



**St Clare's College**  
**BRING YOUR OWN DESIGNATED DEVICE (BYODD)**  
**HANDBOOK AND USER AGREEMENT**

**BRING YOUR OWN DESIGNATED DEVICE**  
**(BYODD)**  
**HANDBOOK AND USER AGREEMENT**  
**2018**

**Parent and Student Copy**



# St Clare's College

## BRING YOUR OWN DESIGNATED DEVICE (BYODD) HANDBOOK AND USER AGREEMENT

### FOREWORD:

#### Principal Message

Dear Parents and Carers,

We live in exciting times where technology has increasingly become an important tool in our daily lives and in education. As Information and Communication Technologies become more deeply integrated into life, work and learning, St Clare's College Waverley continues to seek to provide learning opportunities which reflect this reality and which give every advantage to our students to learn and grow into their present and future digital world.

Laptops, used in integrated and meaningful ways, can be powerful tools for enhancing learning. By providing students with one to one access we endeavour to achieve high engagement and deep learning. We aim to create a learning environment that is supported by continuously evolving, creative and collaborative processes. These are focused on enhancing student achievement through engagement and individualised learning opportunities. We hope to develop in our students skills which will assist them in the future, these include:

- **Questioning Skills**
- **Communication and Collaboration Skills**
- **Creative Thinking Skills**
- **Reflective Skills**
- **Critical Thinking and Problem Solving Skills**
- **Multimodal Literacy Skills**

Since 2013 the College has participated in a 1:1 laptop hire program. The 1:1 laptop program was originally funded under the Commonwealth Government's Secondary School Computer Fund as part of the 2009 Digital Education Revolution. That funding ceased at the end of 2013 and Sydney Catholic Schools announced that its funding for the 1:1 laptop hire program ended in 2016. As a result, St Clare's College has implemented a Bring Your Own Designated Device Policy (BYODD) from the beginning of 2016. **BYODD will apply to all new students joining the College.**

The following devices have been designated for use at the College:

- **Apple MacBook**
- **Apple MacBook Air**
- **Apple MacBook Pro**

We are grateful for your support and wish your daughter all the best for her future education. If you have any questions about this program, please contact the College.

Yours sincerely,

Antoinette McGahan  
Principal



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### Rationale: BYODD

#### What is a BYODD program?

"Bring your own device (BYOD) refers to technology models where students bring a personally owned device to school for the purpose of learning. A personally owned device is any technology device brought into the school and owned by a student (or the student's family), staff or guests" (Alberta Education, 2012). Put simply, BYOD is a solution where students quite literally bring their own device to school in order to access the internet and/or school network by Wi-Fi, be it a smartphone, tablet, laptop or other device. (NSW DEC BYOD Review 2013)

Derived from this is a BYODD model where the device, or limited choices of device, used by the student is designated by the College.

#### Why BYODD?

At St Clare's College, our vision for learning fosters a love of deep learning, encourages students to think critically and creatively and provides a foundation for authentic learning. All students will have the opportunity to engage in learning that incorporates real-life experiences, technology, and tools that are already familiar to them. Learning is enriched through interactions with community members. The effective use of technology can support this vision for learning and can thereby bring authentic learning into the classroom.

*(Horizon Report, 2015, p.5)*

A BYOD/BYODD program aims to better provide for the learning needs of each student. This program offers a truly personalised learning experience, where the student assumes responsibility for their own learning, becomes a knowledge creator and manager, and an active and informed citizen.



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### PROGRAM:

### BYODD - Bring your own Designated Device

This program is for students at the College. The designated device for this program is as follows:

- Apple MacBook
- Apple MacBook Air
- Apple MacBook Pro

The device you choose must also comply the the specification list below. Please take into account your subject selections and future university aspirations (Year 11 & 12) when selecting a device.

