



Be Safe Be Respectful Be a Learner

# JINDALEE STATE SCHOOL

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## BYOD Acceptable Use Policy

This document defines the **Acceptable Use Policy** for students involved in the Jindalee State School BYOD Program. Its main purpose is to encourage the acceptable and responsible use of the facilities available to the students through the provision of clear usage guidelines. Students authorised to use the school's network also have Internet and Electronic Mail access.

The BYOD program is designed to help students keep up with the demands of the 21st century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for their future studies and career.

### Jindalee State School deems the following to be responsible use and behaviour by a student:

It is expected that students will use digital resources and network infrastructure for:

- viewing educational content
- class work and assignments set by teachers, e.g. researching, note taking, designing, creating, animating, coding, robotics, collaborating, presenting, etc.;
- developing appropriate literacy, communication and information skills, supported with digital accessibility tools;
- authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school;
- communicating or collaborating with other students, teachers, parents or experts in relation to school work;
- researching and learning through the Department's e-learning environment.

### Jindalee State School deems the following to be unacceptable use and behaviour by a student:

It is **unacceptable** for students to:

- use the IT resources in an unlawful manner
- download, distribute or publish offensive messages or pictures;
- cyberbully, insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and internet resources;
- damage any electronic devices, printers or the network equipment;
- commit plagiarism or violate copyright laws (e.g. use of illegally downloaded games and music, and illegal sharing of games and music);
- use unsupervised online chat / communications;
- spam e-mail (junk mail);
- access 4/5G networks on school premises (this feature must be disabled prior to coming to school)
- knowingly download viruses or any other programs capable of breaching the Department's network security.
- handle and use another student's device without teacher authorisation
- **access any social media applications, e.g. Messages, WhatsApp, Facebook**

In addition to this, Jindalee State School states that:

- The school will educate students regarding cyber bullying, safe Internet and email practices, and health and safety regarding the physical use of digital devices. Students have a responsibility to behave in line with these safe practices.
- Students and their parents/carers are responsible for the security, maintenance and integrity of their individual devices and their network accounts. From home, families are required to register their device/s with Jindalee State School (using the Intune Company Portal), **prior** to day 1, using their MIS ID (e.g. astud00).
- Under no circumstances should passwords be disclosed to any other user on the system. If users have any reason to suspect that their account security may have been compromised or tampered with, it must be reported immediately to their teacher.
- Accidental damage to a device is the owner of the device's responsibility. Students and their parents/carers will be held responsible for the wilful and deliberate misuse or inappropriate behaviour resulting in damage to another student's device. In the event of a dispute regarding the cause of damage to a device, the principal will be the arbitrator.
- Information dispatched from the school's network is a reflection on how the global community perceives the school. All students using the school's network are encouraged to show that they are positive ambassadors for our school. No obscene, inflammatory, racist, discriminatory or derogatory language should be used in electronic mail or any other form of network communication.
- Students using the system must not, at any time, attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.
- **Students must not record, photograph or film any students or school personnel without the express permission of the supervising teacher and the individual concerned. Identifying images, audio content and personal information must not leave the school (this information may be saved on the school network only), nor be stored on any non-EQ cloud storage (e.g. iCloud, Google Drive, DropBox).**
- Students must get teacher permission before copying files from another user. Copying files belonging to another user, without express permission, may constitute plagiarism and/or theft.
- Students will not copy software, information, graphics, or other data files that may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
- Most [AI cannot be used by children under the age of 13](#) and is currently not available without teacher supervision and parental consent.
- **All devices require a protective carry case when not in use.** iPads must also have a protective cover at all times (in addition to a carry case).
- All devices must be clearly identified (e.g. engraved by Apple or labelled) with the student's name.
- The device must meet the minimum requirements as set out in the BYOD program requirements found in the relevant [BYOD Parent Handbook](#).
- A unique passcode or passphrase is required to be placed on all BYO devices (different to school accounts).
- The required apps or programs are loaded onto the device prior to the device being used. iPad apps are provided via the Intune's Company Portal app.
- If the BYO device is 4G/5G capable, it must be disabled whilst in the school environment.
- **Before and after school, devices are to remain in school bags until taken into classrooms.**
- Teachers and parents (in presence of the student) may perform checks to monitor that there are no illegal/unsuitable applications (e.g. games) and content, and to check the websites which are visited are appropriate. There will be consequences for inappropriate use including, but not limited to, loss of privilege of using the device for a period of time.
- Students are to provide access to the devices for the purpose of connecting, monitoring and mirroring of student work in class (e.g. using Apple Classroom) to ensure appropriate use.

