1. Rationale

Information and Learning Technology (ILT) provides schools with the opportunity to promote educational excellence by facilitating communication, innovation and sharing of resources. There is an expectation that all students will use technology for educational purposes and in line with the ICT Appropriate Use Policy for Students and Student Code of Conduct. Using a variety of technologies and associated resources is a privilege, not a right, and inappropriate use may result in temporary or permanent cancellation of this privilege.

2. Terms and Conditions

2.1 Servite College Students are supplied with a loan device to use during their time at the College from Year 7 to 12. Year 10 - 12 students may choose to bring in a supplementary personal designated device if they feel a different device suits their needs.

The term 'Personal Designated Device' refers to any personally owned mobile electronic device with the capability to connect to the College's 5Ghz Wi-Fi network. Such devices must meet the following minimum requirements to connect to our network:

- Support 5GHz Wireless environment
- Run Windows 10 (Build 1903 or higher) or MacOS (10.14 or higher)
- Running Microsoft Office OneDrive and OneNote logged in using Servite Student credentials

The College will regularly review existing policies and processes when necessary.

2.2 Student Responsibility:

- Students are solely responsible for the care and maintenance of their personal designated devices. This includes but is not limited to:
  - Managing battery life and regular charging of their device as no charging is to be performed at the college;
  - Labelling your device for identification purposes;
  - Purchasing and using a device protective casing;
  - Ensuring the device is safe and secure during travel to and from school and throughout the school day;
  - Taking insurance coverage for your own device to protect any accidental damage, theft or loss while at the College. These devices are not covered by the College's insurance and any damage is at the student/parent’s cost if no personal insurance coverage is held.

- Students are solely responsible for repair and maintenance of their own device. It is not the school's responsibility.

- To not access any other networks or the internet via non-school provided services (e.g. the use of VPN’s) without school authorization while at the College;

- To not transmit or deliberately access and/or receive material that may be considered inappropriate, which includes; threatening, sexually explicit, or harassing materials, offensive or discriminatory materials, or material that may be harmful either physically or emotionally, which includes bullying or harassment of fellow students or others outside the school, or any material the College deems as inappropriate.
• To not divulge your personal device password, identifying code or other confidential information or violating the security of College systems in any way.
• To not interfere with or disrupt network users, services or equipment. Disruptions include but are not limited to; unsolicited advertising, intentional propagation of viruses in any form and making or attempting to make unauthorised entry into another user’s account (i.e. ‘hacking’).
• To not plagiarise and/or breach copyright laws, including software, music and re-engineering of software.
• To not defame a person or organisation through ICT resources or through social media infringement of copyright laws. (i.e. reproduction or adaptation of copyrighted material by downloading and further disseminating the material) or any activity that breaches State or Commonwealth legislation.

Students who feel they or another person has breached these policies and procedures should report incidences as per the following:
  o Students should use Servite Concern to report infringements and/or see their Head of Community, Homeroom Teacher or a Servite teacher.
  o Students are also strongly encouraged to speak with their parents / guardians about any concerns.
  o Students are encouraged to use the Australian Federal Police Guidelines for Social Media Reputation Management to help protect their online safety.

3. Device Management

• The College employ digital tools to assist with the monitoring of all devices connected to the College network. As such, it is a condition that any personal device connected to the College network has the appropriate monitoring tool/s installed and operating.

• Personal Designated Devices, once connected to the network after the completion of this agreement, should only be used in classes where teachers have expressly permitted their use.

• Students;
  i. are required to inform the teacher or others when using the camera and audio recording functions and are reminded that they must not publish photographs to any online network.
  ii. are required to actively check portals and email for communications from the College.
  iii. may not loan their device to another student or leave it in such a place that it is likely to be easily stolen.
  iv. The College only provides 5Ghz Wi-Fi.
  v. No charging facilities are available while at school for personal devices. Do not bring any chargers to school.
  vi. Where there is reason to suspect that a student has materials on their personal designated device that contravene the Child Safe Framework or Servite Student ICT Acceptable Use Policy, the College has the right to check the device and subsequently follow up with parents/guardians or report the matter to the authorities.
BYO PERSONAL DESIGNATED DEVICE AGREEMENT

Students and parents are encouraged to read and discuss the issues covered in this agreement and understand the requirements and consequences of students not adhering to the contents.

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

1. We have read and understood the Year 10-12 BYO Personal Designated Device Agreement.
2. We agree to abide by the Terms and Conditions of this agreement for my device.
3. We are aware that any breaches of the BYO Personal Designated Device Agreement may result in my child’s immediate removal from the system for a specified period as per the College’s Positive Behaviour Expectations and in relation to the severity the offence may result in the matter being reported to the Police.
4. I will not bring or use any device charger at the College.
5. We agree to allowing the College to hold any personal designated device for student safety issues.
6. We acknowledge that the College is not liable for any loss or damage for my personal designated device and that my device is not covered by the College’s insurance.

| Student Name: |  |
| Homeroom: |  |
| Student’s Signature: |  |
| Date: |  |

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<thead>
<tr>
<th>Staff Use Only</th>
<th>Personal Designated Device Checklist</th>
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