

# Spotswood College

## BYOD Acceptable Use



**BYOD** = Bring Your Own Device

### **BYOD Agreement Form and Protocol for the Use of Technology**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students at Spotswood College may now bring their own technology to school.

### **Definition of "Technology"**

For purposes of BYOD, "Technology" means privately owned wireless and/or portable electronic handheld equipment that includes, portable internet devices, equipment including laptops, netbooks, tablets/slates and smartphones that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

### **Internet**

The school wireless system may be accessed while at school daily from 9am until 4pm. Personal internet connective devices such as but not limited to cell phones / cell network adapters t-stick, modem, etc, are not permitted to be used to access outside internet sources during class time, unless permission is given by the teacher.

### **Security and Damages**

Responsibility to keep the device secure rests with the individual owner. Spotswood College, nor its staff or employees, are not liable for any device stolen or damaged at school. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal effects. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged, as is personal equipment insurance.

### **BYOD Spotswood College Student Agreement**

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the ultimate right to use his or her laptop, cell phone or other electronic device while at school. When abused, these privileges will be removed. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in BYOD must adhere to all Board policies, particularly Internet Acceptable Use and Internet Safety. Additionally, technology:

- Must be used in 'silent mode' while in school, unless directed by a staff member.

- May only be used to access files on computer or internet sites which are relevant to the classroom curriculum.

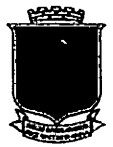
**Students acknowledge that:**

The school's network filters will be applied to all connections to the internet and attempts must not be made to bypass them.

- Bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of Student Acceptable Use Policy.
- Processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies is in violation of Student Acceptable Use Policy.
- Spotswood College has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The school has the right to inspect files on any device brought into school and as part of a school activity, irrespective of, if it has been the cause of a problem/ attack / virus (This covers devices that may contain objectionable material obtained offsite and stored on the Student Owned Device)
- It is the owner’s responsibility for the repair of any malfunctioning / damaged devices. Spotswood College will not and does not supply technical services for student owned devices.
- Personal technology is fully charged prior to bringing it to school and runs off its own battery while at school. Charging your device will be available on a limited basis only and is at the discretion of the classroom teacher.
- Any student who wishes to bring a device into school will need to attend at the school library, with their completed forms during lunchtime to get their device set up.
- Student support will be available in the school library at lunchtimes to assist with wireless network connection.

Please review and sign the BYOD agreement between the school, parents and students. No student will be permitted to use personal technology devices unless an agreement is signed and returned.

Students and parents participating in BYOD must adhere to the Spotswood College Student Code of conduct, as well as all Board policies, particularly Internet Acceptable User Policy and Internet Safety Policy. Copies are available on the school website ([www.spotswoodcollege.school.nz](http://www.spotswoodcollege.school.nz)).



## SPOTSWOOD COLLEGE - BRING YOUR OWN DEVICE (BYOD)

### STUDENT AGREEMENT

Students must read and sign the BYOD Student Agreement in the company of a parent or caregiver unless otherwise directed by the principal.

I agree that I will abide by the school's BYOD policy and that:

- I will use the department's Wi-Fi network for learning.
- I will use my device during school activities at the direction of the teacher.
- I will not attach any school-owned equipment to my mobile device without the permission of the school.
- I will use my own portal/internet log-in details and will never share them with others.
- I will stay safe by not giving my personal information to strangers.
- I will not hack or bypass any hardware and software security implemented by the department or my school.
- I will not use my own device to knowingly search for, link to, access or send anything that is:
  - offensive
  - pornographic
  - threatening
  - abusive or defamatory
  - considered to be bullying.

(To be read and signed, then returned to school.)

- I will report inappropriate behaviour and inappropriate material to my teacher.
  
- I understand that my activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.
  
- I acknowledge that the school cannot be held responsible for any damage to, or theft of my device.
  
- I understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
  
- I have read the BYOD Student Responsibilities document and agree to comply with the requirements.
  
- I have reviewed the BYOD Device Requirements document and have ensured my device meets the minimum outlined specifications.
  
- I have read and will abide by the Spotswood College BYOD policy and procedures.

Date: \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Student name

(in the presence of): \_\_\_\_\_  
Parent/caregiver name

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent/caregiver signature



(To be read and signed, then returned to school)

**BYOD: Device registration form:**

**Student:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NB: Students are currently allowed one device each.**

If the student is participating in BYOD, please record the device that will be used:

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Student Name (print):

Student Signature:

Parent/Guardian (print):

Parent/Guardian Signature:

*For official use only:*

Student Login						
MAC Address of device 1:						
Serial Number of device						
Connection complete:						