



WALK IN NEW LIFE

MATER MARIA CATHOLIC COLLEGE

COMMUNITY • FORMATION • SUCCESS

BYOD PROGRAM CODE OF CONDUCT

Mater Maria Catholic College's 'Bring Your Own Device' (BYOD) program is a parent-funded program for all students in Years 7 to 12 where they may bring their own personal device to school.

BYOD RESPONSIBILITIES FOR STUDENTS

GENERAL

- Devices at Mater Maria Catholic College will only be used during lessons at the teacher's direction.
- Devices may not be used outside of classrooms during recess, lunch and before school.
- Sharing of the device may not occur unless it's for collaboration/group work at the teacher's direction.
- Have the College's Prescribed Apps loaded and ready for use.

STUDENT DEVICES LEFT AT HOME

- If a student leaves their device at home, they are responsible for getting the assigned work completed by other means with the least disruption to other students in the class (i.e. hand written).
- Replacement/loan devices are not available at the College.

CHARGING OF STUDENT DEVICES

- Devices must be brought to school each day with the battery fully charged.
- Other than in the case of exceptional circumstances, students will not be able to charge their device at school.

STUDENT WALLPAPERS AND BACKGROUND IMAGES ON THE DEVICE

- Inappropriate media may not be used as screen savers or wallpapers on the device - the presence of firearms, profanities, aggressive or violent behaviour, alcohol, prohibited substances or harassing/distasteful pictures are therefore not permitted.

AUDIO ON THE DEVICE

- Students are to ensure that device audio is muted at all times unless permission is obtained from the classroom teacher.
- Music is allowed on the device and can be used at the discretion of the teacher.
- Any games installed on the device may not be operated whilst at the College.
- Students are required to carry earphones with them in the event of audio required in class. These are to be used at the discretion of the classroom teacher.

PRINT SERVICES ON THE DEVICE

- At this stage, print services are not available from the device.

PROTECTIVE CASES FOR STUDENT DEVICES

- The College recommends cases for several reasons including protection, accessibility, differentiation and stability.

PRESCRIBED APPS – STUDENTS

The College has established a prescribed App list for all students at the College which is available from the Parent Notes Portal on the College website. The student/parent is responsible for downloading these apps through the Apple App Store.

REQUESTS FOR PURCHASED APPS FOR USE BY STUDENTS

Individual teachers may request the installation of apps on student devices to enhance the learning program offered in the classroom. Teachers may instruct students to download free of charge apps that are appropriate for the program of study and will usually be selected and agreed upon on a Year/course basis. Apps for students that may need to be purchased will be communicated through the Parent Notes Portal. From a budgetary perspective, families will require \$50.00 per annum per student. This roughly equates to \$5.00 per course in Year 7 to Year 9. Please note that staff members have been requested to provide an alternative option that is free of charge. This will ensure that if a student/parent does not have capacity to pay for the app, or the app is additional to that prescribed for the course, the student will have access to an alternative option.

ACCEPTABLE USE POLICY OF INTERNET AND NETWORK SERVICES

At Mater Maria Catholic College, internet and network services are used to enhance teaching and learning through the use of digital information and communication technologies for communicating, publishing, research and for learning skills. As a result, unacceptable use of the College's computer systems, which include the use of the internet and email facilities, will not be tolerated. Actions contrary to this would be treated very seriously. Rules for Acceptable Use of Internet and Network Services at Mater Maria Catholic College.

PERSONAL SAFETY

Students must not:

- Post or publish personal contact information about themselves or their families without permission from their parent/guardian.
- Personal contact information includes address, telephone, school address, parents' work addresses, email addresses, etc.
- Publish a picture/or video or e-mail a picture/or video of themselves or others without first checking with the teacher.
- Meet with someone they have met on-line without their parents/guardian's approval and participation.

UNLAWFUL USE

The use of the school's internet and network services must at all times comply with State and Commonwealth laws. It is a criminal offence to intimidate or harass another person on-line or produce, disseminate or possess images of a person that may be classified as pornography.

PRIVACY ISSUES

Students must not:

- Post or publish private information about another person.
- Re-post a message that was sent to them privately without the permission of the person who sent them the message.
- Send items of a sensitive or confidential nature by e-mail without prior clarification with the addressee.

COPYRIGHT AND PLAGIARISM

- Students must not make any reproduction or copy material protected by copyright without the approval of the copyright owner.
- Students are to cite and reference the sources of words, images, music, ideas or information used.
- Computer software must only be used in accordance with licence arrangements.

ACCESS

- Students must not attempt to gain unauthorised access to any information resources, systems or networks.
- Students must not log-in through another person's account nor interfere with another user's files or folders.

INAPPROPRIATE USE

Students must not use the College's internet and network services to download, display, print, create, save or transmit materials that:

- use obscene, threatening, or disrespectful language,
- are pornographic, advocate illegal or violent acts, or advocate discrimination towards other people,
- cause offence to others or constitute bullying behaviours

If students accidentally access inappropriate material they must:

- not show others
- turn off the screen or minimise the window and
- report the incident to a teacher immediately
- Students must not use the College's internet and network services for personal financial gain, gambling or advertising.

NETWORK SECURITY AND OPERATION

Students must not:

- deliberately engage in any activity that may disrupt the Service's performance or destroy data,
- intentionally spread computer viruses,
- post chain letters or engage in "spamming",
- download or upload any application without the permission of the teacher
- move fixed equipment or cables

Students must report any breakages or malfunction to the teacher

MONITORING

Student use of ICT and internet and network services may be monitored.