



# Saint Mark's Coptic Orthodox College

## Bring Your Own Device (BYOD) Student Policy (YEARS 10 - 12) Version 1.4

### Objectives of this policy:

- Utilise technology within the Christian ethos of the College
- To use technology in keeping with creating a harmonious and caring environment
- To provide clear guidance on the use of electronic devices such as Laptops or Netbooks.
- To ensure the rules are applied consistently across the College.

### Responsibilities:

All parents and students are responsible for ensuring they are fully aware of and understand their obligations in relation to this policy.

### Definition:

The Electronic devices covered by this policy are laptops (Windows, Mac or Chromebook OS).

### Student Use Policy:

Saint Mark's Coptic Orthodox College is committed to providing supportive learning environments for all students and is keen to assist students with personal devices.

Clearly, safety and security from both the student's point of view and the College's are prime concerns as is the impact on College resources. Consequently, the following Policy Position has been established.

1. Personal devices may only be used at school by Years 11 and Year 12 Students.
2. You are responsible for understanding and adhering to all copyright requirements related to digital media and the use of the devices.
3. You will not combine personally owned media and college owned media on laptops as this would be a copyright violation.
4. You will not load any digital media that has been illegally downloaded to the laptops.
5. Devices can only be used at school with the knowledge and written approval of the parent/guardian and the College. [The signing and registering of the acknowledgement agreement below constitutes such knowledge and approval. A copy of the signed agreement should be glued into the College Diary]
6. The Parents through the student accept FULL responsibility for the care and use of the laptop/iPad/tablet. In particular, The College does not accept responsibility for the material on the hard drive brought to school, for theft or loss of the device or parts/accessories.

7. The laptop/iPad/tablet is to be stand-alone and at NO stage have access to the St Mark's Network. [The integrity of The College Network could be severely compromised by the introduction of viruses and this is a risk that cannot be accepted.]

8. Tethering of a laptop/iPad/tablet is not allowed while on the College site at any time to access the internet.

9. Students will be granted internet access. If any student is found to be misusing this privilege, the access will be taken away immediately and may lead to a student's enrolment being withdrawn.

10. The laptop CANNOT be used in the playground at any time of the day.

11. The use of a laptop/iPad/tablet at particular times in individual lessons is at the discretion of the subject teacher. [There may be times when the activity is intended to be done without computer assistance or when the attention of the student is required elsewhere]

12. It is the student's responsibility to ensure that battery power is sufficient for their use. The College cannot provide access to a power supply for either use in lessons or for recharging. [Occupational Health & Safety requirements are that all electrical appliances used in the College must be tested for compliance with electrical standards each year and The College doesn't have the resources to test power supplies for student devices.]

13. The College is unable to provide technical assistance for hardware or software problems that may occur with student devices. Such assistance remains the personal responsibility of the parent and student as a private matter. If the device malfunctions during a lesson, the student is required to continue with his/her learning promptly in a conventional manner.

[The College IT Staff have a responsibility to maintain and develop The College's Network and associated computer systems and are unable to respond to private needs. Nor can The College accept responsibility for any loss or damage that might occur as the result of such assistance.]

14. The student is responsible to ensure that any software required is already installed on their device. [The College is unable to supply or install software due to resource constraints and licensing agreements.]

15. Printing of documents from student laptops may only be done using a personal data-transfer device (disc or flash-drive etc) compatible with The College Network. Direct connection of the laptop to the network is not permitted. It is the student's responsibility to have a suitable data-transfer device. It is best that a student prints at home.

[Whilst such data-transfer devices expose the network to some risk of corruption, it is not of the same order as that posed by the device itself and is considered minimal considering security systems in place.]

16. At NO stage should students access programs or material from the device which are not relevant to their current work/learning. The appropriateness of device use remains at the discretion of the teacher. In the event of students using their device inappropriately, the teacher may require the student to close down the device and continue working via other means. Any further consequences would be as prescribed in our Expecting Responsible Behaviour Policy.

Where there is reasonable suspicion that material contrary to the ethos of the College is being brought to College on a device, the College reserves the right to impound the device and institute a search for such materials and may lead to the withdraw of the student's enrolment.



**Saint Mark's Coptic Orthodox College**  
**Agreement**  
**BYOD Student Policy**

I have read the Policy regarding the use of Student Electronic Devices and agree to abide by all the terms and conditions contained therein.

Further, I understand that if there is a breach of the agreement, I risk having this privilege withdrawn and any further action in line with The College's Behaviour or Code of Conduct Policy.

Student Name/Signature		Date	
Parent/Guardian Name/Signature		Date	
House Patron Signature		Roll Group	
Device Type		Year	

**Copy for the College Diary**

Student Name/Signature		Date	
Parent/Guardian Name/Signature		Date	
House Patron Signature		Roll Group	
Device Type		Year	