



St Brigid's College
Horsham

Bring Your Own Device (BYOD) Acceptable Use Agreement

This agreement is applicable to all:

1. students in Year 10 to 12 using their own device to access the College network
2. other users connecting to the St Brigid's College network with a device not owned by St Brigid's College.

All Year 10 to 12 students enrolled at St Brigid's College are authorised to bring their own electronic device to school¹. It is important that students and parents are familiar with the terms under which these devices can be used within the school. This agreement is valid for the entire period of enrolment at the College, and is subject to change at the sole discretion of St Brigid's College.

Supporting Resources:

- St Brigid's College ICT Policy
- St Brigid's College BYOD Checklist
- St Brigid's College Computer Internet & Email Acceptable Use Policy

¹ All BYOD Electronic Devices must meet the College's minimum hardware and software requirements and be approved by the College as suitable.



St Brigid's College

Bring Your Own Device (BYOD)

Acceptable Use Agreement

To be read and signed by student and parent/guardian.

Purpose

The purpose of the BYOD Acceptable Use Agreement is to define the standards, procedures, and restrictions for end users who are connecting a personally owned device to the St Brigid's College network for school purposes.

This agreement applies, but is not limited to all devices that fit the following classifications:

- Laptops
- Tablet computers (Apple, Android or Microsoft)

The agreement applies to any hardware and related software that is not school owned or supplied, but could be used to access school resources. That is, devices that students have acquired for personal use but also wish to use them in the school environment.

This document should be read in conjunction with the St Brigid's College ICT Policy and the Computer Internet & Email Acceptable Use Policy that all students and parents/guardians sign as part of the College's enrolment process.

Technical Support

Students **will** receive the following technical support from St Brigid's IT Services:

- Connecting to the school network
- Connecting to the internet at school
- Connecting to school printers
- Software issues with school issued applications

The following **are not** supported:

- Connecting to home printers, scanners or other devices
- Connecting to the internet or network at home
- Software installed by the student or third party
- Personal email accounts and settings
- Hardware issues
- Software issues

User Responsibilities

- Students will be expected to bring a fully charged device to school each day.
- The care of student data is the user's responsibility.
- Students must transport their devices in an appropriate protective case at all times.
- Student devices are not to be accessed during recess or lunch times or left unattended around the College. When not in use, devices are expected to be in their protective case and in the student's locked locker.
- It is recommended that families include their son/daughter's device on their home and contents insurance, including cover when the device is used outside the home.

Student Declaration

When I use digital technologies through the school network I agree to:

- Be a safe, responsible and ethical user at all times.
- Only access the internet at school via the school's wireless network and by no other means.
- Respect and communicate with others in a supportive manner, never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protect my privacy; never posting personal details online, including my image, full name, telephone number, address, passwords and images.
- Respect and protect the privacy of others; only taking photos or recording sound or video of others at school when I have formal consent or it is part of an approved lesson and never posting or forwarding the personal details or images of others without obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings.
- Talk to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours or if I know of a student who has been targeted with this sort of behaviour.
- Carefully consider the content that I upload or post online knowing that this content is often viewed as a personal reflection of who I am.
- Investigate the terms and conditions (e.g. age restrictions, parental consent requirements) of joining an online forum or posting comments online.
- Handle my ICT device and with care
- Respect other users' property and specifically not interfering with another person's device.
- Abide by copyright and intellectual property regulations and if necessary, request permission to use images, text, audio and video and cite references.
- Not interfere with network systems or attempt to bypass security systems.
- Not reveal my password to anyone except the school technician(s) or the teacher(s).
- Not interfere with the data of another user or attempt to log into the network with a user name or password of another student or other user.
- Not stream video or music content and not use or download unauthorised programs, including games, Torrents, peer-to-peer software during school hours.
- Not take any other action that may interrupt user access to the college's network or devices.

I understand that St Brigid's College reserves the right to check the software and data on any device brought into the school grounds.

I _____ (full name) have read and agree to abide by the terms set out in this St Brigid's College BYOD Acceptable Use Agreement. I understand that this agreement, including any future amendments, is valid for the entire period of enrolment at the College and I acknowledge that failure to comply may result in disciplinary action.

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Dated: _____



Bring Your Own Device (BYOD) Checklist

Families are to:

- provide a laptop protective case for your child's device
- regularly back-up school work to an alternative device

The details provided on this page will be available on the College website www.stbc.vic.edu.au

The purpose of this page is to provide a general overview of St Brigid's Colleges' minimum hardware and software requirements for your child's device.¹

Minimum hardware requirements²

Processor: 1 GHz CPU

Memory: 4 Gb of RAM

Storage: 120GB internal storage drive

Connectivity: A wireless network connection supporting a/bg/n/ac

Security: A commercially supported antivirus application

Battery: Must have a minimum Battery operating life (run time) of 8 Hrs

Wireless: The device must have wireless connectivity but must not have 3G or 4G capability.

Supported operating systems

Windows 10 Professional

Windows 7 Professional with Service Pack 1

The recommended editions of Windows 10 and Windows 7 are professional/business. Home or basic branded editions may have in-built limitations that prevent access to file, print and mail services.

Windows 8 Pro or Windows 8.1 Pro

The recommended edition of Windows 8 and Windows 8.1 is Professional. A tablet version, Windows 8 RT does have specific limitations. Please ask your IT vendor about the differences between Windows 8 and Windows 8 RT.

MacBook running OS X 10.9.0 and above

iPad capable of running iOS 11 and above

iPad has specific limitations in comparison to a traditional computer. Please ask your IT vendor about limitations of iPad.

Office Suite

Microsoft Office 365 will be available for all students under the College's new licensing agreement which came into effect in July 2017.

This allows students with a school provided email address to download and install full versions of the Microsoft Office Suite via an Office 365 subscription which is provided at no cost.

Students will be supplied with a username and password which gives them the ability to download the applications for the Mac, PC and iOS device.

Security

The following is a list of some of the recommended security software packages.

Windows Security Essentials [Free for Windows]

Sophos [Free]

Avast [Free]

AVG Free [Free]

Norton

McAfee

[Only one security suite is recommended to be installed at a time. Installing multiple security suits could harm your system.]

¹ This page is subject to change without notice.

² Minimum device requirements may not meet the original equipment manufacturer requirements. Please ask your IT vendor for advice on recommend hardware requirements on your device/s.