

BYOD Acceptable Use Policy

This document defines the Responsible Use Policy for student involved in the Milton State School BYOD Program. Its main purpose is to encourage the mature and responsible use of the facilities available to the students through the provision of clear usage guidelines. Students authorised to use the school's computer systems also have Internet and Electronic Mail access.

The BYOD program is designed to help students keep up with the demands of the 21st century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for their future studies and career.

Milton State School deems the following to be responsible use and behaviour by a student:

It is expected that students will use school computers and network infrastructure for:

- assigned class work and assignments set by teachers;
- developing appropriate literacy, communication and information skills;
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;
- conducting general research for school activities and projects;
- communicating or collaborating with other students, teachers, parents or experts in relation to school work;
- Accessing online references such as dictionaries, encyclopaedias, etc.
- Researching and learning through the Department's e-learning environment.

Milton State School deems the following to be irresponsible use and behaviour by a student?

It is irresponsible for students to:

- use the IT resources in an unlawful manner
- download, distribute or publish offensive messages or pictures;
- cyberbully, insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and Internet resources;
- damage any electronic devices, printers or the network equipment;
- commit plagiarism or violate copyright laws (e.g use of illegally downloaded games and music, and illegal sharing of games and music);
- use unsupervised internet chat;
- send chain letters or Spam e-mail (junk mail)
- access 3G/4G networks during lesson time
- Knowingly download viruses or any other programs capable of breaching the Department's networks security.
- Handle and use another student's device without teacher authorisation

In addition to this Milton State School states that:

- Users are responsible for the security, maintenance and integrity of their individual devices and their network accounts. Students and their parents/guardians are required to register their device/s with Milton State School prior to connecting to the school network and use their MIS details (e.g. jsmit23) to protect their account. Under no circumstances should passwords be

divulged to any other user on the system. If users have any reason to suspect that their account security may have been compromised or tampered with, it should be reported immediately to their teacher.

- Accidental damage to a device is the owner of the device's responsibility. Students and their parents / guardians will be held responsible for the wilful and deliberate misuse or inappropriate behaviour resulting in damage to another student's device. In the event of a dispute regarding the cause of damage to a device, the principal will be the arbitrator.
- Information dispatched from the school network is a reflection on how the global community perceives the school. All students using the systems are encouraged to show that they are positive ambassadors for Milton State School. No obscene, inflammatory, racist, discriminatory or derogatory language should be used in electronic mail or any other form of network communication.
- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.
- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- Students must get teacher permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.
- Students will not copy software, information, graphics or other data files that may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
- The school will educate students regarding cyber bullying, safe Internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to behave in line with these safe practices.
- iPads and tablets must have a protective case at all times. All other devices require a protective case when not in use. All devices must also be encased in a sleeve when not in use. All devices must be clearly identified (e.g. engraved for security) with the student name.
 - Devices must have 3G disabled in the school environment if the device has that capability.

Student/Parent Memorandum of Understanding

Please tick – I have signed the Milton State School ICT and Media Permissions included in enrolment documentation.

The following is to be READ and COMPLETED by both the STUDENT and PARENT/LEGAL GUARDIAN:

- We have read and understood the BYOD Responsible Use Policy and the Student Code of Conduct.
- We agree to abide by the above rules.
- We are aware that any breaches of the Student Code of Conduct may result in my/my child's immediate removal from the system for a specified period as per the school's Behaviour Management Policy and in relation to the severity of the offence.

General Use

I understand my teacher will set the direction for when it is recommended that I **bring my personal iPad / Laptop to school**.

I will ensure the **iPad / Laptop is charged** at the beginning of each school day.

I will **leave the iPad / Laptop charger at home** unless directed to bring it to school under special circumstances.

I will hold the **iPad / Laptop with two hands** when carrying it and **will walk** with it at all times.

I will **ensure my iPad / Laptop is kept in my school bag on my trip to/from school**.

I will **keep food and drinks away** from the iPad / Laptop at school.

I will **immediately report any accidents or breakages** to my parents and teachers.

Content

I will use the iPad / Laptop only to **support my school learning program** whilst at Milton State School.

I permit my teachers and parents to **perform checks** to monitor that I have not installed illegal / unsuitable software applications and content and to check the websites which I visit.

I understand there will be **consequences** for inappropriate use including, but not limited to, loss of privilege of using the iPad / Laptop for a period of time.

I am responsible to ensure my iPad / Laptop is **backed up**.

Safety and Security

1. Whilst at school, I will only connect my iPad / Laptop to Education Queensland's Managed Internet Service. I am not permitted to access 3G Internet at school.
2. Whilst at school, I will **only go to websites** that support my learning activities.
3. I will only use my school email account for mail related to my learning
4. I will be **cyber safe** and **cyber smart** when using the internet.
5. I will demonstrate **etiquette** when using my iPad / Laptop and other equipment with regard to other people.
6. I will use my iPad / Laptop lawfully and in accordance with the Appropriate Use/Behaviour of School Network guidelines regarding **ethical use** of equipment, technology, use of legal software, use of the Internet and the protection of personal data.
7. For security reasons, I am **not to share account names and passwords** with anyone unless requested by Milton State School staff when servicing the iPad / Laptop.
8. I am **responsible for the security and use of my iPad / Laptop** while at Milton State School.

I understand if the above conditions are breached, I may lose my privilege to access my iPad / Laptop at Milton State School for such time, determined by the school.

Name of Student: _____ Student Signature: _____

Name of Parent _____ Parent Signature: _____

Date: _____

Authorised at Milton State School by:

Principal – Paul Zernike Principal Signature: _____

Date _____