

Dear Parents/ Caregivers,

The school **Bring Your Own Device (BYOD) Information and User Agreement** booklet was sent home in hardcopy (Year 5) and via email (Year 5 and Year 6) at the end of last year. The booklet outlines appropriate device specifications, operating system requirements, required apps and behaviour expectations. The booklet can also be viewed on our school website at <https://redlandbayss.eq.edu.au/curriculum/bring-your-own-device> .

The use of ICT devices and systems has been designed to help students keep up with the demands of the 21st century. Helping students become responsible digital citizens will enhance not only what we do in the classroom but will also give students skills and experiences that will prepare them for their future studies and career.



Redland Bay State School BYOD User Agreement

This agreement should be read by both the STUDENT and PARENT/CARER to ensure both parties have a clear understanding of the expectations when bringing a personal device to Redland Bay State School, and connecting to the school network.

Responsibilities for using the school's ICT facilities and devices

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network

Responsibilities for using a personal mobile device on the department's network

- Students are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.
- Students must follow any advice provided on best security requirements eg, password protection.

Acceptable/appropriate use/behaviour by a student

It is **acceptable** for students while at school to:

- use mobile devices for:
 - educational purposes
 - assigned class work and assignments set by teachers
 - 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 and projects
 - accessing online references such as dictionaries, encyclopaedias, etc.
- be courteous, considerate and respectful of others when using a mobile device and never write or participate in inappropriate online communication at home or at school
- switch off and place out of sight the mobile device during classes, when these devices are not being used in a teacher-directed activity to enhance learning
- only use applications that are school approved
- ensure the battery is fully charged each day
- remember my school username and password.



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Unacceptable/inappropriate use/behaviour by a student

It is **unacceptable** for students while at school to:

- use a mobile device in an unlawful manner
- use a personal mobile device for private use before or after school, or during recess and lunch breaks
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or stalking
- insult, harass or attack others or use obscene or abusive language
- share my own or others' personal information and/or images which could result in risk to themselves or another person's safety
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras inappropriately, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (eg, forwarding, texting, uploading, Bluetooth use etc) of such material
- access the internet through mobile hotspots, or other independent network connections
- download apps through the school network unless instructed by a teacher
- capture photo, video or audio unless advised to do so by the class teacher and with permission of the people being recorded
- record incidents involving students in the school or in school uniform
- share links, searches, attachments, or apps without teacher direction
- place food or drink near the device
- reveal my password or allow anyone else to use my school account

I understand that if I fail to abide by the terms of this agreement, I will be excluded from accessing my device at school for a set period (see Table 1: Consequences of Misuse), and that my parents/carers will be notified to collect my device from school.

As a parent/ carer of a student using a Personally Owned Device, I agree to:

- accept responsibility for my child's use of their device outside school hours
- monitor my child's appropriate use of social media and appropriate communication using the device
- responsibly choose and monitor my child's use of any apps or programs not approved by the school as per this document
- ensure that explicit content and internet search links are not brought in on devices from home or shared with other students
- communicate with the class teacher any concerns or misuse of the device by my child or by another student
- communicate with the class teacher the actions I have taken as a parent to deal with misuse and support the school actions as outlined in *(Table 1: Consequences of Misuse)*.

Table 1: Consequences of Misuse

Misuse of device	Consequence
First warning for minor breach of conditions of use	<ul style="list-style-type: none"> ▪ Teacher / student discussion ▪ Parent contact by class teacher ▪ No device for a period of 2 weeks
Second repeated minor or first major misuse in conditions of use	<ul style="list-style-type: none"> ▪ DP and CT discussion with student ▪ Parent contact by School Leaders ▪ No device at the time of misuse to the end of term
Continuing minor/major misuse in conditions of use	<ul style="list-style-type: none"> ▪ Principal / student discussion ▪ Parent contacted by Principal ▪ No device at the time of misuse to end the year

The Department of Education through its [Information privacy and right to information](#) procedure is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Qld\)](#) 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 privacy and right to information](#) 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.

PLEASE RETURN THIS SIGNED SECTION TO YOUR CHILD'S TEACHER

Please note: BYO Devices cannot be used at school without this signed document.

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- We (student and parent/carer) agree to abide by the **Redland Bay State School BYOD User Agreement** as listed in this document.
 - We (student and parent/carer) are aware that if the student breaks any of these rules, the student will be unable to use the device at school and may be subject to further action. In addition, the student will need to renegotiate how he/she uses ICTs at school after the consequence has been given.

Student Signature: _____ Print Name: _____ Date: _____

As parent/carer of my child, I will monitor and support safe and responsible use of the device outside school hours.

Parent/Carer Signature: _____ Print Name: _____ Date: _____