Rationale: Why BYOD?

At Brigidine College Randwick, our vision for learning fosters a love of deep learning, encourages students to think critically and creatively and provides a foundation for authentic learning. All students will have the opportunity to engage in learning that incorporates real-life experiences, technology, and tools that are already familiar to them. Learning is enriched through interactions with community members. The effective use of technology can support this vision for learning and can thereby bring authentic learning into the classroom. *(Horizon Report, 2015, p.5)*

A BYOD program aims to better provide for the learning needs of each student. This program offers a truly personalised learning experience, where the student assumes responsibility for their own learning, becomes a knowledge creator and manager, and an active and informed citizen. In 2016, Brigidine College Randwick will offer Bring Your Own Device (BYOD) arrangements to Years 7, Year 10 and Senior Students, with the remaining Year groups to move to this model by 2018 or earlier on request.

BYOD Guidelines

The [BYOD device requirements checklist](#) provides the necessary information to Parents/Carers when selecting a suitable device to support their daughter’s learning.

The following flowchart indicates the steps required to present a BYOD device suitable for use at Brigidine College Randwick.
Parent/Carer and Student reads the BYOD User Agreement obtained from the College Website or the hard copy distributed to students.

Parent/Carer and student read the BYOD guidelines which clearly outlines the most suitable device for your child’s learning, which operates best on the Brigidine College Randwick network infrastructure.

Device Selection
Important Considerations: Cost, Weight, Case, Insurance, Warranty, Software

Intention to purchase a new device for your daughter to use as their Device

Take BYOD Guidelines document to the place of purchase to ensure the device meets the guidelines. **Strongly Recommended:** Purchase 3 year on-site next business day warranty where repairs can take place on-site at the College.

Intention to use an existing device the family already owns

If the device is less than 12 months old, consider extending the warranty to include 2 years on-site next business day repairs can take place on-site at the College.

Complete the hard copy BYOD User Agreement and acknowledge the terms of the agreement by signing the Student and Parent Acknowledgement page. The document needs to be returned to the College.

The College will provide advice to the student when the BYOD induction session will take place to enable connectivity to the College wireless network.
BYOD Use: Care for self, Care for others, Care for device

We urge students and parents to review SCS’s Acceptable Use Policy (2015).

The school reserves the right to capture, store and review all online activity and content created or accessed via school provided services. Such material is the property of the school and the CEO.

A BYOD may be taken or accessed where there is a reasonable belief that:

- There has been or may be a breach of the school rules or policy
- There may be a threat of harm to a student or others or system security.

Students will cooperate with a direction from the school in providing access to the BYOD.

Care for self

- I agree to bring my device fully charged to school everyday, unless specified by the College
- I agree to only use the College’s Wireless Network and all associated infrastructure for educational purposes
- I agree to only to access the internet through the Brigidine College Randwick Wireless Network
- I agree to report any inappropriate behaviour and material to my teacher
- I agree to keep my personal information safe and not share these with other students and strangers
- I agree that I will use my device only under the direction of the teacher

Care for others

- I agree that I will not take images or video of other students without their permission. I will not post images or video of other students on any social media site. Images or Videos recorded without the supervision of the teacher at the College must not be transmitted or posted anywhere on the Internet without written permission from the College Executive to do so
- I agree that I will not deliberately damage or misuse another student’s device. I will work collaboratively with them and treat the student and their device with respect
- I agree that I will not access, create, store or transmit any material that may be seen as offensive, indecent, obscene, intimidating; or that harasses, insults or attacks others
- I agree to follow copyright laws and understand that I must cite any work gathered from the Internet that is not of my own creation
Care for device

- I agree to maintain my device with up to date anti-virus and anti-malware software
- I agree not to have any ‘hacking’ software installed on the device
- I agree to maintain my device ensuring I perform regular software updates for all required Software including but not limited to updates for Microsoft Windows, Adobe, Pearson Textbooks etc...
- I agree to update CENET passwords when notified and never to use the CENET username or password of any other student
- I agree that it is my responsibility to keep my device in my possession, keeping it secured at all times. I understand that College staff is not responsible for the security of my device
- I agree that the College is not responsible for the replacement or costs of damaged, stolen or lost devices. All BYOD devices should be stored and transported in a proper case and have a protective screen cover to minimize damage
- In the event that my laptop is damaged, I agree to have my laptop repaired in a suitable timeframe ensuring that it will not impact upon my learning. I will take responsibility for loaning out a replacement laptop from the library and I will return this laptop to the library within two weeks
- I agree to have the serial number and Media Access Control (MAC) address of the device recorded by the school for the purpose of device identification

Parent/Carer Responsibilities:

In the event that my daughter’s laptop is damaged, I will have this laptop repaired in a suitable timeframe ensuring that it will not impact upon my daughter’s learning. I understand that my daughter will be issued with a temporary laptop, which will be loaned out for a two week period only.

