



ELECTRONIC DEVICES POLICY

Policy No. 33

Amended: November 2014
To be reviewed: 2016

Rationale

At Kerang Christian College we aim for our students to become wise “digital citizens”, able to confidently locate and use information which is accurate, relevant, authoritative, comprehensive and balanced. We also desire that they should use the technology in a way which is thoughtful, ethical and respectful, being aware of the “digital footprint” they are leaving behind.

Kerang Christian College embraces the use of electronic devices for educational purposes. The College recognises there is a range of mobile technology available today including mobile phones, smart phones, mp3 players/ iPods, iPads, notebooks, digital cameras and other similar devices. Kerang Christian College recognises that all of these have the potential to be incorporated appropriately into lessons, opening exciting new approaches to learning. The increased ownership of electronic devices requires that Kerang Christian College administrators, teachers, students and parents take steps to ensure that these are used responsibly. This policy is designed to ensure that potential issues can be clearly identified and addressed, ensuring the benefits that electronic devices provide can continue to be enjoyed by our students.

The Kerang Christian College Electronic Devices Policy gives guidance and instruction for the appropriate use of these devices during school hours. This policy also applies to students during College excursions, camps and extra-curricular activities. In the case of College camps and excursions, the College does not allow students attending, to carry electronic devices, unless explicitly stated on the permission form.

Kerang Christian College recognises that personal mobile phones are a valuable tool for promoting the safety of students travelling to and from school. However, Kerang Christian College also recognises that electronic devices can be subject to unacceptable use, particularly in regard to cyber-bullying, invasion of privacy and cheating and they can also be a source of distraction and disruption during class time. The use of mobile phones and personal devices during School hours for personal communication or entertainment is not acceptable.

Policy

In the Primary School, all mobile phones and other personal electronic devices must be turned off and handed to the office staff before school and collected after school.

Secondary School students are asked to keep all personal electronic devices in their lockers during the school day. Mobile phones should be turned off and stored in the student locker throughout the school day.

At Kerang Christian College, devices should not distract from the daily academic culture of the School and should be switched off unless a supervising teacher has given express permission for them to be used.

The use of personal devices for educational purposes is at the discretion of the supervising teacher with approval from the Head of School.

Usage of electronic devices is not permitted unless a staff member specifically requests their usage as part of a class activity. If these devices are seen or heard, they will be confiscated.

Confiscated equipment may be reclaimed by the student’s parent/guardian. Mobile phones will be returned to students to ensure safe travel to and from school. Students may be disciplined for breaches of this policy as per the Behaviour Policy.

General Guidelines

- The use of personal devices during break times is not acceptable unless supervised by a teacher.
- The privacy and feelings of others must be considered and respected when using personal devices.
- If using a device to capture photos, sound or video of others, express permission must be given from a supervising teacher and all persons involved.
- The use of a device that breaches the schools expectations will result in the confiscation of the device and possible further consequences for the student as per the Behaviour Policy.
- If parents have to make contact with students during school hours, this is still to be done through the College Office.
- If a student needs to make contact with a parent during school hours, this also needs to be facilitated through the College Office.
- Students should also be familiar with the Kerang Christian College Computer / Internet Access Agreement.

Usage

While at the College, devices are intended to be used for educational purposes and will access the Network which is monitored and protected by filtering software. The wireless network is secure and access is gained by using a login. Any device used at the College for educational purposes should be brought to the College every day with a full battery. There will be no charging facilities available at the College. Should the battery run down it is the responsibility of students to have alternative means of continuing with schoolwork. While at school students are permitted to access only the College's network. There is to be no tethering to any other device while on College premises.

Outside of the College the device may be connected to any home network or internet connection. The College does not provide any filtering or security measures outside the College network. All students must install X3watch accountability software and nominate a parent as their accountability partner if they wish to use a BYOD at school. We also recommend installing filtering software for home use from either www.X3watch.com or www.k9webprotection.com.

Definitions

Application – Computer software designed to assist end users to carry out useful tasks. Examples of applications may include the Microsoft Office suite of products or smartphone applications such as Google Maps.

Bring Your Own Device (BYOD) - An electronic device owned, leased or operated by a student at Kerang Christian College which is capable of storing data and connecting to a network, including tablets, laptops and netbooks. The accepted types of BYOD are listed in the *Acceptable Device Types* document attached to this policy.

Data - Any and all information stored or processed through a BYOD. Kerang Christian College's data refers to data owned, originating from or processed by Kerang Christian College's systems.

Device Hygiene - BYOD must have appropriate and up-to-date 'hygiene' solutions installed. Device hygiene includes anti-virus, anti-spam and anti-spyware solutions.

