Bring Your Own Device (BYOD)  
Acceptable Use Guidelines

These general guidelines are to be used in conjunction with the ICT Framework for Personal Learning and Acceptable Use policy and the Middle School ICT Consent Form. This document is to support the use of Bring Your Own Device (BYOD) at St Joseph’s School, Payneham in the Middle School setting (i.e. Years 6 and 7).

These Guidelines are for the use of a personal device for learning at St Joseph’s School Payneham during school hours. The use of the BYOD Program devices does not extend to use during Out of School Hours Care (OSHC).

**BYOD Initiative**
As a part of our ongoing commitment to 21st Century teaching and learning, St Joseph’s School will be supporting the use of BYOD in the Year 6 and 7 Middle School learning environment.

**Device**
The school has determined the Apple iPad and Apple iPad Mini as appropriate devices that will be allowed to be used at school. Smartphones and iPods are not appropriate for the educational needs of the learner.

The Apple iPad will compliment the already existing methodologies used in contemporary learning environments at St Joseph’s School. The device will not be used as a substitute, it is a device that allows for learning opportunities not previously possible.

- Engaging for students
- Quick start up
- A variety of ‘creating’ opportunities rather than consumption of learning
- Access to a significant ‘library’ of Apps and e-books
- Light, portable and easy to use
- Up to 10 hours of battery life, meaning there is no need to charge the device at school.
- Ability to access Microsoft Office software (Word, Excel, PowerPoint and OneNote)
The Apple iPad brought to school does not have to be a newly purchased device. Minimum requirements:

- iPad 2 or iPad Mini (IOS 7 or newer)
- Wi-Fi only (if the iPad supports 3G/4G – Sim Card must be removed)
- Case & Screen protector
- Headphones

**Acceptable Use of BYOD**

1. Students must ensure that the device is fully charged when brought to school. Due to Work Health Safety regulations, charging family owned devices will not be permitted at school.
2. Students must ensure that the device is brought to school each day and taken to each lesson. This will ensure the learning is maximised according to the teachers’ instruction.
3. The use of the device during learning task will be directed by the teacher. Use of the device when not directed by the teacher may result in disciplinary action determined by the teacher, Deputy Principal and/or Principal.
4. Students will not use the device to access Social Media sites and materials, inappropriate images and/or information.
5. At all times, use of the device will be in line with our responsibility as responsible digital citizens.
6. Students will not use the camera and/or microphone to store images or recordings of other students and adults without the explicit permission of the individuals.
7. All updating and/or downloading of Apps and Software (IOS updates) are to be done at home. Downloading Apps and Software updates can be time consuming, thus limiting the students’ ability to utilise the device during lesson times. It can also limit the efficiency of the school Wi-Fi network when multiple devices are download substantial files (Apps and IOS Updates)
8. Students will not use the iPad at the following times:
   a. Before School – either in OSHC or in the yard waiting for the classrooms to be opened
   b. Recess and Lunch Time
   c. After School – either in OSHC or in the yard waiting to be picked up
   d. In the yard with a parent as this time can be distracting and difficult for parents to actively supervise children’s use of the device

**Technical Support**

As the school does not own the device, the maintenance of the device is the responsibility of the family. While the school employs an IT Technician, this position is
for maintaining the current IT infrastructure, network, software and hardware that is owned or leased by the school.

While small Wi-Fi related problems that are directly related to the school network may be resolved by staff members, it is the responsibility of the family to ensure:

- The iPad is backed up regularly using iTunes
- Apps are updated regularly
- IOS software is updated when required
- Inappropriate images and/or recordings are not stored on the device

**Software Installation**

At the commencement of each school year, students will be provided a list of Apps that will be required to be installed on each device as soon as possible. Where possible, this list will provide for free or relatively inexpensive Apps. It will be the responsibility of each family to ensure an Apple iTunes Gift Card is purchased at the commencement of each year.

This provision is acknowledging the rapidly changing pace of technology development, it allows teaching staff to request new Apps to be purchased throughout the year as the teachers see fit. It is important that the Gift Card funds are not spent on non-requested Apps or media.

The BYOD initiative allows the students to utilise contemporary devices to support their learning. It is important that storage space on these devices is not used by personal games, apps, images and recordings. Although this may be a family device, we encourage the device to be used primarily for educational purposes.

The downloading of Apps, IOS updates, movies or songs is to be conducted at home and in accordance with licencing agreements. The inappropriate use of software or media without appropriate licences may result in prosecution.

It is the right of the staff of St Joseph’s School to inspect any device to ensure all devices meet the guidelines outlined in this document, the ICT Framework for Learning and Acceptable Use Policy and Middle School ICT Consent Form.

We understand that many families share devices. While it is preferred that the iPad brought to school is solely for educational purposes, we understand that it is not always possible. If the teacher and/or school leadership determine that inappropriate Apps/Music or Games are being accessed while at school, the parents will be contacted to have it removed.

Students will be monitored by teachers regarding appropriate use, any serious breaches of the **ICT Framework for Personal Learning and Acceptable Use** policy and the **Middle School ICT Consent Form** will result in termination of accessing the BYOD program at St Joseph's School Payneham for an agreed upon length of time.
Internet Usage

At School
Connectivity of all student owned devices will be centrally managed by the school, and configurations will be in accordance with the guidelines in place to protect and secure school data and information systems and storage. Configuration of devices will include password protection and encryption, and any other controls essential to isolating and protecting sensitive information accessed from or stored upon personal devices or the School Network.

St Joseph’s School provides a filtered Internet service through CeFilter. While every endeavor is made to ensure student and user safety, it is not a 100% effective. The school actively monitors the use of school owned and student owned devices accessing the Internet to monitor the appropriate use. The school covers the cost of accessing the Internet.

Being a Responsible Digital Citizen is an important aspect of learning to use technology appropriate. At St Joseph’s School, students and staff are required to act in a responsible and respectful manner, ensuring that:

- At all times appropriate online etiquette is adhered to
- Students do not post images, recordings or comments of or about others without prior permission
- Personal information is not given out. This information includes – Name, email, phone numbers, addresses, financial information or passwords
- Students must not view or forward inappropriate materials to others
- Students must inform teachers immediately if they see anything online that is inappropriate or makes them feel uncomfortable
- Both teachers and parents/caregivers need to monitor online use and encourage Cyber Safe behaviour

Loss, Damage or Theft
As the family owns the device, it is the responsibility of the parents to ensure the device is suitably insured for loss, damage or theft through their own insurance policy. While every effort is made to provide a safe environment at St Joseph’s school, the school does not take responsibility for the loss or damage of the device. Parents are encouraged to investigate necessary adjustments to their insurance policies to determine insurance coverage.

While at school, students will be responsible for the safe transport of their own device, it is encouraged that the iPad is protected with a sturdy protective case and film. During non-classroom time (Recess, Lunch, Assembly, etc.) the iPads will be stored securely in
the classroom. iPads will not be allowed to be used in the yard before and/or after school.