



CAVENDISH ROAD *State High School*

Student BYOD Charter Agreement



**Bring Your Own Laptop Program
2019**



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BYOD Overview

Bring Your Own Device (BYOD) is being offered at Cavendish Road State High School as a new pathway supporting the delivery of 21st century learning. It is a term used to describe a personally owned laptop or tablet that meets Cavendish Road State High School's minimum specifications and can be connected to the Department of Education and Training (DET) information and communication (ICT) network for teaching and learning.

Device Selection and Specifications

Cavendish Road State High has specifications for BYOD devices that are consistent with meeting curriculum needs for students of the school. Before acquiring a device to use at school the parent or caregiver and student should carefully read the minimum specifications on the BYOD page on the school website. These specifications relate to the suitability of the device to enable class activities, meeting student needs and promoting safe and secure access to the department's network.

Device Connectivity and Access while at School

The school's BYOD program supports access to printing, filtered internet access, and file access and storage through the department's network while at school.

Device Technical Support

The school provides technical support limited to enabling the device to access the school network and software.

Physical damage, faulty hardware and operating system software, or removal of non-school software that prevents the device from accessing the school network are the responsibility of the student and parent/guardian.

Device Care and Damage/Loss

The student is responsible for taking care of and securing the device. Responsibility for loss or damage of a device at home, in transit and at school belongs to the student.

Independent advice should be sought regarding inclusion in home and contents insurance policy or separate insurance for the device.

It is advised that accidental damage and warranty policies are discussed at point of purchase to minimise financial impact and disruption to learning should a device not be operational.



Data Security and Back-ups

Students must ensure they have a process of backing up data securely. Otherwise, should a hardware or software fault occur, assignments and the products of other class activities may be lost. The student is responsible for the backup of all data. While at school, students may be able to save data to the school's network, which is safeguarded by a scheduled backup solution. All students are required to backup work to One Drive.

School motto: "if it's not saved in THREE places it's not saved".

Students are also able to save data locally to their device for use away from the school network. The backup of this data is the responsibility of the student and should be backed-up on an external device, such as an external hard drive or USB drive.

All files must be scanned using appropriate anti-virus software before being downloaded to the department's ICT network.

Acceptable Personal Device Use

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student access to the internet. Communication through internet and online communication services must also comply with the [Responsible Behaviour Plan for Students](#) available on the school website, and the Student BYOD Charter Agreement. This document must be signed by parent/guardian and student each enrolment year that the school is offering BYOD.

Passwords

Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).

The password should be changed regularly, as well as when prompted by the department or when known by another user.



Web Filtering

The internet has become a powerful tool for teaching and learning; however, students need to be careful and vigilant regarding some web content. To help protect students (and staff) from malicious web activity and inappropriate websites, the Department of Education and Training (DET) operates a comprehensive web filtering system. Any device connected to the internet through the school network will have filtering applied.

The filtering system provides a layer of protection to staff and students against:

- inappropriate web pages
- spyware and malware
- peer-to-peer sessions
- scams and identity theft.

This purpose-built web filtering solution takes a precautionary approach to blocking websites including those that do not disclose information about their purpose and content. The filtering approach applied by DET represents global best-practice in internet protection measures. However, despite internal departmental controls to filter content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed on the screen. Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Students must comply with the provisions of Cavendish Road State High School's [Information Communication Technology Acceptable Use Policy and Agreement](#) as stated in the 2018 Student Study Planner.

Privacy and Confidentiality

Students must not use another student's or staff member's username or password to access the school network or another student's device, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.

Additionally, students should not divulge personal information via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission. Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.



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Intellectual Property and Copyright

Students should never plagiarise information and should observe appropriate copyright clearance, including acknowledging the original author or source of any information, images, audio etc. used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged. Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

Copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

Software

Cavendish Road State High School may recommend software applications to meet the curriculum needs of particular subjects. Parents/Caregivers may be required to install and support the appropriate use of the software in accordance with guidelines provided by the school. This includes the understanding that software may need to be removed from the device upon the cancellation of student enrolment, transfer or completion of their studies at school.

Students must be aware that all use of internet and online communication services can be audited and traced to the account of the user. All material on the device is subject to review by authorised school staff.

Monitoring and Reporting

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user.

Misuse and Breaches of Acceptable Usage

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by another person knowingly using their account to access internet and online communication services.

