




BRING YOUR OWN DEVICE POLICY

YEAR 6 to 11

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Designation: Head of School	Designation: Head of School
Signature: 	
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Related Policies, Procedures and Guidelines:

- Social Media Policy
- Grange ICT Responsible Use
- Behaviour Policy

Grange School is committed to providing supportive learning environment for all students and is keen to assist students with personal laptops. Clearly, safety and security from both the student's point of view and that of Grange School are prime concerns as is the impact on school resources.

Technology plays a large role in our lives. Personal devices can enhance and enrich learning opportunities both at home and at school. Grange School supports the responsible, learning-centred use of personal devices at school so that students can access many pathways to learning and understanding.

Consequently, the following Policy Position has been established:

Personal **Laptop Computers** devices may be used at school by secondary students in Years 7 – 11 and **Tablets (touch screen devices)** in year 6. Laptop computers / Tablet devices can only be used at school with the knowledge and written approval of the parent/guardian. The signing and registering of the acknowledgement slip below constitutes such knowledge and approval. A copy of the signed agreement is to be submitted to the Secondary Office (parents are advised to make a copy of the signed document).

Before any student can use their laptop at Grange School the consent form must be signed (by parent and Deputy / Head Secondary or Primary) and laptops / Tablets must be registered with a member of the Grange IT Team. Students will be required to provide access to the IT team to ensure the device is supported by the Grange wifi and has no unauthorised content, programs or applications.

The student accepts **FULL** responsibility for the care and use of their own device and should provide protective covering for tablets and bags for laptops. In particular, Grange School does not accept responsibility for theft or loss of the device or parts/accessories. Families should check the details of their personal insurance coverage for events such as loss/damage.

Unless specifically stated Home and Contents insurance does not cover a laptop device against accidental breakage or theft when outside the home. There is risk associated with bringing a laptop device to school and it is highly recommended that parents consider electing to purchase a suitable insurance option.

Under no circumstances are students to leave devices unattended and the following guidelines have been developed to protect students. When devices are not in use the students should leave them in a locked locker or locked class room in Primary. This includes occasions when undertaking co-curricular or extra-curricular activities. Students must always take home their devices overnight and never leave them in a locker.

Students should always attempt to minimise the total weight of materials transported to and from home. When carrying their bag/s students should attempt to alter the carrying hand and regularly take breaks. If a backpack is being used then always use both straps and pack the heaviest materials so that they will be closest to your back. Remember that the laptop device is valuable and always have it in sight or preferably hold it when travelling.

Students need to take care when moving around the school and ensure they do not drop or knock their device (including whilst being in a bag) against any object, this includes entering the turn styles at the school entrance, taking care that the turn style arm does not hit the bag.

The laptop device will only have access to the Grange school wireless network. Students will still be bound by the Grange School IT Policy and at **NO** stage will they have direct access to the Grange School Network. The integrity of the School's network could be severely compromised by the introduction of viruses and this is a risk that cannot be accepted. In the future, via the wireless network students will have access to the School's Learning Gateway, the filter internet and email.

The school will provide a safe internet experience for students. At times, students may be provided with teacher permission to access external internet (from Grange staff data) providers to complete their classwork if there are disruptions to the usual internet provider.

Students will use the Grange School wireless connection exclusively for educational purposes. Activities such as downloading inappropriate files via programs, attempting to accessing inappropriate website content or playing networked computer games via the internet or the wireless network is not permitted. Any inappropriate use of devices in school will result in the device being confiscated and appropriate disciplinary action in line with the behaviour ladder. Teachers will monitor the use of devices in lessons and any misuse of the device will result in laptops being confiscated. Students are not permitted to use their devices during break, lunch or after school while waiting to be collected unless under the supervision of a teacher.

Students are not allowed to use their devices during school hours for accessing social media or posting any content on social media. Inappropriate or negative content or comments posted on social media by a Grange student can be addressed by the Grange pastoral and leadership, with appropriate disciplinary measures taken for any anti-social behaviour.

The use of a device at particular times in individual lessons is at the discretion of the subject teacher. There may be times when the activity is intended to be done without computer assistance or when the attention of the student is required elsewhere. At **NO** stage should students access programs or material from the device which are not relevant to their current work/learning.

