The BYOD pilot program will continue in 2014 and ALL students are invited to bring their own devices (as listed below) to school. The purpose of the pilot program is to test the capabilities of our network and its capacity to deal with a large and unpredictable number of users.

- **Tablet** (iPad or Android or Windows 8)
  Minimum screen size 9 inches diagonal, 30 GB + capacity with wireless capability. Attachable keyboard and hard cover case recommended. For new machines: 2 year extended warranty recommended

- **Any laptop** (Windows or Mac)
  With wireless capability and padded carry bag. For new machines: 3 year extended warranty recommended

While the above devices represent minimum requirements, it should be noted that the following devices will provide greater versatility and functionality for students.

**Laptop PC**
Video, camera, Internet browser, full keyboard, runs educational applications, mouse control. Laptops take learning to a higher level with their higher performance levels that enable them to run educationally sound applications for music composition, graphics, and so on. The full keyboard also provides students with an easier way to take notes and manage their work.

**Slate/Tablet PC with Pen; e.g., Surface Pro 2**
Video, camera, Internet browser, full keyboard, digital pen for handwriting input, runs educational applications. Tablet PCs offer the best of all worlds. They're fully featured for learning, and they have the important extra ability of the digital pen that opens up a whole range of pedagogical opportunities including writing chemical and mathematical formulae as well as Asian language characters. They can also jot notes that can be converted to text.

BYOD allows students to use the device with which they are most familiar and, therefore, provides an opportunity for independent and individualised learning. When students have a variety of devices some may work better than others at different tasks. Students learn, as they may need to in their future careers, how best to adapt their devices to the job at hand. When students do not have the same machine, the same software, the same everything students and teachers are forced to think differently about managing learning.

Using mobile devices that go from school to home creates a different relationship between student and school, and between student and his or her self-identity as a learner. It is hoped that this will break down the concept of learning being a chore and motivate students to become life-long learners. BYOD provides students and teachers with the opportunity to move towards personalised learning, differentiated teaching strategies and a focus on the learning; not the device.

While it is clear that technology must be used to transform pedagogy, it is also obvious that schools simply cannot keep up with the rapid changes in technology. Furthermore, for some students technology at home is much greater than technology at school; for others it is much less or non-existent! The tension between equity and tailoring education to individual needs makes it imperative to support students who do not have access to technology.

It is important for all of us – students, parents and teachers – to realise that technology is simply a tool and not an end in itself. As such, it should be used to enhance the learning experience; not replace it.

Please find attached a copy of the Bring Your Own Device (BYOD) Guidelines and a **BYOD Registration Form** which is to be completed and returned to your child’s Care Group Teacher if s/he wishes to participate in the pilot program.
College Guidelines on Bring Your Own Devices

Students are expected to:

1. be responsible for their devices and their use at all times. Devices must be kept in a locked locker when not in use. The College will not be held responsible for any damage, loss or theft of any student device.
2. be responsible and liable for any damage that they may cause with their device.
3. use devices in the classroom at the discretion of the classroom teacher. Classroom teachers may prohibit, restrict or regulate use of devices as they deem necessary.
4. charge the batteries of their device overnight and bring a fully charged device to School with enough power to last the day. The College has no provisions for students to charge and power their devices. Students are expected to carry paper and pens as backup.
5. use their device to support the classroom activities and educational aims of the College.
6. carry their devices in padded bags or hard cover cases when moving between classrooms and to and from school to prevent damage to the device. Registration can be refused if the device is presented without the appropriate bag or cover.
7. use their devices only for study purposes and in supervised areas such as the Library and Study Areas during these times: before school, during recess, at lunch and after school.
8. install a reliable and updated anti-virus program protect their devices, and the College network from contamination by computer viruses.
9. accept that College Staff have the right to inspect the device and its contents to ensure compliance with this Policy.
10. complete and submit a BYOD Registration Form to the Care Group Teacher for each device.

Students are NOT permitted to:

1. play games, access social media or take part in any other activities that are not related to their learning.
2. use their devices to cause distraction for others, especially in regards to sound. Therefore, audio must be muted at all times or restricted with student owned headphones or earphones when directed by the teacher.
3. film or record any student or staff member using the camera or microphone in the devices without the express written permission of the College AND the individual concerned.
4. take photos of themselves or others and upload them on ANY social media websites
5. use the devices in the school grounds during these times: before school, during recess, at lunch and after school.
6. avoid the limitations set by the College network, particularly Internet restrictions through mobile network devices, 3G or 4G connections, or phone hotspots while on College premises.
7. share passwords or any other access codes with any other person, or use another user’s account to access the computer network.
8. use the devices for SAC/SAT school based examinations, unless notified by the Director of Learning.

The College ICT Department will provide assistance with connection to the College network, but will not be responsible for, nor be required to provide, any support or troubleshooting of any issues with the device.

USAGE CONSEQUENCES (To be read in conjunction with the College Pastoral care Policy)

Failure to comply with these guidelines may result in disciplinary action such as, but not limited to:

- Loss of access to the network
- Temporary confiscation of the device
- An after school detention or
- Suspension from school.
BYOD Registration Form

Please complete this form and submit it to your Care Group Teacher who will provide you with a sticker to be displayed on your device indicating it is registered.

Student’s Name: _____________________________________________________________________

Year Level: ___________________________  Care Group: _____________________________

Device Details for Tablets

Type of Tablet (please circle one): iPad  Android Tablet  Windows 8 Tablet

Manufacturer: ___________________________  Model: _______________________________

Serial Number (if available): ___________________  HARD cover included?  YES  NO

Device Details for Laptops

Type of Laptop (please circle one): Windows  Mac  Other

Manufacturer: ___________________________  Model: _______________________________

Serial Number (if available): ___________________  PADDED carry bag included?  YES  NO

I, _____________________________________________ (student’s name) have read, understood and agree to abide by the BYOD Guidelines.

Signed: __________________________________________________________________________

I, ________________________________________________ (parent’s/guardian’s name) have read, discussed with my child and agree to abide by the BYOD Guidelines.

Signed: __________________________________________________________________________

Date: __________________________________________________________________________

Please indicate:
☐ This is my first registered device.
☐ This is in addition to my first registered device.
☐ This is in place of my first registered device.

It is recommended that parents check that their home contents insurance covers damage to the device while at school, and travelling to and from the school. When buying a new device, parents should investigate the turn-around time if repairs are required.