



## Monivae College

# Bring Your Own Device (BYOD) Acceptable Use Agreement 2015

This agreement is applicable to all:

1. students in Years 7, 8, 9, 10 and 11 using their own device to access the College network in 2015
2. users connecting to the Monivae College network with a device not owned by Monivae College including staff.

Students in Year 12 are currently under the Macbook Agreement for a school owned device [http://www.monivae.com/media/uploads/Macbook\\_Agreement.pdf](http://www.monivae.com/media/uploads/Macbook_Agreement.pdf)

In 2015 students enrolled at Monivae College in Years 7, 8, 9, 10 and 11 are required to bring their own device to school. It is important that students and parents are familiar with the terms under which these devices can be used within the school.

### Supporting Resources

- Monivae ICT Policy  
[http://www.monivae.com/media/uploads/2014\\_Acceptable\\_Use\\_and\\_Cyber\\_Safety\\_Policy.pdf](http://www.monivae.com/media/uploads/2014_Acceptable_Use_and_Cyber_Safety_Policy.pdf)
- 1:1 Digital Learning Environment FAQs and further information on the transition towards BYOD  
[http://www.monivae.com/media/uploads/1to1\\_laptops\\_FAQs\\_2013\\_Nov.pdf](http://www.monivae.com/media/uploads/1to1_laptops_FAQs_2013_Nov.pdf)

Publication produced by the Monivae ICT Committee 2014  
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# Monivae College Bring Your Own Device (BYOD) Acceptable Use Agreement 2015

*To be read and signed by students and parent/guardian.*

*Please detach and return the BYOD Acceptable Use Agreement to your Homeroom teacher.*

## **Purpose**

The purpose of the BYOD Acceptable Use Agreement is to define the standards, procedures, and restrictions for end users who are connecting a personally owned device to the Monivae College network for school purposes.

This agreement applies, but is not limited to all devices that fit the following classifications:

- Laptops
- Tablet computers (e.g. iPad or Android slate)

The agreement applies to any hardware and related software that is not school owned or supplied, but could be used to access school resources. That is, devices that students have acquired for personal use but also wish to use them in the school environment.

This document should be read in conjunction with the Monivae College Digital Technology Acceptable Use and Cyber Safety Policies that all students and parents/guardians sign during the College's enrolment process.

## **Technical Support**

Students will receive the following technical support from Monivae IT Services (MITS)

The following **will be** supported by MITS:

- Connecting to the school network
- Connecting to the internet at school
- Connecting to school printers
- Software issues with school issued applications

The following **are not** supported by MITS:

- Connecting to home printers, scanners or other devices
- Connecting to the internet or network at home
- Software installed by the student or third party
- Personal email accounts and settings
- Hardware issues
- Software issues

## **User Responsibilities**

- Students will be expected to bring a fully charged device to school each day.
- The care of student data is the user's responsibility.
- Students must transport their devices in an appropriate protective case at all times.
- Student devices are not to be accessed during recess or lunchtimes or left unattended around the college. When not in use, devices are expected to be in their protective case and in the student's locked locker.
- Families are advised to ensure their son/daughter's device is listed on their home and contents insurance and should ensure this includes cover when the device used outside the home.

## Student Declaration

When I use digital technologies I agree to:

- Be a safe, responsible and ethical user at all times.
- Respect and communicate with others in a supportive manner, never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protect my privacy; never posting personal details online, including my image, full name, telephone number, address, passwords and images.
- Respect and protect the privacy of others; only taking photos or recording sound or video of others at school when I have formal consent or it is part of an approved lesson and never posting or forwarding the personal details or images of others without obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings.
- Talk to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours or if I know of a student who has been targeted with this sort of behaviour.
- Carefully consider the content that I upload or post online knowing that this content is often viewed as a personal reflection of who I am.
- Investigate the terms and conditions (e.g. age restrictions, parental consent requirements) of joining an online forum or posting comments online.
- Handle my ICT device and with care and respect the property of others.
- Abide by copyright and intellectual property regulations and if necessary, request permission to use images, text, audio and video and cite references.
- Not interfere with network systems or attempt to bypass security systems.
- Not reveal my password to anyone except the technicians or the teacher.
- Not interfere with the data of another user or attempt to log into the network with a user name or password of another student or other user.
- Not use or download unauthorised programs, including games, Torrents, peer-to-peer software during school hours.
- Not take any other action that may interrupt user access to the college's network or devices.

I understand that Monivae College reserves the right to check the software and data on any device brought into the school grounds.



## BYOD Acceptable Use Agreement

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I \_\_\_\_\_ (full name) from \_\_\_\_\_ (homeroom) have read and agree to abide by the terms set out in the Monivae College 2015 BYOD Acceptable Use Agreement.

Student Name:

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Student Signature:

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Parent/Guardian Name:

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Parent/Guardian Signature:

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Date:

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**Please forward the completed document to your Homeroom teacher  
no later than Friday 6th February, 2015.**