

MARONITE COLLEGE OF THE HOLY FAMILY



Maronite College of the Holy Family policies have a commitment to Maronite Catholic ethos and values and should be read in conjunction with other policies and procedures and with relevant legislation.

STUDENT BYOD POLICY

This policy supersedes all previous policies relating to matters contained herein.

STUDENT BYOD POLICY

1 PURPOSE

MCHF employs a BYOD Program from Y3-Y12. The objective of the BYOD Policy is to:

- 1.1 facilitate and promote the bringing of a computing device to College by students.
- 1.2 provide a safe environment in which students can achieve the objective above (1.1).
- 1.3 ensure a minimum standard of device compatibility.
- 1.4 enable students to use technology to further their learning, independently and in structured lessons.
- 1.5 provide a basis on which MCHF teachers can continue to tailor lesson delivery so that students can use their devices in class toward specific learning outcomes.

Students must read this agreement in the company of their parent/guardians unless excused by the Principal. This policy is to be signed and returned to the College for students to be permitted to bring their own devices to the College. By signing this agreement, students agree to the guidelines outlined below.

2 BYOD POLICY AGREEMENT

I will bring my ICT Device to the College fully charged each day. I will protect my device to the best of my ability including using any protective covers provided. I will protect my College bag against damage when it contains my ICT device. I will not use my device when travelling to or waiting outside classrooms.

- 2.1 I will ensure that my home screens or desktop contains only College approved apps and links, with appropriate wallpaper and language. I will use a passcode or password to protect against unauthorised use by others.
- 2.2 I will only open my ICT Device and use applications and websites when directly instructed to do so by my teacher. I will not use personal content during class time unless directly linked to my learning and with prior knowledge of the classroom teacher.
- 2.3 All apps/programs in my multitasking bar or taskbar will be closed at the beginning of each lesson unless they are directly related to my studies.
- 2.4 When not using my ICT Device in class, the lid or smart cover will remain closed at all times – opening of the lid or smart cover will only occur after teacher instructions to do so. When the teacher instructs the lid or smart cover to be closed, I will do so immediately.
- 2.5 During class time, I will not use my ICT Device for playing games. All devices will remain on mute unless the teacher requests otherwise.

- 2.6 I will only take and use photographs, recordings and videos of other students or staff with their prior permission and knowledge and only in relation to College work. I will not use or distribute any such images for any other purpose, be it by soft or hard copy.
- 2.7 I will ensure that all personal content is appropriate at all times and I will leave sufficient memory for College related content. Any use of technology to obtain unauthorised access to other devices or cause disruption on the computer network is strictly not permitted.
- 2.8 When on College grounds, I will only access the internet through the College WiFi system. I will not tether my iPad or Notebook to another device while at College. I am aware in relation to the use of my device, the Internet and e-mail, Section 474.17 of the Criminal Code Act states that a person is guilty of an offence if they knowingly or recklessly:
Use a telecommunications device supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, menacing, harassing or offensive.
- 2.9 I will ensure that I am fully aware of, fully understanding of and compliant with these Protocol and with the Students ICT Acceptable Usage Policy.
- 2.10 If I am not responsible in my use of my BYOD and breach the above, then understand that appropriate disciplinary actions may be taken, which may include the confiscation of my BYOD Access.

The College will not accept responsibility for the loss or breakage of a student's personal device.

3 BYOD PROGRAM DEVICE SPECIFICATIONS

3.1 Form Factor:

- Laptop (A laptop must have a physical keyboard attached with a touch pad).
- The College doesn't recommend Alienware or Gaming PC allowed due to the fact of being very heavy and much shorter battery life.
- iPads, Chromebooks and Android tablets are not permitted to be used at College.

3.2 Operating System:

- Windows 10 (Home version or Profession version) or
- Mac OS (Secondary students only)

3.3 Storage and RAM:

- Minimum: 128GB SSD storage and 4GB RAM
- Recommended: 256GB SSD storage, and 8GB RAM

3.4 Wireless Connectivity:

- To be able to join the College Wi-Fi, BYOD devices should have the capabilities of Wi-Fi 802.11n Ghz.
- Students' devices are only permitted to connect to the College Wi-Fi network while at the College.
- Personal Hotspot and/or LTE devices are not permitted at the College.

3.5 Battery Life:

- A minimum of 8hr battery life to last the College day

- Students must ensure they bring their device to College fully charged for the entire College day. Students are not permitted to charge devices at College.

3.6 Ergonomics:

- Reasonable sized screen, preferably between 10 and 15 inch
- Casing: Tough and sturdy to avoid breakage
- Weight: Lightweight for ease of carrying

3.7 Hardware features:

- Camera – Microphone – USB A port – Physical keyboard – Headphones

3.8 Optional Accessories:

- Carry case: supply a carry case or skin to protect the device.
- Insurance and warranty: Be aware of the terms of insurance policies/warranties for the device. The College will not accept responsibility for loss or breakage.
- Back-up storage (Secondary students only): Consider a portable hard drive as an appropriate source of back-up storage for essential documents. Files stored on OneDrive are backed-up by the College.

4 STUDENT BYOD DECLARATIONS


Student Name:		Year Level:	
Signature:		Date:	/ /

Parent/Guardian Name:			
Signature:		Date:	/ /

LEGISLATION and STANDARDS

Relevant legislation and standards include but are not limited to:

- Children & Young Persons (Care and Protection) Act 1998
- Child Protection Standards 2022
- Crimes Act 1900
- Privacy and Personal Information Protection Act 1998 (NSW)
- Education Act 1990 No 8, Current version for 11 December 2020 to date
- Government Information (Public Access) Act 2009
- NSW Information Commissioner GIPA Amendments 2018
- Classification (Publications, Films and Computer Games) Act 1995
- Commonwealth Classification (Publication, Films and Computer Games) Act 1995, as amended 2007
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Freedom of Information Act 1982
- Occupational Health and Safety Act 2004
- Sex Discrimination Act 1984
- Spam Act 2003

POLICY DATES			
Implemented	April 2021	Reviewed	4/11/2022
Next Review Due	April 2026		
POLICY AUTHORISATION			
PRINCIPAL Sr Margaret Ghosn	SIGNATURE 	DATE 4/11/2022	
POLICY DETAILS			
Policy Number: 0028C Policy Version: 0001, 0002 Tracked Changes: The BYOD Policy and the Student Acceptable Usage Policy has been combined into one Policy now called "Student BYOD and User Agreement Policy". The Legislation & Regulations section in this policy has included additional Act and Standards. <ol style="list-style-type: none">1. Children & Young Persons (Care and Protect) Act 19982. Child Protection Standards 20223. Crime Act 1990			