



Bring Your Own Device (BYOD) and Digital Technologies Guidelines

Effective Date	May 2024
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Associated Documents	• Catholic Education in the Diocese of Lismore Foundational Values for Catholic Identity and Mission • St Joseph's College BYOD and Digital Technologies Student Agreement • Release of Information Consent at Enrolment and Digital Technology Student Agreement • Diocese of Lismore Catholic Schools Digital Technologies Standard Operating Procedure • St Joseph's College iPad Damage and Loss Guidelines • St Joseph's College Mobile Device Guidelines • Anti-Bullying (Student) and Standard Operating Guide • Bullying & Harassment and Standard Operating Procedure • Child Protection Policy and Standard Operating Procedure • Data Breach Standard Operating Procedure • Privacy Policy and Standard Operating Procedure

Students must read and sign the *Release of Information Consent at Enrolment and Digital Technology Student Agreement* in the company of a parent or caregiver unless otherwise directed by the Principal.

RATIONALE

At St Joseph's College, we recognise and appreciate the significant role that technology plays in enhancing learning and teaching. We are committed to incorporating suitable digital technologies and ICT into our educational practices, aligning them with contemporary pedagogies.

Our aim is to provide students with educational opportunities that foster creativity, innovation, critical thinking, problem-solving, collaboration, communication, and a lifelong passion for learning. By embracing these principles, we can better cater to the authentic needs of our young learners.

This *Bring Your Own Device (BYOD) and Digital Technologies Guidelines* gives practical expression to our school's mission of "enabling students to achieve the fullness of life" (John 10:10).

Integrating digital technologies and ICT is essential to fulfilling our mission. It ensures that all students have opportunities to develop into confident, ethical, and discerning creators of digital content, as well as competent, flexible, and adaptable users of technology. The integration of these technologies engages students in ways that enhance learning outcomes and encourage active participation in real-world contexts and environments. Furthermore, it creates opportunities for parents and guardians to actively engage with teachers, their child's learning, and their progress.

OVERVIEW

St Joseph's College Banora Point provides students with access to the internet and online services for learning. This document outlines the Bring Your Own Device (BYOD) requirements, as well as appropriate and acceptable student use of the internet and online communication services provided by the College.

The Diocese of Lismore uses Google Workspace for Education Plus accounts for all students and staff. By using these Google accounts students can access technology tools such as Gmail, Google Classroom, Google Docs, Google Drive, and Google Sites. In addition to these technology tools, students in the Diocese of Lismore will also be able to access additional tools such as Google Earth, Google Maps, and other Google Extensions. These are useful apps that support learning in the classroom.

As with any technology, it is important to be aware of the information Google collects from staff and students who are using Google Workspace accounts. Google provides a statement about the information they collect, as well as how they use and store the information from Google Workspace for Education accounts in their Privacy Notice. You can access the statement online at https://workspace.google.com/terms/education_privacy.html.

BYOD DEVICE REQUIREMENTS

A condition of enrolment at St Joseph's College is that students supply their own laptop device. The device is to meet the minimum specifications as outlined below.

The minimum specifications are:

- **Laptop** (The following are **NOT** acceptable devices: Tablet / iPad / Android Device / Chromebook)
- **Windows 10 or Mac OSX**
- **13" Screen**
- **Intel Core i5 10th Generation or equivalent as the minimum (Core i7 recommended)**
- **8Gb RAM (16Gb RAM recommended if wanting to choose the following elective courses: IT, Multimedia or Photography)**
- **256Gb of storage (512Gb if wanting to choose the following elective courses: IT, Multimedia or Photography)**
- **6 Hour Battery Life**
- **A Carry Bag**
- **Google Chrome Installed**

Please note:

Office 365 ProPlus is free to download for students with an educational email address. This email address will be given to students when they start at the College then you simply go to: office.com/getoffice365 to create an account and download the latest Office apps.

UNSURE OF WHICH DEVICE TO PURCHASE?

