INTERNET AND INFORMATION TECHNOLOGY USER POLICY – PART B
BRING YOUR OWN DEVICE (BYOD) - USER POLICY AND INFORMATION

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INTRODUCTION

An internet connected device is an essential tool for students in the modern world. The College 'Bring Your Own Device' (BYOD) Program enables students to bring their own device to school and access important digital learning resources.

DESCRIPTION AND PURPOSE OF THE PROGRAM

The College has implemented a Digital Learning Strategy since 2020, which has focussed on the effective use of technology in the classroom to prepare our students for their next stage, work, training, or university.

The aim of the BYOD program is to enable students and teachers to use the latest in educational technology to improve student learning outcomes. Having one computing device per student is valuable in the teaching and learning process and at Mindarie Senior College we are working towards this through our BYOD program.

Students who BYOD will link to a campus-wide wireless network that provides access to the internet and curriculum materials as well as enabling communication between students, teachers, and parents. Teachers have their own devices and have participated in a range of professional learning activities to develop teaching and learning strategies that make effective use of these devices.

Student engagement and productivity is enhanced when they bring their own device.

BYOD MINIMUM SPECIFICATIONS

We request parents supply a device that complies with the following minimum specifications (the device does **not** have to be new):

We recognise that many students join the college from schools with BYOD programs. Students will be able to bring devices they already have.

Processor	i3 (or equivalent) 12th Gen or better
Memory (RAM)	8 GB
Screen size	10 inches
Hard drive/storage	128GB or higher
Operating System	Windows 10 (or higher)
	MacOS 10.15.7 (or higher)
	Apple iOS 14 or later
Battery life	8 hours continuous use
Mandatory Software	Microsoft Office (free download available for all enrolled students)
	Mac users are encouraged to utilise anti-virus software
	Windows has Defender built in
Recommended:	Solid State Drive (SSD), Touch Screen and Stylus (Digital Pen)

Please note that a mobile phone is not considered a BYOD.

There is a wide range on the market but if the device complies with the minimum specifications outlined above, your choice will function on our network. For those students doing specialist programs or planning to use the device for tertiary study, devices with higher specifications may be desirable.

The College provides computer labs for all specialist programs. However, should the student wish to utilise their own device, please check the minimum requirements for the relevant software below.

Course	Software
Media Production and Analysis and Creative Industries	Adobe Premiere Pro
Design, Photography	Adobe Lightroom Classic, Adobe Photoshop
Design, Technical Graphics	Autodesk 3ds Max, Inventor

RESPONSIBILITIES

THE ROLE OF STUDENTS

Students must use their BYOD and the College computer network responsibly.

Communications on information networks are often public and normal College expectations for student behaviour, conduct and standards will apply.

When using their BYOD and accessing College resources students must follow the policy and guidelines detailed in this document.

Students must ensure their device is fully charged each day, with the battery life sufficient to last the school day.

THE ROLE OF PARENTS/GUARDIANS

Parents/guardians are required to take responsibility for conveying the importance of the information and policies outlined in this document to their children. They are also required to monitor their child's use of the BYOD, especially at home, including access to media and course information.

When your child brings their own device to school, they do so at their own risk. We would strongly recommend that you purchase personal insurance that covers this device. The College cannot cover the cost of loss or damage to your child's device.

THE ROLE OF MINDARIE SENIOR COLLEGE

Mindarie Senior College is committed to supporting students in their learning and safety in the online space. The College has multiple avenues of support including a highly resourced library (LRC) and online Helpdesk. Students can access these resources whilst on site and at home to receive prompt ICT support.

Technical support from the College extends to the use of software and services provided by the College, not for BYOD hardware.

AUTHORISATION AND RULES

Students are expected to bring their BYOD to College to use in class. As agreed by accepting the Internet and Information Technology User Policy, which includes student compliance with the usage conditions outlined in this document and the Students Online – Acceptable Usage Policy.

College usage will be granted subject to adherence to the following expectations and recommendations:

1. The student owned device will be provided by the parent/guardian and or student.
2. The student will abide by all conditions outlined in the BYOD User Policy and Information and Students Online – Acceptable Usage Policy
3. Student owned devices are to be connected to the College's wireless network to access the internet. Students must allow the installation of a security certificate to enable this.
4. Students must bring their BYOD to school each day. It must be fully charged.
5. Students are responsible for the safe storage and care of their BYOD AT ALL TIMES. It is recommended that students have their BYOD inside a protective cover and inside their school bag when travelling to and from the College.
6. We strongly recommend purchasing insurance. The College cannot cover the cost of loss of, or damage to, a student owned device.
7. No charging is available at the College aside from in exceptional circumstances. The College is not liable for damage caused by connecting to a College power outlet or charging device.
8. The student and their parent/guardian will be solely responsible and legally accountable for any data stored or installed on the student owned device.
9. The student must complete the MSC digital induction process at the beginning of the school year.
10. Microsoft (Office) 365 is provided by the Department of Education.
11. The Department strongly recommends that:
    a. Student owned devices are installed with up-to-date anti-virus protection software.
        i. Windows devices have built in security which will suffice.
        ii. Apple devices require the installation of an anti-virus software (Note – there are some free versions available that work well).
    b. Student owned devices are enabled to received auto-updates from the software vendor.

