

**CHRISTIAN BROTHERS' HIGH SCHOOL LEWISHAM
BRING YOUR OWN DEVICE USER CHARTER**



The Christian Brothers' High School Lewisham Bring Your Own Device program aims to improve student learning experiences and maximise the potential of each and every student both in and out of the classroom. Christian Brothers' High School Lewisham provides considerable freedom to students in their choice of technology and in their use of technology in the classroom. The school does so with the expectation that they will make good decisions with regards to their personal use of technology.

This Bring Your Own Device User Charter must be agreed to and signed before students are permitted to bring their device to school and connect it to school facilities. Students and parents/carers must carefully read this Charter prior to signing it. Any questions should be addressed to the school and clarification obtained before the Charter is signed. All policies (including the BYOD User Charter) are available for download from:

www.elearningatcbhslewisham.weebly.com/policies.html

Bring Your Own Device User Charter

Agreement:

- i. We have read the Acceptable Use of Information and Communication Technology Policy
- ii. We have read all four pages of the Bring Your Own Device User Charter.
- iii. We understand our responsibilities regarding the use of the device and the internet.
- iv. In signing below, we understand and agree to the Bring Your Own Device User Charter.
- v. We understand that failure to comply with the Bring Your Own Device User Charter will invoke the school's discipline procedures.

Name of student: House:

Signature of student: Date: / /

Name of parent/carers:

Signature of parent/carers: Date: / /

Device Make and Model

1. Purpose, Scope and Definitions

1.1 The Christian Brothers' High School Lewisham (BYOD) Program gives freedom to students and their families to tailor their choice of technology to their own educational needs. Christian Brothers' High School Lewisham will facilitate this in accordance with the BYOD Policy. However students and parents must be aware of and consent to the program's boundaries described in this BYOD User Charter.

1.2 This agreement is between Christian Brothers' High School Lewisham, a student currently attending or who will be attending Christian Brothers' High School Lewisham, and his parent or carer.

1.3 Reference in this agreement to 'personal learning device' means an electronic device brought by a student to Christian Brothers' High School Lewisham pursuant to the school's Bring Your Own Device program and this BYOD User Charter.

2. Equipment

2.1 Custodianship

The device brought to school pursuant to this policy must be able to be brought to school by the student on every school day and be solely the student's to use throughout the school day.

2.2 Choice of equipment

The device must meet all the requirements of the Device Specification. This includes meeting any required physical device characteristics and the having the listed software installed. The Device Specification is a separate document available from Christian Brothers' High School Lewisham

2.3 Use of alternative equipment

Equipment which is not in accordance with clause (3.2) is not permitted for use in the Bring Your Own Device program in the absence of a separate agreement between the parties for the use of such equipment.

3. Damage or loss of equipment

3.1 Students bring their own device for use at Christian Brothers' High School Lewisham at their own risk.

3.2 Christian Brothers' High School Lewisham will not be responsible for any loss or damage

3.3 Parents and students should consider whether their device requires insurance which may or may not include cover for accidental loss and breakage.

3.4 In circumstances where a device (or data stored on the device) is damaged by abuse or malicious act of another student, theft or damage while the device is at school or during a school-related activity, absolutely, in negligence or otherwise, specific accidental loss and breakage insurance is appropriate for the device.

The Principal (or the Principal's delegate) will, having regard to all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student.

4. Peripheral Equipment

4.1 Students should avoid bringing peripheral device equipment to school with the device. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

Peripheral equipment includes:

- (a) chargers
- (b) charging cables
- (c) docking cradles, with the exception of a docking cradle that includes an integrated keyboard
- (d) external pointing devices, such as computer mice
- (e) adapters for the connection of video output or data transfer

5. Data

5.1 Students are responsible for:

- (a) Taking due care with the storage of their data.
- (b) Backing up all data securely. All electronic data and resources used for school coursework must be stored on another device (such as an external hard drive or usb based storage) or a cloud based service such as Google Drive and accessible on demand. Students must not rely solely on the continued integrity of data on their personal learning device.

6. Acceptable equipment and communication use of personal learning devices

Use of personal learning devices during the school day is at the discretion of teachers and staff. Students must use their device as directed by their teacher.