Towards the end of each year St Joseph's College negotiates an educational deal with an external party. Updated information will be available on our College website.

BATTERY LIFE

The laptop should be capable of lasting a normal College day on battery power alone, as mentioned in the minimum specifications. The power supply must remain at home in a safe place. You will need to recharge your laptop overnight, every night, ready for the new College day.

There will be NO provision for charging the laptop at the College due to WH&S (Work Health and Safety) regulations.

BACKUP / RECOVERY

Students will be responsible for backing up all data on their laptops at all times. Essential school files should be backed up in the student's Google Drive. If students need to backup large files, they are advised to purchase an external hard drive.

CARRY CASES / SCHOOL BAGS

It is strongly recommended that the laptop is always stored within its protective carry case. This includes when moving between classes, when the laptop is in your locker, or when it is in your bag while traveling to or from the College.

CARING FOR YOUR LAPTOP

You are expected to treat your laptop with care and respect. When using your device, ensure you place it on a solid surface.

SECURITY / STORAGE

The laptop is to be securely stored in your locker (i.e., locked inside your school locker) while at school or kept with you during lesson times. When the laptop is in your school bag (e.g., traveling to and from school), you should ensure that your school bag is:

- Securely closed at all times with the laptop in its protective case.
- Kept dry and away from liquid at all times.
- Not placed in a high-traffic area where it could be stepped on or present a trip hazard.
- Not sitting in direct sunlight or exposed to extreme weather conditions.
- Within your possession while in public.

LCD SCREEN

LCD screens are delicate – they don't like being poked, prodded, pushed, or slammed. Never pick up your laptop by its screen. Don't slam the screen closed, and always be gentle when putting your laptop down. Never close the screen if there is something on the keyboard.

AC ADAPTER

Connect your adapter only to your laptop. Find a safe location at home to recharge your laptop. Disconnect the power supply from the wall when not charging your laptop – this will prolong the life of the unit. Do not step on your power cord or place heavy objects on top of it. When unplugging the power cord, pull on the plug itself rather than the cord. Do not wrap your cord around the adapter box.

KEYBOARD

Gently brush your keyboard with a clean soft-bristle paintbrush or similar to remove dirt. If any key tops are missing or keys are in a damaged state, take your laptop to the ICT Helpdesk to be assessed. A single key top can easily be replaced, but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard.

VIRUS PROTECTION

Viruses have the potential to severely damage and disrupt operations within the College computer network. As students have the right to personally use their laptops and connect to the internet from home, they should take all steps to protect the College's computer network from virus attacks.

Viruses can enter laptops through:

- Removable media such as USB memory sticks
- Emails
- The internet (including web browsing, programs and chat rooms)

TECHNICAL SUPPORT

The College has an ICT Helpdesk within the College. If you are experiencing problems with your laptop, your first step is to troubleshoot the problem yourself and restart your device. More often than not, you will be able to resolve most software issues.

If you experience persistent hardware or software issues, report to the ICT Helpdesk in the Library.

Students are only permitted to attend the ICT Helpdesk before school, during recess, lunchtime, or after school. Any student who needs to visit the ICT Helpdesk during class time must have written consent from the teacher in the appropriate page of their diary.

Please note: The ICT Helpdesk is NOT responsible for backing up any student work. This must be carried out by you at regular intervals and before bringing a laptop in for servicing.

BASIC TROUBLESHOOTING

Experiencing faults?

Please restart your machine before attending the ICT Helpdesk within the allocated times. In the event of damage, hardware failure, and/or software issues that are beyond the scope of the ICT Helpdesk, it is the responsibility of the family to have the matter rectified by the supplier.

LOAN / REPLACEMENT LAPTOPS

In the event of damage, hardware failure, and/or software issues, it is the responsibility of the family to have the matter rectified by the supplier.