### SPECIFICATIONS FOR BYODD

<p><b>Wireless Connectivity</b> Wireless connectivity is essential for any BYOD device. The chosen device must support the following standards:</p> <ul style="list-style-type: none"> <li>→ The device must support 5GHz wireless networks.</li> <li>→ The device must support the 802.11a/b/g/n optionally 802.11ac wireless protocol.</li> </ul>	<p><b>Operating System</b> The chosen device must be running either the current version or the previous version of the following operating systems:</p> <ul style="list-style-type: none"> <li>→ Apple Mac OS X 10.12. or later</li> </ul>
<p><b>Battery Life</b> <b>Minimum 6 hours</b></p> <p>Chosen devices need to maintain a consistent charge for the entire school day.</p>	<p><b>Storage Requirements</b> Minimum RAM requirements</p> <ul style="list-style-type: none"> <li>→ 4 GB</li> </ul> <p>Minimum Hard disk Requirements</p> <ul style="list-style-type: none"> <li>→ 128GB</li> </ul>
<p><b>Hardware Features Required</b></p> <ul style="list-style-type: none"> <li>→ Camera/Microphone</li> <li>→ Keyboard</li> </ul>	<p><b>Screen Size</b></p> <p>Recommended size 11"-15" displays</p>
<p><b>Important Considerations</b></p> <ul style="list-style-type: none"> <li>→ <b>Cost:</b> Base your decision on the learning needs of your child particularly for Senior Students.</li> <li>→ <b>Casing:</b> An important accessory. The case should provide a barrier to potential breakages. <b>Insurance:</b> Devices can become lost or broken when transported. Ensure your contents insurance policy covers these circumstances.</li> <li>→ <b>Warranty:</b> It is strongly recommended that the device include an on-site warranty for the useful life of the computer.</li> </ul>	



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### STUDENT CENET USER ACCOUNTS

A student CENet user account is required for students and staff to connect to the College/CEO Internet. The College does not control or administer these accounts. Any forgotten passwords, expired passwords and forgotten security questions are controlled via the Sydney Catholic Schools (SCS) ICT Helpdesk.

If you are a student from a school outside of the Sydney Catholic School system:

- You will be issued with a new CENet account. Students in Year 7 will take part in a boot camp at the beginning of Term 1 in order to learn about connecting to the College internet.
- New students in Years 8 - 12 need to attend the College Library in order to receive their accounts.
- These new accounts will be available at the start of Term 1 depending on SCS demand.
- Students enrolling late at the College may experience a short delay in receiving their accounts.

If you are a student from an SCS school:

- You will already be issued with a CENet Account.
- It is important that you do both of the following -
  1. Ensure you reset your security questions.
  2. Reset your password.

### BAG SPECIFICATIONS

A bag or case is a very important item to protect the device while in a school bag and while carrying the it around the College. It is recommended that the bag should have a shoulder strap or handle and be sturdy enough to protect the screen of the device.

### INSURANCE:

The device should have an appropriate level of insurance cover. This is the responsibility of individual families.

### WARRANTY INFORMATION

It is **STRONGLY RECOMMENDED** that you purchase the **3 YEAR AppleCare Education Protection Plan** which offers a 'next business day response'. This can only be purchased through **Apple Education resellers**. Both the AppleCare Education and standard AppleCare plans offer onsite repair at a location of your choosing, giving you the option of a repairer coming to the College to fix your device.

*NOTE: It is critical that you understand, the school is simply providing a workspace for the computer to be repaired. The school is not involved in any part of the repair process.*



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### The process to follow is:

- The owner of the device collects a St Clare's BYODD Repair form from Library staff.
- The owner of the device calls the manufacturer, carries out the troubleshooting as required and informs the technician that the device will be at the school for repair **between school hours of 8:45am - 3pm.**
- The student brings the **computer** to school and gives it with the St Clare's BYODD Repair form to the College Library Staff first thing in the morning. **The College Library Staff will not accept a machine without the completed form.**
- The College provides a workspace for the technician.
- College Library Staff will return the device to the student after the technician has repaired it.
- A loan device will be issued to the student (subject to availability) while their device is being repaired, this will be loaned for a maximum of two weeks.
- iPads are also available for loan on a daily basis for students whose device may be experiencing technical difficulties.

### What is The College Technical Support Staff forbidden to do?

- The College Technical Support Staff cannot recommend a location to purchase a device.
- The College Technical Support Staff cannot recommend a place to repair any out of warranty damage.
- The College Technical Support Staff may not undertake **any** repairs to a BYODD device.
- The College Technical Support Staff may not have **any** discussions with the technician who repairs your computer.



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### **BYODD USAGE GUIDELINES:**

Students will cooperate with a direction from the school in providing access to the BYODD.

#### **Care for self:**

I agree to bring my device fully charged to school everyday, unless specified by the College.

I agree to only use the College's Wireless Network and all associated infrastructure for educational purposes.

I agree to only to access the internet through the St Clare's College Network.

I agree to report any inappropriate behaviour and material to my teacher.

I agree to keep my personal information safe and not share these with other students and strangers.