The school reserves the right to restrict/remove access of personally owned mobile devices to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned mobile devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access and or device to the school supplied services.

<http://ppr.det.qld.gov.au/education/management/Pages/Temporary-Removal-of-Student-Property-by-School-Staff.aspx>



Third Party Website Consent

Privacy Notice

The Department of Education and Training is collecting your personal information on this form in order to obtain consent for disclosure of a student's personal information to facilitate registration and use of third party web-based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.

Student personal information collected on this may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.

Dear Parent/Guardian,

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web-based providers.

Cavendish Road State High School wishes to utilise the third-party web-based service provider/s listed below to aid students learning. For your student to use the service the teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. In the case of the services outlined below they are private companies that are hosted *onshore in Australia/and/or/outside of Australia*. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your student:

- Student Name,
- Student ID,
- Age,
- Year group,
- Class Teacher and
- Student email

We need your permission for the registration and use of these sites by your student.

Note: It is not compulsory for you to provide this consent – If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.

Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who else may have access to it and where the data is stored. This information can be found in the hyperlink (on the school website) below referring to each website's terms and conditions and/or privacy policy.



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Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact *Karen McFarlane* on 3394 0718 or kmcfa19@eq.edu.au

Please complete the following page and return only that page to the Finance Office.



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Complete and return only this page to the Finance Office - You must complete one for each student

Below are the third-party web-based service provider/s:

Student's name: _____

Year level: _____

Please **circle your choice** (yes or no) to your child's information being provided to each of the third-party providers for the provision of an educational service. Your child's teacher may/may not use some or all of these websites.

Website	Consent	Do not consent
http://www.asx.com.au	Yes	No
https://www.tinkercad.com	Yes	No
www.bebbras.edu.au	Yes	No
https://www.bubbl.us	Yes	No
https://studio.code.org/	Yes	No
https://www.desmos.com/	Yes	No
http://financialbasics.org.au	Yes	No
https://kahoot.com	Yes	No
https://www.khanacademy.org	Yes	No
http://au.mathletics.com/	Yes	No
https://mathspace.co/schools	Yes	No
https://mathspace.co/	Yes	No
https://forms.office.com	Yes	No
http://mightybrains.com.au/portal/mighty-brains-portal/	Yes	No
https://mypath.gtac.edu.au	Yes	No
https://noteflight.com	Yes	No
https://service.1300acepro.com/onguard/auth/sso/login	Yes	No
https://piktochart.com/	Yes	No
https://readingeggs.com.au/	Yes	No
https://sciencebydoing.edu.au	Yes	No
https://www.surveymonkey.com/	Yes	No
https://www.turnitin.com/regions/apac	Yes	No

For further information about Terms of use, Privacy Policy and File Storage for these websites please click on this [link](#):

As a parent or guardian of this student, I have read the terms of use and privacy policy of each of the websites listed. I understand that my student's personal information will be provided to these third-party software providers for the purpose of my student's registration and use of the software programs and that this information may be stored outside of Australia.

Parent/Guardian's Name
Date

Parent/Guardian's Signature
Date



Responsible use of BYOD

Responsibilities of stakeholders involved in the BYOD program:

School

- BYOD program induction — including information on connection, care of device at school, workplace health and safety, network connection at school
- Some school-supplied software e.g. Adobe, AB Tutor, Microsoft Office 365
- Access to shared network and printing facilities (Mac and Windows)
- Principal signature on BYOD Charter Agreement

Student

- Participation in BYOD program induction
- Acknowledgement that core purpose of device at school is for educational purposes
- Care of device
- Appropriate digital citizenship and online safety
- Security of device and password protection
- Maintaining a current back-up of data
- Charging of device fully overnight for use each day
- Abiding by intellectual property and copyright laws
- Internet filtering (when not connected to the school's network)
- Understanding and signing the BYOD Charter Agreement

Parents and Caregivers

- Provision of a device that meets school minimum specifications
- Acknowledgement that core purpose of device at school is for educational purposes
- Internet filtering (when not connected to the school's network)
- Encourage and support appropriate digital citizenship and cyber safety
- Arranging for repair of damage or malfunctioning hardware or non-school software, including a reload or reimage of the operating system
- Required software, including sufficient anti-virus software
- Protective backpack or case for the device
- Adequate warranty and insurance of the device
- Understanding and signing the BYOD Charter Agreement



Responsible Use Agreement

The following is to be read and completed by both the **STUDENT** and **PARENT/CAREGIVER** and both pages returned to the school.