The College has a very limited number of temporary loan machines available, so their availability cannot be guaranteed. If a loan machine is not returned within the required timeframe, a refundable fee of \$100 will be billed to the family's school account. The application form to borrow a College IT device can be found below (Appendix 2).

Please note: In the event that the machine is damaged, lost or not returned within the specified timeframe a replacement fee will be billed to the family's school account.

INTERNET DOWNLOAD QUOTA AT SCHOOL

The College provides an internet connection to ensure that over 900 users can access the internet at a good speed. Excessive internet use by students increases costs and slows down the connection for everyone on the network. Students' internet usage will be regularly monitored, and if excessive use of non-educational material is detected, their access to the internet will be restricted.

CYBERBULLYING

Cyberbullying is strictly prohibited at St Joseph's College. The school will investigate and take appropriate action in cases of bullying, both in and out of school, when it causes significant harm to relationships between students and/or teachers or is criminal in nature.

If a student is being cyberbullied, they are encouraged to document the bullying by taking screenshots as evidence and report it to the Leader of Pastoral Care, the relevant Leader of Student Wellbeing, or the Leader of Learning Technologies as soon as possible.

Parents and students should be aware that all internet and email use at school, including unauthorized access, can be monitored and traced to specific user accounts. Laptops may be recalled by the school at any time to check usage and drive content. Misuse of school services may lead to disciplinary action, which includes, but is not limited to, the withdrawal of access to these services.

EMAIL ACCOUNTS

All email accounts maintained on our email systems are the property of the Lismore Catholic Diocese. Passwords should not be shared with anyone.

EMAIL USER AGREEMENT

St Joseph's College provides all students with email accounts on the Lismore Catholic Diocese's email system. It is the school's policy that students use this email system only for messaging related to Catholic Education when using the school's computer network.

The purpose of this guide and the BYOD and Digital Technologies Student Agreement (Appendix 1) is to ensure the proper use of the Lismore Catholic Diocese's email system and to inform users of what St Joseph's College deems acceptable and unacceptable use of its email system.

RESPONSIBILITIES

- **Educational Use:** Email is to be used as an educational communication tool, and students are required to use this tool responsibly, effectively, and lawfully.
- **Access and Responsibility:** Access to an email account involves responsibility. Students must accept responsibility for their own accounts and must not share them with other students.
- **Etiquette:** All communication should adhere to normal rules of etiquette.
- **Privacy:** Email is not a private mail system. System managers have access to all email accounts.

By following these guidelines and the ***BYOD and Digital Technologies Student Agreement*** (Appendix 1), email users can minimize the risks associated with email use. Any student who disregards the rules will be removed from the system and will no longer have access to email on the school's computer network.

PERSONAL USE

It is strictly forbidden to use the email system for anything other than legitimate Catholic educational purposes. Therefore, sending personal emails, chain letters, junk mail, jokes, and executables is prohibited. All messages distributed via the Lismore Diocese email system are the property of the Diocese.

PASSWORDS

The use of passwords to gain access to the computer system or to secure specific files does not provide users with an expectation of privacy in the system or the documents.

BYOD AND DIGITAL TECHNOLOGIES STUDENT AGREEMENT

Upon enrolment at St Joseph's College, all students and parents/carers are required to sign the ***Release of Information Consent at Enrollment and the Digital Technology Student Agreement***, which includes the ***SJC BYOD and Digital Technologies Student Agreement***(Appendix 1). As users of the school network and the internet, students must acknowledge and agree to comply with these requirements.

Laptops are to be used under the direction of the teacher, primarily for school work, in accordance with the ***Release of Information Consent at Enrollment and Digital Technology Student Agreement***, the ***Diocese of Lismore Catholic Schools Digital Technologies Standard Operating Procedure***, and the College Rules for Laptop Use. Failure to follow the agreement and rules may result in confiscation of the laptop, detention, or other sanctions (e.g., termination of the student's College account) as determined appropriate by the teacher, Principal, Assistant Principal, Leader of Pastoral Care, or Leader of Learning Technologies.