I agree that I will use my device only under the direction of the teacher.

#### **Care for others**

I agree that I will not take images or video of other students without their permission. I will not post images or video of other students on any social media site. Images or videos recorded without the supervision of the teacher at the College must not be transmitted or posted anywhere on the Internet without written permission from the College Assistant Principal to do so.

I agree that I will not deliberately damage or misuse another student's device. I will work collaboratively with them and treat the student and their device with respect.

I agree that I will not access, create, store or transmit any material that may be seen as offensive, indecent, obscene, intimidating; or that harasses, insults or attacks others.

I agree to follow copyright laws and understand that I must cite any work gathered from the Internet that is not of my own creation.



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### Care for device:

I agree to maintain my device with up to date anti-virus, anti-malware software and complete operating system updates as they become available..

I agree that it is my responsibility to keep my device in my possession, keeping it secured at all times. I understand that College staff is not responsible for the security of my device.

I agree that the College is not responsible for the replacement or costs of damaged, stolen or lost devices. All BYODD devices should be stored and transported in a proper case and have a protective screen cover to minimize damage.

In the event that my laptop is damaged, I agree to have my laptop repaired in a suitable time that will not impact on my learning. I will take responsibility for loaning out a replacement laptop from the library and I will return this laptop to the library within two weeks.

I agree to have the serial number of the device recorded by the school for the purpose of device identification.

I agree to back up my device to a separate storage device on a regular basis.

### Parent/Carer Responsibilities:

In the event that my child's laptop is damaged, I will have this laptop repaired in a suitable time that will not impact on my child's learning. I understand that my child will be issued with a temporary device (subject to availability), which will be loaned out for a **two week period only**.

- I understand that the College ICT Support Officer will provide support to:
  - Connect to the device to the school wireless.
  - Connect to the Internet.
  - Connect to CloudShare (Google Mail, Drive etc).
  - Connect to Sentral.





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### STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT 2018

This Student Acceptable Use of Technology Agreement incorporates the use of all digital devices (e.g. laptops, mobile phones, tablets, e-readers etc.) and online services provided by Sydney Catholic Schools (SCS). This Agreement also includes cyber safety expectations and is to be read in conjunction with the SCS Anti-Bullying Policy.

The Student Acceptable Use of Technology Agreement **MUST** be signed by all students or parents of students under the age of 10 enrolled at a Sydney Catholic school. Schools are to issue the Student Acceptable Use of Technology Agreement without alteration, modification or change.

#### 1.0 POLICY STATEMENT

1.1. Allowing students to use digital devices and providing internet services in Sydney Catholic schools is done so in order to support their educational and administrative needs. SCS acknowledges that it has a responsibility to provide safe and secure online services. These digital devices and services are educational tools and **must be used in a responsible manner**. This policy recognises that there are constant advances and changes in the use of technology (e.g. software, apps, information sharing, social media platforms, new devices etc.). Therefore, students must seek advice and clarification from the school as soon as possible when engaging with new or unfamiliar technology. Acceptable use is guided by the following principles:

- a) Students must behave in an ethical manner when using digital devices, whether school owned or student provided BYO devices to access resources, communicate and interact with others
- b) Online behaviour should at all times demonstrate a respect for the dignity of each person.
- c) It is never acceptable to use school or personal digital devices to harass, bully or humiliate others.

1.2. This policy informs parents and students of the school's expectations when students are using devices and services provided by SCS at school, at home, or any time they are using them for education purposes. It provides a framework for students when using their personal equipment to communicate to, or about members of the wider school community. Students whose actions contradict this policy will be subject to the school's Pastoral Care Policy and/or the Student Management: Suspension, Transfer and Exclusion Policy. This may include the withdrawal of access to services. Unacceptable material will be supplied to the NSW Police or other relevant agency (e.g. Family & Community Services etc.) by school or SCS personnel.



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- 1.3. The school reserves the right to capture, store and review all online activity and content created or accessed via school provided services. Materials collected will remain the property of the school and SCS. School devices or BYO Devices may be confiscated or accessed where there is a reasonable belief that:
- a) There has been or may be a breach of the school rules or policy
  - b) There may be a threat of harm to a student or others
- 1.4. Students will be required to cooperate with a direction from the school in providing access to the BYO devices. In an incident where this is required, parents of the students involved would be notified.
- 1.5. Interaction with school staff on social media sites is only to occur in the context of a formal learning exercise for which parents have previously given permission.

