



## Acceptable Use Agreement 2023

The purpose of the BYOD Acceptable Use Agreement is to define the standard procedures and restrictions for students who are connecting a personally owned device to the Bayview College network for school purposes.

Unlike a café or home Wi-Fi network, the Bayview College IT infrastructure is classed as an 'enterprise' network. This means a stricter and more controlled program is necessary with regards to online security. This document is intended to inform users of the requirements a machine must meet to be connected to the school network.

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

Laptops (Mac, Windows)

Tablet computers (iPad, Surface).

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.

The College does not permit students to connect their personal mobile phone to the school network.

## Technical Support

**Students will receive the following technical support from Bayview IT Services:**

- Connection to the school network which includes internet at school.
- Connection to school printers.
- Resolving 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:**

- Connection to home printers, scanners, or other devices.
- Connection to the internet or network at home.
- Software installed by the student or third party.
- Personal email accounts and settings.
- Hardware or Software issues.
- Creating a system backup for the device.



NOTE: Anti-Malware and Anti-Virus software should be installed prior to connecting to the school network, this is the student's responsibility.

Some of the school suggested Anti-Virus/Anti Malware Software

- Trend Micro
- Bitdefender
- Kaspersky

## **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:**

### **Windows:**

- Processor - Multi core Intel processor (with 64-bit support) or AMD Athlon 64 processor
- Operating System - Windows 10 (64-bit) or higher
- RAM -8 GM minimum
- Hard disk – 256 GB SSD Minimum.
- Monitor resolution - 1024 x 768 display (1920 x 1080 recommended)
- To use Touch workspace in Adobe, you must have a touch-screen-enabled tablet/ monitor running Windows 10.
- Supports Wi-Fi 6 (802.11ax)

### **MacOS:**

- Processor- Multicore Intel processor with 64-bit support/ARM-based Apple silicon processor
- Operating system: macOS version 11 (Big Sur) or higher
- RAM -8 GM minimum
- Hard disk - 256GB SSD recommended.
- Monitor resolution- 2560 X 1600 display.

**Strictly NO Chromebooks/Linux – School will not support these OS devices.**

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 always transport their devices in an appropriate protective case.
- Student owned devices must not be left unattended, loaned to other students, or left at school over weekends or term breaks.
- Student 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.

## **To connect a suitable device to the Bayview College network, the following steps should be followed:**

1. Complete and sign the following
2. Schedule a time with IT support staff to setup the machine
3. Bring the machine, your charger and signed agreement form to the setup meeting.

Should you wish to discuss any of the above information in person we would be happy to discuss this with you.

## **When using digital technologies students agree to follow Bayview's ICT Acceptable Use policy by:**

- Being a safe, responsible, and ethical user always.
- Respecting and communicating 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).
- Protecting privacy; never posting personal details online, including images, full names, telephone numbers, address, and passwords.
- Respecting and protecting the privacy of others. Only taking photos or recording sound or video of others at school when formal consent is given or if it is part of an approved lesson. 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.



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- Talking to a teacher when students: Personally feel uncomfortable or unsafe online,
- Seeing others participating in unsafe, inappropriate, or hurtful online behaviours,
- If knowing of a student who has been targeted with this sort of behaviour.
  
- Carefully considering the content that is uploaded or posted online knowing that this content is often viewed as a personal reflection of who they are.
- Investigating the terms and conditions (e.g., age restrictions, parental consent requirements) of joining an online forum or posting comments online.
- Handling ICT devices with care and respecting the property of others.
- Abiding by copyright and intellectual property regulations, and if necessary, requesting permission to use images, text, audio, and video and cite references.
- Not interfering with network systems or attempting to bypass security systems.
- Not revealing individual passwords to anyone except the Bayview technicians or a teacher.
- Not interfering with the data of another user or attempting to log into the network with a username or password of another student or other user.
- Not using or downloading unauthorised programs, including games, VPN, Torrent's peer-to-peer software in school laptop.
- Not taking any other action that may interrupt user access to the college's network or devices.
- Understanding that Bayview College reserves the right to check the software and data on any device brought into the school grounds.

I have read and agree to abide by the terms set out in the Bayview College BYOD Acceptable Use Agreement.

**Student Name:**

**Student Signature:**

**Parent/Guardian Name:**

**Parent/Guardian Signature:**

**Date:**





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