'Bring Your Own Device' Program: User Charter

The Calen District State College Bring Your Own Device (BYOD) program gives freedom to students and their families to tailor their choice of technology to their own educational needs. However, students and parents need to be aware of and consent to the program's boundaries described in this BYOD User Charter.

The 'Bring Your Own Device User Charter' needs to be agreed to and signed before students are permitted to bring their device to school and have it connected to the school's facilities.

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

Please sign charter and return all paperwork to the school's office.

Bring Your Own Device User Charter

Agreement:

   i.   We have read the following pages of the Bring Your Own Device User Charter.

   ii.   We understand our responsibilities regarding the use of the device and the internet.

   iii.   In signing below, we understand and agree to the Bring Your Own Device User Charter.

   iv.   We understand that failure to comply with the Bring Your Own Device User Charter will invoke the school's standard discipline procedures and/or the actions outlined

Student name		
Student ID		
Year level		
Student signature		Date: ___ / ___ / _____
Parent/carer name		
Parent/carer signature		Date: ___ / ___ / _____

**PLEASE SIGN AND RETURN THIS PAGE TO THE
SCHOOL'S OFFICE**

1 Purpose

The Calen DSC Bring Your Own Device (BYOD) Program gives freedom to students and their families to tailor their choice of technology to their own educational needs. Calen DSC will facilitate this in accordance with the BYOD Policy. However, students and parents must be aware of and consent to the program's boundaries described in the BYOD User Charter.

2 Scope and Definitions

2.1 Parties

This agreement is between Calen District State College, a student currently attending or who will be attending Calen District State College, and their parent or carer.

2.2 "Student" and "Students"

Reference in their agreement to Student or Students means a student currently attending or who will be attending Calen District State College and binds their parent or carer.

2.3 "Bring Your Own Device User Charter"

This agreement may be referred to as the Bring Your Own Device User Charter or BYOD User Charter.

2.4 "Device"

Reference in their agreement to Device means an electronic device brought by a student to Calen District State College pursuant to the school's Bring Your Own Device program and their BYOD User Charter.

3 Equipment

3.1 Custodianship

The device brought to school pursuant to their policy must be able to be brought to school by the student on every school day and be solely the student's to use throughout the school day.

3.2 Choice of equipment

The device must meet all the requirements as requested by Calen District State College. This includes meeting any required physical device characteristics and the having the listed software installed. The Device Specification is a separate document available from Calen District State College or on the schools website.

3.3 Use of alternate equipment

Equipment which is not in accordance with clause (3.2) is not permitted for use in the Bring Your Own Device program. .

3.4 Damage or loss of equipment

3.4.1 Students bring their own device for use at Calen District State College at their own risk.

3.4.2 For the removal of any doubt, Calen District State College will not be responsible for any loss, theft or damage to:
(a) the device
(b) data stored on the device while the device is at school or during a school-related activity, absolutely, in negligence or otherwise.

3.4.3 Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

3.4.4 In circumstances where a device is damaged by abuse or malicious act of another student ("the other student"), the Principal will, having regard to all the circumstances of the matter, determine whether the other student is responsible for the damage and the behavior that led to the damage of the device will be managed at school. The College, under no circumstances, will pursue any families on behalf of the owner of the damaged device, the costs involved to fix the device.

3.4.5 The above clause (3.3.4) does not bind students to the determination of the Principal.

3.4.6 In accordance with clause (6.4) below, students should not bring peripheral equipment, including

power charges and cables to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

    3.4.7   Students wishing to secure their laptops may leave them at the office.

4 Standards for equipment care

Students are responsible for:

(a)   Taking due care of the device in accordance with school guidelines.

(b)   Adhering to the Queensland Department of Education and Training's policy *Advice for State Schools on Acceptable Use of ICT Facilities and Devices.*

(c)   Backing up all data securely. All electronic data and resources used for school coursework must be stored on at least two (2) separate devices or electronic medium. Students must not rely on the continued integrity of data on their device/s.

4.1 Access and Security

4.1.1 Students will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- ensure that communication through internet and online communication services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- never knowingly initiate or forward emails or other messages containing:
    - a message that was sent to them in confidence.
    - a computer virus or attachment that is capable of damaging recipients' computers. chain letters and hoax emails.
    - spam, e.g. unsolicited advertising material.
- 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.
    - ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the Department of
- Education and Communities.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

4.2 Privacy and Confidentiality

4.2.1 Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

4.3 Intellectual Property and Copyright

4.3.1 Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

4.4 Misuse and Breaches of Acceptable Usage

4.4.1 Students will be aware that:
- they are held responsible for their actions while using internet and online communication services.
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

5 Misuse of equipment and communication systems

5.1 Standard school discipline procedures apply for misuse of the device contrary to their BYOD User Charter or other school rules.

5.2 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 of Department or Principal for the remainder of the school day and/or until a parent or carer picks up the device
   c. permission for the student to bring their device to school pursuant to the Bring Your Own Device policy is revoked
   d. conventional discipline procedures, including detention or suspension where deemed appropriate, pursuant to the school's discipline procedures.

5.3 Monitoring, evaluation and reporting requirements

   5.3.1 Students will report:
   a. any internet site accessed that is considered inappropriate.
   b. any suspected technical security breach involving users from other schools, TAFEs, or from outside the Qld Government Department of Education, Training.

6 Acceptable equipment and communication system use

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

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

6.3 Students must bring their device to school fully charged.

6.4 Students should avoid bringing peripheral device equipment to school with the device. Peripheral equipment includes:
   a. chargers
   b. charging cables
   c. docking cradles, with the exception of a docking cradle that includes a keyboard integrated into the peripheral
   d. external pointing devices, such as a computer mouse
   e. adapters for the connection of video output or data transfer

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

6.6 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.

6.7 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.