



RAVENSWOOD SCHOOL FOR GIRLS PROCEDURE

Procedure Subject: 1:1 BYOD Technology Procedural Guidelines

Contact Officer	Director of Technology
Purpose	<p>The 1:1 BYOD (Bring Your Own Device) Technology program aims to prepare our students for a global and digitally connected world in which technology is ubiquitous and essential. Technology, thoughtfully and appropriately applied in the teaching & learning program, enriches the learning experiences of our students. In the global environment, students need proficiency in digital, visual, informational, and textual literacy while critical thinking and creative problem solving remain essential in cooperative and collaborative learning environments.</p> <p>The 1:1 BYOD Technology program provides an opportunity for students to become increasingly independent and responsible users of technology and to develop as ethical, capable and confident creators and consumers of information.</p>
Overview	<p>This procedure is based on the principles of mutual responsibility and respect of all parties involved in the use of technology. It requires accountability on the part of the user for her actions. It is designed to assist in managing the safe and responsible use of laptops as learning devices at Ravenswood School for Girls.</p>
Scope	<p>This procedure applies to all students years 10-12.</p>
The Policy	<ol style="list-style-type: none"> 1. Responsibility <ol style="list-style-type: none"> 1.1. It is the responsibility of all Years 10-12 students to ensure they have their laptop with them every day, ensuring the laptop's battery is fully charged. 1.2. The laptop must be carried inside a padded bag or protective sleeve. All devices must be labelled with the student's name. 1.3. The student will ensure that their laptop is taken to each lesson, along with textbooks; headphones and relevant writing material, unless directed otherwise by the teacher. 1.4. Students will connect to the wireless network using their existing school login name and confidential password. Students should be aware that all use of the School's ICT services can be audited and traced to the accounts of specific users. 1.5. The BYOD laptop is not owned by the School and the School takes no responsibility for the security of the laptop; the student is responsible for the laptop. A short-term replacement laptop may be provided to students in the



RAVENSWOOD SCHOOL FOR GIRLS PROCEDURE

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case where their laptop is unavailable for a period longer than 24 hours.

- 1.6 Loan/replacement laptops (within limits) will be made available to students on occasion where the student BYOD laptop is logged for repair with their third party vendor. Any damaged sustained to loaned laptop will be repaired (or replaced) and the cost of repair (or replacement) will be charged to the parent account.
- 1.7 Any personal data on the BYOD laptop or loaned laptop must be backed up and managed by the student. The School takes no responsibility for the data saved locally on the student's BYOD laptop or loan laptop.
- 1.8 Students will seek assistance from the ICT support helpdesk, when required, to access School systems, including the wireless network. Whilst the ICT staff will be happy to assist students, unfortunately, they will not be available to provide ICT support for the maintenance or malfunction of BYOD laptops.

2. Acceptable Uses

- 2.1 Use of the laptop during the school day is at the discretion of teachers and staff. Students must use the laptop as directed by their teacher.
- 2.2 The primary purpose of the use of the laptop at school is educational. In class time, laptops are to be used for specific learning activities, not for social networking or personal communication.
- 2.3 Students are to familiarise themselves with the Student Internet Acceptable Use policy in the school diary and on the Student portal.
- 2.4 Students are expected to abide by the generally accepted rules of email etiquette. See Student Email Procedural Guidelines in the school diary and on the Student portal.
- 2.5 Use of power adaptors and chargers may be permitted, but students must ensure cables do not cross walkways or present a trip hazards to others. The use of any cables must comply with the school's health and safety policies and processes.

3. Unacceptable Uses

- 3.1 Students should **NEVER** share their passwords with anyone else. If a student believes another person knows their password they must change their password immediately or seek advice from the ICT staff.
- 3.2 The laptop must not disrupt lessons in any way including



RAVENSWOOD SCHOOL FOR GIRLS PROCEDURE

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music, ring tones or beeping, etc.

- 3.3 Students are to ensure they have up-to-date antivirus software installed on their BYOD laptop **at all times**. Failure to do so will result in the BYOD laptop being prevented from accessing School systems.
- 3.4 Activities such as playing computer games or using social media without explicit permission of a supervising teacher are not permitted.
- 3.5 Students are **not** permitted to connect the laptop via a 3G/4G (or similar) data service whilst at School.
- 3.6 It is illegal under privacy legislation to take a photo, video or sound recording of another person without his or her express permission.
- 3.7 No teacher may be photographed or videoed in class or whilst on school grounds. Any special videos for projects or celebrations, such as the Year 12 video, must be approved by the Deputy Principal.
- 3.8 Should there be repeated offences relating to inappropriate use the responsible student may face disciplinary action as sanctioned by the Deputy Principal.
- 3.9 Plagiarism – Students are to familiarise themselves with the rules regarding **Plagiarism** found in the school diary.

4. Theft, Damage or Loss

- 4.1 Maintenance, upkeep and security of the BYOD laptop is the responsibility of the student. The school may not investigate loss or theft.
- 4.2 BYOD laptops that are found in the school and whose owner cannot be located should be handed to Student Reception.
- 4.3 The school accepts no responsibility for replacing lost, stolen or damaged BYOD laptops or accessories.
- 4.4 The care and security of the laptop is the responsibility of the student.

5. Sanctions

Students who infringe the rules set out in this document will face having their ICT privileges revoked and the student may face disciplinary action as sanctioned by the Deputy Principal.

Date Approved	20 January 2014
Approval Authority	Principal



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Date of Commencement	1 February 2014
Amendment Dates	9 January 2015; September 2015; September 2016; November 2018; 20 February 2019
Date for Next Review	February 2020
Related Policies, Procedures and Guidelines	a) Student Internet Acceptable Use Policy b) Student Email Procedural Guidelines c) Use of Mobile Phone and Electronic Devices at School Protocols