*J Munker*

Vanessa Munker | Principal

## Student BYOD Participation Agreement

The following is to be READ and COMPLETED by both the STUDENT and the PARENT / Carer:

- We have read, understood and accept the BYOD Acceptable Use Policy (above) and the **Student Code of Conduct** (can be found at: <https://jindaleess.eq.edu.au/support-and-resources/behaviour-management>)
- We agree to abide by the above rules.
- We are aware that any breaches of the Student Code of Conduct may result in my child's immediate removal from the system for a specified period as per the school's Student Responsible Behaviour Plan and in relation to the severity of the offence.

### General Use

1. I understand that I need to bring my personal device to school each day, unless otherwise instructed by my teacher.
- 2. I will ensure my device is fully charged at the beginning of each school day.**
3. I will leave the device charger at home, unless directed by the eLearning team to bring it to school under special circumstances.
4. I will hold the device with two hands when carrying it and will walk with it at all times.
5. I will ensure my device is kept in my school bag, in its carry case, on my trip to and from school.
6. I will keep food and drinks away from the device at all times.
7. I will immediately report any accidents or breakages to my parent/carer and my teachers.
8. If damage is caused by deliberate or careless actions of a student (owner or others), the costs of repair will be passed on to those involved and necessary behaviour consequences may apply. The decision around the responsibility for repair costs is at the discretion of the principal.
- 9. I will not use my device before or after school, nor at break times unless I have teacher supervision.**
10. At times, I may be asked to work with other students for the purposes of collaboration, however **other students may not use my device.**
11. I will not allow other students to be in possession of my device.

### Content

1. Whilst at school, I will only use my device to support my school learning program.
2. I permit my teachers and parents, in my presence, to perform checks to monitor that I have not installed illegal/unsuitable software applications and content, and to check the websites which I visit.
3. I understand there will be consequences for inappropriate use including, but not limited to, loss of privilege of using the device for a period of time.
4. I am responsible to ensure my device is backed up.
5. I understand that if any inappropriate content appears on my device, I am to immediately close the cover or screen of the device and take it to my teacher or parent/carer.

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### Safety and Security

1. Whilst at school, I will only connect my device to Education Queensland's Managed Internet Service (EQNET) only. I am not permitted to access 4G/5G Internet at school.
2. Whilst at school, I will only go to websites that support my learning activities.
3. Whilst at school, I will only use AirDrop (for iPads) if directed by my teacher.
4. I will be cyber safe and *THINK SMART with* ❤️ when using the Internet.
5. I will demonstrate etiquette when using my device and other equipment with regard to other people.
6. **I will only take photos, record sound or video of staff and students, when granted permission by my teacher and the individual concerned.**
7. **I will not store images, video or sound created at school on iCloud services.**
8. The school's name, crest or uniform will not be used in any way which would result in a negative impact for the school and its community. I will not post photos, audio or video of such.
9. I will use my device lawfully and in accordance with the ***Student Code of Conduct for Jindalee State School.***
10. For security reasons and to protect my digital identity, I am not to share account names and passwords with anyone unless requested by Jindalee State School eLearning team when servicing my device.
11. I am responsible for security and use of my device while at Jindalee State School.
12. **I will not use any messaging apps, or websites while at school.**

I (the student) understand that if the above conditions are not followed, I will **not be granted permission to use my device** or other digital devices at Jindalee State School for a period of time determined by my class teacher. I understand that if I regularly breach the Student BYOD Participation Agreement, the authorisation to use my device at school would be removed for a longer period of time.

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

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent/Carer: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_ Date \_\_\_\_\_

***Please complete and return this page of the Student BYOD Participation Agreement to the classroom teacher.***



Vanessa Munker  
Principal