Bring Your Own Device (BYOD) – GUIDELINES

Dear Parents/Guardians,

BYOD (Bring Your Own Device) is a program which permits students to bring their personal devices into the classroom for academic use. As technology becomes more portable, multi-purpose tools including tablets, hand-held devices, and laptop computers provide increased access to technology. Our students will be required to use technology appropriately in the future as per the safety policy.

This initiative will support students in developing healthy digital citizenship qualities, as well as understanding of the power of the tools we hold in our hands, in a safe learning environment. Curriculum development will be aimed at using these tools effectively in the classroom to support resources that are already available for various learning styles.

Because of the power of what we hold in our hands there will need to be ground rules and guidelines for student use. We ask for your support at home with the guidelines set out.

Here is how it will work.

The following guidance and consent form are intended to allow students to bring their own device to school to support their learning.

Guidelines for Acceptable Use of Personal ICT Devices

- The use of personal ICT devices falls under **Crown Private School's E- Safety Policy** which all students must agree to, and comply with.
- The primary purpose of the use of personal devices at school is **educational**. Using the device for personal reasons should only take place after permission has been given from a teacher or other member of staff.
- Students **are permitted to connect to school wireless networking services only** while using a personal ICT device in school. **No other wireless, wired or SIM card based mobile Internet service is permitted.**
- **On BYOD devices the school may install Administrative / Security applications on the mobile device to maintain network security when accessing the school network.**
- There are no secure facilities provided at school to store personal ICT devices. **Students should therefore keep their personal ICT device with them at all times.**
- Use of personal ICT devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.
- The use of a personal ICT device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class or Private Study areas in any way. Playing games or other non-school work-related activities are not permitted.
- Students shall only use a personal ICT device while under supervision in a subject classroom unless otherwise directed by a teacher.

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- Students shall make no attempts to bypass the school's network security. This includes setting up proxies and downloading programs to bypass the security. This will be classified as level 2 behavioral policy violation
- Students shall not distribute pictures or video or any other material relating to students or staff without parental permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).
- Students must check their personal ICT device daily to ensure the device is free from unsuitable material and free from viruses etc. before bringing the device into school.
- Students must check their personal ICT device daily for basic Health and Safety compliance to ensure it is free from defects. Particular attention should be paid to the power lead (lead not frayed; plug correctly fitted and containing the correct charging adaptor), the keyboard (all keys present; no bare metal exposed), the screen (free from flicker and damage) and the device battery (able to hold a charge). Any personal ICT device that has obvious Health and Safety defects should not be brought into school.
- To manage, control and report on access to the school network, a school register of pupil BYOD devices will be maintained. Pupils should be aware that network tools can be used to produce reports on BYOD device usage and internet activity when connected to the school network. Windows based devices must have the latest Microsoft Updates installed including the MSRT (Microsoft Malicious Software Removal Tool)
- If your device is identified to have VPN/Proxy software on it then it may be removed from Crown Private School's wireless network as this can sometimes flood our firewall causing it to be intermittent and unavailable to everyone for a prolonged period of time
- The device will only be allowed back onto the school's wireless network if proof of removal has been provided with written parental statement to say it has been corrected. Once proof has been submitted the device will be allowed again, but if a second event is detected then the device will be removed and not allowed back on for safety/security reasons
- We also strongly recommend that you have antivirus/malware software to protect both yourselves and the school from any unwanted complications

- Student devices must meet the following minimum requirement:
- 5-hour battery life
- A latest Web browser installed (chrome or safari)
- Windows 8/10 & above or MacOS 10.9 & Above.
- Chromebooks 2019 & above
- Android 10 & above iPAD OS 13.1 and above
- Laptop/Tablet with FULL QWERTY keyboard (i.e. not a mobile phone)

Consequences for Misuse/Disruption

In addition to dealing with misuse/disruption within the remit of **Crown Private School's Acceptable Use of Policy & BYOD policy** and the school's **Behaviour Policy** one or more of the following sanctions may apply:

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- Personal ICT device would be confiscated and kept in the principal's office until parent/guardian is called for a meeting.
- Privilege of using personal ICT devices at school would be removed.
- Serious misuse of Internet capable devices is regarded as a serious offence in direct contravention of Crown Private School's **Bring Your Own Device (BYOD) Policy**, the **Internet Acceptable Use Policy** and the **Behaviour Policy** and will be dealt with in accordance with these policies.

School Liability Statement

Students bring their personal ICT devices to use at Crown Private School **at their own risk**. Students are expected to act responsibly with regards to their own device, **keeping it up to date via regular antivirus and operating system updates** and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices.

Crown Private School is in no way responsible for:
- Personal devices that are broken while at school or during school activities.
- Personal devices that are lost or stolen at school or during school activities.
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).
- Parents should ensure they have adequate insurance cover in place to cover the cost of repair/replacement of a personal ICT device in the event of loss/damage to the device.

Disclaimer

Crown Private School accepts no liability in respect of any loss/damage to personal ICT devices while at school or during school-activities. The decision to bring a personal ICT device into school rests with the student and their parent(s)/guardian(s), as does the liability for any loss/damage that may result from the use of a personal ICT device in school. It is a condition of agreeing to allow students to bring personal ICT devices into school, that the parent/guardian countersigning the permission slip accepts this disclaimer.

Confirm you have read and understood the policy.

Name of the Parent/ Guardian: ………………………….

Signature:………………

IMPORTANT: Devices need to be factory reset before the installation. Parents/ students must delete their account information before bring it to school for the MDM installation
PLEASE NOTE: The user must copy, notes, files, photos and videos to a storage drive before performing the factory reset. The school cannot help in retrieving any data once it is deleted from the device
Please search on google "how to factory reset + your device name" to know how to reset your device

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