## 2.0 STUDENTS USING SCHOOL OWNED TECHNOLOGY

Students who use school owned devices have the following responsibilities:

- 2.1. To care for the laptop / device to the best of their ability.
- 2.2. To keep the laptop / device secure and protect it from any malicious damage.
- 2.3. Return the laptop/device (and any inclusions such as power cords and carry case) in good order.
- 2.4. To follow all instructions and procedures set up by the school for the use of laptops/devices.
- 2.5. To only use the Internet within the school Internet filtering system provided.
- 2.6. To inform the teacher if the laptop / device needs charging.
- 2.7. Log off at the end of each session to ensure that nobody else can use their account.
- 2.8. Save all work produced and upload to their CloudShare Google Drive and not the device storage.

## 3.0 STUDENTS PARTICIPATING IN A BYOD PROGRAM

Students and families who are participating in a BYOD Program have the following responsibilities:

- 3.1. To care for and keep the device secure at all times



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- 3.2. To acknowledge that the school cannot be held liable for any damage to or theft of BYO devices
- 3.3. To bring the laptop / device to school each day in readiness for use in the classroom – this includes having the battery charged and digital files effectively managed
- 3.4. To only use the Internet within the school proxy and filtering system provided while at school
- 3.5. To have all school requested apps installed on the device
- 3.6. To ensure any BYO device is in good working order including running the current or immediately previous operating system for the device
- 3.7. To install the latest antivirus and anti-malware software to the device if appropriate
- 3.8. To not have any “hacking” software installed on the devices
- 3.9. To have purchased a BYO device that meets the published device specification requirements
- 3.10. To not attach any BYO device to school owned equipment without permission of the school
- 3.11. To be aware that schools have the explicit permission to monitor and audit BYO devices brought to school by students
- 3.12. To be aware that BYO devices may have their serial number and Media Access Control (MAC) address recorded by the school for purposes of device identification.

### 4.0 DIGITAL CITIZENSHIP RESPONSIBILITIES

The Students Acceptable Use of Technology Agreement addresses the particular use of mobile technologies that has come to be referred to as ‘Cyberbullying’ (see 4.3 below). The school will investigate and take action where this kind of bullying occurs in school and outside of school when it causes significant harm to the relationships between students and or teachers, is criminal in nature or has the capacity to impact on relationships across the wider school community.

- 4.1. **When using school or BYO devices to access school provided email and internet services students will:**
  - a) Ensure that they access the internet only within the school proxy and filtering system provided.
  - b) Ensure that communication through internet and email services is related to learning.
  - c) Keep passwords confidential, current and private.



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- d) Log-off at the end of each session to ensure that nobody else can use their account.
- e) Promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- f) Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- g) Keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others private.
- h) Use appropriate privacy controls for all internet and app based activities, i.e. location settings.
- i) Ensure that school supplied services are not used for unauthorised commercial activities unauthorised political lobbying, online gambling or any other unlawful purpose.

#### 4.2. When using the school supplied services or BYO devices at school students will not, and will not attempt to:

- a) Disable settings for virus protection, spam and internet filtering that have been applied by the school, and not attempt to evade them through use of proxy sites.
- b) Disable system provided apps e.g. Hapara Remote Control Extension.
- c) Allow others to use their personal accounts.
- d) Deliberately use the digital identity of another person to send messages to others or for any other purposes.
- e) Enter 'chat' or 'social networking' internet sites without the permission of a teacher.
- f) Intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member.
- g) Search for or access inappropriate images, sexually explicit websites or material reasonably considered objectionable, defamatory or offensive.
- h) Damage or disable computers, computer systems or networks or distribute damaging files or viruses.
- i) Disclose or upload personal information about another person (including name, address, photos, phone numbers).
- j) Take photos or video of other students, teachers or any other member of the school



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community without their express consent.

**k)** Publish copyright material without proper permission or creative common attributions.

4.3. When using ICT to communicate or publish digital content students will never include;

**a)** Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.

**b)** Threatening, bullying or harassing material or make unreasonable demands.

**c)** Sexually explicit or sexually suggestive material or correspondence, as per division 15A of the Crimes Act 1900 (NSW).

