

Bring Your Own Device (BYOD) Policy



St Columba
College

Contents

1.	Preamble.....	3
2.	Aims.....	3
3.	Responsibilities	3
	Students and Parents/Caregivers.....	3
	Teachers	4
	College	4
4.	Equity for All	4
	Students and Parents/Caregivers.....	5

Policy Title	Bring Your Own Device (BYOD) Policy
Ratified by Leadership	June 2020
Date Due For Review	Reviewed after 2 years or before if required.

1. Preamble

The centrally driven and supported model for the supply of technology resources in education is no longer a model which can meet the demands of teachers and students. St Columba College values the rich learning experiences that tightly integrated interactions with technology brings. The promotion and advancement of this integration is core to the College's educational philosophy.

By facilitating Bring Your Own Device (BYOD), St Columba College empowers its students and gives them direct involvement in the way they use technology in their learning. At the same time, BYOD enables teachers to build on their experiences in the previous centrally delivered model and adapt to this new heterogeneous BYOD environment without losing the core technological capabilities on which they have been able to rely.

2. Aims

- Facilitate and promote the bringing of a computing device to school by all students in Years 6 - 12 for use in their education.
- Provide a safe environment for students.
- Ensure a minimum standard of device compatibility.
- Enable students to use technology to further their learning, independently and in structured lessons.
- Provide a basis on which St Columba College teachers can continue to tailor lesson delivery so that students can use their devices in class toward specific learning outcomes.

3. Responsibilities

Students and Parents/Caregivers

- All students in Years 6 - 12 are expected to bring a computing device to school each day.
- This device must be a personal device of student's own choosing and ownership which meets the Device Specification.
- The personal device must be able to be brought to school on each school day and be solely the students to use throughout the school day.
- Students and parents/caregivers are responsible for ensuring the device brought to school meets all the requirements of the Device Specification. A device which does not meet the Specification will not be permitted access to school networks and services.
- Students requiring the use of an alternate device, for medical or therapeutic reasons, which does not meet the Device Specification must apply for and receive an exemption from the Specification before bringing in such a device. The application should state the reason for the request for exemption.
- Prior to bringing a personal device for the first time, students and their parents must read and sign the BYOD Code of Conduct Agreement which sets out the responsibilities and expectations for use of the personal device at St Columba College.
- Students must use their device in accordance with the school's policies, ICT Acceptable Use Policy, Communications Policy, Student Personal Responsibility Policy, and the BYOD Code of Conduct Agreement.
- Students must follow teachers' directions as to appropriate use of their devices in class.
- 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
 - travelling to and from school or to and from other school activities
- Students must connect their device to the designated wireless data network supplied by St Columba College using their own, individual user account credentials only. Students must not connect to any other network, wired, wireless or cellular.

Teachers

- Teachers should encourage and facilitate the use of students' devices in their classes where they deem appropriate. Use of students' own devices in class is, however, at the sole discretion of the teacher.
- Teachers should follow standard procedures in case a student fails to bring their device, in the same manner as if a student fails to bring any other required material to class.

College

- Provide a BYOD Code of Conduct Agreement to list the responsibilities and expectations of each student and their families in the BYOD program.
- Ensure a copy of the BYOD Code of Conduct Agreement is signed by each student and their parents/caregivers prior to allowing the student's device to be brought to school.
- Publish a Device Specification that describes the requirements for devices brought to school pursuant to the BYOD program. This Device Specification may include requirements for devices specifications that go to:
 - Size or form factor
 - Network connectivity
 - Operating system and standard software
 - Input method
 - Security measures
 - Battery runtime
 - Other device feature or software requirements determined by the school
- Provide a wireless network with a filtered Internet connection to which students may connect their BYOD program device.
- Provide support to assist students with connecting their device to the St Columba network for the first time.
- Accept no responsibility for loss, or damage to, or for maintenance or repair required on a student's own device through any act or omission resulting from the negligence or otherwise of the College, a member of staff or of another student.
- Should a student's device fail to meet a requirement of the Device Specification, the College will not facilitate the student's access to any network or College services. The school may direct a student to cease bringing a device to the College which does not meet all the requirements of the Device Specification.

4. Equity for All

St Columba College takes seriously the role it has in ensuring all students have access to the same learning outcomes.

The College will:

- Endeavour to provide personal access to appropriate technology resources to all students operating under the school's Bring Your Own Device program.
- Assess applications for assistance in meeting the requirements of the BYOD program on a case- by-case basis. Due consideration will be given to all the facts of the matter, including:
 - The level of assistance requested.
 - The year level of the student.
 - The subjects the student undertakes.
 - The technology already available to the student at school and at home.
- Consult with the parent/caregiver in making determinations as to what form any assistance will take.

- Consider a range of alternatives for providing device access for students, including:
 - Priority or reserved access to a laptop in the Middle School Library during class time, free lessons, before or after school or during breaks.
 - Loan of a laptop or other device for a particular lesson or class.
 - Loan of a laptop or other device for a particular day.
 - Recurrent daily loan of a laptop or other device.
- Make a written agreement between the school, student and parent/caregiver that specifies the arrangements agreed upon or determined for facilitating access to technological resources.
- In most circumstances, not agree to loan a laptop or other device to a student overnight, over a weekend or over a holiday period.
- Provide a protocol for signing out and signing back in a laptop or other device from the Middle School Library and follow up any cases where the loaned device is not returned in accordance with the agreement.

Students and Parents/Caregivers

- Consider your options for the purchase or monthly payments of equipment that meets the Device Specification.
- If a parent/caregiver believe you are unable to provide a device that meets the specification:
 - Make an application in writing to the Principal or make an appointment to speak with the Principal and indicate you require assistance in addressing the school's Bring Your Own Device program.
 - The school will liaise with you and your child's teachers to identify the most appropriate way to address the issue and ensure he/she has appropriate access to the technological resources of his/her peers.
 - You will be asked to make an agreement with the school that confirms the alternative arrangements made for your child's access to technological resources.
- The school will not purchase a device to assign to your child nor will the school make a device available for permanent or semi-permanent loan. In substitution of a personal device the school will consider options including:
 - Loan of a laptop or other device for a particular lesson or class.
 - Loan of a laptop or other device for a particular day.
 - Recurrent daily loan of a laptop or other device.