



# ATWELL COLLEGE

## COLLEGE COMPUTER USE AND BRING YOUR OWN DEVICE (BYOD)

Effective as of 1<sup>st</sup> of January 2023

Dear parent / guardian,

Atwell College students can bring their own device to school. We encourage students to bring their own device to provide an improved learning experience removing the need to constantly log onto different computers and being able to customise their programs and settings to suit their needs. At home, you will be able to view your children's computing work environment, software and work they are completing for school. An advantage of BYOD is the seamless transition to work from home studies.

Device specification must meet the minimum specifications. Unfortunately, Gen. 5 or older Apple devices, Android tablets and Chromebooks are no longer supported by the Department of Education and will not work.

Department of Education students have free access to Office 365 through an agreement with Microsoft, which includes One Drive online storage although all students should have a USB storage device (minimum 8 GB) for their files and backup.

Students can go to the Information Technology Department at 08:30 any morning and get connected to the Atwell College network. Atwell College does not manage, support or warrant student's devices or software. The Atwell College technicians will provide assistance in connecting to the college network but will not be responsible for repairs, support or virus removal.

## Questions and Answers

### **How does my child setup their new device?**

Students and educators are eligible for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. All you need is a valid school email address. <https://www.microsoft.com/en-au/education/students>

Students need to use a non-Department internet service as the software download is blocked on our network to preserve bandwidth and protect essential services. Once this is complete, your child can bring their device to the college and be connected to the college network using their school username and password.

### **What about virus protection?**

The device must have current antivirus software. Several programs can be installed free of charge, although it is very important to only run one virus protection at a time.

### **What can students put on their device?**

The device belongs to your child, but they must comply with the Atwell College, *appropriate use of IT policy*. A breach may result in the confiscation of their computer for a period and/or locked out of the college network.



# ATWELL COLLEGE

## General Conditions for Connection and Use of BYOD

- The device should be fully charged for the commencement of the college day.
- The student will be always responsible for the security of their personal device. No responsibility is taken by the college for theft, damage, data loss or corruption of student devices including damage caused by college infrastructure or networking equipment. College insurance does not cover loss or damage to student devices, this is solely a parent/guardian responsibility. Personal insurance is recommended.
- The parent and/or student will be responsible for installing all software and ensuring it is fully licensed and meets all legal obligations. This includes current, up to date virus protection software.
- The student is responsible for backing up all files on their device regularly. It is recommended that students purchase a USB storage device and use MS One Drive online storage.
- The student will abide by all conditions outlined in the Students Online – Acceptable Use Policy and College Network Agreement. The *Acceptable Use Policy* (in the College diary and on the College website) is a written agreement that formally sets out the rules of use of software, networks, printers and the Internet.

The college administrators regulate access and network use aligned to principles of our moral purpose statement. The agreement for network use conform to the college rules of student expectations.

Parents and guardians have a significant role in supporting their children by setting and conveying the standards that their children should follow when using media and information sources.

### **Terms and Conditions for all computer use including BYOD**

#### **1. Inappropriate access**

Students may not use the Atwell College network to access inappropriate or “adult” materials found on the Internet. **The Network Administrators will inform appropriate staff to determine inappropriate use and their decision is final.** Students not exercising responsibility by accessing such materials will have their Internet access disabled.

**Please note** – Students will not be able to access **generative Artificial Intelligence (AI)** technologies such as CHATGPT from their college accounts. Accessing a **Virtual Private Network (VPN) or site unblocking extensions and URL’s** on the college network is strictly forbidden. Disciplinary action will result for students accessing a VPN.

#### **2. Appropriate use of the college network**

Students are expected to abide by the rules of appropriate network use. (This list is not exhaustive)

(a) Use appropriate language. Do not swear or use other inappropriate language. Illegal activities are strictly forbidden.

(b) Personal addresses and phone numbers, or phone numbers of other students should not be shared.

(c) Note that email is not guaranteed to be private. IT personnel who monitor our network have access to all email accounts. Messages relating to, or in support of illegal activities will be reported to the relevant authority.

(e) Always logon as yourself. Logging on with someone else's account details is prohibited.

(f) Always log off school managed devices when finished.

