Kimberley Park State School

Bring Your Own Device – BYOD

(including Option A Year Six Laptop programme)

Acceptable Use Policy

This document defines the Acceptable Use Policy for students involved in the Kimberley Park State School BYOD Programme. Its main purpose is to encourage the acceptable and responsible use of the facilities available to the students and staff through the provision of clear usage guidelines. Students and staff are authorised to use the school's computer systems also have Internet and Electronic Mail access.

STAFF AND STUDENTS

The BYOD programme is designed to help students and staff keep up with the demands of the 21st Century. Helping students and staff become responsible digital citizens will enhance not only what we do in the classroom, but also give students and staff skills and experiences that will prepare them for their future studies and career.

Kimberley Park State School deems the following to responsible use and behaviour by a staff member or student:

It is expected that students and staff will use school computers and network infrastructure for:

- Assigned class work and assignments set, planned or assigned
- Developing appropriate literacy, communication and information skills
- Authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school
- Conducting general research for school activities, lessons and projects
- Communicating or collaborating with other students, teachers, parents or experts in relation to school work
- Accessing online references such as dictionaries, encyclopaedias, etc.
- Researching and learning through DET's e-learning environment

Kimberley Park State School deems the following to responsible use and behaviour by a staff member or student:

It is expected that staff members and students will use school computers and network infrastructure, ensuring they do not:

- Use the ICT resources in an unlawful manner
- Download, distribute or publish offensive messages or pictures
- Cyberbully, insult, harass, or attack others or use obscene or abusive language
- Deliberately waste printing or internet resources
- Damage any electronic devices, printers or network equipment

- Commit plagiarism or violate copyright laws (e.g. use of, and sharing of illegally downloaded games, music, and movies)
- Use unsupervised Internet chat
- Send chain letters or spam email (junk email)
- Access 3G/4G/5G networks on school premises during lessons (disable this feature prior to school)
- Knowingly downloading viruses or any other programs capable of breaching the DET network.
- Handle and use another person's device without their authorisation.

<u>STUDENTS ONLY</u>

Kimberley Park State School deems the following to responsible use and behaviour by students and their parents/guardians:

It is expected that students will use school computers and network infrastructure, accepting that:

• Students and their parents/guardians are responsible for the security, maintenance and integrity of their individual devices and their network accounts. Students and their parents/guardians are required to register their device/s with Kimberley Park State School prior to connecting to the school network and use their MIS details to protect their account. Under no circumstances should passwords be divulged to any other user on the system. If users have any reason to suspect that their account security may have been compromised or tampered with, it should be reported immediately to their teacher.

• Accidental damage to a device is the owner of the device's responsibility. Students and their parents/guardians will be held responsible for the wilful and deliberate misuse or inappropriate behaviour resulting in damage to another student's device. In the event of a dispute regarding the cause of damage to a device, the Principal will be the arbitrator. (Most damage issues will be the responsibility of the owner of the device in these cases. The school assumes no financial responsibility or duty of care in this instance).

• Information dispatched from the school network is a reflection on how the global community perceives the school. All students using the systems are encouraged to show that they are positive ambassadors for Kimberley Park State School. No obscene, inflammatory, racist, discriminatory or derogatory language should be used in electronic mail or any other form of network communication that exists now or in the future.

• Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or fines or to access other people's devices without their permission and without theme present.

• Students and their families must delete the EQ WiFi Profile from any device no longer active at Kimberley Park State School, this includes devices still owned by the family. Any access to EQ Network via such a device will constitute breach of use, and therefore theft.

•	Students must not record, photograph or film any students or school personnel without the express permission of the supervising teacher (and parent/guardian if req.). Identifying images, audio content and personal information must not leave the school. (This information should be stored on the school server only).

•	Students must get teacher permission before copying files from another user. Copying files belonging to another user without express permission may constitute plagiarism and/or theft.

•	Students will not copy software, information, graphics, or other data files that may violate copyright laws without warning, and be subject to prosecution from agencies to enforce such copyrights.

•	The school will educate students regarding cyberbullying, privacy considerations, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to behave in line with these safe practices.

•	All BYODs need to be contained in a protective case (purpose designed for limited protection) e.g. iPad with cover for screen, sleeve or anti-shock cover. All devices should be housed in this cover or sleeve when not in use. All devices must be clearly identified. E.g. engraved for security with the student's name.

•	Devices with 3G, 4G, or 5G (or future communication carrier network access) capability should be disabled before use in the school environment each day.

TEACHERS AND STUDENTS

We have read, understood and accept the BYOD Acceptable Use Policy, BYOD Handbook and the Student Code of Conduct.
✓	We agree to abide by the rules listed in these documents.
✓	We are aware that any breaches of the Student Code of Conduct may result in
	my/ my child's immediate forfeit of inclusion in the BYOD Programme for a period of
	time as per the school's Code of Conduct and in relation to the
	severity of the offence.
✓	We are aware of and accept responsibility for the security and risk of damage of any
	device brought to school, (unless malicious damage is determined upon investigation by
	the Principal.)
✓	We understand and give permission for EQ Tech staff to install EQ MOE compatible WiFi
	drivers onto the BYOD.
✓	We understand and will undertake to remove/delete the WiFi Profile from any inactive devices no
	longer attending Kimberley Park State School (including devices still in the possession of our
	family).

Parent/Guardian Name: _____

<center>(PLEASE PRINT)</center>

Parent/ Guardian Signature: _____ Date: _____/_____/_____.

Student Name: _____ Class Group: _____

<center>(PLEASE PRINT)</center>

Student Signature: _____ Date: _____/_____/_____.

Staff Member Name: _____

<center>(PLEASE PRINT)</center>

Staff Member Signature: _____ Date: _____/_____/_____.

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