**d)** False or defamatory information about a person or organisation.

**e)** The school name, crest or any other identifying material without the written permission of the Principal.



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### STUDENT ACCEPTABLE USE of TECHNOLOGY AGREEMENT FORM 2018

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_

#### PARENT AGREEMENT

I/we have discussed this policy with my/our child and we agree to uphold the expectations of the school in relation to the use of digital devices and services both at school and, where relevant, outside of school. We understand that a breach of this policy will incur consequences according to the school's Pastoral Care Policy.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/s or Caregiver/s)

#### STUDENT AGREEMENT

I have read and discussed this policy with my parent/caregiver and I agree to be a responsible digital citizen and always uphold these rules both within and outside of school.

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Student - not required for children under 10 years of age. Parent signs on behalf of the student).



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### PARENT PERMISSION TO PARTICIPATE IN E-LEARNING ACROSS ALL CURRICULUM AREAS INCLUDING THE ICT GENERAL CAPABILITIES IN THE SYLLABUS:

Teachers may incorporate the use of online web content creation tools and sites including the CloudShare (Google Apps) Virtual Learning Environment during the course of supervised learning activity. Access to CloudShare is predicated on the provisioning of a Google Email account. Parents are requested to give permission for students to register for these sites by completing the form below. Details of the SCS policy on the use of Web 2.0 sites and learning communities can be found in the *Staff use of Social Media in Sydney Catholic Schools Policy*.

As Parent/s / Caregiver/s, I/we give permission for my child to:

- Use their school Gmail account for education purposes
- Access the Internet using a username and password
- Publish work created by students, credited by student's first name only
- Communicate and collaborate with others within the school, and organisations outside of the school, with approval from teachers
- Use a variety of websites, including registration and the use of usernames and passwords, for educational purposes including CloudShare (Google Apps for Education).

As Parent/s / Caregiver/s, I/we give permission for SCS and/or the school to:

- Install additional device management controls or software for the purposes of online assessment e.g. NAPLAN

Please indicate your permission by ticking the appropriate boxes above. The preferred option would be for all boxes to be ticked so that students are able to make optimum use of the technology and actively participate in all lessons.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/s or Caregiver/s)

Student's name \_\_\_\_\_ Class \_\_\_\_\_  
(Please print student's name)





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### REGISTRATION OF BYODD DEVICES

Please return this page to your Homeroom Teacher.

#### Student

- I confirm that I have read, understood and agree to abide by the Bring your Own Designated Device User Agreement
- I understand that the device I bring to school must have the device brand and device serial number will be recorded for the purposes of device identification at the College.
- I will ensure I follow the guidelines **care for self**, **care for others** and **care for device** when using the device.
- I understand that in connecting to the College wireless network, I will use the device in accordance with the Student Acceptable Use policy published in the College Diary and in this document.

#### Parent/Carer

- I confirm that I have read, understood and agree to abide by the Bring your Own Device/Designated Device User Agreement
- I understand that the College ICT Support Officer will provide support to
  - Connect to the device to the school wireless;
  - Connect to the internet
  - Connect to CloudShare
  - Connect to Sentral
- I understand that fault diagnosis, warranty claims and hardware and software repairs are not the responsibility of the College.
- In the event of physical damage, I agree to have the device repaired in a timely way. I understand that, in the event of a breakage, an appropriate device will be issued by the College for a period of two weeks. The care of the loan device will be the direct responsibility of the student.

Student's name:	Student's Signature:
Parent/Carer's name:	Parent/Carer's signature:

#### Device Registration

Device Brand: <small>eg. Apple MacBook Air</small>	
Device Serial Number:	
Device MAC Address:	





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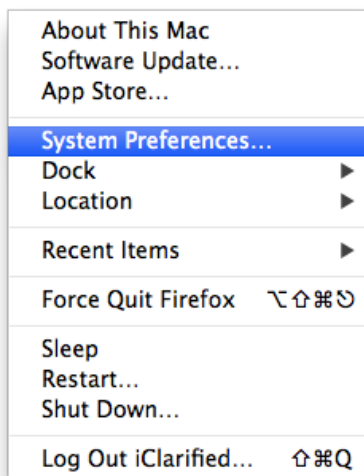
## BRING YOUR OWN DESIGNATED DEVICE (BYODD) HANDBOOK AND USER AGREEMENT