PROCEDURES

Teachers will manage behaviour in their classes as they do at any other time. Students are required to always follow College rules. In the event a student does not follow College rules, or the policies and guidelines regarding appropriate use of technology, normal behaviour management procedures will apply.

In the event of a breach of the BYOD User Policy and Information, the privilege of network access may be removed, and other penalties may apply.

GUIDELINES FOR PROPER CARE OF BYOD

SECURITY AND STORAGE

When the BYOD is at school, students must always know the location of their BYOD and are responsible for ensuring its safe keeping. BYODs must also be under the student's direct care during recess and lunchtime. When the computer is not required in class, for example during Physical Education, it is to be placed in a teacher designated secure area.

When the BYOD is being used away from the College, students should avoid leaving it unattended or where it is visible to the public (e.g., in a vehicle). In these circumstances, the BYOD can be a target for theft.

TRANSPORT AND HANDLING PROCEDURES

When transporting the BYOD, students are to make sure that it is protected by either a specially designed protective sleeve or a sleeve built into a backpack or bag. Students are encouraged to take responsibility for the safe handling of devices when transporting the device to and from the College.

GENERAL CARE OF THE BYOD

It is the student's responsibility to maintain the BYOD in good condition.

Technical support is not provided for hardware or software problems that may occur with devices (it may void any warranties you may have). Limited support is available for software specifically provided by the Department of Education and/or Mindarie Senior College.

The College provides FAQ sheets (available via our website) for connection to our network, installation of required software, and suggestions on overcoming common issues.

During transition, students will be assisted with establishing a connection to our network, if required.

REPORT OF LOSS OR DAMAGE

In circumstances where deliberate damage or theft has occurred, it is the student's responsibility to report the incident to the Police.

DATA MANAGEMENT

Saving and backup of data is the student's responsibility. To backup work it is recommended that students use cloud storage (OneDrive) provided by the College, purchase a USB flash drive or an external hard drive.

Staff will not accept data loss as an excuse for late submission of work.

PRINTING

Wherever possible, we are committed to delivering and receiving electronic forms of class work and assessment. Students must endeavour to produce and submit work and assessments electronically.

Students unable to submit work electronically will be encouraged to print work at home for submission to their teacher. Students should always minimise printing by print-previewing, editing on screen rather than on printouts and spell-checking before printing.

Students will have limited access to network printers. Print credit will be allocated, and each page printed will incur a charge against this. Once used, print credit will need to be topped up by students.

VIRUS PROTECTION

The BYODs should be configured with anti-virus software which regularly and automatically checks for viruses on the device.

ACCESS SECURITY

It is a condition of entry into the student BYOD program that students agree to the monitoring of all activities including their Department of Education email and internet use.

MONITORING, LOGGING AND OPERATIONAL UPDATES

A log of all access to the internet including email will be maintained and periodically scanned to ensure that undesirable internet sites have not been accessed and that the content of email remains within the guidelines described in this document.

HEALTH AND SAFETY

ONLINE HEALTH AND WELLBEING

The College maintains safeguards against student access to unsafe and inappropriate websites and can monitor students' activity so long as they are connected to the internet via the College network. Therefore, hot spotting to personal devices is not permitted.

The College cannot monitor communications sent or received through third-party software and applications such as social media. Students and parents must report any negative experiences, including instances of bullying or harassment to College staff.

Parents will be aware of many incidents reported in the media regarding safety online. Personal information is easily tracked and harvested by those who know how, so it is important to keep as safe as possible while online.

 Parents are encouraged to check the following website for further useful information:

www.esafety.gov.au

OCCUPATIONAL HEALTH AND SAFETY GUIDELINES

Basic health and safety guidelines for desktop computers also apply to BYODs use:

- Keep the upper arms relaxed at the side of the body.
- Bend the elbows to around 90 degrees.
- Keep wrists straight.
- Change position every 15-20 minutes and take a complete break to get up and move body every 30-60 minutes.
- Avoid prolonged use of computers/devices/laptops.
- Students with special needs will be catered for according to Department of Education guidelines.

WHAT DO I NEED TO DO NOW?

- Ensure you have read this document. Discuss the information, rules, procedures, and responsibilities for appropriate use with your child. It is important they understand that this privilege is subject to following the rules and procedures as described, both at the College and at home.
- Check your child's device has the BYOD MINIMUM SPECIFICATIONS and is available by the beginning of the school year.
- If you have questions or concerns, please contact the College by emailing Mindarie.SC.info@education.wa.edu.au.