Bring Your Own Device (BYOD)
Acceptable Use Agreement 2015

The purpose of the BYOD Acceptable Use Agreement is to define the standards, procedures, and restrictions for students who are connecting a personally owned device to the Bayview 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 tablet)

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, computer devices that students have acquired for personal use but also wish to use in the school environment.

This document should be read in conjunction with the Bayview College 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 Bayview IT Services:

- Connecting to the school network
- Connecting to the internet at school
- Connecting to school printers (as this becomes available)
- Software issues with school issued applications
- Continued monitoring of usage for network integrity and student cyber safety.

The following are not supported by Bayview IT Services:

- 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

Before devices can connect to our network, the Bayview ICT Department will install Antivirus, Antimalware, Web filter, Mobile Device Management and other agents to ensure that the smooth operation of the school's network.

To comply with Bayview ICT Policy our ICT department will install an antivirus agent on all BYO devices. To avoid any incompatibilities, the agent will remove any antivirus preinstalled on the device. In some cases it may not be possible to reinstall the preinstalled antivirus programs which come with the windows computers bought from the store.

Minimal specifications of devices

To ensure the efficient operation of applications while at school, there is a minimum standard of hardware specifications that need to be met:

Laptop & netbook devices:

- Operating System: Windows 7 or above / Mac OSX 10.6 or above.
- CPU: Dual Core 1.5 GHz or above
- RAM: 2 GB or higher
- WLAN: 802.11g or above
- Web browser: Internet Explorer 10 / Safari 5

Tablet devices:

- Operating system: iOS 5 or above / Android OS 4 or above
- Screen: 7 inches or larger

All devices are expected to be able to perform the following operations:

- Word processing
- Spreadsheets - Basic mathematical calculations
- Access a dictionary and thesaurus
- Access the Internet
- Play multimedia from the Internet and school network

User Responsibilities

- Students will be expected to bring a fully charged device to school each day.
- Students are wholly responsible for the care of the data on their device.
- Students are wholly responsible for the care and security of their device.
- Students must transport their devices in an appropriate protective case at all times.
- Student owned devices must not be left unattended, loaned to other students, or left at school over weekends or term breaks.
- Students' use of devices is at the discretion of the teacher in charge of the class.
- Families are advised to ensure their son/daughter's device is listed on their home and contents insurance. This policy should ensure that the device is covered when the device used outside the home.

Student Declaration

When I use digital technologies I agree to follow Bayview's ICT Acceptable Use policy by:

- Being 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 privacy; never posting personal details online, including images, full names, telephone numbers, address and passwords.
- Respect and protect the privacy of others. Only take photos or record sound or video of others at school when I have formal consent or if it is part of an approved lesson. Never post or forward 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 when I:
  - Personally feel uncomfortable or unsafe online,
  - See others participating in unsafe, inappropriate or hurtful online behaviours,
  - 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 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 Bayview technicians or a 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 Bayview College reserves the right to check the software and data on any device brought into the school grounds.

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I have read and agree to abide by the terms set out in the Bayview 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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