

Sunshine College Bring Your Own Device (BYOD) Information and Student User Policy

A device such as a (Computer / Laptop / Tablet / iPad): is a tool to assist student learning both at school and at home. Parents/Carers should be aware that additional costs to the family may include associated costs such as internet usage, printing at home and any printing at school above the student's allocated amount through the payment of the 'College Charge'.

Students and parents/carers must carefully read this Information.

Any questions should be addressed to the Campus Principal.

Individual students are responsible for their own BYOD and should ensure that they take care of it at all times. Student's BYOD should not be left unsecured where other students can gain access to them.

The student's BYOD is to only be used for educational purposes while at school.

1. Ownership

As the owner of the BYOD students are fully responsible for its safety and maintenance at school and home. The college is not responsible for any loss, damage, theft or breakdown of the BYOD.

All material on the BYOD as well as material accessed using the College network is subject to review by College staff.

2. Damage or Loss of Equipment

The school takes no responsibility for Damage, Loss or Theft of the BYOD.

3. Faulty Equipment

Following the purchase of a BYOD, the College will not be responsible for any subsequent repairs associated with either hardware or installed software.

4. Student Responsibilities

The student is responsible for:

- 4.1** Bringing the BYOD fully charged to school every day.
- 4.2** Taking the BYOD to every class as required unless instructed otherwise by a teacher.
- 4.3** Adhering to the legal responsibilities associated with federal laws that impact on the use of electronic carriage ways, including inappropriate and illegal use of social media platforms.

- 4.4 Backing up data securely on the school network where available, AND to an external device.
- 4.5 Keeping the BYOD secure when not in use at school by placing it in a locker or stored in an administration controlled area of the college.
- 4.6 Ensuring that settings for virus protection or spam filtering that has been installed are not disabled and are up to date.
- 4.7 Ensuring their BYOD is password protected so that no other student can access it. Passwords must not be shared and the BYOD is never to be lent to another student.
- 4.8 Following appropriate safety and care procedures including:
 - Transporting the BYOD in a protective case/bag at all times.
 - Not packing the BYOD at the bottom of a bag under heavy textbooks that could cause the screen to crack.
 - Handling the BYOD carefully and taking care not to drop it.
 - Ensuring that food and drinks are kept well away from the BYOD.
 - Ensuring that no items e.g. earphones, pens are left lying on the keyboard before closing.
- 4.9 When carrying the student's BYOD from class to class, it must always be closed.
- 4.10 At no time are students to use their BYOD outside of buildings unless under the direct supervision of a teacher
- 4.11 If students need to complete work on their BYOD outside class time, they will be required to work in an area of the school that is supervised by staff.
- 4.12 Students must be respectful of other students' property and privacy at all times. They must not share user names or passwords with anyone or interfere with another student's BYOD.
- 4.13 Students are not permitted to play games at any time while at school. Sanctions will apply if a student is found to be using their BYOD inappropriately at school.

5. Parent / Carer Responsibilities

It is expected that parent/carers support the school in regard to BYOD usage.

The following links can provide parents and students with additional advice on how to use the internet in such a way to maximise cyber safety.

www.bullyingnoway.gov.au

www.cybersmart.gov.au