The use of power cords creates a Health and Safety risk and also increases the possibility of damage to the device should a student trip on it. Students are expected to bring their devices to school each day with a fully charged battery. If one battery does not provide the required length of use then a second battery should be purchased. Students will not have provision to charge batteries at school. Batteries are considered a consumable device and do deteriorate over time. If the device is purchased privately then typically it has a one-year warranty and will most likely require a replacement battery before it reaches three years of use.

The School cannot undertake to provide technical assistance for hardware or software problems that may occur with devices. Such assistance remains the personal responsibility of the student as a private matter. If the device malfunctions during a lesson, the student is required to continue with their learning promptly in a conventional manner.

The student is responsible to ensure that any software or application required is already installed on their device. The IT department or teachers will not supply educational or application software for lesson use due to resource constraints and licensing agreements.

Students are encouraged to perform regular backups of their files. The importance of current work will often determine back up frequency.

Printing of documents from student devices can only be done using a personal data-transfer device (USB drive) compatible with the School Network. Direct connection of the laptop device to the network is not permitted. It is the student's responsibility to have a suitable data-transfer device. It is encouraged that ALL printing be done at home.

Where there is reasonable suspicion that material contrary to the ethos of the School is being brought to school on the device, the School reserves the right to impound the computer and institute a search for such material.

The use of any device must not interfere or disturb the learning of others or the ability of the teacher to teach their lesson/s. The filming or recording of anything within the school grounds is strictly prohibited, unless under the direction and guidance of the class teacher. If this was to occur, the device will be confiscated and the parents contacted to attend a meeting at the school, and only then, will the device be handed back to the family with the recording deleted.

The use of technology devices is a privilege and therefore students MUST follow the school's protocol and agreement at all times. They may not connect to any other service provider or social/games site during school hours. The use of any device is solely for educational purposes.

Any student found hacking into the school's network security and/or setting up proxies and downloading programmes to bypass firewalls will have their device/s confiscated and be suspended immediately from school. Any attempt by a student to hack into any unauthorised network will have serious consequences, including having devices confiscated and could lead to a permanent exclusion. This may also become a matter for the local authorities.

Students are not permitted to have VPN's installed on their computer or attempt to use a VPN whilst on the Grange wifi. Students are not allowed to bring their own network servers to access the internet and if found will be confiscated.

I agree to only use my own laptop whilst in school and if I damage or break another student's device, I will be responsible for the costs of repairing or replacing the device.

I agree to abide by the BYOD, Grange ICT Responsible Use and Online Acceptable Use Policies.

Specification recommendations for student laptops:

	Lap Tops	Tablets
SCREEN SIZE	12" to 15"	10" – 13"
KEYBOARD	Detachable / Fixed	On screen (Detachable optional)
WIRELESS	2.4 GHZ - 5GHZ 802.11 a/g/n	2.4 GHZ - 5GHZ
BATTERY LIFE	Minimum 8 hours	Minimum 8 hours
MEMORY	4 Gb RAM - 32 Gb memory : expandable	32 – 128 GB

AUDIO / VISUAL	Camera / Sound recording	Camera / Sound recording
OPERATING SYSTEMS	Windows 10 and above / android	Android / Chrome / IOS
SOFTWARE	MS Word, EXCEL, PP, Publisher, Note taking, multimedia, numbers, spreadsheets, graphing, basic photo editing.	
CASE	Protective / durable	Protective / durable
Hard Drive	250 GB minimum (expandable up to 1TB)	



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YEAR 6 – 11

Agreement Document: Student Personal Laptop Computer / Tablet Devices

I have read the policy regarding the Use of Student Personal Laptop Computers / Tablets and agree to abide by the terms and conditions contained therein. Further, I understand that if there is a breach of the agreement, I risk having this privilege withdrawn and any further action in line with the School's Student Behaviour Management Policy.

I acknowledge the School will not be liable or deemed responsible for any devices which are damaged, broken or stolen at school, in transit to or from school or during school related activities.

Student Details:

Name: Year Group:.....

Home Address:

Home Phone: Student's Mobile No.

Type of Device: Serial No.

Parents Details:

Name:

Signature: Date:

Home Phone: Mobile No.

Email Address:

Approval granted by the Head of Secondary / Primary : Yes / No

Secondary / Primary / Head Signature: Date:.....

Once this agreement has been completed and authorised, the relevant device will need to be taken to the IT Department for processing.