### 3. Harassment

Students will not use the network to harass or bully others, either within the college community or in the broader Internet community. Inappropriate and abusive language, attempts to fill electronic mailboxes, posting of obscene images or texts reflect poorly on the user and the college and will not be tolerated. Improper use may constitute an offence under the Commonwealth Crimes Act.

### 4. Breach of Copyright

Law, ethics and common courtesy require that proper acknowledgment of the use of the intellectual property of others must be made. Rules against plagiarism will be enforced. Many software programs reside on the internet. It is the responsibility of each user to comply with the requirements of the owners of the software regarding its acquisition and use. Participation in public sharing of music, video or gaming files is illegal. Atwell College does not permit the use of the network for copying or storing of illegally acquired software (e.g., games, music) or accepts liability for any breach of copyright by a user.

### 5. Illegal Use

Illegal use refers to deliberate attempts to damage the hardware, software or information residing on the network or any other computer system via the Internet. Attempts to violate the integrity of private files or programs, the deliberate infecting of the network with a computer virus, attempts at hacking into any computers on the network, or other such actions are prohibited. Unauthorised access to and use of data and damage, alteration and deletion of data may constitute offences under the Criminal Code (WA) and Crimes Act (Commonwealth).

### 6. Purchase of Products

Students are prohibited from ordering, purchasing, or obtaining any products through the college network and the college will not take responsibility if the network is used for this purpose. Financial Transactions are not permitted in any form including ordering deliverable items

### 7. Inappropriate use of the network

## Students are prohibited from:

**The playing of games on the college network is strictly forbidden.** Computer files not directly related to the college curriculum are not permitted to be downloaded, stored on, or transferred from or to, the college network or in any way that could disrupt the use of the network by other users. This includes games, music, executable files (VPN's or unblocking extensions or sites), scripts, videos and any other file types deemed inappropriate by the Network Administrator. This applies to BYOD and college managed devices.

- The college network is not to be used for crypto transactions and/or farming digital currency.
- Illegally copying or distributing college software or copying or installing illegal software from other sources onto the college equipment. Copyright is to be always observed.
- Deliberately introducing any virus or program that compromises system security or effectiveness.

- Attempting to log into the network with any username or password other than their own or change another person's password. Using another person's account is strictly forbidden.
- Passwords must not be shared. Claiming that another person entered their home directory to break college rules will not be accepted. Students are responsible for everything done using their accounts and everything on their devices.
- Using or possessing any program or other means to reduce or bypass network security. (e.g., a VPN, proxy tunnelling or extension)
- Entering any other person's file directory, email account or interfere with another person's files.
- Attempting to alter any person's access rights; or
- Storing the following types of files in their home directory, without permission from their teacher -
  1. Program files, including scripts and batch files
  2. Compressed files
  3. Picture files, unless they are required by a subject
  4. Obscene material – pictures or text
  5. Obscene filenames
  6. Insulting material
  7. Password-protected files
  8. Copyrighted material.
  9. Access Security
  10. Repeatedly copied/ duplicated files and folders

Note: Non - Compliance with the *Acceptable Use Policy* will be subject to college procedures for *Managing Student Behaviour* which may result in an account being disabled, detention and or suspension from Atwell College.



# ATWELL COLLEGE

## BRING YOUR OWN DEVICE (BYOD)

### Acceptable Use Agreement

**This agreement must be signed by the student and parent before any BYOD is connected to the Atwell College network.**

This agreement relates to the connection and use of a BYOD at Atwell College. The BYOD Policy describes the conditions agreed to by Atwell College, the student, and the student's parent(s)/Guardians.

#### Conditions

Connection to the network is supplied by Atwell College to the student, based upon the following.

1. The student will bring their device to college fully charged each day.
2. The student will be always responsible for the physical care and security of their device. Atwell College is not responsible for student devices brought into the college.
3. The student is responsible for regularly backing up all files on their device.
4. The parent and or student will be responsible for ensuring all software installed on the student device is licensed and meets all legal obligations.
5. The device and any software installed on it will be provided by the parent/guardian and or student.
6. The device must have current virus protection software always installed. Anti-virus software must be always up to date.
7. The student will abide by all conditions outlined in the BYOD Acceptable Usage Policy.

Student's full Name: \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Full Name: \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_