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## PEDARE CHRISTIAN COLLEGE BYOD POLICY AND PROCEDURE

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### 1. OBJECTIVES

This policy is to provide the framework for the BYOD (Bring Your Own Device) program for Middle and Senior Schools undertaken by Pedare Christian College.

### 2. INTRODUCTION

The purpose of the BYOD program is to:

- Provide the mechanism for seamless integration of ICT into the teaching and learning in the Middle and Senior Schools.
- Enable the College to comply with the National Vision for ICT in school education – “Australia will have technology enriched learning environments that enable students to achieve high quality learning outcomes and productively contribute to our society and economy”.
- Enable students and teachers to have access to online curriculum material allowing students to undertake challenging and stimulating learning activities supported by access to global information resources and powerful tools for information processing, communication and collaboration.

### 3. DEFINITIONS

**Workers:** Management, Teachers, Pre-service Teachers, General Staff, Coaches, Umpires, Volunteers of Pedare Christian College, Contractors, Sub-Contractors.

**Student:** A student of Pedare Christian College or a student visiting from another School.

**Device:** A portable, battery powered, student owned computer.

### 4. PROCEDURES

The responsibilities of the College and the Student (and their family) are to ensure that the BYOD program provides maximum learning outcomes for students.

#### A. Students (and their Parent/Caregiver)

1. Before a student-owned device can be brought to the College, the following policies must be agreed to, and agreement indicated by both the student and parent/caregiver, and the return of the Agreement Form:
  - ICT Acceptable Use Policy for College Students
  - Social Media Policy
  - Portable Digital Devices Policy
  - Student Printing and Copying Policy
  - BYOD (Bring Your Own Device) Policy.
2. Each student in Years 3 to 12 must ensure that the device is:
  - brought to school each day, along with the keyboard and other accessories that enable complete functionality of the device
  - charged overnight so that it is fully charged at the commencement of each school day
  - taken to each lesson, as required by the teacher
  - only to be used under the direction of the teacher, and must be turned off when not in use
  - transported in an appropriate carry bag

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When the device is not being used it must be stored in the student's locker, and kept secure by ensuring that the locker is padlocked. Locker keys and combinations must be kept secret.

Students must not let others handle or use the device.

3. The College is not liable for any damage or theft that may occur to a student's device. The College strongly recommends that devices are insured. If a device is damaged at school, it is the student's and family's responsibility to take the device to the supplier for repairs. The College is not responsible for the repair of damaged devices.
4. Device malfunctions are to be dealt with in the following ways:
  - If a student has difficulty connecting to the College network at any time, they are to take the device to the IT Service Desk for assistance.
  - If a student has difficulty with software supplied by the College, they are to take the device to the IT Service Desk for assistance.
  - If a student has difficulty with the performance of the device or if it malfunctions, then it is to be returned to the vendor to be repaired. The College cannot be involved in the repair of devices as there are potential warranty and insurance issues.
  - In situations where a student's device is being repaired, the College will have limited laptops that can be borrowed on a daily basis during school time only (subject to the signing of an Agreement Form).

### 5. The College

1. will provide the infrastructure to enable student devices to be connected to the College network and the internet
2. will provide assistance to students to connect their device to the College network, and to assist them with software issues (for software that has been supplied by the College)
3. is unable to assist students in situations where a student's device malfunctions or experiences hardware failure. In these situations, the device is to be taken to the vendor to be repaired.
4. will have a pool of College laptops available for daily use by students in emergency situations (e.g. failure of student device). The use of these laptops for daily use will be subject to conditions on an Agreement Form that will need to be signed by the student and their family.
5. will provide each student with a locker where their device can be stored. It is the responsibility of the student to ensure their locker is secured by a padlock.

### 6. Consequences

Computer users found in violation of the above Policy will have parents/caregivers contacted by the College and informed about the violation.

Students may face disciplinary actions, as described in the College's Behaviour Management Policy and/or Harassment Policy, or as determined by the College Principal or his/her representative. Police action may be considered in certain circumstances.

### 7. Liability

While the College strives to produce the best possible network service, we make no guarantee that the functions or the services provided by or through the network will be error-free or without defect. The College will not be responsible for any damage the computer user may suffer, including but not limited to, loss of data or interruptions of service. The College is not responsible for the accuracy or the quality of the information obtained through or stored on the system. The College will not be responsible for financial obligations arising through any use of the system.

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### 5. RELATED DOCUMENTS

- ICT Acceptable Use Policy
- Social Media Policy
- Portable Digital Devices Policy
- Student Printing and Copying Policy
- Behaviour Management Policy
- Harassment Policy
- ICT Policies Agreement Form