



# Catholic College Sale

## BRING YOUR OWN SPECIFIED DEVICE (BYOSD) POLICY

### 1.0 POLICY AUTHORITY

The Board of Catholic College Sale Limited ('the Board') governs the College. Based on the principle of subsidiarity and in keeping with the Board's Delegations Schedule, the Board delegates a broad range of duties, functions, powers and authority to the Principal of Catholic College Sale (CC Sale). This includes the effective implementation of this *Bring Your Own Specified Device (BYOSD) Policy* and the compliance obligations outlined herein.

### 2.0 INTRODUCTION

Bring Your Own Specified Device (BYOSD) allows students to bring a Chromebook at Years 7 and 8 and to select the device of their choice (including a Chromebook) at Years 9–12. This provides an opportunity for independent and individualised learning.

The BYOSD program enables learning to take place at any time. Students and teachers are provided with the opportunity to move towards personalised learning, differentiated teaching strategies and a focus on learning styles and preferences.

### 3.0 PURPOSE

This policy outlines what CC Sale expects of students who are using a personal device in their learning as part of the College's BYOSD initiative. It also presents the Minimum Specifications that enable the efficient use of the devices in our learning environments.

The use of mobile phones by students when attending the College or College-sponsored activities is addressed separately in CC Sale's *Student Mobile Phone Policy*.

### 4.0 DEFINITIONS

**BYOSD:** an initialism that refers to any student-owned electronic device used to complete assignments, projects, and other work in pursuit of mastery of a documented curriculum in a given content area.

**Personal devices:** includes all computing devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless connection to the Internet. Examples of these devices include, but are not limited to desktops, laptops, tablets, e-readers, as well as any other electronic devices with similar capabilities

### 5.0 PRINCIPLES

**5.1** Electronic devices brought to the College shall be restricted to educational and administrative purposes in approved locations and times under the supervision of College personnel

**5.2** Students shall access the College network using approved infrastructure only. The device must meet the Minimum Specifications listed in this policy (section 6.1 below) in order to connect to the school WiFi and receive school-based technical support to connect to the network.

- 5.3** It is each student's responsibility to keep their device safe while at College and at related College-sponsored activities. Safety in the context of this policy includes caring for, maintaining, securing, and storing electronic devices; and preserving the privacy of accounts, login names, passwords, and/or lock codes
- 5.4** The College reserves the right to conduct random spot checks on students' devices to ensure that no inappropriate material or Apps are installed and that the College's Minimum Specifications for use are being observed.

## 6.0 PROCEDURES

### 6.1 Minimum Specifications

For optimal learning experience, there are minimum specifications required for BYOSD.

Device type	Windows Laptop	Apple Mac Laptop	Google Chromebook
Operating System	Windows 10	OSX 11.X	Google Chrome
Wireless Network *(Wi-Fi)	5Ghz 802.11n	5Ghz 802.11n	5Ghz 802.11n
Screen Size	11 inch	11 inch	11 inch
Storage Capacity	128 Gb Hard disk drive	128 Gb Hard disk drive	16 Gb Flash Storage
RAM (Memory)	4 Gb	4 Gb	2 Gb
Battery Capacity	6 hours minimum	6 hours minimum	6 hours minimum
Anti-Virus & Anti-Malware protection	Microsoft Security Essentials	ClamXav 2 Sentry	N/A
Accessories	Protective case/sleeve	Protective case/sleeve	Protective case/sleeve

The wireless network installed at CC Sale only operates on the 802.11n 5GHz Wireless standard.

Devices that only support the 802.11n 2.4GHz Wireless standard will NOT be able to connect to the internet or network at the College.

Any device used at the College must conform to the 802.11n 5GHz Wireless standard.

