



## KIAMA HIGH SCHOOL

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# Student Agreement for the Use of Electronic Devices at Kiama High School

## Purpose

Bring Your Own Device “BYOD” is a new procedure being implemented at Kiama High School where students will be able to bring in certain specified electronic devices to use in the classroom.

The School retains the right to control the manner in which these computer resources are used. Students must understand the limitations imposed on their use of computer resources while at School. Students wishing to use computers while at School are required to read and agree to abide by the guidelines detailed in this agreement.

A BYOD Agreement form must be signed and provided to Kiama High School before the device can be used on School grounds. Students and Parents / Carers must carefully read this charter prior to signing it. Any questions should be addressed to the School and clarification obtained before the charter is signed.

## BYOD Charter

- We have read the BYOD Charter
- We understand our responsibilities regarding the use of devices and the Internet.
- In signing below, we acknowledge that we understand and agree to the BYOD Charter.
- We understand that Kiama High School accepts no responsibility for the device and will not be held responsible for repair or replacement.
- We understand that failure to comply with the BYOD Charter could result in loss of permission to use the device on School grounds.

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

Date: / /

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

Date: / /

Signature of Parent / Carer: \_\_\_\_\_

Date: / /

**PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL**

## Expectations

### Students and Parents / Carers

- All students in Years 7 will be asked to bring a computing device to School each day. Senior students in Year 11 & 12 are also able to bring their own device, as long as they adhere to the KHS BYOD Procedures.
- This device must be a personally owned device which meets the device specifications set out by Kiama High School and has been registered on the BYOD register.
- The personal device must be able to be brought to School on each and every day and be solely the student's to use throughout the school day.
- Prior to bringing a personal device for the first time, students and their parents must read and sign the BYOD User Charter & Agreement, which sets out the responsibilities and expectations for use of the personal device. They must also fill in the register form that outlines the details of the device the student will be using.
- Students must use their device in accordance with Kiama High Schools Cyber Safety Procedures and the Online Communication Services: Acceptable Usage for School Students set out by the DEC.

<https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students>

### BOYD in the Classroom

- Students must follow Teachers' directions as to appropriate use of their devices in class. Teachers are permitted to stop students using their device if a student is not following directions in class. If this continues, the device may be confiscated and held to the end of the day. Students who continually misuse their device may have their access revoked.
- Students must use the devices for educational purpose only while in the classroom. If the device is used for non-educational purpose then disciplinary actions may follow.
- Use of the devices is a privilege; students should never use the device to distract the classroom or interfere with other students work.
- Students are allowed to connect to the schools wireless Internet using their own user account credentials. **NB: Using TAFE or other account credentials will result in disciplinary action.**
- Free software is available to students - documentation on how to access this software will be provided. The free software includes:
  - Office 365
  - Adobe Creative Cloud
  - Microsoft Windows 10
  - Microsoft Office Home & Business (Mac)
  - Microsoft Office Home & Business (PC)
  - Microsoft Office Professional Plus (PC)

## Responsibility for the Device

- Each student is absolutely and solely responsible for the care and conduct of their own personal device whilst: at School or at other school activities or travelling to and from School or to and from other School activities
- Kiama High School accepts no responsibility for loss or damage to, or for maintenance or repair required on a student's own device
- Should a student's device fail to meet a requirement of the Device Specification, the School will not facilitate the student's access to any network or School services. The School may direct a student to cease bringing their device.

## Internet Usage

### **Students will:**

- will be expected to have some form of virus protection, documentation will be available on free virus protection
- must ensure that communication through Internet and online communication services is related to learning.
- must keep passwords confidential, and change them when prompted, or when known by another user.
- should use passwords that are not obvious or easily guessed.
- should never allow others to use their personal e-learning account.
- must 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.
- must seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- must 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.
- must 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.
- must ensure that personal use is kept to a minimum and Internet and online communication services are 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.

- must never damage or disable computers, computer systems or networks of the NSW Department of Education and Communities.
- must ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- must be aware that all use of Internet and online communication services can be audited and traced to the e-learning accounts of specific users.

## Privacy and Confidentiality

### **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.

## Intellectual Property and Copyright

### **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.

## Misuse and Breaches of Acceptable Usage

### **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.