

Kohia Terrace School

'Bring Your Own Device' User Agreement

This agreement is between Kohia Terrace School (hereafter known as 'KTS') and

_____ (hereafter known as 'Student')

to enable the student to bring in their own device for use at school during school hours.

Definitions

'Inappropriate content' is here defined as content which is:

- Discriminatory or harassing in any form;
- Derogatory to any individual, group(s), student(s) or teacher(s);
- Obscene, rude, sexually explicit or pornographic in any form;
- Defamatory or threatening in any form;
- Deals with matters such as cruelty or violence in such a manner that is likely to be injurious to the good of students;
- In violation of any license governing the use of software, digital services, print services, file services, music, media of any type or data services; or
- Engaged in any purpose that is illegal or contrary to KTS policy, as outlined in the KTS Responsible Use Agreement.

'Device' is here defined as any internet capable tablet or laptop. While the school prefers to work with Apple devices, other platforms are acceptable. Mobile phones and devices capable of accessing the 3G/4G network will need to have their SIM card removed.

'School hours' is here defined as the hours between 8.50am and 3.00pm, Monday to Friday during term time, excluding both morning tea and lunchtimes.

The contract

1. General Use

- On the signing of this agreement the Student is given permission to bring in his/her device to school for educational use at school during school hours.
- The Student will ensure the device is fully charged before coming to school.
- The Student will only use the device during school hours when given permission by a teacher. The Student will cease using the device when asked to do so by a teacher.
- The Student will set up their KTS email account on their device to enable emails to be sent and received from it.

2. Security

- KTS will provide lockable spaces where devices can be stored when not in use. It is the Student's responsibility to ensure that their device is stored in this place should they so desire.
- Once the Student brings in a device then KTS is not responsible nor can the student or his/her parents hold KTS liable for any damages that the Student's device may incur, unless it is incurred while in the locked storage provided by KTS.
- KTS is not responsible for any student devices, software or items belonging to the Student that are stolen or misplaced, unless it occurs while in the locked storage provided by KTS.
- The Student and or his/her parents will ensure that their device is clearly labelled and easily identifiable, both on the outside and on the inside through the use of a unique screen picture.
- The Student and or his/her parents will ensure that their device is protected by a passcode or password – this will be shared only with the Student's classroom teacher.
- The Student will not lend out his/her device for others to use. Any damages incurred by other persons using the Student's device are not the responsibility of KTS.
- KTS reserves the right to examine the contents of the Student's device at any time.

3. Responsible Use

- While using his/her device, the Student agrees to abide by the conditions set out in the KTS Responsible Use Agreement.
- KTS is not liable for the Student knowingly transmitting, retrieving, viewing or storing any inappropriate content on the device.
- The Student is permitted to use appropriate apps for learning.
- The Student should not download any files (including apps, music, videos, games, podcasts or programmes) while at school unless directed by a teacher.
- Devices should not be synced with any school computer.
- The Student will be allowed to connect to the nominated KTS wireless network with their device during school hours. Any Student found connecting or having connected to the nominated KTS wireless network outside of school hours or any other KTS wireless network may forfeit the right to bring in his/her own device to school.
- Parents are encouraged to set appropriate content and usage restrictions. On iOS devices these can be set in Settings > General > Restrictions. On Apple Laptops these can be accessed in System Preferences > Parental Controls

4. Consequences for improper use

- Improper use of the device includes but is not limited to:
 - viewing, downloading or sharing inappropriate content
 - using Apps that are not beneficial to learning at school
 - listening to music during class time (unless specific teacher permission has been given)
 - failing to put the device away when asked to do so by a teacher
- If the Student is found to have used or be using the device improperly, the device may be confiscated and held at the school office. The device can then be collected solely by the Student's parents or caregivers.
- If the Student is found to have used the device improperly three times in the space of a term, permission to use the device at school will be suspended for a period of six school weeks and the Student will not be allowed to bring in a device for the duration of the suspension.

