



BRING-YOUR-OWN-TECHNOLOGY (BYOT) POLICY – YEARS 8 - 12

Personal devices can enhance and enrich learning opportunities both at home and at school. Shelford Girls' Grammar is committed to allowing responsible, learning centred use of personal devices at school so as to provide as many pathways to understanding as possible for our students. The Shelford Girls' Grammar BYOT policy is an 'opt-in' policy. Students who do not bring their own device will have access to school provided technology.

General Information

Students using their own devices and will be able to access the Shelford wireless network. Students must use the Shelford network when using their own devices at school to access the Shelford portal SGGNet and Shelford email in compliance with the Shelford Girls' Grammar Acceptable Use and Cyber Safety policies.

Students using the Shelford network will have direct access to any documents that reside on the school network from their personal devices. Students may choose their own personal digital technologies that they wish to bring and use at school. This can include, but is not limited to, technology such as tablets, iPads and laptops. Students will not be given network access for mobile phones.

Access to the Shelford Girls' Grammar network, portal and email is a privilege, not a right. Any use of technology and devices [owned by either the school or personal] entails personal responsibility and compliance with all school rules and the Shelford Girls' Grammar Network User Agreement and Cyber Safety policies. In using a personal device at Shelford you willingly grant IT staff permission to conduct any necessary investigations regarding inappropriate Internet, email or text use at any time.

Guidelines for use

- Use of personal laptop or tablet devices during the school day is at the discretion of teachers and staff. Students must use these devices as directed by their teacher.
- The primary purpose of the use of personal devices at school is educational.
- The use of a personal device is not to be a distraction in any way to teachers or students. The use of personal devices must not disrupt class in any way.
- The use of personal devices is covered by the Shelford Girls' Grammar Network User Agreement and Cyber Safety policies found in the student diary and on the School's website
- Students are responsible for the storage and back up of personal digital data on their device/s. Recovering loss of data on a personal device will not be the responsibility of Shelford IT staff.
- Students are responsible for the care, security and maintenance of their own technology.
- Students are responsible for upgrading and/or expanding their use of personal technology when they wish.
- Students are in control of their own telecommunications network connection and usage.
- Students must provide their own software and applications if using a personal device at school. This includes (but is not limited to):
 - A note-taking or word processing application
 - Internet browser



- Interactive multimedia and video creation tools ○

Email communication software

- Students must still abide by the Shelford Positive Behaviours policy, Network User Agreement, Cyber Safety policy and Student Mobile Phone policy. Disruptive or inappropriate use of a device by a student will be determined by the classroom teacher and reported to the relevant Year Level Coordinator. The device will be confiscated and returned to a parent/ guardian.
- Electronic submission of work produced on a personal device must be accessible and visible to the classroom teacher. It is the student's responsibility to ensure all documents are formatted into a version compatible across different platforms and operating systems. Shelford IT staff are not responsible for managing and converting student work.
- Students must not rely on Shelford Teaching or IT staff to assist in the maintenance of their device.
- Students must bring their device to school fully charged and are not permitted to charge their device at school
- Students agree not to attempt to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- Students shall not record or distribute pictures, audio or video of students or staff without their express permission.

Consequences for Misuse/Disruption (one or more may apply):

- The device is taken away for the period or the rest of the school day and kept with the Year level coordinator/ Director of Students or Vice Principal Deputy until a parent/guardian picks it up.
- The student is refused permission to use personal devices at school
- Disciplinary action including (but not limited to) either after school or Saturday detention may be imposed.

School Liability Statement

Students bring their own personal devices and technology to use at Shelford Girls' Grammar at their own risk. It is their duty to be responsible in the upkeep and protection (anti-virus software / security settings) of their devices and the security systems limiting access to their technology.

Shelford Girls' Grammar will NOT be responsible for:

- Personal devices that are broken/damaged while at school or during school-related activities
- Personal devices that are lost or stolen at school or during school-related activities
- Maintenance or upkeep of any personal device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues). School licenced software will not be installed on student personal devices.



STUDENT BYOT INFORMATION

The following form should be completed and returned to the Information Technology Office.

NAME

YEAR LEVEL

TUTOR GROUP

STUDENT MOBILE NO.

TYPE OF DEVICE	SERIAL NUMBER	MAC ADDRESS

I, agree to abide by the Shelford Girls' Grammar Network User Agreement and Cyber Safety policies and all policies pertaining to the use of computer devices at the school. I acknowledge that the School will not be liable for any devices damaged, broken or stolen at school or on school-related activities.

I will bring the device to school fully charged every day and will only use the device for school related educational purposes while at school.

I understand that should I breach any of the Schools regulations pertaining to the use of technology/devices or the internet whilst at school will mean I forfeit the opportunity of using my own personal device at school.

Signed (student) _____ Date _____

Signed (parent / guardian) _____ Date _____

Signed (Year level coordinator) _____ Date _____

When this form is completed please take the form and your device/s to the IT office so that access to the network services can be authorised.