

BRING YOUR OWN DEVICE (BYOD)

STUDENT AND PARENT USER AGREEMENT

At Hillsmeade Primary School, we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This agreement outlines the expected behaviours of our students who bring a device from home to school for learning.

GUIDELINES

Guidelines for parents who are allowing their child to bring personal devices as recommended from home to use at school for educational purposes as approved by staff.

1. Devices brought to and kept at school are used entirely at the owner's risk. DET does not hold insurance for personal property brought to school, and Hillsmeade is not responsible for any loss or damage to such property.
2. Your BYO device may **not** be loaned to any other person.
3. You are not permitted to use your BYO device during recess or lunchtime. It is to remain in the classroom in a location allocated by the classroom teacher.
4. No technical support will be available for devices apart from the initial connection to the school network.
5. You will ensure that your BYO device is always secured. You will:
 - Make sure that your device is away from areas that could damage it, e.g. do not leave it close to a window where the sun could damage the screen or wet classroom areas.
 - Follow the teacher and other staff instructions about where to store your device when you're not using it.
6. You will abide by Hillsmeade Primary School's Acceptable Agreement on page 2, which contains conduct set out in the [Child Safety Code of Conduct and Wellbeing Policy](#) concerning the supervision of devices and internet safety measures Hillsmeade provides.
7. You must speak to your teacher if you are using the camera or audio recording functions.
8. It is expressly forbidden to film or take photographs of other individuals without their consent or send harassing or threatening messages via a mobile device.
9. You will ensure your BYO device is fully charged at the commencement of each new day and are not permitted to bring a charger to school.
10. All devices brought to school must be carefully labelled and named.
11. Have an appropriate image as a screensaver or background.
12. No VPNs, social media apps or instant messaging apps can be installed on your device whilst at school.

I acknowledge my obligation to use the mobile device in a sensible and responsible manner for educational purposes. I understand that mobile device misuse may result in severe consequences in line with the school's Acceptable Use Agreement for ICT.

I have read and agree to accept the above User Agreement about the mobile device used for the BYOD Program at Hillsmeade Primary School during school times. I will accept this agreement by successfully completing the school's online BYOD form.

ACCEPTABLE USE AGREEMENT

STUDENT DECLARATION

When I use digital technologies and the internet, I agree to be a safe, responsible, and ethical user always by:

- Respecting others and communicating with them in a supportive manner
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords, and images
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson
- Talking to a teacher or a trusted adult if I feel uncomfortable or unsafe online or if I see others participating in unsafe, inappropriate, or hurtful online behaviour
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me
- Protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media forums
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear, seeking further explanation from a trusted adult
- Meeting the stated terms and conditions for any digital or online tool and completing the required registration processes
- Handling ICT devices with care and notifying a teacher of any damage or attention required
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video and attributing references appropriately
- Not accessing media that fall outside the school's policies
- Not downloading unauthorised programs, including games
- Not interfering with network systems and security or the data of another user
- Not attempting to log into the network or online service with a username or password of another person.

I acknowledge my obligation to use the devices and the school's internet services in a sensible and responsible manner. I understand that misuse of school digital learning resources may result in severe consequences in line with the school's Acceptable Use Agreement for Digital Learning.