### 6.2 Expectations of Students

**Students are expected to:**

- Bring their device to every lesson;
- Have a BYOSD that is in good working order;
- Install a reliable and updated anti-virus program (on non-Chromebook devices) to protect their devices, and the College network, from contamination by computer viruses;
- Be responsible for their devices and their use at all times. Devices must be kept in a secured locker when not in use. The College will not be held responsible for any damage, loss or theft of any student device;
- Have a password or code, for security reasons, on their BYOSD;
- Be responsible and liable for any damage that they may cause with their device;
- Use devices in the classroom at the discretion of the classroom teacher. Classroom teachers may prohibit, restrict or regulate use of devices as they deem necessary;

- Charge the batteries of their device overnight and bring a fully charged device to school with enough power to last the day. The College has limited provisions for students to charge and power their devices. Students are expected to carry paper and pens as backup;
- Use their device to support the classroom activities and educational aims of the College;
- Carry their devices in padded bags or hard cover cases when moving between classrooms and to/from school to prevent damage to the device. Registration can be refused if the device is presented without the appropriate bag or cover;
- Use their devices only for study purposes and in supervised areas such as the Library and StudyAreas during these times: before school, during recess, at lunch and after school;
- Back up all contents of the BYOSD regularly at home with another storage medium. The College will take no responsibility for any data stored on the BYOSD or loss of data; (NOTE: An option for storage and back up is the Google Drive provided by Google through the College. Students are encouraged to use this storage facility for ease of access to data files and for storage).

**Students are NOT permitted to:**

- Play games, access social media or take part in any other activities that are not related to their learning;
- Use their devices to cause distraction for others, especially in regards to sound. Therefore, audio must be muted at all times or restricted with student owned headphones or earphones when directed by the teacher;
- Film or record any student or staff member using the camera or microphone in the devices without the express written permission of the College AND the individual concerned;
- Take photos of themselves or others and upload them on ANY social media websites;
- Avoid the limitations set by the College network, particularly Internet restrictions through VPNs, mobile network devices, 3G, 4G or beyond connections, or phone hotspots whilst on College premises;
- Share passwords or any other access codes with any other person, or use another user's account to access the computer network or Internet;
- Use the devices for SAC/SAT school-based examinations, unless notified otherwise.

### **6.3 Technical Support**

College ICT staff will assist with any minor technical support. As the College does not hold the warranty on the BYOSD, any faults or issues need to be taken up with the manufacturer or the place of purchase. Parents/guardians/carers are responsible for any warranty agreements entered into upon purchasing the device.

### **6.4 Remote Learning**

During remote schooling periods (e.g. due to COVID-safe regulations), the College will implement a program that ensures continued learning for students. This will be facilitated through the use of a variety of online learning platforms.

Engaging in lessons through an online learning platform will allow students to maintain regular weekly contact with their individual teacher/tutor, supporting their continued development and providing them with some degree of normality towards what would be their normal school day

## 7.0 MISUSE CONSEQUENCES

The consequences of breaching the requirements and expectations outlined herein and in the related College policies outlined below (section 8) may include, but are not limited to the:

- removal of network and Internet access privileges;
- confiscation of device for a specified amount of time;
- detention or suspension from the College;
- meeting with parents/guardians/carers, Principal or Principal's delegate

## 8.0 RELATED COLLEGE POLICIES & DOCUMENTS

- Acceptable Use of Digital Technologies Policy
- Anti-Bullying and Bullying Prevention Policy
- Cyber Safety Policy
- Digital Technologies User Agreement
- Student Mobile Phone Policy
- Student Behaviour Management Policy
- Student Behaviour Monitoring and Support Policy

## 9.0 MONITORING AND REPORTING

**The Board** is responsible for monitoring the implementation of this policy and for providing reports as required to the members of the company, i.e., the Bishop of Sale and the Provincial of the Marist Brothers Australia Limited (MSA Ltd)

**The Principal** is responsible for:

- Ensuring compliance with the obligations outlined in this policy;
- Assigning authority, responsibility and accountability at appropriate levels within the College for policy implementation and compliance
- Providing delegated staff with the direction, support and resources necessary to fulfil policy requirements;
- Ensuring cyclic reviews of the policy and recommending to the Board any revisions that may be required to accommodate changes in legislation and diocesan directives;
- Reporting and escalating concerns, issues and policy breaches to the Board and working collaboratively with the Board to resolve them

## 10.0 APPROVAL

<b>Approved by</b>	CC Sale Ltd Board
<b>Person(s) Responsible</b>	Principal
<b>Date(s) Reviewed or Updated</b>	June 2022
<b>Next Review Date</b>	June 2024