### Finding the MAC Address

#### USING SYSTEM PREFERENCES:

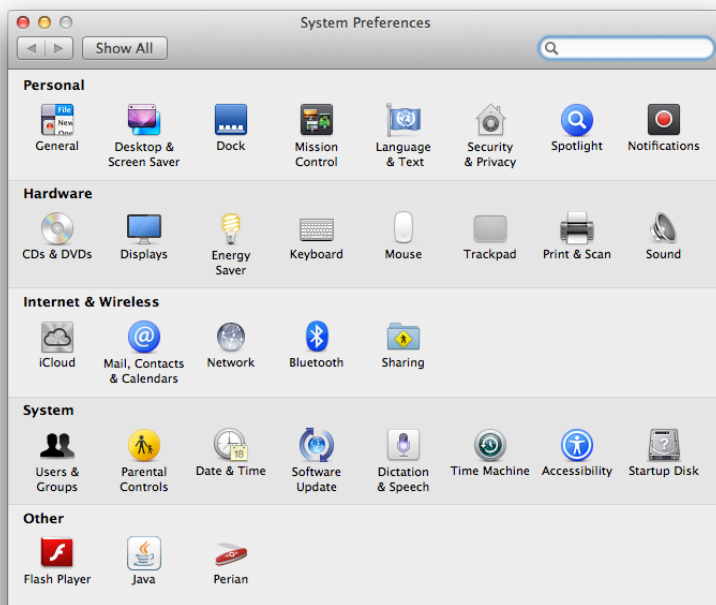
##### Step One

Select *System Preferences* from the Apple menu at the top left of your screen.



##### Step Two

Click *Network* from the System Preferences menu.





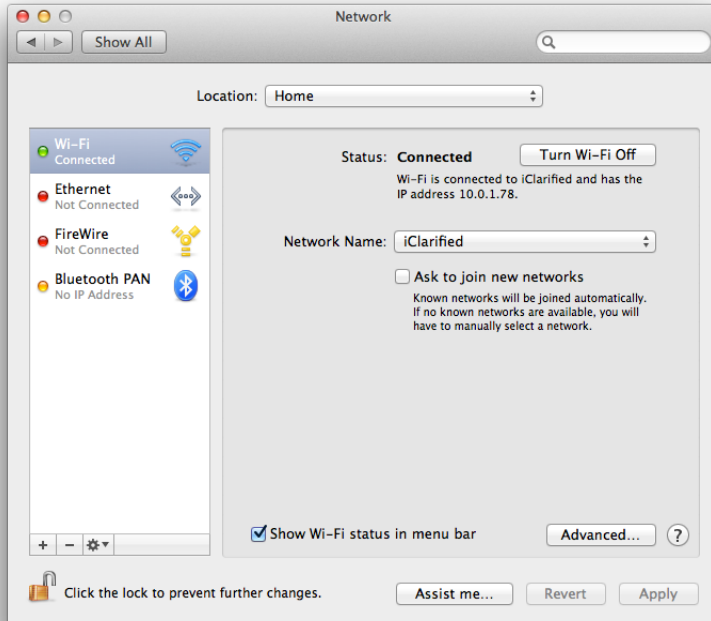
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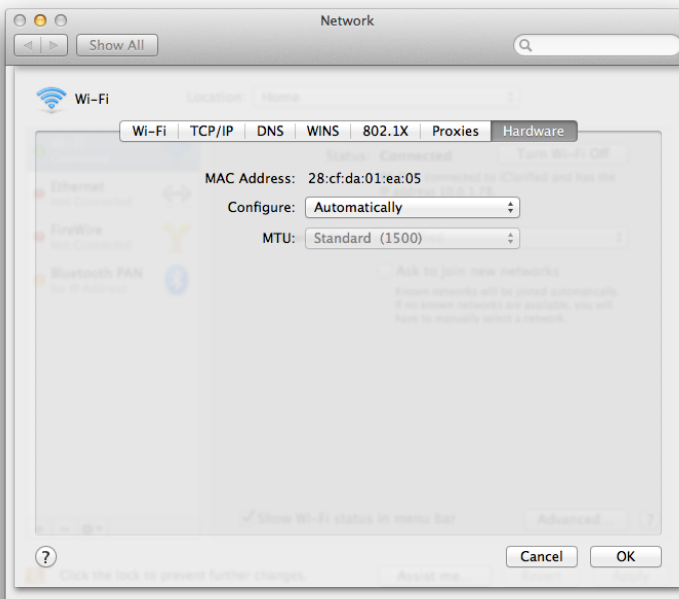
### Step Three

Choose *Wi-Fi* from the list of interfaces on the left and click the *Advanced* button.



### Step Four

Choose the *Hardware* tab under which you will see the MAC address of your wireless card.





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