Minimum requirements - The minimum hardware, software and general operating requirements for a BYOD.

Mobile Device Management (MDM) – Solution which manages, supports, secures and monitors mobile devices.

Personal information – 'Personal information' is defined in the Privacy Act 1988 as "...information or an opinion, whether true or not, and whether recorded in a material form or not, about an identified individual, or an individual who is reasonably identifiable."

Wipe – A security feature that renders the data stored on a device inaccessible. Wiping may be performed locally, via an MDM product, or remotely by a network administrator.

BYOD Terms and Conditions of Use

In the Secondary School, students are invited to participate in a BYOD program if they wish to do so. This policy also documents steps to minimise the risk of unauthorised access to Kerang Christian College's systems or unauthorised use or disclosure of the data held by Kerang Christian College.

Students, parents and guardians must review and accept this policy before using any BYOD. Your signature on the attached BYOD Acceptance Form indicates your agreement to the requirements of this policy.

Acceptance indicates agreement to the following standard terms:

- **Acceptable BYOD:** A range of devices may be considered for use as a BYOD providing it meets the minimum requirements set out in this document. In general, an acceptable BYOD would be one of the devices listed in the document referenced in the definition as part of this policy.
- **Minimum requirements:** The burden of proof for meeting minimum requirements rests with the student and their parents/guardians, the requestor. The final decision on whether your device meets our requirements is subject to the approval of Kerang Christian College.
- **Matching our requirements and your work needs:** BYOD capabilities and device profiles must match Kerang Christian College's requirements as well as the scenarios where you need to use a device for work/study. For example, if you are usually a consumer of information when mobile, the profile of a tablet would be a good match. If you are a "creator" of information, a laptop or netbook profile would be a better match.
- **Authority:** You agree to provide limited authority over the device for the sole purpose of protecting Kerang Christian College data and access on the device. This authority includes permission to wipe the device in the event of loss or disposal. This may include personal data, address books and e-mail depending on the data classification of information locally stored, the device and whether an MDM tool is used. The authority is to remain in place from the time the device is registered until it is deregistered. You should also provide your device to the College for a manual

check when you cease your BYOD use at the College. You may be present at the time the device is manually checked.

- **Network Access:** Students are not to access the Internet, while at school, through the use of Mobile Broadband (3G/4G etc.). This is prohibited usage.
- **Security:** You are responsible for ensuring that your personal device is adequately secured against loss, theft or use by persons not authorised to use the device. It is the responsibility of the students to ensure that the device is secured in a locked locker. Furthermore, students are responsible for ensuring that others do not know their password or locker code. Kerang Christian College will not be held responsible for any theft, loss or damage to any student's property, including Kerang Christian College lease devices under their care. Students/Families are responsible for all repairs and warranty claims on all BYO Devices.
- **Support:** You are responsible for replacing, maintaining and arranging technical support for your BYOD. Kerang Christian College will only provide hardware, operating system or application support for the applications that the College has provided.
- **Access at Kerang Christian College's discretion:** Access to Kerang Christian College's systems and data is provided at the sole discretion of Kerang Christian College. Your access may be revoked at any time and for any reason.
- **Enforcement:** All breaches of this policy will be treated seriously. If you are found to have been in breach you may be subject to disciplinary action as per the College Behaviour Policy.

BYOD Minimum Requirements

The table below summarises Kerang Christian College's minimum requirements for BYOD. You should read this table with the explanatory text in the rest of this section.

Function	Minimum requirement
Configuration management	
Operating systems	<ul style="list-style-type: none"> Your device must use a legitimate operating system that meets the defined minimum standards (i.e. you may not use a 'jail broken' device).
Network authentication	<ul style="list-style-type: none"> The minimum network authentication is subject to Kerang Christian College's requirements, e.g. students may be required to log-in in order to access network resources.
Password protection/ User authentication	<ul style="list-style-type: none"> Your device will support password authentication and automatic locking that must be used at all times.
Automatic device lock	<ul style="list-style-type: none"> Your device must have the automatic lock enabled.
Device hygiene	<ul style="list-style-type: none"> Your device must have appropriate and up to date 'hygiene' solutions installed.
Lost and stolen devices	<ul style="list-style-type: none"> If your device is lost or stolen you must report the loss or theft immediately to your Head of School.
Mobile device disposal	<ul style="list-style-type: none"> Any College data on your device will be removed from the device at the end of its use within the College environment.
Software licensing	<ul style="list-style-type: none"> Operating systems and applications running on or required by BYOD will be your sole responsibility as the device owner.
Security management	
Mobile device management	<ul style="list-style-type: none"> Kerang Christian College will conduct a risk assessment of the nature of services to be offered to mobile devices and specifically to BYOD. A risk assessment needs to be undertaken by the College to determine whether an MDM platform is required to meet its security requirements.
Service management	
BYOD authority	<ul style="list-style-type: none"> If your device is registered and used for BYOD, you agree to surrender limited authority over the device for the sole purpose of protecting College data and access on the device.
Mobile device application control	<ul style="list-style-type: none"> If Kerang Christian College has implemented a MDM solution, it has the ability to push and remove our supplied applications from your device to enhance its security or manageability.
Device support	<ul style="list-style-type: none"> You and the device issuer are responsible for supporting your device.

