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**A Rationale**

- 1.1 To ensure the use of new technologies are conducted in a positive and safe environment
- 1.2 To encourage the growth of technologies that provide positive educational benefits for classroom instruction.
- 1.3 To encourage students to bring their own devices to school that benefit and support classroom instruction.

**B Purpose**

- 1. The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school. When technology is abused, privileges will be taken away. When respected and used appropriately, devices/technology will benefit the learning environment as a whole. Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use and Internet Safety.

**C Definitions**

- 1. BYOD – Bring your own Device
- 2. For purposes of BYOD, “Technology” means a privately owned wireless and/or portable electronic handheld devices that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

**C Guidelines**

**Internet**

- 1. Only the internet gateway provided by De La Salle College may be accessed while at School.
- 2. Connective devices such as but not limited to cell phones / cell network adapters, t-stick, vodem, etc, are not permitted to be used to access outside internet sources at any time.

Version dated: 27/03/2017

### Security and Damages

1. Responsibility to keep the device secure rests with the individual owner. De La Salle College and its employees, are not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it should be reported and handled by the administrative office.
2. It is recommended that skins (decals) and other custom touches are used to physically identify student devices from others. Additionally, protective cases for technology are encouraged.
3. All devices brought to De La Salle College are the students' responsibility and the insurance for the device is the parents' responsibility.
4. Students take full responsibility for their devices. De La Salle College is not responsible for the security of personal technology. Personal devices cannot be left at school before or after school hours.
5. It is the owner's responsibility for the repair of any malfunctioning / damaged devices. The College does not supply technical services for student owned devices.

### The Use of BYOD in the College

1. Devices must be in silent mode while at De La Salle College and while riding school buses.
2. Devices may not be used to cheat on assignments or tests.
3. Devices cannot be used during class assessments, unless otherwise directed by a teacher.
4. Devices may only be used to access files on computer or internet sites which are relevant to the Classroom curriculum. Games are not permitted.
5. Files may have to be saved on the C drive of the laptop, a jump drive, an external drive, or another media device.
6. Personal technology is to be charged prior students bringing it to school and is to run off its own battery while at De La Salle College. Charging of devices will be available on a restricted basis and is at the discretion of the classroom teacher.
7. Students will use Cloud Based Applications such as Google Apps and MyPortfolio for file management. Rules, including the cyber-safety policies, governing the use of any school-owned digital device will apply to student-owned devices, while they are at De La Salle College, including adherence to the **Copyright act**.
8. Students will not physically share their personal devices with other students, unless they have written parent permission to do so
9. Students must immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.
10. To ensure appropriate network filters, students will only use the BYOD wireless connection in school and will not attempt to bypass the network restrictions by using 3G or 4G network.
11. Students are not permitted to transmit or post photographic images/videos of any person on Campus or on public and/or social networking sites.
12. Bringing onto De La Salle College premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, "hack" or providing access to unauthorized data or information is in violation of Student Acceptable Use Policy and will result in disciplinary action.
13. Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of Student Acceptable Use Policy and will result in disciplinary action.

Version dated: 27/03/2017

14. De La Salle College has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection. De La Salle College has the right to collect devices and inspect files on any device brought onto the campus irrespective of whether it has been the cause of a problem/ attack / virus (This covers devices that may contain pornography / objectionable material obtained offsite and stored on the Student Owned Device)
15. Teachers will encourage the use of personal digital devices whenever possible and students will be able to use them for homework activities.

**BYOD Agreement**

1. No student will be permitted to bring onto De La Salle College premises personal technology devices, or use devices on the College's Internet system until the agreement is signed by parents and students and returned to school.
2. Students and parents participating in BYOD must adhere to the De La Salle College Student Code of conduct, as well as all Board policies, particularly Internet Acceptable User Policy and Internet Safety Policy.

This policy was adopted by the Board on: 25<sup>th</sup> August 2015

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Version dated: 27/03/2017

## Appendix 1. BYOD Student / Parent Agreement

# De La Salle College

## BYOD Student/Parent Agreement

**BYOD** = Bring Your Own Device

### **BYOD Agreement Form and Protocol for the Use of Technology at the College.**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students at De La Salle College may now bring their own technology to School.

### **Definition of “Technology”**

For purposes of BYOD, “Technology” means a privately owned wireless and/or portable electronic handheld device that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

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5. It is the owner's responsibility for the repair of any malfunctioning / damaged devices. De La Salle College does not supply technical services for student owned devices.

**The Use of BYOD at De La Salle College**

1. Devices must be in silent mode while at school and while riding school buses.
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3. Devices cannot be used during class assessments, unless otherwise directed by a teacher.
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2. Students and parents participating in BYOD must adhere to the De La Salle College Student Code of conduct, as well as all Board policies, particularly Internet Acceptable User Policy and Internet Safety Policy.
3. I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my technology privileges as well as other disciplinary action.

**Parents:**

All devices brought to school are my son's responsibility and the insurance for the device is my responsibility.

Student name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Network Login: \_\_\_\_\_

Student Device: \_\_\_\_\_

Make and model of device: \_\_\_\_\_