CARNARVON CHRISTIAN SCHOOL

"Walk as Children of Light"

Carnarvon Christian School

Bring your own device Policy

(School internet, email and ipad usage Policy merged with new Bring your own device Policy – 3rd march 2020)

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Rationale

Computer literacy is an important skill for all children to require in the modern world and can enhance the teaching/learning experience. The West Australian curriculum mandates that students "learn to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school and in their lives beyond school."

With the rapid advance in technology, it is not always possible for CCS to provide expensive computer devices for its students. Therefore, allowing students to use their personal computer devices at school is a sensible solution.

Actions Required

1. Students and parents/guardians must read and understand this policy and sign the BYOD Student Use Agreement before students will be permitted to connect a personal computer device to the School's wireless service.
2. Understand students at CCS can only use a personal technology device at school, with the knowledge and written approval of a parent/guardian and the School. CCS reserves the right to confiscate any unauthorized device until school staff deem the return of the device appropriate.
3. Acknowledge students are to use the device for educational purposes whilst on school premises and/or connected to the CCS School network. Activities such as downloading files not related to school work, playing computer games or watching movies is not permitted and contravenes the CCS BYOD Student Use Agreement.
4. CCS will take no responsibility for a damaged device.

Programme Participants

The BYOD Policy has been developed to inform the CCS community (Students, Staff, Parents and Administration) of the roles and responsibilities of maintaining a responsible, safe and effective BYOD program.

Scope

This policy applies to all stakeholders in the CCS BYCOD Program or any other students who receive special consent by the school. This includes:

- Students
- Teachers and support staff
- School administrators
- Parents/guardians
- Principals.

Policy inclusions

For the purposes of this policy, the term 'devices' refers to any personal device that meets the specifications of the program and school infrastructure. CCS will only allow laptop devices, and IPad or other devices as agreed upon by the School.

Equity and Access

CCS understands that the BYOD program may be a strain on some families. Students can borrow Ipads from CCS if BYOD is too expensive

Accidental Damage and Theft

CCS does not provide accidental damage or theft for 3rd party (student owned/teacher owned) devices and shall not be liable for any damage or theft that occurs on the school's premises unless

- The device is student owned and was under the direct care of a staff member at the time of the damage/loss.

Internet and Network Usage

All students, staff and parents are expected to adhere to the CCS Internet, email and IPad usage policy which can be found on the CCS website.

Roles, Responsibilities and Guidelines

Students at CCS are encouraged to utilise technology to enhance their learning experiences wherever possible. We know that eLearning compliments many areas of the curriculum and aim to capitalise on this opportunity, however we are aware that stakeholders must be aware of their roles and responsibilities and CCS takes its responsibility for children's safety and wellbeing seriously.

Students Responsibilities

- use devices in a responsible and ethical manner
- only log on to services and devices using their own name and will not use a computer or resource that has been logged on under another name
- charge the device at home and leave enough storage space for learning tasks and keep devices secure to enable daily use
- obey general school rules concerning behaviour and communication in line with the School's Code of conduct and ICT Use Agreement
- protect devices by contacting their teacher/administrator about any security problems they may encounter.

- monitor activity on their accounts (eg. Blogs, Reading Eggs, Accelerated Reader) and report any inappropriate or unacceptable behaviour.
- report any damages that may occur to their teacher immediately so that the teacher may investigate and inform the Principal and parents regarding the circumstances.
- use the internet in a safe and appropriate manner (As set out by the CCS School Internet, Email and IPad Usage Policy) and will report any inappropriate or offensive websites to their teacher so that the administration can block the sites.
- Respect and look after all devices, including those that belong to themselves, others and CCS.

Student Activities Strictly prohibited

Students are strictly prohibited from participating in a range of activities that are potentially harmful, dangerous or illegal. This includes, but not limited to

- Any action what violates the School's Code of Code of conduct or Child Safety and Wellbeing Policy
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of communication services during school time without prior permission of the student's direct teacher
- Gaining access to other student's accounts, files and/or data
- Sharing personal information over the internet which includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, e-commerce, email, apps etc.
- Participating in fraudulent or other illegal behaviour
- Participating in any form of bullying via social media (including, not limited to, texting, emailing, posting and accessing other students' devices)

General Guidelines

- Whilst at school, students are responsible for looking after their own device, treating them with respect and care, inserting cords and cables carefully etc.
- Devices should not be left in a school bag/backpack but brought into the classroom at the commencement of each day.
- Students are responsible for keeping their device charged for school each day
- Students must keep their devices protected at all times, placing on secure flat surfaces, no leaving on the floor etc.
- Devices are to be left in classrooms during the school day and under no circumstances left in an unsupervised area
- Students are not to consume food or drinks over their device

- Students who leave their device at home are responsible for getting the class tasks completed by hand or on a shared device. (if available)
- Devices must be inaudible at all times and headphones to be used if necessary
- Music with explicit language is not permitted at school and must be removed at the teacher's request.
- Games that are not deemed to be educational are not be downloaded or played at school without the express consent of school staff
- Inappropriate media may not be used as a screensaver or background photo.
- Apps, videos and photos must be suitable for G audiences.
- The presence of guns, weapons, pornographic materials, suggestive images, inappropriate language, alcohol, drugs, tobacco and gang related symbols or pictures is not permissible.
- All large downloads need to be completed at home
- CCS makes no guarantee that the internet will be working 100% of the time and will not be responsible for lost or missing data.

