St Margaret Mary's College

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Bring Your Own Device Contract - 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 and a parent/guardian must sign this BYOD Contract, by the end of Week 2, Term 1 for students to have permission to bring their own device to school and access the St Margaret Mary's College wireless network.

STUDENT AND DEVICE INFORMATION

Student Name:	Homeroom: (2024)
Type of Device: (E.g, Laptop, Mac)	**Make and Model:**	**Serial No.:**

I agree to abide by this BYOD Contract at St Margaret Mary's College. I also agree to obey all rules and policies associated with the *Contract for Student use of the College's ICT Resources.* **I will bring my device to school every day fully charged and carry my device safely in a padded bag.**

I agree to use my device for educational purposes only and to not use the device at recess or lunch, unless for the completion of school work in the library. I acknowledge that LANSCHOOL may be installed on my device.

I understand that there are consequences for misusing my device and not fulfilling my responsibilities as set out in this BYOD Contract.

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

School IT Signature: _____ Date: _____

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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. Parents are strongly encouraged to purchase insurance appropriate for the device.

The College does not take responsibility for the following:
- Any issues or faults associated with the purchase of devices through the School Portal;
- 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.

MINIMUM DEVICE SPECIFICATIONS

The device MUST meet the following specifications:

Minimum Specification Requirements	
Operating System	Windows 10 – 64bit
	Mac Yosemite 10.10 - Yosemite or newer This is very important.
	Tablets or iPads not recommended
Screen Size	11" or above
Battery Life	Minimum 7 hours
Memory	4GB or more
Keyboard	Onboard Keyboard required
Processor Type	Intel Celeron Dual Core or above
	AMD A4 or above
CPU Speed	1.4Ghz or higher
Storage	128GB or higher
Software	Microsoft Office is provided free of charge to all students.
	Students must have Anti-Virus software installed and regularly updated.
	LANSCHOOL software must be installed.
Wireless Connectivity	Devices must support 802.11n (5Ghz networks)
Warranty	3 years recommended

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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.
- Students must carry their personal device in a padded bag when transporting the device to and from school and between classes;
- In the event that the device needs repairs, students are required to notify Techbay to arrange a loan from the library;
- **During breaks, students are to safely LOCK the device in their school allocated lockers. Students may use 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 User Agreement or the *Contract for Student use of the College's ICT Resources*, the following consequences may include:

    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.

- Whilst students are permitted to install their own software onto their device, during school hours their device is to be used for school purposes only;
- Access to the St Margaret Mary's College network and the BYOD program is a privilege, not a right. Any attempts to circumvent the College's network security or filtering policies, or attempts to participate in any process to undermine the network, may result in suspension or possibly the cancellation of enrolment;
- In the event of any security concerns, the school may restrict or deny access to the network for any personal device if there is any suspicion that the integrity of school network may be at risk. Security scans or software audits may be needed to ensure the integrity of the network;
- Students are only to connect their device to the College's dedicated wireless network. They are not to access any other wired, wireless or cellular (hotspot) networks whilst at school;
- Students are not permitted to use each other's device;
- Students will not create, distribute or view any information, pictures or video of students or staff without the College's expressed permission. The recording of class lessons will not be allowed without the permission of the staff and students involved;
- Students will not use their device to bully, harass, discriminate, intimidate or abuse staff or students. All matters of suspected harm will be referred to the Pastoral Middle Leaders and the College Leadership Team;
- Students will observe all copyright laws, including those related to computer software.
- Students are encouraged to use Google Drive for their classwork, as portable storage devices are not reliable.