Device Registration, Configuration and Management

- Your BYOD must be registered before connecting to any Kerang Christian College internal IT service.
- A limit will apply to the number of devices that can be registered by an individual user. The device must be registered by completing the BYOD Registration Form.
- You acknowledge that Kerang Christian College will directly and or remotely change security configurations of the device to protect Kerang Christian College data and software stored on the device. These changes may include but are not limited to:
 - Refusal to register a device that fails minimum requirements (outlined above) or that currently has installed banned software and services as defined by the College Leadership Team;
 - Configuring certain security settings;
 - Preventing the user from changing certain security settings;
 - Applying a log-in code with an acceptable level of complexity to enable secure access to the device;
 - Automatically locking the device after an inactive timeout period (you will need to re-enter the login code);
 - Installing software and digital certificates necessary to maintain security;
 - Encrypting data stored on the device;
 - Automatically wiping (either all code and data OR all College code and data) depending upon MDM, device capabilities and specific requirements from the device after a specific number of failed login attempts;
 - Should any Kerang Christian College configurations be removed that are required for proper use of the device with College systems, these will be re-applied or access to College systems, information and data will be prevented if the configurations cannot be maintained.
- You acknowledge that any Kerang Christian College data stored on the BYOD remains the sole property of Kerang Christian College and that you have an obligation to protect the security of the data.
- You acknowledge that Kerang Christian College has a right to inspect College data held on your personal BYOD.
- You understand that Kerang Christian College may remotely monitor your device to ensure security and software configurations are maintained.
- You will not be prevented from installing the software or applications of your choice on your device at home; however, you may be blocked from specific websites or running specific programs while connected to the College IT services. Kerang Christian College may block your access to internal IT services if any software/ applications/ data present a threat to Kerang Christian College IT services, information or data, or is a threat to the overall culture of the College.

Device Usage, Support and Costs

- The service and its use are at your sole discretion and risk.
- Kerang Christian College does not impose a charge on you for registering your device.
- You are responsible for supporting your device. Kerang Christian College will only provide support for the applications the College has provided.

Support	BYOD
Physical provisioning	Device owner
Replacement of defective/damaged device	Device owner
Operating system support including licensing	Device owner
Application support of device including licensing	Device owner
College provided/ supported mobile applications	The College
College provided/ supported thin-client applications	The College
Device connectivity / access	BYOD
Mobile internet	Device owner
Home internet / broadband	Device owner
VPN client	The College
College wireless	The College

- Kerang Christian College is not responsible for any costs incurred by your use of your BYOD. Kerang Christian College will not reimburse any voice or data charges, software or application acquisition fees, support or insurance costs associated with your device.
- Kerang Christian College is not responsible for any inconvenience that you may experience in connection with using Kerang Christian College internal IT services on your BYOD.
- You have sole responsibility for ensuring no other person has access to Kerang Christian College software or data stored on your BYOD.
- Kerang Christian College will not monitor the web browser history on your BYOD when not connected to College network(s).
- Kerang Christian College may restrict access to internet websites, services or other elements for operational or policy reasons while your BYOD is connected to College networks including either wireless or cabled connections.

- Kerang Christian College may monitor your use of your BYOD while it is connected to College network. This information may be collected and archived and may be subject to external access.
- You are responsible for abiding by all licence terms and conditions applicable to any software, apps, data or information provided by Kerang Christian College to your BYOD.
- You acknowledge that your use of a BYOD may involve Kerang Christian College:
 - Preventing you from accessing College internal IT services
 - Locking your device
 - Wiping personal data from your device in accordance with the following circumstances:
 - Your BYOD is reported as being lost/stolen to Kerang Christian College.
 - You cease enrolment at Kerang Christian College.
 - There is a suspected security breach, examples include but are not limited to, modification of the device's operating system, breaching College policies, or detection of viruses or malware on the device
 - Kerang Christian College may lock your device to prevent access to College information or data.
 - Preventing your device from connecting to College internal IT services.
 - Applying either a full or selective wipe of your BYOD.
 - Applying a manual selective wipe of your BYOD.
- While Kerang Christian College will make all reasonable effort to ensure service is available the College does not guarantee that access to College internal IT services, information or data will be available at all times.
- If your BYOD is lost or stolen, you are responsible for reporting the event as soon as practicable to the appropriate Head of School.

