

1: 28/05/2020



# De La Salle College

## BYOD Parent Registration Form

<b>Parent Name(s):</b>
<b>Parent Mobile No(s):</b>
<b>Parent Email Address:</b>
<b>Students Name &amp; Year:</b>

### Minimum BYOD Hardware & Software Specifications

- 11 inch screen
- 4GB RAM memory
- 128 GB Hard Drive ideally Solid State Drive (SSD)
- WI-FI: 802.11n
- Battery capable of running 6 hours
- Microsoft Windows 10 Operating System
- College has Microsoft Office 365 licence which enables all students **free Microsoft Office package**. Students will be able to access their class learning resources from any device, anytime and anywhere. They will get a school email address, online access to Microsoft Products and 1TB online storage space.

**Higher Hardware specifications and additional Software may be required for students studying Years 12 and 13 Art Design and Graphics.**

### Please tick the boxes that apply:

We have a device at home that meets the School's minimum specifications listed above.	
We are interested to get the device recommended by the School through Harvey Norman.	
We are interested to get a device from elsewhere that meets the School's minimum specifications listed above.	
We have read and signed the BYOD Parent/ Student 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.

### **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.

### **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 to 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 De La Salle College before or after school hours.
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.
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.

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7. Students will use Cloud Based Applications such as Google Apps and Creative Cloud for their Learning. 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 school, 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.
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.
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.
4. **Creative Cloud is available only to students who have BYOD devices and participate in School Curriculum subjects that require Adobe products.**
5. Login and Password details must not be shared with other students.

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**Parents to complete:**

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

<b>Student Name</b>		<b>Signature</b>		<b>Date</b>
<b>Parent Name</b>		<b>Signature</b>		<b>Date</b>

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

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

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

**ICT Technician:**

Date WIFI enabled:

Date Creative Cloud installed (if applicable):

Creative Cloud requested by Teacher: