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TOWNSVILLE GRAMMAR SCHOOL

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# POLICY

## BRING YOUR OWN DEVICE (BYOD)

Townsville Grammar School supports a Bring Your Own Device (BYOD) platform for its students. BYOD enables students to use personal devices including, but not limited to, laptops, tablets, notebooks and smart phones with browsing capabilities to connect to the School's internal network and the Internet through the School's Internet Provider.

Townsville Grammar School has clear expectations from students when it comes to the use of such devices:

- **Students who bring personal devices to School do so at their own risk and accept responsibility for the safety and security of their equipment.**
- Mobile Phones are permitted to be visible before 8:00am and after 3:20pm. They are not to be seen or used between these hours unless with teacher permission and in the presence of staff. Should a student need to make an urgent phone call between 8:00am and 3:20pm they can visit reception to use their phone or request the use of a School phone.
- If parents have to make contact with students during school hours, this is to be done through the School reception.
- The use of personal devices (Laptops and Tablets) during break times is not acceptable unless students are in the Library or supervised by a teacher.
- Smart Watches are permitted to be worn during regular School lessons. However, for tests these must be removed due to their ability to receive and transmit information. Smart watches must not be used to send messages during lessons, as per mobile phone guidelines.
- Personal devices can be left with the School's Operations Officer for safe keeping. Personal devices can be dropped off and collected before school, during break times and after school.
- Access to the Internet should be made via the School's BYOD WiFi. Personal connections to the Internet are not to be used.
- Personal devices should not distract from the daily academic culture of the School and should be switched off unless express permission has been given by a supervising teacher.
- The use of personal devices for educational purposes is at the discretion of the supervising teacher.
- The use of personal devices during school hours for personal communication or entertainment is not acceptable.
- The privacy and feelings of others must be considered and respected when using personal devices.
- If using a personal device to capture photos, sound or video of others, express permission must be given from a supervising teacher and all persons involved.
- The use of a personal device that breaches the School's expectations will result in the confiscation of the device and possible further consequences for the student.
- Where the use of a device is required for communication in the event of an emergency, permission from a supervising member of staff is required first.
- Students are responsible for:
  - the maintenance and support of their own devices.
  - connecting their devices to the BYOD network using information offered by the School.
  - ensuring that their devices are adequately charged.
  - the backup and safekeeping of files stored on their own devices.
  - ensuring that any files submitted electronically are in a common file format that can be used by their teacher.

**NB:** Students at the Annandale campus are required to hand their device in to their Classroom teacher upon arrival at School. Devices can be collected at the conclusion of the School day.