**Bring Your Own Device Program 2023**

Dear Parent/Guardian,

With the College Board's endorsement and in keeping with the College's initiative for IT learning, all students are encouraged to bring their own device to the College for their personal use. This is a wonderful opportunity for students at WA College of Agriculture, Cunderdin to become engaged in an enriching and connected learning environment through utilising a device that they will continue to use post-school.

Attached to this communication are:
- BYOD Student and Parent Information Letter, and
- JB-HIFI Parent Toolkit.

It is important to note that there are certain conditions /specifications required for the device to successfully connect here at the College and these are explained in the BYOD document.

Please read the BYOD 2023 letter for more detailed aspects of the requirements and if satisfied with the conditions please complete and sign the Acceptance-Agreement Form. Your child will not have access to the internet until the College receives the Acceptance-Agreement Form.

It is strongly recommended that you purchase an external hard disk drive for backing up the contents of your device and protect student work.

If you have any questions or concerns, please contact Mr Stephen Skinner in the IT Department on 08 96352100.

Kind regards

Matt Dowell
Principal

7 November 2022

267 Baxter Rd, Cunderdin, WA 6407 | PO Box 132, Cunderdin 6407
P 9635 2100  F 9635 1334  E cunderdin.wacoa@education.wa.edu.au

cunderdinag.wa.edu.au

## BYOD Program Frequently Asked Questions

**Has the College considered the cost of the BYOD program to parents?**
Yes. The College has amended the Contribution and Charges and removed the $250 (per annum) 'After Hours Computer Use' fee to compensate for the out-of-pocket cost to parents. The College and College Board agreed that the $500 total is best placed with parents to invest toward a device that their child has the capacity to keep (as they own it).

**My child is in Year 11 in 2023. Should I not engage in the BYOD program, will my child be allocated their own school laptop to use while they are enrolled?**
No. However, the College will ensure that students have access to loan devices during the school day so they can maintain their educational program requirements. These devices will need to be borrowed and suitably cared for by students. Should a student need to access a device during Residential prep (study) time, they will have access to the computers in the Library.

**Is the program compulsory?**
No, however we highly encourage students to bring their own device in preparation for post-school usage. A school-owned loan device will be provided in the instance where a student does not have his or her own device to utilise (i.e., it is being repaired, left at home etc.).

**When should I start looking at device options and make a decision?**
Given the global delays with manufacturing and delivery of electronic devices, the College encourages families to commence the process of deciding on a device that suits their needs, budget, and specification requirements ASAP.

**I have a notebook computer already – can I use it at the College?**
Yes. We encourage all students to bring a device, but only recommend devices that meet the specifications in the BYOD documentation.

**Should I backup my work on the laptop?**
Things do go wrong with computers which is why we recommend having an external hard drive to backup data. The school will not backup data from the computer device.

**What software should my device have installed before arriving at the College?**
Your device must have Antivirus software, activated version of Microsoft Office 2016 or 365 and AutoCAD. Download instructions are in the BYOD Student and Parent Information Booklet.

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**Is a Smart Phone or iPad / Android tablet sufficient?**
No. these devices do not meet the specifications required for students to engage in all aspects of the learning programs.

**If my device is damaged at the College, will it be covered under the Department's insurance?**
No. It is highly recommended insurance options are investigated prior to coming to the College. Deliberate acts of vandalism by other students will be followed up via the College's behaviour management processes.

**Is there any other equipment recommended to bring with the device?**
An external mouse is recommended for AutoCAD and other activities.

## Information

**The BYOD Program**
It is expected that these devices will be used by students for educational purposes and in accordance with College policies and rules – including those detailed in this booklet.
To ensure that the laptop is used effectively and appropriately in a school environment College policies and rules specific to the use of the laptop may change over time.

To participate in the program, you must:

1. **Complete, sign and return the Acceptance-Agreement Form by the date indicated on the form.**

**Expectations at School**
While at the College, students are expected to:

- Use the device in a responsible manner adhering to the Acceptable Use Policy
- Comply with in use or not in use instructions from teachers. Teachers will decide when students are to use the device in class
- Use the device for educational purposes in line with the College learning programs
- Do not leave the device unattended and ensure general safekeeping
- Take personal responsibility of the device by not allowing others to use it.

**Cybersafety**
- Students must maintain safe and responsible use of the internet and social networking sites.

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▪ The College will maintain filtering, monitoring, and logging systems recording all activity and content accessed by students at College

**Acceptable Use Agreement**
Students must not use the device to:
▪ Transmit any material in violation of any local, state, or federal law
▪ Use profanity, obscenity or any other language that may be offensive to another student, teacher, member of the community, company, or institution
▪ Engage in cyber bullying
▪ Copy and downloading and sharing of commercial software or other media (e.g., music, video, movies) in violation of Federal copyright laws
▪ Break copyright infringements. The creator of any material must be acknowledged if used in any research for schoolwork by using appropriate referencing
▪ Conduct commercial trade with the laptop
▪ Engage in online gambling
▪ Participate in illegal activities such as hacking or spamming
▪ Access pornographic or obscene content or networks
▪ Create and/or introduce electronic viruses or malware
▪ Bypass network security and monitoring systems using any means physical (wireless devices), software manipulation and Internet sites promoting proxies and tunnelling
▪ Play games during class, instructional or prep time
▪ Use another student's laptop.

Sanctions and consequences apply – including permanent exclusion from the program and / or being banned from network access – for non-compliance.

**Social Networking and Gaming in Class**
Students are not permitted to play games or connect to social networking sites in class.

**Sanctions & Consequences**
Sanctions and consequences for misuses apply including:
1. First and Second instance.  A behaviour report will be written by the teacher.
2. Third instance.  A behaviour report will be written by the teacher and student will be penalised 1 demerit point.  Parents and the ICT Services Manager will be informed of the instance.
3. Continued offences may result in further demerit point penalties, in school suspension or possible restriction of internet access at the discretion of the Head of Department and/or Associate Principal.
4. Serious breaches will be dealt with by Senior Staff and may result in an in-school withdrawal or suspension.

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Consequences for accessing mobile phones during instructional time, prep and mealtimes will result in:
- As outlined in the [Mobile Phone Policy](#).

## Acceptance – Agreement Form

| | |
|---|---|
| **Parent/Guardian Name** | |
| **Student Name** | |
| **Device Name** (Found under computer properties) | |

**Please tick and sign below:**

*Parent/Guardian*

☐ I have read the Information Booklet and fully understand the conditions and expectations governing the use of the device, the Acceptable Use policy and give permission for my child to have an online services account.

☐ I have had a comprehensive discussion with my child in reference to the expectations of this BYOD program and the responsibility required by my child and I understand that if my child breaks any of the rules in the Agreement that the Principal may take disciplinary action in accordance as outlined above.

Parent/Guardian Signature: _____ Date: _____

*Student*

☐ I have read the above Information and fully understand the conditions and expectations governing the use of the device, and the Acceptable Use Agreement, and
- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account.
- I have read and understand the Sanctions and Consequences if I break any of the rules as outlined above.
- I may be held liable for offences committed using online services.

Student Signature: _____ Date: _____

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