- I understand that the College ICT Support Officer will provide support to
  - Connect to the device to the school wireless;
  - Connect to the internet;
  - Connect to CloudShare;
  - Connect to Chrome browser
  - Connect to SENTRAL administration system
Warranty and Repairs

- It is strongly recommended that the device should include an on-site warranty for the useful life of the computer e.g. 3 years for notebooks and 2 years for tablets.
- Purchasing warranty for BYOD devices is the responsibility of the parent/carer;
- Warranty claims for BYOD devices is the responsibility of the parent/carer;
- On-site warranty repairs for BYOD devices will occur at the school during school hours.
- The school will have a small number of school owned loan devices to be loaned out via the library when a student's BYOD is being repaired.

Support

In-scope of Support

- ICT will only provide best effort support for:
  - Connecting to the wireless;
  - Connecting to the internet;
  - Connecting to CloudShare; and
  - Chrome browser

Out-of-scope of Support

- All support and maintenance other than what is listed under ‘In-scope of Support’ is not supported by ICT and is not the responsibility of the school;
- Fault diagnosis, warranty claims and hardware and software repairs are not the responsibility of the school;
- Android is not supported because not all versions of Android OS support auto proxy configuration (PAC file). The proxy (Zscaler) is SCS’s web content filtering system and our duty of care to our students.
- BYOD devices shall not be bound to the school domain;
- BYOD devices shall not have a Standard Operating Environment (SOE) provided for by the school; and
- BYOD devices shall not have school licensed software installed on them.
BYOD Repair Process

Student has an issue with BYOD device

Repair at home

Talk ISO in library, proof must be given that laptop is in for repair

Loan laptop for two weeks, the laptop has been fixed?

Y

N

Student return the laptop to the library

Student returns the laptop

Repair at school (using student’s onsite warranty)

Talk to ISO in library

Obtain loan laptop whilst laptop is being fixed

ISO messages the student

Student returns the loan laptop

Library sends letter to parents requesting loan laptop be returned
**BYOD Laptop Repair Process - Repairs completed at School**

BYOD devices are owned by the family of the student. They receive no support for repairs or configuration from the ISO or the school. However, the school is happy to facilitate repairs of computers that have an on-site warranty - the on-site location is at the discretion of the family and can be the school.

1. Student brings device to the ISO in the library at the appropriate time. Student fills out BYOD computer repair form
2. ISO logs the Job. The job number is entered on the form and the computer repair form is attached to the laptop. It is recommended that the laptop username is written on a sticker and attached to the laptop
3. The student borrows a laptop through the library borrowing system
4. The student is issued with a loan device and the loan number entered into system
5. The device is placed in the designated repair area for 3rd parties
6. The 3rd party repairer attends the school and the ISO shows them where the device is

**The ISO has no discussions with the repairer; all discussions are referred to the owner of the computer**

7. Once the repairer has completed the repair or deemed the repair not covered by warranty the ISO takes the computer to the library
8. ISO sends a message to the student via Sentral
9. The student returns their loan computer to the library
10. The ISO closes the job
11. The ISO re-images any returned loan laptops and checks them for damage. If the loan laptop is damaged the ISO discusses with the Principal to determine the next course of action

**BYOD Laptop Repair Process - Repair completed at Home**

BYOD devices are owned by the family of the student. They receive no support for repairs or configuration from the ISO or the school. If the family has to return the laptop to the manufacturer for repair or has the on-site warranty completed at home the school and assuming the student cannot find a suitable device from elsewhere, the school will endeavour to provide a loan device for the student so that their learning is not interrupted

