



HVGS BYOD Agreement

The HVGS BYOD (**Bring Your Own Device**) Agreement (this document) is a binding document that outlines the expectations of both students and parents/guardians of students participating in the program.

The School is allowing a learning device on the expectation that students will make wise decisions about their personal use of the technology. Parents/Guardians and students must carefully read this Agreement and return the completed signature page before the learning device can be used at School. Any questions regarding the content of the document should be addressed to the School prior to signing the agreement.

Device Ownership

Under this Agreement, families may purchase their own device for their son/daughter and the School will allow this device to be brought to School. This device can then be used as their learning device during lessons. Careful consideration needs to be given to the requirements of the School for this to be successful.

Under the BYOD arrangements, the School accepts no responsibility at all for repairs, maintenance or replacement of devices. This is entirely the responsibility of the family.

Students bring their own devices onto School sites at their own risk. The School will not accept any liability for the theft, damage or loss of any student's device. Students are responsible for the care and maintenance of their devices including data protection and battery charging. The School will provide internet access for the approved devices. Use of any devices in lessons is determined by the classroom teacher. Students are required to follow all teacher instructions regarding the use of devices.

Equipment

- a) The minimum **HARDWARE** requirements of the device:
 - At least 8 hours of battery life (NO CHARGING OPTIONS available at School)
 - Keyboard available
 - Devices must support 5Ghz dual band wireless (NO WiFi dongle)
 - Storage Options – SSD (min 128GB)
 - Screen size – 10 inches or greater

- b) The minimum **SOFTWARE** requirements of the device:
 - Windows or MacOS X (this excludes iPads/Chromebooks and Android Devices)
 - MS Office - including OneNote. Office 365 will be available (FREE to install) through the School to all enrolled students.
 - Latest version of the Operating System and latest browser and updates

Parents may purchase a device from ANY supplier or store - just ensure you show them the minimum requirements as listed above. A list of approved devices can also be purchased through the portals on the School website.

HVGS IT Faculty will only assist with warranty issues for devices (with on-site warranty) purchased through the HVGS portals.



Student and Parent/Guardian Learning Device Guidelines

Power and Charging

Students must ensure that their learning device is fully charged and ready for use each day. **Charging of devices is NOT permitted at School.**

Backup and Data Storage

Students are responsible for the data on their learning device and making regular backups. The School is not responsible for any data loss arising from learning device malfunction, factory reset or re-imaging during fault diagnosis. The School will provide access to cloud storage (OneDrive) for student use.

Software and Copyright

Applications which support illegal/inappropriate activities such as file sharing or hacking tools, must not be installed on the learning device.

Internet Use

Students will be provided with internet access wirelessly whilst at School. Access to the internet is filtered and monitored. **Anything used to bypass content filtering at School will be deemed a breach of this Agreement.** Students are reminded that random internet access audits will take place and any inappropriate downloads or site access will be detected.

Inappropriate Use

All students are bound by the *'Acceptable use of the Internet'* and *'Acceptable use of Mobile Devices'* Guidelines as stated in the HVGS student diary. It is expected that students have read these and clearly understand their responsibilities in these areas.

Consequences

Adherence to the guidelines will help ensure a positive, supportive and productive learning environment for all students. Audits may be undertaken by the School to determine or validate a breach of this policy. Depending on the seriousness of a breach of the Agreement or policies, an appropriate response will be made by the School and may include:

- Discussion of the breach with the student.
- Discussion of the breach with Parent/Guardian.
- Temporary or permanent withdrawal of the student from the 1:1 program.
- Legal action (if deemed necessary for serious offences).

Rights and Responsibilities

Student Responsibilities

The learning device will only be used by the student to whom it belongs. Whilst all care and supervision will be exercised by the School, learning devices are the responsibility of the individual student. Learning devices should always be with the student on their person when they are in use.



When a student is not using the device, it must be locked securely in their Locker. Leaving learning devices in unsupervised areas is unacceptable. **The School will not accept responsibility for loss or damage arising from failure to take adequate care of the learning device.**

Student responsibilities include:

- Being aware of and familiar with the provisions of the 1:1 BYOD Program documentation.
- Ensuring that the learning device battery is fully charged before each School day.
Charging of devices is NOT permitted at School.
- Bringing the learning device to School and taking the learning device home daily.
- Ensuring the device is safe and secure during travel to and from School and throughout the School day.
- Ensuring the learning device is in good condition always, free of inappropriate markings.
- **Backing up** personal information on the learning device.
- Labeling their device for identification purposes. Labels should not be easily removable.
- Keeping the learning device free of malicious software.
- Purchasing and using device protective casing.
- Taking insurance coverage of their own device to protect any accidental damage, theft or loss.
- Students should not use any software or services to bypass the School's content filtering.
- Students should not attach any School-owned equipment to their devices.
- Students are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.

Warranties:

- Students should understand the limitations of the manufacturer's warranty on their BYO devices, both in duration and in coverage. Under Australian consumer legislation, warranties usually last for one year, during which any manufacturing defects will be repaired or the device will be replaced (as per the specific terms and conditions of the manufacturer).
- Extended Warranties: At the time of purchase, students may also purchase an optional extended warranty (past the standard warranty period) from the supplier/manufacturer of their device, during which any manufacturing defects that may occur will also be repaired.

Parent/Guardian Responsibilities

Parent/Guardian responsibilities include:

- Ensuring your child has a fully functional device (as per the list of approved hardware/software) for learning at School.
- Ensuring your child fulfils their responsibilities as outlined above.
- Supervising your child's care of their learning device outside of the School environment.
- Monitoring your child's recreational use of the learning device and guarding against inappropriate use.

School Responsibilities

School responsibilities include:

- Providing internet access for the approved devices.
- Responding to enquiries from parents/guardians and students regarding the School BYOD program.
- Responding to any breaches of the BYOD agreement in an appropriate manner.



BYOD Agreement - Acknowledgement and Acceptance

Parent/Guardian

I have read and accept all sections of this document: 'HVGS BYOD Agreement'. I am aware of the responsibility that my child has in relation to this BYOD Agreement and I believe that he/she understands the conditions and consequences contained within.

- I am aware that consequences may apply should I or my child breach this agreement.
- I acknowledge and understand my responsibility and that of my child.

Parent/Guardian name(s): _____

(Please print)

Signature(s): _____

Date: _____

Device: (Brand / model etc.) _____

Student

I have read and accept the *HVGS BYOD Agreement* and *Student Responsibilities*. I accept that:

- Internet access is granted to support my learning at School.
- I will use my device during School activities under the direction of the teacher.
- I am responsible for the safety and security of my learning device always.
- I will bring the learning device to School fully charged each day and take the learning device home each day. **I will NOT attempt to charge the device at School.**
- I will not attach any School-owned equipment to my device without the permission of the School
- I will not use any software or services to bypass the School's content filtering.
- I am aware that consequences may apply should I breach this agreement.

Student Name: _____

(Please print)

Signature: _____

Date: _____

Year Group: _____

For official use only:

Application processed: _____
(date)

IT Staff Member: _____
(signature)