



## **BYOD & ACCEPTABLE USE AGREEMENT**

### **Information and Parent/Student Consent Form**

At Essendon Keilor College we are committed to building a culture of respect and responsibility. We show this in the way we use technology and interact online. We teach our students about responsible digital behaviours, including how to recognise and respond to online dangers and threats. We support students to develop the digital skills they need to make a positive impact in the world. We are intentional and discerning about our integration of digital tools into the curriculum, providing rich, interactive and personalised experiences, while ensuring a balance with offline learning opportunities.

## **Bring Your Own Device (BYOD) Information**

To support students' digital learning we operate a Bring Your Own Device (BYOD) program where parents/carers are invited to purchase or supply a device for their child to bring to school. We have made special arrangements with JBHiFi who offer a range of appropriate devices for our students.

BYOD Devices must be a laptop (Windows or Apple), Chromebook, or a Microsoft Windows-based tablet. The minimum specifications are:

- Intel Core i4 processors or above
- 8GB Ram
- SSD HDD
- Wi-Fi
- Must be able to run off the battery for 6 hours on one charge
- The College will provide limited support for BYOD Devices. This includes:
  - Connecting the Device to the College wireless network
  - Access to Printers
  - Access to the College internet service
- The College will not provide support for BYOD Devices for the following:
  - Operating system issues including (but not limited to):
    - Reimaging
    - Viruses
- Installation of any software (excluding any software required to connect the Device to the school network and services)
- Hardware related issues
- Damage
- The College is not responsible for any loss or damage to BYOD devices.
- Parents and students must sign the BYOD agreement, acknowledging these terms.

## **Optional Peripherals**

The College will not provide any additional peripherals as part of the BYOD device program. However, parents or students may purchase these outside of the program. Program support and warranty will not apply to peripherals. Peripherals may include:

- USB backup devices (recommended)
- Additional batteries/chargers
- External DVD drives
- USB mouse

## **1. Software**

### **1.1 Bring Your Own Device (BYOD)**

The College will make available any software that is licenced for personal devices. The student/parent is responsible for installing and maintaining this software.

### **1.2 Software Licensing and Copyright**

Software installed by the College is subject to license conditions and must not be distributed or deleted without written permission from the College. Any media installed on BYOD devices must not infringe copyright laws and must not include crude or explicit language or scenes.

## **2. Device Usage**

All students must adhere to the College's Acceptable Use Policy.

### **2.1 Internet Usage**

The use of devices by students is governed by the College's Acceptable Use Policy, which both students and parents must agree to. It is important for parents to review and understand this policy to help ensure students follow it when using devices outside of the College environment.

Within the College network, internet usage is monitored by a filtering system that regularly updates to block inappropriate content based on specific categories and websites. However, this filtering does not apply when devices are used outside of the school network. Education and support are key to promoting responsible use of devices, especially regarding internet access.

Any misuse of the internet is strictly prohibited and may result in disciplinary action, including loss of access to the College's networks and resources. Cyber Safety Resources for parents and teachers are available at:

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/advicecybersafe.aspx>

### **2.1.1 Web 2.0 Applications**

Adherence to Rules:

- Students must follow the College's Acceptable Use Agreement when using any school equipment or services, including personal devices, regardless of location.

Internet User Agreement:

- Personal Safety: Protect personal information (names, phone numbers, addresses, images, passwords).
- Respectful Communication: Interact respectfully online, avoid bullying.
- Responsible Use: Use technology for learning, handle equipment properly, and do not interfere with others' work or data.

This policy ensures safe, respectful, and responsible use of technology within the College.

## **2.2 Virus Protection Policy**

Viruses can severely damage and disrupt operations within the College and DET's computer networks. To mitigate this risk:

Students have the right to add software to their devices and connect to the internet from home.

- Students must take all necessary steps to protect the College and DET's network from virus attacks.
- Parents/students participating in the BYOD program must ensure their device has antivirus software installed. Devices without antivirus will not be connected to the College network.
- Antivirus software must remain installed at all times.

This policy aims to maintain a secure and functional digital environment at the College.

