

De La Salle College
Bring Your Own Device (BYOD) Policy

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A. Definitions

- 1 BYOD:** Bring Your Own Device.
- 2 Device:** For purposes this Policy, "Device" refers to privately owned laptop and / or tablet.

B. Rationale

1. De La Salle College is a Bring Your Own Device (BYOD) School.
2. **Positive and Safe Environment:** To ensure the use of devices is conducted in a positive and safe environment.
3. **Educational Benefits:** To encourage the growth of digital technologies that provide positive educational benefits for classroom instruction.
4. **Support Classroom Instruction:** To encourage students to bring their own devices to school that benefit and support classroom instruction.

C. Purpose

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

D. Guidelines**Internet Usage**

1. **School Internet Only:** Only the internet gateway provided by De La Salle College may be accessed while at school.
2. **Prohibited Devices:** Devices such as cell phones, cell network adapters, t-sticks, modems, etc., are not permitted to be used to access the School's internet services.

Security and Damages

1. **Device Security:** Responsibility for keeping 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. **Identification and Protection:** 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. **Insurance Responsibility:** All devices brought to De La Salle College are the student's responsibility, and the insurance for the device is the parents' responsibility.
4. **Device Responsibility:** 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. **Repair Responsibility:** It is the owner's responsibility to repair any malfunctioning or damaged



devices. The College does not supply technical services for student-owned devices.

Device Usage at College

1. **Silent Mode:** Devices must be in silent mode while at De La Salle College and while riding school buses.
2. **No Cheating:** Devices may not be used to cheat on assignments or tests.
3. **Assessment Use:** Devices cannot be used during class assessments unless otherwise directed by a teacher.
4. **Relevant Use:** Devices may only be used to access files on computers or internet sites relevant to the classroom curriculum. Games are not permitted.
5. **File Saving:** Files may need to be saved on the C drive of the laptop, an external drive, One Drive or another media device.
6. **Charging Devices:** Personal devices is to be charged before students bring it to school and should run off its own battery while at De La Salle College. Charging of devices will be available on a restricted basis at the discretion of the classroom teacher.
7. **Cloud-Based Applications:** Students will use cloud-based applications such as Google Apps and Office 365 for file management. Rules, including 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. **No Device Sharing:** Students will not physically share their personal devices with other students unless they have written parental permission to do so.
9. **Compliance with Teacher Requests:** 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. **Network Filters:** To ensure appropriate network filters, students will only use the BYOD wireless connection in school and will not attempt to bypass the network restrictions.
11. **No Transmission of Images/Videos:** 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. **No Hacking or Viruses:** Bringing onto De La Salle College premises or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, "hack" or provide access to unauthorized data or information is a violation of the Student Acceptable Use Policy and will result in disciplinary action.
13. **No Bypassing Security:** Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is a violation of the Student Acceptable Use Policy and will result in disciplinary action.
14. **Right to Inspect:** De La Salle College has the right to collect and examine any device suspected of causing problems or being 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 or objectionable material obtained offsite and stored on the Student Owned Device).
15. **Encouragement of Digital Device Use:** Teachers will encourage the use of personal digital devices whenever possible, and students will be able to use them for homework activities.

E. BYOD Agreement

1. **Agreement Requirement:** No student will be permitted to bring personal devices onto De La Salle



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College premises or use devices on the College's Internet system until the agreement is signed by parents and students and returned to the school.

2. **Adherence to Conduct and Policies:** 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 the Internet Acceptable User Policy and Internet Safety Policy.
3. **Understanding and Compliance for Parents and Students:** Students and parents understand and will abide by the above policy and guidelines.

This policy was adopted by the Board on:

Review Date:

Signed: _____

Date: _____

Parents and Students: We understand and will abide by the above policy and guidelines.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Student Name: _____

Student Signature: _____

Date: _____

