Bring Your Own Device (BYOD) Acceptable Use Policy

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Policy Owner	Head of Digital Technologies
Policy Authoriser	Director of Teaching and Learning

Contents

1. INTRODUCTION

Trinity College operates a Bring Your Own Device (BYOD) program in Years 7-12. A strength of the BYOD model is that it provides students and families with choice and control. It is possible to choose a device that has the features that best suit the individual student rather than 'one-size-fits-all'. Device management rests with the student and family which enables software to be easily added or devices easily connected.

The 'Trinity College Bring Your Own Device (BYOD) Acceptable Use Policy' outlines Trinity College's expectations for the College, its students and their parents/caregivers in relation to the use of student devices within the College.

The term 'device' refers to any mobile electronic technology, including assistive technologies, brought into the College, which is owned by the student, and which has the capability of connecting to the College's Wi-Fi network.

Trinity is very keen to support families facing financial pressures. Families who are school card eligible or receiving a bursary are encouraged to make an appointment with the school's principal to discuss the support available.

We realise some families may already have a suitable device at home, or would prefer to look for an alternative. This is fine, but please use the details listed in the 'Trinity College Minimum BYOD Device Requirements' document as a guide to selecting a suitable device.

Trinity College cannot guarantee that devices that do not meet the minimum requirements will be suitable for students to successfully engage in their learning.

2. POLICY REQUIREMENTS

2.1 Students can bring authorised devices to the College for the purpose of learning. Please note that the College does not currently allow the use of devices that connect to a 3g, 4g or 5g mobile network to be used as part of the BYOD program; this includes all mobile phone devices.

2.2 Students must read and electronically accept the 'BYOD Student Agreement' prior to participation in the BYOD program.

3. ACCESS TO THE COLLEGE'S WI-FI NETWORK AND RESOURCES

3.1 Internet access through the College's Wi-Fi network will be provided on college premises at no cost to students who are enrolled at Trinity College.

3.2 Access to college resources such as shared drives, printers and associated costs will be a college-based decision.

3.3 In order to conserve resources, printing is on a 'user pays' basis. Each student is credited with $5 towards printing costs at the start of the year. This money comes from school fees. For additional printing, students will need to purchase printer credit from the relevant school office or Central Administration office. Minimum printing credit available is $1. This is sufficient for approximately 30 sheets of A4 paper.

4. ACCEPTABLE USE OF DEVICES

4.1 The College Head or School Principal will retain the right to determine what is, and is not appropriate use of student devices at the College within the bounds of the College's policies, South Australian privacy and other legislation.

4.2 The appropriateness of device use by students remains at the discretion of the classroom teacher.

4.3 The consequences of any breaches of the College's BYOD Acceptable Use Policy will be determined by the School Principal in accordance with relevant college policies and procedures.

4.4 Students must comply with the College's policies concerning the use of devices at the College.

4.5 Students should not attach any college-owned equipment to their devices without the permission of the College.

4.6 Students should not connect their devices to the College internal network via Ethernet connection under any circumstances.

4.7 Students must not create, transmit, retransmit or participate in the circulation of content on their devices that attempts to undermine, hack or bypass any hardware or software security mechanisms that have been implemented by the College.

4.8 Students must not relocate or interfere with the configuration of any college owned hardware devices.

4.9 Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.

4.10 There may be times when students are required to take photographs, or make video or audio recordings during learning activities that are supervised by an appropriate staff member.

4.11 Other than in situations outlined in clause 4.10, students must not take photographs or make video or audio recordings of any individual or group without the express written permission of each individual (including parent/carer consent for minors) being recorded and the permission of an appropriate staff member.

4.12 Students must not store on their device any content dealing with illegal activities, material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature. Such content may result in disciplinary and/or legal action.

4.13 Students must not use the College's network services to search for, link to, access, store, or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature. Such use may result in disciplinary and/or legal action.

4.14 All communication with other users should be respectful, accurate and use appropriately written expression as would be acceptable in a written college assessment. Students should never reveal personal details, including addresses or phone numbers to others.

4.15 Students must not attempt to steal any data or software from the College network or another device. Such action may result in disciplinary and/or legal action.

4.16 Where the College has reasonable grounds to suspect that a device contains data which breaches the 'Trinity College BYOD Acceptable Use Policy', a staff member with delegated authority may confiscate the device for the purpose of confirming the existence of the material. The device will not be returned until the incident has been resolved. Depending on the nature of the material involved, college disciplinary action may be appropriate or further action may be taken including referral to the police.

4.17 Students must not access software applications or material from their device which are not relevant to their current learning.

4.18 Information published on the Internet may be inaccurate or may misrepresent a person or situation, therefore care must be taken in the use of this information.

4.19 Students using their device inappropriately may be asked to close down their device and complete their learning activities by alternative means.

5. BYOD STUDENT AGREEMENT

5.1 The BYOD Student Agreement contains both 'Trinity College Minimum BYOD Device Requirements' and 'Trinity College BYOD Student Responsibilities'.

5.2 The BYOD Student Agreement must be read and electronically accepted by the student and returned by the parent to indicate they support their child's response.

