peripheral equipment associated with the device (such as chargers, cables, computer mice), or data stored on the device while the device is at school or during school-related activities. The college will not be liable for any damages or theft that occurs on the college premises unless the device was under direct care of a staff member.

Parents are encouraged to consider whether the device requires insurance and whether accidental loss and breakage cover is appropriate for the device.

In circumstances where a device is damaged as a result of a malicious act by another student reimbursement may be required. After assessing all the circumstances of the matter the Principal will determine which student is responsible for the damage to the device and who should bear the cost of the repair.

All students have been issued with weather-proof lockers with combination locks in which they can safely and securely store their devices when not in use. It is the responsibility of the student to ensure that their device is stored securely in their locker when not in use.

7.0 Technical Support

The college will operate 'help desk' support to students to access the college internet service. This is located at the ICT Services help desk. All other concerns regarding the device, such as damage or warranty issues, are the responsibility of the student's family.



8.0 Internet and Network Usage

The college has recently upgraded its wireless routers to provide a high level of wi-fi connectivity throughout the school. Students are to ensure that:

- The wi-fi is accessed for educational purposes as directed by classroom teachers.
- Any updating of systems or applications is done outside of school hours.
- All use of the ICT network and internet are used in accordance with the *ICT network and internet use policy*.

9.0 Acceptable Uses

Students should:

- Use their device in a responsible and ethical manner.
- Ensure that their device is fully charged at home for the start of each school day.
- Store their device securely in the student lockers provided by the college during break times when devices are not in use.
- Protect their device by using a secure password and reporting any password breaches to the BDC ICT Department.
- Use the internet in a safe and appropriate manner and report any inappropriate or offensive use of their device by another student to their classroom teacher(s), year coordinator or ICT staff.
- Ensure that their device is placed safely and clearly visible on the desk when not in use in the classroom.

10.0 Unacceptable Uses

Students must not:

- Disrupt classroom lessons with ring tones or beeping.
- Use their device to cheat in examinations or assessments.
- Use social media services which include, but are not limited to, services such as Snapchat, Whatsapp, Facebook and Instagram during school hours.
- Use electronic devices to bully or threaten other students. Doing so may constitute criminal behaviour (as per the college's anti-bullying and harassment policy).
- Engage in using vulgar, derogatory, or obscene language while using devices.
- Use devices to take video, pictures or audio of other students or staff without express permission from staff as part of a class task.
- Use devices (including smart phones/mobile phones) to photograph or film any student without consent. It is a criminal offence to use an electronic device to menace, harass or offend another person. Almost all calls, text messages and emails can be traced.
- Take devices into changing rooms or toilets or use them in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the college.
- Gain access to another student's device, accounts, files or data.
- Participate in fraudulent or illegal behaviour such as, but not limited to, downloading, installing or transmitting copyrighted material.
- Use online accounts that are not directly approved by the classroom teacher.
- Wear headphones or ear buds while outside the classroom.



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Should there be repeated offences relating to electronic devices the responsible student may face disciplinary action as sanctioned by the Principal.

11.0 Sanctions

All technology incidents will be assessed as outlined in the document BDC procedure for responding to an eSmart incident.

Students who infringe the guidelines set out in this document will face sanctions as outlined in the *Behaviour management flowchart*.

12.0 Related Policies and documents

Behaviour management policy

Secondary school behaviour management procedure

ICT network and internet use policy

Student mobile phone policy