Device Inspection

Students may be selected at random to provide their device for inspection. Inappropriate content will be removed, students who refuse to remove inappropriate content will not have use of their device at school until it is removed.

Parent/Guardian Responsibilities

- Understand that the child and parent hold full responsibility for the device and that the CCS is not responsible for any mistreatment, breakages, vandalism or loss of the device except where the damage or loss occurs whilst the device is under the direct care of a staff member.
- Engage in regular discussion with their children and establish standards and values that their children must follow when using their device and the internet and applications at home
- Ensure that the device has the required apps installed on the device ready for educational use.
- Understand children under the age of 13 may not take part in age-restricted social networking sites such as Facebook, Snapchat and Instagram at school.
- Access the cyber safety resources and information on the CCS website to familiarize themselves with possible dangers.

The School advises that all home use of devices should be conducted in a place that is clearly visible for parents/guardians to supervise.

School Responsibilities

- Ensure all staff are trained in using common programs and applications and are familiar with the processes pertaining to the BYOD Program.
- Train teachers of the BYOD program about cyber safety and allow curriculum time for teachers to teach cyber safe practices to students.
- Endeavour to block materials considered offensive, profane, threatening, pornographic, obscene, or sexually explicit.
- Educate teachers, staff and parents on safety guidelines for duration of use, posture, rest periods, stretching, noise and environmental hazards.
- Develop a section on the CCS website that will provide parents/guardians with guides to assist in using the devices at home
- Ensure staff carefully select online content for students to use and at times allow students to create accounts to log on to appropriate educational resource sites with permission (eg. IXL Maths, Reading Eggs etc.

CHECKLIST FOR ONLINE SAFETY

Why is online safety important?

Online platforms are valuable tools for education and communication. They provide children and young people with a range of opportunities to learn in new and interactive ways, to engage with others, and to seek help and information. Organisations providing services to, or working with, children and young people have a responsibility to ensure that where children participate online they are protected from harm.

The National Principles for Child Safe Organisations recognize the importance of safe physical and online environments to promote the safety and wellbeing of all children and young people.

Online safety risks that Carnarvon Christian School may have to deal with include:

- The potential for inappropriate relationships between adults in a position of trust and the children and your people they work with
- Online abuse, including bullying, non-consensual sharing of intimate images, image based abuse, online grooming, online exploitation and abuse, or unwanted online contact.
- The exposure, or publication and distribution of inappropriate imagery or content.
- Data breaches of personal data and information, and data misuse.

- The uploading of content by adults or children and you people featuring children and young people without informed consent.
- Age-inappropriate access to online content.

The checklist

Allow access to the internet on its premises?	YES	NO	N/A
Have a website and/or social media accounts?	YES	NO	N/A
Allow the use of social media, e-mail, instant messages and other digital technologies to communicate with each other, including with children and young people, and with the public?	YES	NO	N/A
Allow the recording of events, the use of personal and/or professional digital devices?	YES	NO	N/A
Store and/or publish photos and videos on the organisation's website or social media accounts?	YES	NO	N/A
Allow children and young people to bring their mobile devices into the organisation?	YES	NO	N/A
Allow photos or videos of children and young people to be taken and published on personal social media accounts, or anywhere online?	YES	NO	N/A
Provide digital devices for use on or outside the organisation's premises?	YES	NO	N/A
Collect personal data?	YES	NO	N/A
Have protocols and procedures in place to deal with online incidents?	YES	NO	N/A

KEEPING CHILDREN AND YOUNG PEOPLE SAFE ONLINE

Simple steps can be taken to help children and young people be safe online. These include:

- Teaching everyone in your organisation about online safety issues and about appropriate online behaviour.
- Helping everyone understand online risks, how to navigate the online world safely and empowering them to be able to keep themselves safe online
- Clarifying the importance of keeping personal data and information safe and secure, and outlining procedures in this regard.
- Making it clear that everyone in the Carnarvon Christian School is responsible for the online safety of children and young people
- Outlining how the organisation will respond to the misuse of digital devices and to unacceptable online behaviours
- Having clear processes for reporting online safety issues or breaches of acceptable use policies.