1. Student brings laptop and goes to the ISO in the library at the appropriate time
2. ISO logs a job
3. The student borrows a laptop through the library borrowing system
4. The student is issued with a loan device and the loan number entered in system
5. If the loan device has not been returned after two weeks, the ISO notifies the library to send a letter to the parents asking why the loan computer has not been returned and that if it is not returned in 1 week, parents will be required to attend an interview at the College.
6. The student returns the loan laptop and ISO enters a note in repair system
7. The ISO closes the job
8. The ISO re-images any returned loan laptops and checks them for damage. If the loan laptop is damaged the ISO discusses with the Principal to determine the next course of action

**Other Considerations**
1. The default loan period is set to two weeks
2. If load period over two weeks then approval must be obtained from the AP
3. If you purchased an **Apple device** as a BYO device from a non-educational reseller
   eg. Apple Store or a retailer like Myer, you are unable to nominate the school as a place of
   repair/warranty. So, if a device was to be repaired under warranty, the device would need to be
   returned to the place of purchase.
4. The only way a parent/carer can nominate the school as an **onsite warranty venue** is if you
   purchase through an educational reseller eg. namely through the BYOD Portal outlined above.

**BYOD Computer Repair Form**

Student Name_________________________________________ H/R ____________

Username______________________________________________

Password______________________________________________

**I understand that:**

1. I am leaving the computer with the school so that a pre-arranged repair by a
   supplier of your choice can occur.
2. The school accepts no liability for any damage and will take no active part in
   the repair process.

Signed_______________________________________________

Description of problem
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

3rd Party Job Number ________________________ Date logged ___________________

Job Number ___________________________ Oliver Loan Device Number _____________
Bring Your Own Device (BYOD) AGREEMENT

Student Name: ____________________________ H/R ___________________

Parent/Carer Name: ____________________________

Purpose
Brigidine College Randwick aims to provide students with learning experiences both in and out of the classroom. The school will be providing the students the ability to bring their own laptops to school and connect to the school network. Students may also have the need to borrow for a specific time period a school owned laptop for use at home and school if their laptop is broken. A number of pool laptops are available for short term loan to such students. Loan laptops remain school property.

A BYOD Agreement must be signed and provided to the school before students are able to connect their own laptops or borrow a laptop from the school.

Students and parents/carers must carefully read this agreement prior to signing it. Any questions should be addressed to the school and clarification obtained before the agreement is signed.

BYOD Agreement
We have read the BYOD Agreement. We understand our responsibilities regarding the use of the laptop and the internet.

In signing below, we acknowledge that we understand and agree to the BYOD Agreement (including the responsibilities regarding loan laptops and we understand that we accept responsibility for any costs associated with the repair or replacement if caused by any negligent act).

We understand that failure to comply with the BYOD Agreement could result in loss of future loan permission and/or withdrawal of access to online services.

Student Signature: ____________________________ Date: _________________

Parent/Carer Signature: ____________________________ Date: _________________
Student and Parent Acknowledgement and Computer Registration Form

Student

- I confirm that I have read, understood and agree to abide by the Bring your Own Device (BYOD) User Agreement.
- I understand that the device I bring to school must have the device brand, device serial number and MAC Address (if applicable) recorded for the purposes of device identification at the College.
- I will ensure I follow the guidelines care for self, care for others and care for device when using the device.
- I understand that in connecting to the College wireless network, I will use the device in accordance with the Student Acceptable Use policy published in the College Diary.

Parent/Carer

- I confirm that I have read, understood and agree to abide by the Bring your Own Device (BYOD) User Agreement.
- I understand that the College ICT Support Officer will provide support to:
  - Connect the device to the school wireless
  - Connect to the Internet
  - Connect to CloudShare
  - Connect to Chrome browser
  - Connect to Sentral
- I understand that fault diagnosis, warranty claims and hardware and software repairs are NOT the responsibility of the school.
- In the event of physical damage, I agree to have the device repaired in a timely way. I understand that, in the event of a breakage, a loan device will be issued by the College for a period of two weeks. The care of the loan device will be the direct responsibility of the student.

<table>
<thead>
<tr>
<th>Student name:</th>
<th>Student’s Signature:</th>
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</thead>
<tbody>
<tr>
<td>Parent/Carer name:</td>
<td>Parent/Carer’s Signature:</td>
</tr>
</tbody>
</table>

Device Registration

<table>
<thead>
<tr>
<th>Device Brand: eg. Apple MacBook Air</th>
<th>Device Serial Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Device MAC Address:</td>
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