Students are recommended to undertake:

- Weekly Virus Scans: Regularly scan devices for viruses, at least weekly. The College network automatically manages virus definition updates.
- Regular Virus Scans: Run virus scans after internet use, opening personal emails, or using removable media. Perform scans before connecting devices back to the College network.
- Email Safety: Avoid opening files attached to suspicious or unknown emails.
- Download Caution: Save files from the internet to the device hard disk and scan them for viruses before opening.
- Handle Junk Email: Delete chain and junk emails; do not forward or reply to them. Never respond to spam as it can contain viruses and add your email address to spammer databases.
- USB Device Awareness: Recognize that USB and similar devices may carry viruses, Trojans, etc.

These precautions help maintain the security and integrity of the College and DET's computer networks

## **2.3 Backup/Recovery**

Students are responsible for backing up all personal data on their devices. The College is not liable for any lost data on student devices.

## **2.4 Power Supply Management**

All devices must be fully charged at the start of each school day. Students are responsible for ensuring their devices are charged at home daily, as the use of power cords at school presents various practical and safety concerns. A fully charged device should last for the duration of a typical school day.

# **Bring Your Own Device Agreement**

## **Terms and Conditions**

### **Support Provided**

- The College offers basic support to connect devices to the network, enabling internet and printing access.

### **Device Requirements**

- Accepted BYOD devices include laptops (Windows or Apple) and Microsoft Windows-based tablets.
- Devices must meet these minimum technical specifications, subject to change:
  - Intel Core i3 processor
  - 8GB RAM
  - SSD HDD
  - Wi-Fi capability
  - 6-hour battery life
- iPads, Chromebooks, and Android devices are not supported.

### **Support Limitations**

- The College does not provide support for the following:
  - Operating system issues (including reimaging and viruses)
  - Software installation (excluding necessary software for network connectivity)
  - Hardware issues
  - Device damage

### **Liability**

- The College is not responsible for the loss or damage of any personal device.

### **Antivirus Software**

- Devices must have up-to-date antivirus software installed at all times.
- Devices with viruses or malicious software will be removed from the network.

### **Insurance**

- Parents/students are responsible for ensuring devices are insured.

# Acceptable Use Agreement

## Terms and Conditions

When using technology at school, students must commit to the following responsibilities and rules:

### Safety First

- Always be a safe user of technology.
- Use technology responsibly and respectfully, avoiding any form of online bullying, including forwarding harmful, inappropriate, or hurtful messages.
- Report to an adult if I feel unsafe or uncomfortable online, or if I see a friend in such a situation.
- Device Management:
- Hand over my device to a technician or teacher when requested, understanding it might be kept overnight for servicing or due to non-compliance with this agreement.

### School Conduct

- Adhere to the Department of Education Digital Network Code of Conduct.
- Protect personal information and passwords, and use an 'online name' and avatar when sharing work online.
- Use school technology for learning, use equipment properly, and not interfere with others' work or data.
- Avoid downloading unauthorized programs or files and refrain from seeking out offensive websites.
- Respect copyright laws and seek permission for using others' content.
- Evaluate the reliability of internet content and use it to answer questions, not just copy-paste.
- Seek help from a teacher or another adult if needed, unsure about online activities, or encounter unsuitable sites or discomfoting content.

### Mobile Devices

- Use mobile devices for learning purposes as directed by my teacher.
- Be responsible in using devices and not use them for harmful, inappropriate, or hurtful activities.

### Camera Use

- Only take photos and record sound or video as part of a class or lesson.
- Seek permission from individuals before capturing or publishing their images or recordings.
- Be respectful and avoid online bullying.
- Obtain teacher permission before uploading content to websites or blogs.

This policy applies during school excursions, camps, and extracurricular activities. By completing the attached consent form parents/carers and students acknowledge and agree to follow these rules, understanding that access to the school internet and mobile technology at school will be reconsidered if students do not act responsibly.



**PLEASE DETACH THIS PAGE AND RETURN TO YOUR CAMPUS OFFICE**

## **Bring Your Own Device & Acceptable Use Agreement**

### **Parent/carer & student consent**

- I have read the Bring Your Own Device and Acceptable Use Information and Agreements
- I agree with the terms and conditions outlined in both the Bring Your Own Device and Acceptable Use Agreements and understand that students' access to devices and the school internet network may be restricted or removed if these terms and conditions are not adhered to.

<b>Name of student:</b>	
<b>Student current year level:</b>	
<b>Student signature:</b>	
<b>Name of parent/carer:</b>	
<b>Parent/Carer signature:</b>	
<b>Date:</b>	

If you do not return this form to the school, we will assume that you do not consent to these agreements and your child will not have access to the school network or be able to loan school devices.