

POLICY FOR STUDENT USE OF THE COLLEGE ICT RESOURCES

Students undertake to take good care of the school computers and the programs that are loaded on them because they are aware that:

- Computers are an important tool that will help them to be successful with the education tasks they need to carry out.
- The settings on the computer are there to make the computer easy for everybody to use.
- It is very expensive to repair damage to computers and the software programs on them.
- Any damage caused to computers and software affects all students.

Students understand that:

- St Margaret Mary's College will both passively and actively monitor the use of its Internet connection. This includes the Internet sites visited and the language used in email messages for the purpose of the protection of students, the public and the College's reputation.
- their use of the College's network, Internet and email facilities is a privilege and that this privilege can be withdrawn at the discretion of the College.
- USB sticks and removable harddrives can be an unreliable storage medium and are not suitable for storing school files.

Students understand:

- The use of mobile 'hotspots' or any attempt to bypass the College network, while on the College grounds is strictly forbidden. All internet traffic must go through the College network and security filters.
- at all times, behave responsibly and ethically and respect the rights of others when interacting online.
- **Shut down their netbook at the end of each day to allow for important security and software updates to be carried out.**
- **Bring their laptop to school fully charged, each day.**
- **Store their laptop in the school-issued laptop bag at all times when not in use at school.**
- **Store their netbook in their locked school locker, when not in use, during the day.**
- Not use any other student's device.
- Save all their work using school computers to their network or Google Drive. Students will make a folder in their drives for each of the subjects that they study.
- If students work on a file at home, they will ensure that a copy is saved in Google Drive and if required update the file to their network drive at school the next day.
- Not breach copyright regulations by downloading and/or storing files such as illegal copies of music, videos or images, etc.
- Only use the College Internet for school related tasks.
- Not attempt to retrieve, view or share any obscene, offensive or illegal material.
- If, by accident, they find information that is offensive or inappropriate, they will exit the site immediately and inform the teacher of the event.
- not write, send or forward any electronic communications that use offensive language, are abusive, threatening or that constitute harassment or bullying.
- not use their school email account to sign up for or create a personal account for any non-school related sites.
- not use email to forward memes, spam or send multiple copies of a particular email to any person, including staff members.

- The College does not permit access to internet chat or forums unless under direct teacher supervision or on College-designed sites.
- not take photographs or videos of other students or of College staff without their expressed permission.
- Their privileges to use the College's information technology facilities may be withdrawn if they offend or engage in inappropriate conduct.
- Their enrolment at the College may come under consideration if they are involved in serious misuse of information technology resources.

Bring Your Own Device- Year 10-12

The **Bring Your Own Device (BYOD)** program at St Margaret Mary's College for Years 10 to 12 students aims to enhance the student learning outcomes of its students. There is an expectation that use of the device will be learning-centred and that at all times, students will make responsible decisions about how they use their device at home and at school.

Students will bring their device to school every day fully charged and carry their device safely in a protective bag.

The device **MUST** meet the following specifications:

BYOD Device Recommendation		
Specification	Minimum (General subjects)	Recommended (Specialised subjects)
Operating System	Windows 11 Home or Pro (NOT S Mode) OR macOS Monterey (12) or newer	Windows 11 Home or Pro (NOT S Mode, latest update) OR macOS Sonoma (14) or newer
Processor (CPU)	Windows: Intel Core i3 (10th Gen or newer) or AMD Ryzen 3 (4000 series or newer)	Windows: Intel Core i5 (12th Gen or newer) or AMD Ryzen 5 (5000 series or newer)
Memory (RAM)	macOS: Apple M1 chip 8 GB	macOS: Apple M2, M3, or newer chip 16 GB
Storage	256 GB SSD (Solid State Drive)	512 GB SSD or greater
Display	13" minimum (Full HD 1920x1080 resolution preferred)	13" - 14" (Full HD or higher resolution)
Battery Life	6+ hours (to last a majority of the school day)	8+ hours
Wireless	Dual-band Wi-Fi (5GHz / 802.11ac)	Wi-Fi 6 (802.11ax) or better
Weight	Under 2.0 kg (for portability)	Under 1.5 kg (lightweight is highly recommended)
Ability to Install WiFi Certificates (Elevated Permissions)	Yes	Yes
Anti Virus	Windows Defender or Gatekeeper and runtime protection in macOS	Windows Defender or Gatekeeper and runtime protection in macOS

Whilst at the College, the device is to be used for educational purposes only and are not to be used during recess or lunch, unless for the completion of school work in the library. LANSCHOOL may be installed on the student's device.

Students who participate in the BYOD program, understand that it is their responsibility to take care of their device and they do so at their own risk. They are also responsible for the maintenance and protection of their devices. Students must have an anti-virus software program loaded onto their machines.

The College does not take responsibility for the following:

- Student devices that are broken or damaged at school or during school related activities;
- Any loss or theft of student devices (although the College will assist with investigating any matter where the malicious act of another student is involved);
- Any loss or damage to any data stored on personal devices;
- Any ongoing maintenance, virus protection or repair of student devices.

In cases of malicious damage by another student, the College Principal will, having considered all circumstances of the matter, determine whether the other student is responsible for the damage and if repair costs should be borne by the other student. The loss of data or hardware malfunction cannot be grounds for the appeal of an extension of any assessment task or homework.

RULES FOR BYOD USE

- The primary purpose of the personal device is for educational purposes. Downloading illegal or inappropriate files, accessing social media or using the wireless network to play games, is strictly prohibited.
- Students must bring their device to school fully charged every day. There will be no access to additional equipment such as chargers, docking cradles or adapters.
- Use of the device is at the teacher's discretion and may be used when directed by the teacher.
- In the event that the device needs repairs, students are required to complete the Google Form on the College Intranet page to arrange a loan from the library;
- **During breaks, students are to safely LOCK the device in their school allocated lockers. Students may use and charge their device in the library during breaks.**
- Personal devices must not be a distraction to the teaching and learning process. Depending on the severity of the misuse, if a student contravenes this policy, the following consequences may be issued. These include, but are not limited to:
 - o The device is confiscated by the teacher for the remainder of the lesson. In future lessons, if the issue continues, the teacher will issue a detention and inform the relevant Pastoral and Curriculum Middle Leader. The matter is to be recorded on Compass by the teacher.
 - o The device is confiscated by the Pastoral Middle Leader or Assistant Principal – Administration for the remainder of the day and/or until a parent can collect the device;
 - o Permission privileges for BYOD revoked;
 - o Other consequences as deemed appropriate by the College Leadership Team.