Protection of College data on your BYOD

- You should take reasonable steps to reduce the risk of losing your personal data.
- You are responsible for backing up and restoring the data and configuration settings of your BYOD. Personal data is not to be backed up to or stored by Kerang Christian College. Kerang Christian College is not responsible for any personal loss or damage you may suffer by actions undertaken by the College to protect College data stored on your BYOD.

Device Deregistration

- Kerang Christian College at its own discretion, may deregister any BYOD at any time without warning.
- Kerang Christian College may deregister a BYOD that has not consumed College internal IT services for more than 10 weeks.
- The device must be de-registered in accordance with College BYOD requirements.
- You acknowledge that by deregistering your BYOD:
 - You will need to present your BYOD to the College Office for inspection and removal of all College data, applications and security controls.
- You will no longer be able to connect to Kerang Christian College internal IT systems and data, unless the device is re-registered.
- You are encouraged to remove any personal data if you are intending to dispose of your BYOD. If you intend to sell or gift the device to another person you should ensure that it is wiped.

Expectations

Parents and guardians are expected to discuss College and community expectations and appropriate electronic device usage and etiquette with their child. Of particular concern is the use of a camera on a phone; such usage generally breaches privacy laws and can often be used in harassment of other students, both during and outside College hours.

Direct contact by parents/guardians with students via a mobile phone disrupts classes, and often leads to students inadvertently breaking college rules and procedures. If parents/carers need to contact their child for any reason, they should speak to their child's Home Group teacher or contact the General Office.

Appropriate disciplinary action will be taken against any student who:

- refuses to follow an instruction relating to use of an electronic device;
- photographs, films or records in any manner other individuals without their permission or in a manner deemed to be inappropriate,
- uploads, downloads or displays inappropriate material of a pornographic, racist or violent nature
- sends harassing or threatening text (sms) or multimedia (mms) messages.
- Communicates harassing or threatening messages through the use of social media or other means electronically.

Inappropriate recording or transmission / uploading of images by students will lead to serious consequences and possible referral to outside authorities, including police. Staff have the responsibility of clarifying and enforcing College expectations, and modelling appropriate behaviours.

Accepted Device Types

Minimum system specifications for the College BYOD program are driven by curricular objectives from across our classes. Our vision is that Kerang Christian College students acquire the skills necessary to select and manage digital tools that will empower them in all phases of the learning process including research, problem solving, content creation, communication and collaboration. Students and families may already have a device that meets these requirements, may upgrade a current device to meet these requirements or may purchase a new device to meet these requirements.

	Minimum	Optimum
Keyboard/ Mouse	Full size physical keyboard Touch pad	Full size physical keyboard Touch pad
Storage Capacity	128 GB hard drive	> 128 GB hard drive
Operating System	Windows 7 or higher OSX 10.7 or higher	Windows 7 or higher OSX 10.7 or higher
Minimum Battery Life	4 hours	6 hours
Recommended Accessories	Protective case/ cover	Protective case/ cover
RAM	4GB	8GB
Processing Power	15 chipset	17 chipset
Connectivity	Wireless 802.11n or better	

Note:

- Devices not meeting these minimum specifications include smartphones and eReaders, Chrome Tablets, (for example: Kindle, Kindle Fire, Nook). The Windows Surface Pro tablet does meet our minimum specifications, but the Surface RT does not.
- Students are to ensure that their BYO Device is fully charged for the commencement of each school day.

Please note

Due to the rapidly changing nature of technology, this policy will be subject to ongoing review in the interests of ensuring that technologies are harnessed to ensure the best possible educational outcomes for students at Kerang Christian College.

Communication

These guidelines will be published in college handbooks and in the newsletter, and will be reinforced by college staff on commencement of classes and as required.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

To be reviewed in 2016.

ACCEPTANCE OF ELECTRONIC DEVICES POLICY

I acknowledge and agree to the requirements of Kerang Christian College's Electronic Devices Policy.

I understand the minimum device requirements set out in the Electronic Devices Policy. I accept that Head of Secondary School at Kerang Christian College will decide whether my device meets those requirements. I also understand that the minimum device requirements may be subject to change at any time and that it is my responsibility to remain informed.