5.3 By accepting the terms of the BYOD Student Agreement, the student and parents/carers acknowledge that the student:

5.3.1 Agrees to comply with the conditions of the 'Trinity College BYOD Acceptable Use Policy'.

5.3.2 Understands that non-compliance may result in disciplinary action.

6. GOOGLE WORKSPACE FOR EDUCATION

6.1 Trinity College uses Google Workspace for Education to provide and manage a Google Workspace for Education account for students. Students must always use their Trinity College Google Workspace for Education account when accessing Google's services at the College.

6.2 Students must abide by Google's Terms of Service for all services provided as part of their Google Workspace for Education account.

6.3 Acceptance of the BYOD Student Agreement includes parental consent for the College to maintain a Google Workspace for Education account for their child and for Google to collect, use, and disclose information about their child only for the purposes described in the Google Workspace for Education Privacy Notice.

7. LONG-TERM CARE AND SUPPORT OF DEVICES

7.1 Students and their parents/caregivers are solely responsible for the care and maintenance of their devices.

7.2 Students must have current antivirus software installed on their device and must continue to maintain the latest service packs, updates and antivirus definitions.

7.2.1 The College highly recommends that students use either Microsoft Defender Antivirus or Malwarebytes to ensure that their device remains fully compatible with our network.

7.2.2 The College has partnered with Malwarebytes to give students free access to premium cybersecurity. Students should navigate to:

https://my.malwarebytes.com/en/portal/email to activate their free Malwarebytes license.

7.3 Students are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.

7.4 Students are responsible for managing the battery life of their device. Students must ensure that their device is fully charged before bringing it to the College. The College is not responsible for providing facilities for students to charge their device.

7.5 Students are responsible for backing-up their own data and should ensure that this is done regularly. Students should save their academic data using the Microsoft OneDrive cloud storage facility provided by the College.

8. DAMAGE AND LOSS

8.1 Students are responsible for securing and protecting their device while at the College and while travelling to and from the College. This includes protective/carry cases and exercising common sense when storing their device.

8.2 Trinity College does not accept responsibility for theft, any damage or loss of a device or parts/accessories.

8.3 Students should clearly label their device for identification purposes. Labels should not be easily removable.

8.4 Students should read and understand the limitations of the manufacturer's warranty on their device, both in duration and in coverage.

8.5 In cases of damage of another student's device the following processes apply:

8.5.1 Where a student device is damaged by another person, the College will guarantee payment of the insurance excess or $300.00, whichever is the lower amount.

8.5.2 Where a student damages another person's device, the lower of the insurance excess or $300.00 will be charged to the student's fee account.

9. TECHNICAL SUPPORT

9.1 Students must download and install a copy of Microsoft Office on their BYOD device. The College will provide students with up to five Microsoft Office licenses; these licenses can be used to install Microsoft Office on up to five devices that are used within the student's home.

9.2 Students have the option to install a copy of the Adobe Creative Cloud applications on their BYOD device.

9.2.1 Please note that the 'Trinity College Minimum BYOD Device Requirements' do not meet the minimum system requirements for all Adobe Creative Cloud desktop applications.

9.2.2 Students will have the option to access all Adobe Creative Cloud desktop applications in the College's computer labs.

9.3 It may be necessary for students to install additional software depending on the course being taken. Please do not purchase any additional software for use within the College, unless it appears as an item on the book list.

9.4 Students are responsible for the installation of any software on their device.

9.5 BYOD HELP DESKS

9.5.1 BYOD Help Desk services will centre on software application support and connectivity issues.

9.5.2 Any hardware or software problem that cannot be solved must be dealt with by the company from which the device was bought.

9.5.3 Where it becomes necessary to reinstall system or application software, student responsibilities as outlined in clause 9.4 apply.

9.6 BYOD LOAN DEVICES

9.6.1 Loan devices may be available when hardware failures occur to BYOD devices purchased from a retailer. Students must provide the BYOD Help Desk with a repair agent receipt before a loan device can be issued for the duration of the repair.

9.6.2 If a loan device is not returned within the specified loan period, a device cost of $300 will be charged to the student's fee account.

10. INSURANCE

10.1 Student devices are not covered by Trinity College's insurance. Insurance is the responsibility of parents/carers and students.

11. TRINITY COLLEGE'S TECHNOLOGY STANDARDS

11.1 The College's Wi-Fi network operates on the 802.11n 5 GHz standard. **Devices that do not support this standard as a minimum will not be able to connect.**

11.2 Device requirements

11.2.1 Student devices should meet the minimum requirements as outlined in the 'Trinity College Minimum BYOD Device Requirements' document.

11.2.2 Trinity College cannot guarantee that devices that do not meet the minimum requirements will be suitable for students to successfully engage in their learning.

12. SECURITY AND DEVICE MANAGEMENT PROCESSES

12.1 Students should protect their device using a strong password to access the operating system.

12.2 Microsoft recommends the following password complexity requirements:

12.2.1 Not contain the user's account name or parts of the user's full name that exceed two consecutive characters

12.2.2 Be at least 12 characters in length

12.2.3 Contain characters from three of the following four categories:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Non-alphabetic characters (for example, !, $, #, %)

12.3 Students should not divulge their password (or anyone else's password) to any other person.

12.4 Students should only use their own network log-in details and should never share them with others. Any action using a user's password will be assumed to have been actioned by that user.