



Upper Hutt College

ACCEPTABLE USE AGREEMENT INFORMATION FOR BRING YOUR OWN DEVICE (BYOD) 2020

GENERAL INFORMATION:

In 2020, Upper Hutt College students are invited to Bring Your Own Device (BYOD). This means that any student-owned internet-capable device that meets the school's requirements can be used to access the internet through the school wireless network.

Throughout the year, teachers will be using BYOD in their lessons and lesson planning to give students access to a wide range of new and exciting learning possibilities to help raise student achievement. Enabling students to access the wireless network will increase access to the wide range of learning opportunities available through the internet as well as develop essential learning and study skills e.g. researching, note-taking, collaborating with students, sharing information with teachers, accessing resources and developing portfolios of learning (e-portfolios).

Students are invited to bring their devices to school each day, but they should not expect each of their teachers to utilise that device in every lesson. The device will be treated like any other learning resource and students will only be able to use it when the teacher permits it and it will aid student engagement and learning in a particular task.

Before a student can connect to the UHC wireless network, they (and their parent/caregiver) must first agree to, and sign, the *Upper Hutt College Acceptable Use Agreement for BYOD 2020*. This clearly outlines the responsibilities of the school regarding access to the internet, and the responsibilities of the student regarding the safety and security of their device and when they access the wireless internet.

BYOD BACKGROUND INFORMATION

Devices

BYOD is about the learning that digital devices support and enhance, therefore we are not recommending any one specific device. However, we do recommend certain capabilities that a device should have in order to be the most effective in the classroom. It should have a screen of minimum 10", have a browser capable of internet access, a battery life of at least 5 hours, and an operating system of Windows 7, 8 or Mac OS. A tablet with an external keyboard will make things easier in class.

Security

Responsibility for the security and safekeeping of the device will rest entirely with the student. Classroom security cannot be guaranteed and staff are not permitted to 'mind' devices for students. Students will

need to know where their device is at all times and should not leave it unattended. Lockers that the school currently provides for students are not designed for the security and safekeeping of devices. Parents / caregivers should check with their insurers to see what level of protection is provided. The school accepts no responsibility or liability for the loss, damage or theft of any student device.

Software

The school uses the Google Apps, which is a free suite of documents, calendar and email apps. Students are able to use cloud-based storage, making their documents available in and out of school.

Student Responsibility

Students will need to look after their devices and treat them with care. Devices should be fully charged each morning and are expected to work in battery mode. Backup of material is the student's responsibility. Students should be familiar with, and are to abide by, all aspects of the *Cybersafety Use Agreement* and the *UHC Acceptable Use Agreement for BYOD*.

Students are responsible for ensuring that there is no objectionable or offensive material on their device and also for keeping their device virus-free and free of spyware.

Classroom Use

The device will be treated like any other learning resource and students will only be able to use it when the teacher permits it, and in the ways that the teacher permits it, when it will aid student engagement and learning in a particular task. Students will not be permitted to listen to music or communicate with each other via their device during class time unless permitted by the teacher. Non-compliance and off-task use of the device will be managed in the usual way through the College's behaviour procedures, and this could initially be a requirement to close the device, turn it off, or put it away.

The Network

Students will have access to a wireless connection at school which provides them with access to the Internet. We do have a sophisticated filtering in place to prevent access to inappropriate material and no attempt is to be made by students to bypass the filters. All internet traffic is monitored and can be tracked to an individual.

The Technician

The College IT Technician will not be available to support student use of their devices.

For further information on BYOD please visit the college website www.upperhutt.school.nz

Please complete the attached Agreement (signed by both parent/caregiver and student and including details of device), and return to the office.



Upper Hutt College

ACCEPTABLE USE AGREEMENT: BYOD 2020

Students who bring their own learning device to school, and their parents / caregivers, accept and agree to the following:

- The students' device meets the requirements and specifications for BYOD at Upper Hutt College. Students take full responsibility for their devices. Personal devices cannot be left at school before or after school hours. The school accepts no responsibility or liability for the loss, damage or theft of any student device.
- Devices can only be used in class with the permission of the teacher, including how the device is used, where it used and the purpose for its use. Students will follow the instructions of the teacher at all times in relation to the use of the device.
- Students will not use their device to knowingly search for, link to, access or send anything that is offensive, pornographic, threatening, abusive or defamatory, considered to be bullying.
- Students are not permitted to use their device to transmit or post photographic images/videos of any person on school grounds on public and/or social networking sites.
- Personal devices must be charged prior to bringing them to school and run off their own batteries while at school. Charging will be available on a limited basis and is up to teacher discretion.
- To ensure appropriate network filters, students will only use the BYOD wireless connection in school and will not attempt to bypass the network restrictions by using 3G or 4G network.
- Students understand that bringing devices on premises or infecting the network with a Virus, Trojan, or programme designed to damage, alter, destroy, or provide access to unauthorised data or will result in disciplinary actions.
- Upper Hutt College has the right to collect and examine any device at any time, inside and outside of the classroom. This may be because the teacher is not satisfied that the device is being used appropriately, or the device is suspected of causing problems, is the source of an attack or virus infection, or is suspected of containing any objectionable material.
- It is the owner's responsibility for the repair of any malfunctioning / damaged devices. Upper Hutt College does not supply technical services for student owned devices.
- Students should not physically share their personal devices with other students, unless they have written parent permission to do so.

Students, Parents / Caregivers (please complete and return this page to the school office)

I understand and will abide by the above guidelines and requirements. I further understand that any violation of these guidelines and requirements may result in the loss of my technology privileges as well as other disciplinary action.

Student Name: _____ Signature: _____

Parent / Caregiver Name: _____ Signature: _____

Date: _____ Device Brand: (e.g. Toshiba) _____ Model: _____

Serial Number: _____