Random audits of student devices can be performed by College Technology Support Officers, the Principal, the Assistant Principal, the Leader of Pastoral Care, and the Leader of Learning Technologies. Students will be held responsible for any inappropriate or unacceptable files or illegal software found on their devices.

Violations will result in the removal of access privileges and may lead to further disciplinary action.

Appendix 1



St. Joseph's College

Doyle Drive, Banora Point, NSW 2486

ABN 55 905 921 892

www.sjcbanora.catholic.edu.au

PO Box 246
Banora Point
NSW 2486

Tel: (07) 5524 9002

Email: sjcbanora@lism.catholic.edu.au

St Joseph's College Bring Your Own Device (BYOD) and Digital Technologies Student Agreement

This agreement is designed to ensure that parents and students understand the conditions that apply to using Digital Technologies at St Joseph's College which is part of the Diocese of Lismore Catholic Schools Limited (DLCSL). We aim to develop responsible, safe and ethical digital citizens who are proficient in their use of Digital Technologies. In the company of their parents, students are to discuss, acknowledge, and sign this agreement.

This agreement encompasses student use of Digital Technologies, covering devices, services (Internet included), and tools like computers, iPads, school networks, online learning platforms, Google Workspace for Education, and controlled technology (eg. robotics, drones). DLCSL provides a managed username and password, conducts regular audits for network integrity, and implements internet filtering on the student network.

Students must read and sign the Digital Technologies Student Agreement in the company of a parent or caregiver unless otherwise directed by the principal.

☐ I agree (PLEASE TICK) that I will abide by this agreement and that:

- | | | |
|---|--|---|
| <ol style="list-style-type: none"> 1. I will use any/my device for school activities at the direction of the teacher. 2. I will use my own DSCSL username and password and will never share them with others. 3. I will ensure my avatar (profile image) connected with my DLCSL account adheres to professional educational requirements. 4. I will not use any device outside of a scheduled class without permission from a teacher. 5. I will not use another person's DSCSL account and/or trespass in their folders, work, files or email. 6. I will not share personal information that could be used to identify me, my family or members of the school community without permission (eg. names, passwords, dates of birth, phone numbers or addresses). 7. I will ensure that when I am using any device I log in and out. 8. I will use St Joseph's College wifi network for educational purposes only. 9. I will not access external wireless internet providers at school, for example a wifi dongle, a hotspot from a mobile phone and/or Virtual Private Networks (VPNs). 10. I will not hack or bypass any hardware and software security implemented by the College. I will treat all equipment with respect and will return it in the condition it is given to me. I understand I am liable for any damages. | <ol style="list-style-type: none"> 11. I will not use the camera or recording device during class time, on the playground, or anywhere considered school property, without permission. I will seek permission from the teacher prior to using audio or video recording. 12. I will not use any device to knowingly search for, link to, or access content that is illegal, offensive, harmful, pornographic, threatening, abusive or defamatory. 13. I will not use any device to view, store, upload, download, post, publish or circulate material, content or commentary that might be deemed to defame an individual, a company or an organisation. This includes bullying, harassment or discriminatory behaviour based on age, gender, race, sexuality or disability. 14. I understand that to maintain academic honesty and ethical standards in my academic work, it is crucial that I acknowledge and reference all sources, including Generative AI, that I have used. 15. By using my device, but not limited to my computer, software, and online platforms, I acknowledge and accept that artificial intelligence (AI) technology may be employed within these systems. I agree to utilise AI technology in a responsible and ethical manner, respecting the rights and privacy of others, and adhering to applicable laws and regulations regarding data protection and AI usage. 16. I understand and accept that when using different applications, software and online platforms, I must comply with their age restrictions. 17. I will promptly report any instances of inappropriate behaviour or material to a teacher. | <ol style="list-style-type: none"> 18. I understand that any inappropriate use of technology will be dealt with through the College's normal disciplinary procedures. 19. I understand that my activity on the Internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons. |
|---|--|---|