6.1 The primary purpose of the device at school is educational.

6.2 Students must bring their device to school fully charged.

6.3 While at school, all material on the device is subject to review by school staff.

6.4 Students are to connect their device to the designated wireless network only. Students are not permitted to access the internet by directly by-passing the school's firewall. Students are not to connect their personal learning device to cellular networks whilst at school.

6.5 Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

6.6 Students are not to take, share or publish in any way, shape or form unsolicited photos or video of others especially staff without their consent.

6.7 Games are not to be played whilst at school. (unless the game is deemed to be educational in nature by your classroom teacher and permission is granted). Social media, Video and Picture sharing applications/websites and instant messaging facilities, are not to be accessed at any time unless specifically instructed by supervising teachers.

6.8 Communication between teachers and students must only take place via SCHOOL BASED communication systems. (eg. School based Outlook Web Applications, School based Google Accounts and Edmodo)

7. Access and Security

Students will:

7.1 ensure that communication through internet and online communication services is related to learning.

7.2 keep passwords confidential, and change them when prompted, or when known by another user.

7.3 use passwords that are not obvious or easily guessed and never allow others to use their school based email and Google accounts.

7.4 promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.

7.5 never knowingly initiate or forward emails or other messages containing:

(a) a message that was sent to them in confidence.

(b) a computer virus or attachment that is capable of damaging recipients' computers.

(c) chain letters and hoax emails.

(d) spam, e.g. unsolicited advertising material.

7.6 never send or publish:

(a) unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.

(b) threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.

(c) sexually explicit or sexually suggestive material or correspondence.

(d) false or defamatory information about a person or organisation.

(d) ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.

8. Personal Learning Devices on School Premises.

8.1 Personal Learning Devices are not to be utilised on the playground in any area before school (after 8:15am), Recess and Lunch.

8.2 The school will provide limited ICT support and help desk facilities for personal learning devices.

8.3 Personal learning devices cannot be borrowed or lent to other students.

8.4 Personal learning devices may be stored in lockers (if available) during lunch recess or sport.

9. Misuse and Breaches of Acceptable Usage

Students will be aware that:

9.1 they are held responsible for their actions while using internet and online communication services.

9.2 they are held responsible for any breaches caused by them allowing any other person to use their school based or Google account to access internet and online communication services.

9.3 the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

10. Misuse of equipment and communication systems

10.1 Misuse of equipment and communication systems will fall under two categories:

- (a) Teaching and Learning and
- (b) Safety and Well Being

10.2 Examples of misuse concerning **Teaching and Learning** may include, but are not limited to:

- (a) Accessing your device without your classroom teachers permission
- (b) Accessing content over the internet not relevant to class or contrary to teacher instruction
- (c) Playing games during class that are not relevant learning or without instruction from your teacher
- (d) Listen to music during class without approval.
- (e) Academic malpractice

10.3 Actions that may be taken due to misuse associated with **Teaching and Learning**:

- (a) Comments to parents through the student diary
- (b) Academic demerits in the student diary
- (c) Repeated issuing of academic demerits will result in student discussion with the KLAC
- (d) At the discretion of KLAC, a final warning or formal detention.
(only after 3 or more demerits have been issued)

Academic misuse after these measures have been enacted will be referred to the Pastoral Coordinators

10.4 Examples of misuse concerning **Safety and Well Being** may include, but are not limited to:

- (a) Malicious damage to the property of others
- (b) Viewing inappropriate content (sexually explicit, malicious or dangerous behaviour)
- (c) Taking unsolicited photographs of others in the school community.
- (d) Publishing unsolicited photographic, video and/or audio content in any way, shape or form.
- (e) Cyberbullying - abusive or threatening communication via messaging, email or social media

10.5 Actions that may be taken due to misuse associated with **Safety and Well Being**:

- (a) the matter is immediately referred to the Pastoral Coordinator
- (b) the device is taken away by a teacher for the remainder of the lesson
- (c) the device is taken away by a Head Teacher, Pastoral Care Coordinator, an Assistant Principal or Deputy Principal for the remainder of the school day.
- (d) The school may confiscate personal learning devices, until collected by parents, if the use is in breach of this user charter.

11 Students will report:

11.1 any internet site accessed that is considered inappropriate.