- I have read and understand the BYOD Charter and I agree to abide by the guidelines outlined in this document.
- I understand that the school will not repair my BYOD device hardware or operating system software, and that technical support is limited to network connection and provision of school based software.
- **I agree to pay the annual parental contribution of \$100 (in full prior to connection) for connection to the BYOD network and associated services.**
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the BYOD Charter and Cavendish Road State High School's [Responsible Behaviour Plan for Students](#), will result in consequences relative to the behaviour.
- I understand that the school's information and communication technology (ICT) facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information stored on computers around the world.
- While I have access to the school's ICT facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.
- Specifically, in relation to internet usage, should any offensive pictures or information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.
- If I receive any inappropriate emails at school, I will report this to my teacher. If I receive any at home, I will report this to my parents/guardians.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of
- any other person
- use the school's ICT facilities and devices (including the internet) to annoy or offend another person
- I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT facilities and devices inside or outside of school hours.
- I understand that if the school decides I have breached the rules for using its ICT facilities and devices, appropriate action may be taken as per the school's [Responsible Behaviour Plan for Students](#), which may include loss of access to the network (including the internet).

I have read and understood this Agreement and the [Responsible Behaviour Plan for Students](#).

I agree to abide by the above Agreement.

Student's Name:

Student's signature: Date:.....

Mr Richard Usher
Principal

NOTE: PLEASE RETURN THIS PAGE TO THE FINANCE OFFICE



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Parent or guardian:

I understand that the school provides my child with access to the school's information and communication technology (ICT) facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the school cannot control what is on other computers; and that some of that information might be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by students/my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT facilities and devices. Furthermore, I will advise the school if any inappropriate material is received by my student/child that may have come from the school or from other students.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT facilities and devices (including the internet) in accordance with school requirements.

I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the [Responsible Behaviour Plan for Students](#). This may include loss of access and or device and usage of the school's ICT facilities and devices.

I have read and understood this Agreement and the [Responsible Behaviour Plan for Students](#).

I agree to abide by the above rules/the procedure/policy/statement/guideline.

Parent's Name:

Parent's Signature:

Date:.....

Mr Richard Usher
Principal

The Department of Education and Training through its *Information Management (IM) Procedure* is collecting your personal information in accordance with the *Education General Provisions Act 2006* in order to ensure:

- appropriate usage of the school network
- appropriate usage of personal mobile devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its *Information Management (IM) Procedure*. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.

NOTE: PLEASE RETURN THIS PAGE TO THE FINANCE OFFICE



BYOD Connectivity Request Form 2019

You must present this to D10 staff at the time of onboarding.

APPLICANT'S DETAILS:

Student's First Name:	<input type="text"/>	Student's Surname:	<input type="text"/>
MIS username:	<input type="text"/>	Year Level:	<input type="text"/>

BYOD DETAILS:

Make:	<input type="text"/>	Model:	<input type="text"/>
Serial Number:	<input type="text"/>	Name of Anti-Virus Software:	<input type="text"/>

- The device must at all times be connected to the BYOD Gateway when on school premises and in use. When connected to the BYOD Gateway, all activities will be logged.
- The device will only be used for educational purposes when connected to and using School services.
- It is the responsibility of the student to ensure that the private device is secured when not in use. Cavendish Road SHS takes no responsibility for theft, loss, vandalism, damage or unauthorised access to private devices.
- BYOD devices must not be charged using school power outlets or by plugging into school owned computers. All private devices must be brought to school fully charged.
- BYOD devices must contain a virus scanner with up to date virus definitions.
- It is the responsibility of the student to back up data on the private device, eg to external hard drive or USB.
- Any software purchased under Education Queensland agreements must be removed from the private laptop as per the conditions of the agreement. This includes if the student leaves Cavendish Road SHS. Any privately-owned software installed on the device must be age appropriate, follow copyright legislation and not cause offence.
- If the above device is substituted, a new BYOD Connectivity Request form will need to be completed and signed prior to connection of the new device.

Student's signature:	<input type="text"/>	Date:	<input type="text"/>
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Parent's signature:	<input type="text"/>	Date:	<input type="text"/>
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Finance signature:	<input type="text"/>	Date:	<input type="text"/>
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