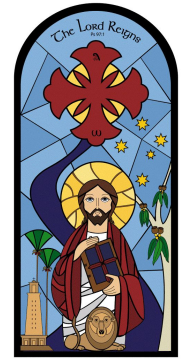




Saint Mark's Coptic Orthodox College



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+ DIOCESE OF SYDNEY +
& AFFILIATED REGIONS
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BYO-CB (Chromebook) Policy Years 5-9



Rationale:

Saint Mark's Coptic Orthodox College values the importance of technology in assisting students with their learning. The use of digital technologies is fundamental to the school's educational philosophies and by implementing Bring Your Own Device (BYOD); Saint Mark's College will assist students in developing digital literacy, fluency, and citizenship while preparing them for the high tech world in which they will live, learn and work. It will empower students and give them direct involvement in the way they use technology in their learning. It will also allow teachers to continue to employ technology in the classroom while building on the experiences gained in the previously supported model.

Objectives:

1. Utilise technology within the Christian ethos of the College
2. To use technology in keeping with creating a harmonious and caring environment
3. To provide clear guidance on the use of electronic devices such as Chromebooks.
4. To ensure the rules are applied consistently across the College
5. To enable students to use technology to enhance their learning
6. To provide the opportunity for teachers to continue to tailor lesson delivery so that students can use their devices in class
7. To ensure a minimum and safer standard of device compatibility.

Obligations & Responsibilities:

Students and families who are participating in the BYOD Program; are responsible for ensuring they are fully aware of and understand their obligations/responsibilities in relation to this policy and the policy of the Student Acceptable Use of Technology. **Students and Guardians will need to sign the agreement attached to this policy.**

- 1.1. To use the recommended device for each year group.
- 1.2. To care for and keep the device secure at all times
- 1.3. To acknowledge that the school cannot be held liable for any damage to or theft of BYOD devices
- 1.4. To bring the device to school each day in readiness for use in the classroom – this includes having the battery charged and digital files effectively managed

- 1.5. To only use the Internet within the school filtering system provided while at school
- 1.6. To have all school requested apps installed on the device
- 1.7. To ensure any BYO device is in good working order including running the current or immediately previous operating system for the device
- 1.8. To install the latest antivirus and anti-malware software to the device if appropriate
- 1.9. To not have any “hacking” software installed on the devices
- 1.10. To have purchased a BYO device that meets the published device specification requirements
- 1.11. To not attach any BYO device to school owned equipment without permission of the school
- 1.12. To be aware that schools have explicit permission to monitor and audit BYO devices brought to school by students
- 1.13. To be aware that BYO devices may have their serial number and Media Access Control (MAC) address recorded by the school for purposes of device identification.
- 1.14. To be aware that in the case of BYOD - Chromebook; the device may be enrolled on the school Google domain.
- 1.15. BYO devices should not be used while travelling to and from school, before school, recess, lunch and after school, unless supervised by a parent or teacher.
- 1.16. 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 devices 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.]
- 1.17. Sharing/Printing of documents from student devices may only be done using online/a personal data-transfer device (flash-drive) compatible with The College Network. Direct connection of the device 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.
- 1.18. 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.

- 1.19.** The use of a device 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]
- 1.20.** 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 withdrawal of the student's enrolment.

Saint Mark's will:

- Provide a wireless network with filtered Internet connection to which students may connect their BYOD device and all rules and expectations are applied to the use of Electronic devices. All applications, activity, and documents stored on the devices are subject to regular review and monitoring by the school.
- Provide support to assist students with first bringing their device to school and establishing network connectivity with the BYOD program device.
- Accept no responsibility for loss or damage to, or for maintenance or repair required on a student's own device through any act or omission resulting from the negligence or otherwise of the school, a member of the school staff or of another student.
- If student's device fail to meet a requirement of the Device Specification, the school will not facilitate the student's access to any network or school services. The school may direct a student to cease bringing a device to school which does not meet all the requirements of the Device Specification.

Use of the BYO device will require a few necessary tasks to keep the device performing well:

- Keep away from food and drink.
- Be responsible for the care of your BYO device.
- BYOD device should always be within the protective case when carried.
- Avoid placing too much pressure and/or weight (such as folders and workbooks) on the screen.
- Do not lean on the top of the device when it is closed.
- Do not place anything near your device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth, no cleaners of any type.

Device Specification:

Under this program, students in Years 5-9 are expected to bring their own chromebook to school and the device needs to meet the below **Specifications**.

Device Type	Chromebook
Operating System	Chrome OS
Wireless	5GHz 802.11a/b/g/n
Min Screen Size	10"
Storage Capacity	32GB
CPU/RAM	Must have an Intel CPU / 4GB
Minimum Battery Life	8 hours
Supplier Availability	<p>* One Educational Supplier "Learning With Technologies" (LWT) to stock a variety of Chromebooks. Price range = \$370 - \$450 each model configured with our requirements as above.</p> <p><i>Although the College will receive no monetary benefit from your private transaction with LWT, we feel comfortable that whichever of the models you select from their specific range will be 100% compatible with our system and requirements.</i></p> <p><u>LWT Parents Portal - SMC</u></p> <p>OR feel free to purchase your Chromebook from any retail store like Officeworks / JB Hi-Fi; they stock variety of Chromebooks as well.</p>

*NOTE: The College has investigated numerous suppliers to source its preferred product/s. Deciding on LWT was due to their willingness to configure various models to our specifications and with the most competitive price to offer parents to purchase with some options and based on compatible use within the school environment.

These models are also built for educational use and therefore are of a durable build quality. The Chromebooks that you find in retail outlets do not always have the same build quality and are not as durable as the devices the College has chosen at LWT. The transaction between LWT and the parent is a commercial transaction and has nothing to do with, or benefit the school in any manner.