



Mount Hutt College Methven

Student Use Agreement for Bring Your Own Device (BYOD)

2014



This agreement is a supplement to the school's Computer / Cybersafety Agreement which must be signed by all students before they are given access to the school network.

Any student who wishes to use the school wireless and internet access from their own privately owned device must agree to the school's policies and procedures regarding use of that device at school. These are outlined below, and both student and parent must sign the agreement prior to being given access.

SECTION A – STUDENT USE

1. The prime reason for the provision of wireless internet access is to enhance teaching and learning. It is not provided for personal use such as social networking or for downloading personal videos or music files which can slow down internet access for educational purposes.
2. During lunchtime breaks and before and after school, students will be permitted to use their own devices. This use is subject to the school's **Computing / Cybersafety Agreement** and the provisions outlined in this document.
3. Students may use their devices in class for learning as directed by the teacher.
4. Students may use their devices in class to complete class work, projects or any other appropriate tasks which are relevant to the topic and learning being done at the time, with the permission of the teacher.
5. Students may store personal content on their devices, however, they must be aware that the school can inspect this content if inappropriate behaviour is suspected.
6. Students must ensure that their devices are fully charged at the start of each day.
7. Students are responsible for
 - a. the content on their device.
 - b. any activity that is done on their device by any other student.
 - c. any activity that is done using their log in details from their device or any other student's device.
8. The use of any personal device in test and/or examinations is strictly forbidden unless the student has NZQA special assessment conditions approval for use of a device. Students may use their personal device in practice assessments but the school will provide the device for all formal internal or external assessments.
9. Students will only be permitted to use appropriate software, programmes and applications on their personal devices at school.
10. All software issues, including updating of programmes, are the responsibility of the owner of the device.
11. Students should ensure that all work done on their personal devices is backed up in both online and offline environments where possible.
12. Students will be expected to use their personal devices responsibly and appropriately in the classroom in order to maximise educational outcomes.

SECTION B – SAFETY AND SECURITY OF DEVICES

1. Any device that is brought to school is personal property and students must endeavour to take care of it at all times.
2. The school will not take responsibility for the loss or damage of a device, but will investigate any incident involving student discipline.

3. Personal devices are not covered under the school's insurance policy and thus we strongly advise that they are insured privately.
4. Students are responsible for the safety of their device. They should keep them with them at all times or leave them in the safekeeping of a friend.
5. If present on a personal device, we recommend that GPS tracking is activated.

SECTION C – DIGITAL CITIZENSHIP

1. While using their own devices, students must not
 - a. put themselves at risk at any time.
 - b. publish their own personal details on the internet.
 - c. publish the personal details of any other student over the internet or between devices.
2. While using their own devices, students must not participate in any form of anti-social behaviour. This can include, but is not restricted to
 - a. the use of obscene, offensive, disrespectful or aggressive language towards others.
 - b. the distribution of any pictures, videos or information about themselves or other students which could cause embarrassment.
 - c. accessing, downloading, distributing or publishing offensive or objectionable material e.g. pornography.
 - d. harassment (cyberbullying) of any other student in any form.
 - e. recording (in any format) of any other student, staff member or visitor without their prior written consent.
 - f. any other activity which may cause offence to others.
3. When using their devices at school, students must abide by copyright laws.
4. Students may not use any personal device for any illegal activity.
5. Student must not use their device to attempt to interfere with the school network in any way.
6. Students may not use an audio level which may disturb others. Earplugs and headphones are to be used when necessary, in particular within the classroom with teacher permission.
7. Students should not share their personal devices with other students, unless they have written parental permission to do so.

SECTION D – MOUNT HUTT COLLEGE METHVEN

1. The school will endeavour to provide
 - a. a reliable computer network for the purposes of learning and teaching.
 - b. reliable internet access with speeds suitable for teaching and learning purposes, available throughout the school.
 - c. an internet filtering system for the protection of all users.
 - d. a wireless network throughout the school to support teaching and learning (under development)
2. The school will endeavour to educate all users to be responsible digital citizens.
3. The school reserves the right to
 - a. monitor the activity of users of the school networks.
 - b. remove a student's wireless and/or network rights.
 - c. request a student surrender their device to a Dean or Senior Leader which will then be returned to a parent.
 - d. Inspect a student's device and the content on that device.
4. The school will ensure that teachers receive relevant professional development to ensure that they make effective use of the available technology.
5. The teachers may choose to
 - a. restrict the use of personal devices if a student is behaving irresponsibly in any way.
 - b. request that work is submitted in a format that is non-digital.

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SECTION E – SCHOOL BYOD STUDENT USE AGREEMENT FORM

To the student, and the parent/caregiver

1. Please read this page carefully, to check you understand your responsibilities under this agreement.
2. Sign the appropriate section on this form.
3. **Return Section E only to the school office.**
4. Keep the rest of the document for future reference.

Section for student

I have read and understand my responsibilities and agree to abide by this Bring Your Own Device (BYOD) Student Use Agreement.

I know that if I breach this Use Agreement I may lose my right to use a personal device at school and also there may be other disciplinary action.

Name of student: **Form Class:**

Signature: **Date:**

Type of Device: **Mac Address:**

Serial Number:

Section for parent / guardian

- **I will read this Bring Your Own Device (BYOD) Student Use Agreement** document carefully and discuss it with my son/daughter.
- **I will ensure** this Use Agreement is signed by my child and by me, and returned to the school.
- **I will encourage** my son/daughter to follow the rules and instructions.

Parent / Guardian:

Name:

Signature: **Date:**

Bring your device, along with this page signed by both parent and student, to the school office at a lunch time and ask for Mrs McKay to get **your device registered on the school network.**

No student may use a device on the school wireless network without first registering.