Rangiora New Life School Student Bring Your Own Device (BYOD) Policy 2019 - with a school device lending appendix

With student owned laptops, netbooks and tablets (hereafter referred to as computers) becoming readily available and useful in education, this policy covers their correct use for that purpose when brought to school. All uses of the computer must be for the purposes of adding to the user's educational experience. A student may not bring a computer to school unless their policy has been signed by all involved. This policy does not cover any device with cell phone capabilities.

Class and out of class use:

- The class teacher has full control of when a computer may be used in class.
- No games, music or videos may be played at school at any time. If the game, music or video is educational, explicit permission must first be sought from the supervising staff member.
- The student must not download software or Apps at school, unless instructed to do so by a teacher.

General regulations:

- The availability of and connection to school printers depends on your particular model and operating system.
- The school will allow a student to access the wireless network at school and will set up the computer for this purpose. The wired network may never be used.
- The computer's security, safety and operation is the responsibility of the student alone. The school is in no way responsible for damage to the software or the OS, including damage caused to the hardware by the supply of power.
- The HOC computing may at any stage examine the computer to ensure it contains no unsuitable material or software as per the general computer use policy which all students have signed upon enrolment.
- The name of a student's computer and their username (local login) must be the name used to login to the RNLS network and email (normally initial followed by surname). If this is not so, the ICT department will change the computer name and create a suitable local login for use at school. This must be left unchanged.
- If these general regulations or the school policy on computing signed by al students upon enrolment are contravened, this will be dealt with by the HOC computing, and is likely to result in the loss of computing privileges for that term.

<u>Additional understandings when school devices are loaned to students</u>

From time to time RNLS will loan a device for students use. The understanding here is that this device is loaned so the student can participate in the BYOD programme. This loan is on the understanding that the device if for the exclusive use of the named student – additional users are not to be installed and the device should not be used by others. As such, the device use is covered by the BYOD agreement at school.

Outside school we ask parents to monitor the device use, and make sure additional software is not installed except that which may be needed to connect to the internet and to connect to printers, scanners etc. We also ask that parents monitor what is being downloaded and stored on the device.

The school operates a high trust model with student use of devices and recommends that parents do so too. We also suggest occasional checking of the device to make sure the student is using it appropriately. We suggest that all data is backed up off the device as the likely solution to a device problem is reimaging of the device - with all local data deleted on the device.

The devices lent have a nominal book value of $100. The school reserves the right to charge families this in the event of deliberate damage or carelessness of use. The school lends the device with the understanding that the device will be subject to fair wear and tear and wants to encourage the use of the device for learning. From time to time we may need to update the device and so the device will need to be left at school to allow this work to be completed.

We, the undersigned, agree to abide by the above laptop/tablet Users' Policy and additional understanding regarding the lending of a school device.

We understand that the device is for the exclusive use of the named student.

Student's full name: …… Form: ……..…
(please print)

Student's signature: …… Date: ……..……

Parent/guardian's name: ……..
(please print)

Parent/guardian's signature: …….. Date: ……..