

# Bring Your Own Device (BYOD) Program Guide

and

## Responsible Use Agreement



Copperfield  
COLLEGE

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# Program Guide

## *Aims*

Copperfield College's Bring Your Own Device (BYOD) Program aims for every student to bring to school a parent or student-owned digital device to use as a powerful learning tool. Students need to be prepared for the ever-increasing use of digital technologies in our society. Daily effective use of devices helps students develop knowledge and skills to become creators and controllers of digital technology beyond being mere consumers. A device is therefore regarded as a vital tool for learning. Students without a device are not able to access everything they need for learning.

All student use of devices must be smart, safe and responsible. Students must develop not only relevant knowledge and skill of how devices can be used effectively, but also an understanding and a capacity to behave appropriately when using technology.

## *Required Device*

A laptop is most suited to all learning areas, and we do not recommend a tablet.

In 2024, the device required should have a Solid State Drive (SSD) for prompt start-up, a screen size of at least 12", a webcam, wifi, usb and HDMI connections, battery capacity to power the device for the school day, with a device lifetime of at least 3 years.

## *Purchase Portal*

The College's BYOD Portal can facilitate the parent/carer purchase of a device. The Portal provides cash, card and one year interest-free purchase options for different models.

The BYOD Portal is accessible through the College website.

## *Student Use*

The College Curriculum includes many uses of digital learning resources. Our BYOD Program increases the opportunities where these resources can be used in all classrooms, so that students are able to use them when and where they are useful.

Students will use their devices to store and retrieve documents, collaborate on shared documents, access resources organised by teachers, and communicate with peers and teachers through Google and Compass. Devices are tools that help students develop skills in information analysis and evaluation, self-management, problem solving, collaboration, communication and decision-making.

All use of devices in class is subject to teacher direction, and must be for an educational purpose. Students should ensure that there is enough free space on any device for it to function as required for all educational activities. The school reserves the right to observe and access any device when it is connected to the school network at any time to ensure the proper operation of its network.

The College has policies and practices in place to educate students about cybersafety and cyberbullying. The smart, safe and appropriate use of technology is promoted and monitored at school. Copperfield College is a Registered eSmart school, having completed the planning and implementation of school-wide processes to support smart, safe and responsible uses of technology.

## *Connecting to the School Network and the Internet*

The Responsible Use Agreement at the end of this document must be signed by each student and their parent/carer before a device is connected to the school network. Students are also required to use a username and a strong password before their device is connected to the school network. Students do not have any permission to tamper with any certificates installed on their device.

Students using the school network or the Internet inappropriately will be subject to disciplinary action. Students should always use the Internet safely and not provide personal details, including full names, telephone numbers, addresses, images and passwords. Students should also behave appropriately and be respectful in all their online communications. Student use is continuously monitored, and content blocked as required. Student access at home is a parental responsibility.

## *Caring for Devices*

The College will not accept any responsibility for loss and/or damage to BYOD devices. It is recommended that students take all due care of their digital device, just as they would for any other personal belongings they bring to school. Please note there is no school insurance for any personally-owned devices brought to school by any student. The device must be kept in working order, so that it can be used for learning every day. A protective case should be used to limit any possible damage.

Parents/carers are encouraged to clarify any insurance coverage by their existing household contents policy with their insurers or to investigate any insurance coverage they feel is needed. Parents should also be clear about any warranty coverage for their device.

The school highly recommends the purchase and use of a bag, cover or case to minimise the risk of damage for a BYOD device. Since the device will be used for learning every day, students are required to bring their device to school fully-charged, in good working order and take care of it when they transport it to and from school and between classes. It is not safe to leave a device at school overnight. Students should take the device home every day to complete homework and charge the battery.

## *Repairs/ Problems with Devices*

All technical issues with personally-owned devices are the responsibility of the student and their parent/carer. When a student has technical issues with their personally-owned device, the school technicians may assist with diagnosis and advice but cannot take any responsibility for the repair or the servicing of any personally-owned device. Campus computer technicians will not attempt to repair any device since this may void any warranty. Advice should be sought from the supplier of the device.

## *Batteries*

Devices should be recharged at home and brought to school fully charged each day. The use of multiple power cords at school is impractical and unsafe and is therefore not permitted. There is no provision in classrooms for students to recharge their devices. Power adaptor cables in a classroom are a tripping hazard which can damage devices and cause injury. Campus computer technicians can help identify problems with batteries, but they cannot do any repairs. Students who fail to bring a fully charged device to school will have failed to meet the conditions of the Responsible Use Agreement.

## *Looking After Data*

Students should keep multiple backups of their work – on the device, in the 'cloud' or network drives, and on backup drives at home. In the event of a crash, after the device is working again, files can be copied back from backups. The use of online storage and synchronising with home computers is encouraged. Students are encouraged to use Google Drive 'cloud storage' to store day to day copies of assignments and projects, and submit work through their student email in Google Classroom. Teachers will support this use. The storage space on school servers cannot accommodate large files.

# Responsible Use Agreement

## Student Agreement

By signing this document along with my parent/carer, I agree to:

- follow all teacher instructions with regard to my device, only using it in a classroom according to explicit teacher instructions,
- be a safe, responsible and ethical user whenever and wherever I use ICT resources or any digital device,
- use the Internet for educational purposes, seeking to understand the terms and conditions of websites and online communities and being aware that content I upload or post is my digital footprint,
- use social networking sites safely, responsibly and ethically and only at school when directed by teachers,
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour,
- support others by being respectful in how I communicate with them and never participating in online bullying (including forwarding inappropriate messages or images and other harmful or hurtful behaviour),
- seek teacher permission and permission from individuals before taking photos, or recording sound or videos,
- protect my privacy rights and those of other students by not publishing personal details including full names, telephone numbers, addresses and images,
- abide by copyright procedures when downloading or publishing website content, asking permission to use images, text, audio and video and cite references where necessary,
- think critically about other users' intellectual property and how I use content from the Internet,
- not interfere with network security or the data of another user, nor attempt to log into the network as another user, nor reveal my password to anyone except the system administrator or a teacher
- not knowingly bring to school any inappropriate applications or files infected with viruses on my device,
- be responsible for all care, maintenance or repair of my device,
- charge my device at home so that I do not create any danger or health risk by using chargers at school, and
- bring my device to school every day fully-charged, so that it is available to support my learning.



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This section is to be retained by the College

## Responsible Use Agreement

I acknowledge that I have read this Responsible Use Agreement carefully and understand the significance of the conditions. By ticking the check boxes above, I agree to abide by these conditions. I understand that any breach of these conditions may result in disciplinary action and/or reporting to appropriate authorities.

**Student Name:** ..... **Homegroup/Mentor:** .....  
**Student Signature:** ..... **Student ID:** ..... **Date:**.....  
**Parent/Carer Name:** .....  
**Parent/Carer Signature:** ..... **Date:** .....

Please contact the College on 9307 5555 (Delahey), 9365 4111 (Kings Park) or 9361 3888 (Sydenham) to discuss any matter relating to this agreement.