As required as part of the policy, I undertake to ensure that my BYOD is appropriately secured from loss, theft or use by persons not authorised to utilise the device.

I also agree to surrender limited authority over the device for the sole purpose of protecting Kerang Christian College data and access on the device.

As required as part of the policy, I acknowledge that I am responsible for replacing, maintaining and obtaining technical support for my device; except in the case of applications that Kerang Christian College has provided.

As specified in the Electronic Devices Policy, I understand that access to Kerang Christian College's systems and data is provided at the sole discretion of Kerang Christian College and may be revoked at any time and for any reason.

I have read and understood the terms of this acceptance form and the requirements of Kerang Christian College's Electronic Devices Policy and I will ensure that I adhere to these conditions at all times.

Student's Name:

Year Level:

Parent's / Guardian's Name:

Parent's / Guardian's Signature:

Date:

BYOD REGISTRATION FORM

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

Student's Name:

Year Level:

Device Details

Type of Device:

Manufacturer:

Model:

Serial Number:
(if available)

Parent / Guardian

- I have read and agree to the Kerang Christian College BYOD Terms and Conditions of Use and Electronic Devices Policy.
- I agree to my son/ daughter bringing their own computing device to school for **educational purposes** and agree that Kerang Christian College is not responsible in any way for that device.

Parent's Name:

Parent's Signature:

Date:

Student

- I have read and agree to the Kerang Christian College BYOD Terms and Conditions of Use and Electronic Devices Policy.

Student's Name:

Student's Signature:

Date:

Approval Period

Start Date: **13th April 2015**
End Date: **December 2015**

X3WATCH ACCOUNTABILITY SOFTWARE PROGRAM

Outside of the College the BYOD device may be connected to any home network or internet connection. The College does not provide any filtering or security measures outside the College network.

All students must install the X3watch accountability software and nominate a parent as their accountability partner if they wish to use a BYOD at school.

X3watch is an accountability software program helping with online integrity. Whenever you browse the Internet and access a site which may contain questionable material, the program will save the site name on your computer in a hidden folder. An accountability partner (the student's parent / guardian) will receive an email containing all possible questionable sites you may have visited within the month. This information is meant to encourage open and honest conversation between family members and help us all be more accountable.

Student's Name:

Parent's / Guardian's Name:

Parent's / Guardian's Email address:

Parent's / Guardian's Signature:

Date:

BYOD Frequently Asked Questions

Information on the Bring Your Own Device initiative

Q What is the BYOD initiative?

A As its name suggests, the Bring Your Own Device or 'BYOD' initiative allows students to use their own electronic devices for learning purposes. The aim of the initiative is to allow students to access Kerang Christian College's systems and data while ensuring that systems and data are protected from unauthorised access, use or disclosure.

Q What are the benefits of taking up the BYOD option?

A Using your own device will allow you greater choice and control over the technology you use. You will have more opportunities to customise and personalise your device and study practices.

Q How will BYOD transform the learning environment?

A The BYOD policy will increase the flexibility and mobility of student learning at the College. It will empower students by offering more choice about where and how they choose to learn.

Q How do I register for BYOD?

A Your first step should be to review and accept the terms of the BYOD Policy. The BYOD Policy sets out the device requirements and terms of use that you must adhere to while using your personal electronic device as a BYOD. You should also ensure that your device is one of the Acceptable Device Types.

Q What should I do to protect my device from unauthorised intrusion?

A Your device should have anti-virus, anti-spam, anti-spyware or another security solution installed. You should also ensure that your device is stored in a safe location when you are not using it.

Q What happens if my device is lost or damaged?

A If your device is lost or stolen you must de-register it as soon as possible to prevent unauthorised access to College information. Please see the College Office for assistance.

Q Who is responsible for maintenance and updates of the BYO devices?

A All maintenance for the hardware device, operating system, software and/or apps purchased by the family/student is the responsibility of the family/student. Families/students should ensure a quick maintenance turnaround for any student devices issues.

Q Is there any cost to register my device?

A No, Kerang Christian College does not impose any cost upon you for registering.

Q How many devices can I register?

A Kerang Christian College restricts registration to one device from each category of devices. For example, one tablet and one computer. A phone cannot be registered as an electronic device for learning purposes.

Q Will the College provide any technical support?

A Devices are supported by their owner/issuer. It is your responsibility to support your device. Kerang Christian College will not provide hardware, operating system or application support other than for applications they have provided.

Q What if I don't comply the terms of the BYOD policy?

A Any breach of the BYOD policy will be treated seriously. If you are found to be in breach you may be subject to disciplinary action as per the Behaviour Policy.