

Name: _____

Bring Your Own Device STUDENT RULES AND RESPONSIBILITIES



Students are invited to bring one personal electronic device such as a laptop or tablet to school to assist with their learning. For students in Year 7 - 10 this device should be a mac laptop. Please note that mobile phones and iPods are not considered learning devices. The safety, security and maintenance of the device is the student's responsibility. Students are also expected to adhere to the following rules and responsibilities

STUDENT RESPONSIBILITIES

Students must:

- bring their device each school day.
- make sure that the battery is fully charged each night (no access to recharge your device at school).
- back-up their work regularly.
- keep all passwords to the device and internet secure.
- use the email account and username provided by the school when accessing the school network and when communicating with teachers online.

Students must not:

- allow anyone else at school to use their device.
- use the device at school for any other purpose than to assist with learning.
- carry the device around whilst the screen is open.
- use the device in the playground during recess and lunch, or on the way to or from school.
- access inappropriate websites.
- use their device for social networking at any time when at school.
- store inappropriate data or images on their device.
- use the internet to harass, discriminate or threaten the safety of others.
- use the device to take photos /video at school, unless the teacher gives permission to use it for a class activity.

CLASSROOM PROCEDURES

- Devices will be used in class at the teacher's discretion. All students are expected to have a workbook for each subject, in addition to their device.
- Students must not open their devices until their teacher asks them to.
- Students must not use earphones in class unless the teacher asks them to.
- If the teacher is talking to the whole class, the device screen should be placed at 45 degrees.
- Students are encouraged to use their devices at home for assignments and homework and are advised to keep back up copies of any work completed for assessment. Loss of data or hardware malfunction cannot be used as an excuse for incomplete or late homework or assessment tasks.
- Students must manage their electronic files appropriately, with a separate folder for each subject.
- Students using web technologies must treat these tools as a classroom space. Speech that is inappropriate for the classroom is inappropriate on web technologies. Students are expected to treat others and their ideas online with respect.
- If you do not have a device, you may borrow a school laptop for the day from the library using your student ID card. You must collect the laptop from the library before morning homeroom and return it at the end of the day. Overnight loans are not permitted.

WORK HEALTH & SAFETY

- Devices should be placed on a table or desk, not on laps.
- While travelling to and from school, students are responsible for the safety and security of the device. Students are advised to place the device in the protective case in the school backpack.
- Students should refer to the ICT and Social Media Responsible use policy outlined in the school diary when using the internet.

CHECKS

- Students will be asked to periodically present their device to show evidence that when it is being used at school, it is being used for educational purposes.
- Software, data and Internet browsing conducted during school hours may also be checked.

CONSEQUENCES:

The use of electronic devices and access to e-mail and wireless Internet services are provided to students in order to support their educational needs. These devices and services must be used in a responsible manner. The **School Behaviour Code, Student Charter and the Behaviour Management Policy** will apply. Students who use their device and the schools internet services inappropriately whilst at school:

- May not be allowed to use the device or ICT for an extended period of time.
- May have the Principal and parents/guardians contacted.
- Serious breaches of the School's policy may result in suspension or police action.

Student Signature

Parent Signature

_____/_____/_____
Date