FOR MORE INFORMATION:

For more information, practical tools and resources on online safety, visit the **Office of the eSafety Commissioner** website at https://www.esafety.gov.au/.
For more information, practical tools and resources on the **National Principles for Child Safe Organisations**, visit the website at https://childsafe.humanrights.gov.au/.
For information on the **National Office for Child Safety**, visit the website at https://pmc.gov.au/child-safety.

Office of the eSafety Commissioner, *Cyber abuse*. At https://www.esafety.gov.au/esafety-information/esafety-issues/cyber-abuse

2 Office of the eSafety Commissioner, *Cyberbullying*. At https://www.esafety.gov.au/esafety-information/esafety-issues/cyberbullying

3 Office of the eSafety Commissioner, *Sexting*. At https://www.esafety.gov.au/esafety-information/esafety-issues/sexting

4 Office of the eSafety Commissioner, *Image-based abuse*. At https://www.esafety.gov.au/image-based-abuse

5 Office of the eSafety Commissioner, *Unwanted contact*. At https://www.esafety.gov.au/esafety-information/esafety-issues/unwanted-contact

6 Office of the eSafety Commissioner, *Offensive or illegal content*. At https://www.esafety.gov.au/esafety-information/esafety-issues/offensive-or-illegal-content

7 Office of the eSafety Commissioner, *Photos, videos and social media*. At https://www.esafety.gov.au/education-resources/iparent/staying-safe/photos-videos-and-social-media

8 Office of the eSafety Commissioner, *Offensive and illegal content complaints*. At https://www.esafety.gov.au/complaints-and-reporting/offensive-and-illegal-content-complaints

9 Office of the eSafety Commissioner, *Legislation*. At https://www.esafety.gov.au/about-the-office/legislation

10 Office of the eSafety Commissioner, *eSafety issues*. At https://www.esafety.gov.au/esafety-information/esafety-issues

11 Office of the eSafety Commissioner, *Protecting personal information*. At https://www.esafety.gov.au/esafety-information/esafety-issues/protecting-personal-information

Appendix A. Internet Usage Agreement

The use of the internet is a privilege at Carnarvon Christian School and is to be used for education purposes only.

When I use the internet, I have responsibilities and rules which I must follow.

I hereby agree to the following:

- I will only use the internet to help me to learn.
- I will only use the internet when I am supervised by a teacher.
- I will only download or upload anything with the permission of the teacher
- I will not communicate via any messaging app during school time.
- I will not bring unauthorized programs, including games to school.
- I will not copy illegally copy software.
- I will not reveal my personal address or phone number or that of any other students or any other personal information.
- I will use information to help me understand but not copy and paste it for my answers.
- I will be considerate to others and only use polite language.
- I will not go looking for rude or offensive sites and should I encounter one I will turn off the computer immediately and inform the teacher.
- By signing this agreement I am saying that I understand the above rules for using the internet and will obey them.

Student Name_____ Parent Name_____

Signed _____ Signed_____

Date_____ Date_____

Appendix B. IPad Usage Agreement.

The use of the IPad is a privilege at Carnarvon Christian School and is to be used for education purposes only.
When I use the IPad, I have responsibilities and rules which I must follow.

I hereby agree to the following:

- I will only use the IPad to help me to learn.
- I will only use the IPad when I am supervised by a teacher.
- I will only download or upload anything with the permission of the teacher
- I will not communicate via any messaging app during school hours
- I will not bring unauthorized programs, including games to school.
- I will not illegally copy software.
- I will allow my parents or teachers to check my ipad at any time. This includes how is being used, the photos, other contents, books and what apps are installed.
- I will not reveal my personal address or phone number or that of any other students or any other personal information to people in cyberspace.
- I will use information to help me understand but not copy and paste it for my answers.
- I will be considerate to others and only use polite language.
- I will not go looking for rude or offensive sites and should I encounter one I will turn off the computer immediately and inform the teacher.
- I agree that if I use the ipad in the wrong way there will be consequences for this, which may include having my ipad confiscated or losing the right to use it.
- By signing this agreement I am saying that I understand the above rules for using the IPad and will obey them. I will also follow the class rules, parents and teachers instructions in using the ipads.

Student Name_____ Parent Name_____

Signed _____ Signed_____

Date_____ Date_____

Revisions and Addenda

Revision Date	Clauses Affected	Page Number	Operative Date

CARNARVON CHRISTIAN SCHOOL – BRING YOUR OWN DEVICE POLICY			
25/2/2012	Combined previous internet & Ipad policies	Whole document	Feb 2012
April 2014	Review document	Whole document	April 2014
26/02/2016	Added - I will not communicate via any messaging app during school hours	Pages 5 and 6	immediately
4/4/2018	Reviewed		4/4/2018
3/3/2020	Combined 'school internet,email and ipad usage' policy with new 'Bring your own device' Policy	Whole document	3/3/2020
Jan 2022	Reviewed	Whole document	9/03/2023
March 2023	Reviewed	Appendix A & B	immediately
April 2025	Reviewed Update equity & access info		09.04.2025