



BRING YOUR OWN DEVICE (BYOD) CODE OF CONDUCT

To the student and parent/legal guardian

Please read below carefully to check that you understand the BYOD Code of Conduct user requirements at Tenison Woods College.

This agreement is in addition to the Tenison Woods College ICT User Agreement submitted via EdSmart at the commencement of each school year.

While at school students will:	The College will:
Students in Years 7 to 12 will supply their own laptop device.	Provide ICT support for these students using their own devices in accordance with the support article on the Portal@TWC website. Have a short term lesson or day loan laptop available for students while students/families organise repair or replacement of their failed laptop.
Arrive with fully charged devices understanding that only tested and tagged power leads may be used at school. Devices may be charged in class at the discretion of the teacher, who will determine the safety implications and ensure that trip and/or safety hazards are not caused by the charging of the devices in their class.	Provide secure BYOD charging facilities in the Library and PRC admin office.
Have material and all equipment well labelled.	
Ensure that up-to-date anti-virus is installed on laptops.	Offer options for free anti-virus and anti-malware applications.
Ensure the device brought to school has storage space for learning tasks.	
Use social media sites for positive communication or comment, only posting or sharing comments about the College and peers with permission.	Reserve the right to ask that all offensive uploads be taken down on request.
Not upload any identifying information or images regarding others without permission from the teacher.	Provide Cyber-Safety information and learning opportunities.
Report issues or concerns with IT to staff for resolution.	Work to facilitate easy access for 24 hour educational experiences. This can include connection to school wireless and remote access tools, recovery of work from school backups and limited BYOD fault finding.
Take care of all IT resources whether owned by the College, yourself or other students, and be held accountable for deliberate damage.	Act to discipline breaches of deliberate damage. The College takes no responsibility for the damage or loss of student owned devices.
Take care to place the device on a stable surface and carry it with care.	
Be responsible for using the lock up facilities in the College to protect their equipment.	Provide lockup facilities or locked classrooms for safe storage of equipment.
Ensure any personalised names in the device settings are appropriate.	Prevent inappropriately named devices that contradict College's values from connecting to the Tenison Woods College wireless network.
Offer the device for auditing and review when asked by the College.	Support students in good choices of appropriate material by way of downloads and communication.
Choose to use appropriate sites for learning mindful of College values.	Provide appropriate choices in apps and programs that represent good value and maximise learning and presentation experiences.
Follow the rules of the Tenison Woods College ICT User Agreement and ICT Policy.	Disciplinary action will be taken by the College for any actions outside of the ICT User Agreement or ICT Policy.

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Student

I have read the above and agree to maintain these BYOD Code of Conduct requirements while using my family owned ICT device at Tenison Woods College.

Name

Signature

Date

Parent / Legal Guardian

I have discussed the above with my child and encouraged them to follow the BYOD Code of Conduct requirements while using their student owned ICT device at Tenison Woods College.

I am aware that Tenison Woods College will not be liable for any damage to BYOD, however home insurance policies may include coverage and should be investigated.

Name

Signature

Date

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