Our Lady of Sion College

Student Bring Your Own Device (BYOD) Expectations, Guidelines and Procedures

Our Lady of Sion College is dedicated and committed to providing a contemporary learning environment that prepares our students for their future. Within this context, we have provided an iPad to assist students within their learning program. We believe this one-to-one access to a portable device enhances the learning program and has been very beneficial for our students.

As students enter the senior years of schooling, they become more familiar with technology and how it can support their learning. After much research, feedback from students and ongoing IT infrastructure improvement projects, the College will continue the ‘Bring Your Own Device’ (BYOD) Program. This will involve senior students using devices such as laptops or tablets for educational use. We believe this will provide much support for our Year 10, Year 11 and Year 12 students who prefer to use a laptop as opposed to an iPad/tablet on occasions or all of the time. It is expected that all students have at least an iPad Air as a minimum requirement for all of their classes.

In making this accommodation for students, the College expects students to adhere fully to the following guidelines and procedures attached. Students must agree to all terms and conditions set forth in order to be able to connect their device to the College network.

These expectations, guidelines and procedures are intended to protect the individual, other students and the security and integrity of the College data and technology infrastructure. The College will take appropriate disciplinary action for noncompliance with these expectations, guidelines and procedures.

Device Requirements:

1. The technology can be:
   - Tablet: Minimum iPad Air or Windows Device
   - Laptop: Mac OSX or Windows
2. Operating Systems:
   - Windows 7 or higher (not Windows RT),
   - OSX Mavericks (10.9) or higher,
   - IOS 8 or higher,
3. Device must adhere to at minimum an iPad or equivalent format/size. i.e. It must not be a Smartphone, iPod, iPad Mini or other small form factor device.
4. At minimum the battery capacity must have a rating of 7+ Hours to last a full school day.
5. Must not use Cellular connectivity. i.e. must be Wi-Fi only
6. Students also have the option of bringing two devices if they wish to use a combination of both a Tablet and a Laptop. If this option is taken up, the secondary device could be an Android Tablet or Windows RT Device.
Acceptable Use

- Our Lady of Sion College defines acceptable use as activities that directly or indirectly support the use for educational purposes.

- The BYO Device is intended for student educational use within the classroom, on school excursions and at home. Therefore the student will take the device to class, have it at the College each day, and ensure that other students do not use it.

- The College has an Internet filter that blocks access to certain websites that are deemed inappropriate for an educational setting; therefore protecting students and staff from inappropriate content.

- The Device will be used in accordance with all Codes of Ethics, as established by the College, presently, or in the future, in particular the Acceptable Use Policy, Student Internet Use Statement and Cyber Safety Policy, which includes strict compliance with the Australian Copyright Act 1968 and any provisions for Intellectual Property Right.

- The following activities/materials/data are not to be used at any time on the College network:
  - Store or transmit proprietary information belonging to another organisation
  - Download illegal materials such as: software, music, games or movies
  - Store or transmit illicit materials
  - Communicate, create or publish inappropriate materials or comments
  - Engage in outside College activities. For example, social networking, games, etc.
  - Attempt to access or download inappropriate online materials
  - Applications for downloading illegal software such as torrent downloaders

- Personal/inappropriate images and videos are unacceptable on devices connected to the College network including for use as desktop background images. Our Lady of Sion College Staff may deem images unacceptable.

- Updating device software such as operating system updates whilst connected to the College network is prohibited unless it is antivirus definition updates or otherwise approved by ICT Services.

- The device should:
  - Be brought to class ready for use
  - Not be left unattended
  - Be stored in the student locker when not in use at school
  - Not be left in a situation so as to permit unauthorised student access

- The College support appropriate cyber protocols for secondary school students:
  - The device should be left in a general home area overnight for charging
  - We strongly recommend that devices are not to be left in a student bedroom overnight
  - The College supports parents in setting a deadline for finishing the use of devices in the evening
  - The device should come to school fully charged
  - We encourage parents to regularly check the contents of their daughter’s device and their internet use to ensure that appropriate websites are being used

- The following aspects of physical safety and care for the device are recommended:
  - Transport in a purpose built case
  - Temperatures should be monitored as devices are heat sensitive
  - Avoid use in the vicinity of food, drinks or chemicals
  - Use approved cleaning products
• The College reserves the right to access the data on the student’s device and delete data when it deems appropriate.

• Students and parents are recommended not to link credit cards to student iTunes accounts.

• At recess and lunch student devices may be used only in the LRC and study rooms.

• Explicit permission is required from people whom are to be videoed, photographed or to be audio recorded. The use of this material must be for educational purpose and must not be shared or posted online unless explicitly permitted.

• Video, photographs and audio may be saved on the device if it is for specific educational purposes.

• Students are not to post online images of themselves or their peers in College uniform unless explicit permission from the College is granted.

• Applications may not be used for purposefully hiding information from College staff or parents.

Support
• Devices must be presented to the ICT Services Department for provisioning and configuration of wireless setup and standard apps, such as browsers & security tools, before they can access the network.

• Connectivity issues are supported by the ICT Services Department; however, students need to understand that for all personal devices there will be limited support for any issues that arise with operating system or hardware-related issues.

• The Device must come to school fully charged. If the device does not make it through the school day then designated charging stations may be utilised and it is the responsibility of the student to ensure the safety and monitoring of the device whilst on charge.

Security
• All devices must be password protected using the features of the device. This will prevent unauthorised access.

• Password protection and network security must also be maintained. It is the responsibility of the student to remember any password she sets.

• The device must lock itself with a password or PIN if it’s idle for duration of time (at most 10 minutes).

• The device must contain a licensed operating system.

• Laptop devices must contain licensed and current Anti-Virus software.

• Jail broken devices are banned from access to the network.

• Student access to College data is based on student year levels and selected subjects. The access rights are automatically defined by the system. It is expected that students do not share this information with any persons outside the College.

• The device connectivity will be terminated if:
  • The device is lost
  • The student exits the College
  • ICT Services detects a data or policy breach, a virus or similar threat to the security of the College data and technology infrastructure.
Risks/Liabilities/Disclaimers

- It is the responsibility of students to take additional precautions, such as backing up the device in the case of a hardware or software failure. The ICT Services Department may be able to provide advice; however, data recovery is the responsibility of each student.

- Lost or stolen devices must be reported to the College within 24 hours.

- Students must ensure that the device is in physical working order to ensure the safety of themselves and those around them. i.e. damaged screens and exposed internal components are not acceptable.

- The College reserves the right to disconnect devices or disable services without notification.

- Students are expected to use their devices in an ethical manner at all times and adhere to all College policies, guidelines and procedures.

- The parents/guardians agree to accept responsibility for paying costs associated with replacing a damaged, lost or stolen device to ensure the student comes to all classes with a working device as defined by the requirements.

- The student together with parents/guardians assume full liability for risks including, but not limited to, the partial or complete loss of company and personal data due to an operating system crash, errors, bugs, viruses, malware and/or other software or hardware failures, or programming errors that render the device unusable.