BYOD/Device Responsibilities

20. I understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
21. I have reviewed the BYOD minimum specifications and have ensured my device meets the minimum outlined specifications.
22. I understand that any device that I bring to the College may be confiscated by any staff member for inappropriate use.
23. I will come to school with a fully charged device. I understand that devices can only be charged at school with permission from my teacher and in a designated area.
24. I will ensure that when not in use my device is logged out and I will not allow others to use my device.
25. I will ensure that when not in use, my device is stored securely.
26. I acknowledge that the school cannot be held responsible for any damage to, or theft of my device.
27. I acknowledge that the school is not responsible for any damage (including malicious or wilful) incurred by another student and will not mediate/intercede between the parents or carers of the parties involved.

Applications and Software

The DLCSL uses Google Workspace for Education Plus accounts for all students and staff. Students with Google accounts access applications in Google Workspace for Education, including additional Google apps that support classroom learning. Google provides the following information on the data they collect in their Privacy Notice. You can access the statement online at https://workspace.google.com/terms/education_privacy.html.

Access to Third-Party Applications and Software outside of Google Workspace

The DLCSL ensures the security of student data by evaluating and approving third-party applications for use in schools. Students can only access approved third-party apps after individual reviews and proper configuration within the DLCSL. By signing this document, you acknowledge and consent that your child may use the third party [applications listed on this page](#).

☐ I have read (PLEASE TICK) the St Joseph's College BYOD and Digital Technologies Policy and agree to comply with the requirements.

Date: ____ / ____ / ____

Student name

in the presence of:

Parent / caregiver name_____
Student signature_____
Parent / caregiver signature

Peace Through Justice

From Bring Your Own Device (BYOD) & Digital Technologies Policy December 2023

Appendix 2



Application for Special Temporary Loan Computer

As the school has a very limited supply of loan machines, generally the loan period is for one month

Part A

To be completed by the parent/guardian (please read the terms below):

Student Name: AWC:

Reason for requesting loan machine:

Estimated Repair/Replacement date:

(Please note: due to the very limited supply of loan machines we have at our disposal the maximum term is one month.)

Loan Agreement (Terms):

By agreeing to this loan agreement:

- The student will take care of the machine and return it in the same state as it left the IT Office
- The student will back up their work before returning the machine to the IT Office
- The machine will be remotely turned off if not returned on or before the return date
- Any additional damage not noted in this agreement will be held accountable by the student and the student will be liable for the repair of the machine

Parent/Carer name and signature:

Student signature: Date: / /

Part B

School Use only – to be completed when loaning the machine

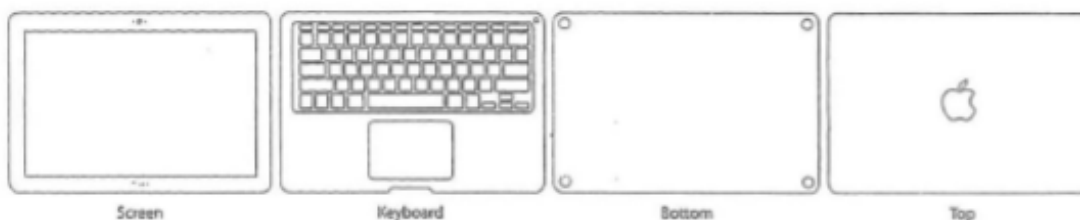
Loan Machine No: Date of issue: / /

If there is any prior damage indicate it in the drawings/notes below:

Loan Period: Maximum 4 weeks

☐ Other ☐ MacBook Air ☐ Chromebook

Due by: / /



Staff member authorising loan machine:

Case Borrowed: ☐

Charger Borrowed: ☐

Part C

School Use only – to be completed by IT upon return

Date Returned: / /

Condition: ☐ Satisfactory OR ☐ Unsatisfactory (provide details):

Signature of staff member: