



Yea High School Policies and Procedures Personal Electronic Device Policy

TITLE	Personal Electronic Device Policy
PERSON RESPONSIBLE:	Principal
LOCATION OF POLICY:	Website
DATE OF PREPARATION:	2018
REVIEW DATE:	June 2021, June 2024

Rationale:

In accordance with the Educational Act 2006, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools is met by the state. However, parents/carers are directly responsible for providing personal resources for their children while attending school. Personal electronic devices are, for the purposes of this policy, a personal resource. The use of Personal Electronic Devices (PEDs) on school property is subject to certain terms and conditions that take into account other current school policies, such as our Cyber Safety and Acceptable Use Policy and Acceptable Use of and Elect, current laws regarding the use of such devices and the Department of Education and Training recommendations.

Aim:

To ensure that all students have access to the school's WIFI network and that sufficient support is provided for the educational activities undertaken and to ensure that all students enrolled at Yea High School have access to Office 365 and the cloud storage associated with this product.

Implementation:

All students regardless of the type and source of the device, must sign a user responsibility agreement Appendix C. All devices that are used by students must be fully charged and accessible to meet the educational purposes for which they are intended.

Bring Your Own Device

- Yea High School will provide access to internet, email, cloud storage, shared ICT networked devices and other school-based specialist technologies needed for all Yea High School educational purposes.
- The school will allow students to bring and use their own portable computer device for general learning activities. Any such device will be referred to as a Bring Your Own Device (BYOD). It must meet the school's basic technical requirements as outlined in appendix A of this policy. Families must ensure that students have unrestricted access to this device whenever it is required for learning purposes.
- The school will allow the use of a BYOD companion device to enhance or improve the learning experience. The use of such devices will be at the discretion of the school.



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- The assessment schedule will include, but is not limited to, tests, performance observations, NAPLAN, On Demand and VCAA assessment tasks and examinations.
- The sourcing of a BYOD is the responsibility of the student's carers and must meet the minimal requirements as outlined in **Appendix A**.
- BYOD devices will be supported only in their connectivity status within the school environment and to Office 365. There will be no technical support provided for hardware issues with BYOD devices. The responsibility for this support lies solely with the third-party provider of the device.
- There will be no technical support for software issues for any programmes not considered part of the learning environment at Yea High School.

School Purchased Device

- Use of school purchased devices are subject to the rental/purchase agreement in Appendix B.
- Students using a school purchased device will be provided with technical support as outlined above for BYOD. In addition to this support the school will provide hardware support for the device should it be damaged or in need of repair as outline in **Appendix B**. This support may incur additional costs that will be the responsibility of the student's carer.

School Loan Device

- In some extreme circumstances it may become necessary for a student to access a school loan device. In these circumstances the student is responsible for this device as outlined in appendix C. The use of such devices forms part of their User Responsibility Agreement that they are required to sign. Use of such devices will be denied if this agreement is not in place.

Policy History

Version Approval Date	Summary of Changes
2018	Date of Preparation
	Modified



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Appendix A: BYOD Minimal Technical Requirements

	Windows BYOD	Apple BYOD
Screen Size	9.7" or bigger Please note: In it's carry bag it should be able to fit in a student's locker. (Tablets are inadequate as the primary BYOD)	
Storage	HDD or SSD of 128GB or more	
Memory	4GB or greater	
Wi Fi	802.11N or 802.11AC (dual band recommended)	
Battery	6.5 Hours or greater	
Operating System	Windows 10	OS X 10.12
Insurance and Warranty	A student's computer needs to be robust and durable. Repair costs are often very expensive and can take some time. Extending manufacturer's warranties may be worth considering	

Appendix B Rental/Purchase Agreement



Computer Program – Rental Agreement

TERMS AND CONDITIONS

1. Definitions

- YHS means Yea High School, Racecourse Road Yea 3717. ABN: 42 910 739 320
- Renter means the person or persons named in the Schedule hereto.
- Student means the person named in the Schedule being a student enrolled at YHS.
- Rental Period means the period between the start and end dates as specified in the Schedule.
- Contract means the rental contract between YHS and the Renter which incorporates these terms and conditions.
- Due Date means the Due Date for the payment of the invoice being fourteen (14) days from the issue of the relevant invoice.
- Computer means the computer specified in the Schedule together with any accessories, parts or software supplied with the Computer.



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2. Interpretation

- Unless otherwise stated a reference to a party includes that party's executors, administrators, successors, assigns and personal representatives.
- If a party comprises two or more persons, they are each jointly and severally liable for the performance of the terms of this contract.
- When the day for doing any act in this contract is not a business day, that act should be done on the immediately preceding business day.

3. Rental payment

- YHS shall rent the computer to the Renter during the rental period. The Renter shall pay the rental fees set out in the Schedule. The rental fees must be paid by the due date without any set off or deduction.

4. The Computer

- The computer remains the property of YHS at all times.
- YHS and the Renter acknowledge that the computers primary use will be by the Student in relation to his/her secondary course at YHS and as such the Rental is GST free.
- The Renter and the Student will operate, maintain and store the computer with due care and in compliance with the instructions and recommendations of the supplier and manufacturer of the computer and pursuant to any directions given by YHS.
- The Renter or the Student must not alter or replace any parts in the computer unless approved by YHS.
- This agreement relates only to the computer, in the event of its loss or damage, YHS is under no obligation to replace the computer.

5. Maintenance and Repairs

- YHS will provide routine maintenance to keep the computer in working order during the rental period. Any maintenance work not considered to be routine (including wilful or accidental damage), will be at the expense of the Renter.
- If the computer breaks down or is damaged, and in the opinion of YHS it is not economic to repair, then this agreement shall immediately come to an end. (Additionally, see Clause 6, second and third dot points.)

6. Renter's Obligations

- The Renter will notify YHS immediately of any change in the Renters contact details and address during the commitment period.
- At the end of the rental period or upon termination of the rental agreement, the Renter is required to return the computer to YHS.
- If at that time the total rental payments described in part 4 of the Schedule have not been paid, the Renter will be invoiced for any repairs required to restore the computer to working order.
- If the Renter fails to return the computer, the Renter will be invoiced for the outstanding amount of the total rental payments described in part 4 of the Schedule.

7. Insurance

- YHS does not provide accidental damage or theft insurance. The Renter may at their discretion undertake to insure the computer against loss or damage.

8. Termination

This agreement comes to an end:

- At the end of the rental period.
- In the event of default as defined in subclause ("Default occurs if:") hereof.
- If the computer is lost or destroyed by either the Renter or the Student.
- If the computer is damaged and is not economically repairable as provided in subpart two of clause 5.



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Default occurs if:

- Rental fees are not paid by the due date.
- The Renter continues to breach any term of this contract after YHS gives the Renter notice in writing of its default.
- The Renter is subject to insolvency or other proceedings which place the computer at risk for loss or seizure by others.
- The Student leaves YHS prior to the end of the rental period.
- In the event that the renter defaults, the computer remains the property of YHS and YHS maintains the right to seek possession of the computer.
- In the event of default this agreement shall immediately come to an end.

THE SCHEDULE

1. The Renter

Name:	Address:	Signed/Date
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2. The Student

Name:	Address:	Or 'As Above'
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3. The Computer

Make/Model	YHS Serial	ACER Serial
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4. Rental Fee and Due Dates

- **Discounted Rate:**
Payment of \$500.00 on commencement of the Rental Agreement. The rental period shall start on the day this agreement is entered into. The rental period end date shall be 31st December 2019. Rental may extend beyond that date on a monthly basis with no further cost, when jointly agreed by YHS and the Renter.
- **Per Semester Rate, (3 year schedule):**
First payment is \$120.00. Subsequent further four payments at \$85.00 and final semester at \$80.00 to total \$540.00.

The rental period shall start on the day this agreement is entered into.

The rental period end date shall be 31st December 2020. Rental may extend beyond that date on a monthly basis with no further cost, when jointly agreed by YHS and the Renter.

First payment is due upon entering into a Rental Agreement (and is applicable to the current Semester or part there-of). The remaining five payments are **due in advance**, one week prior to the end of each **preceding Semester**. That is, the second payment is due one week prior to the end of the first Semester. The third payment is due one week prior to the end of the second Semester, (which in most cases will therefore be due at the end of the school year to allow the computer to be held over the end of year Christmas break). An invoice noting the appropriate due date will be issued.

Default will have occurred where payment is not received in advance of the following semester as described above.



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Appendix C

TITLE	Acceptable Use of PED Policy
MANAGEMENT AREA:	
PERSON RESPONSIBLE:	Assistant Principal
LOCATION OF POLICY:	Website
DATE OF PREPARATION:	April 2016
ENDORSED BY SCHOOL COUNCIL:	
REVIEW DATE:	April 2019

RATIONALE OR PURPOSE

The acceptable use of personal electronic devices in learning environments policy. Yea High School acknowledges the presence of student owned, not school issued, personal electronic device technology. The purpose of this document is to formalise acceptable practices in Yea High School classrooms and in the various environments in which school learning activities are being conducted.

Most students have personal electronic devices (PED). Mobile phones and other PEDs provide a quick and effective means by which students can communicate with parents and peers. It is therefore important, for school administrators, teachers, students and parents to take steps to ensure that PEDs are used responsibly.

This document has been designed to ensure that potential issues, resulting from inappropriate use of PEDs, can be clearly identified and addressed. This will ensure that the benefits that PEDs provide can continue to be enjoyed by our students. This document also applies to students during school excursions and extracurricular activities.



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IMPLEMENTATION

All parents/carers, staff and students will be provided with a copy of this document.

- Yea High School does not hold insurance for personal property brought to school. Staff and students are advised against bringing any PED or other valuable items to school.
- Personal electronic devices are not to be used in any manner or place that is disruptive to the normal routine of a scheduled learning activity. Therefore, in **all** classes and learning environments students will need to have these devices turned off during scheduled class time.
- Students on entering their scheduled class will be asked to turn off their device and place it in the PED box in each classroom. These devices will then be returned by the teacher at the end of the class. There are times when it is genuinely appropriate and beneficial for students to have access to a personal electronic device during their class time – teachers will determine these occasions and allow student access.
- If parents need to contact their child they can do so by ringing the school office or by contacting their child during recess 10:48-11.18am and during lunchtime 1:00-1:40pm.
- It is important that students display courtesy, consideration and respect for others whenever they are using a personal electronic device.
- Disciplinary action will be taken against any student/s that is/are caught using a personal electronic device to cheat in exams or assessments or using their PED (without teacher permission) during their scheduled class time.

NON COMPLIANCE

Consequences relating to the unacceptable use of personal electronic devices

In the event that a student does not comply with the policy relating to student owned, not school issued, personal electronic device technologies the following consequences shall apply:

- Students who do not turn off their device or access it without authorisation during scheduled class time will have their device confiscated by the teacher. The device will be returned to the student at the end of the scheduled class and it will be logged on Compass as a misbehaviour report and followed up by the child's advisor.
- If a student refuses to hand their PED into the teacher to place in the PED box they will be asked to report to the Assistant Principal and parents/guardians will be contacted.
- If a student consistently has their PED on/confiscated by their teacher during scheduled learning time then they will face disciplinary action in line with the School's Code of Conduct.

RELATED DOCUMENTS

Cyber safety and YHS's Acceptable Use Agreement.

DEFINITIONS

Personal electronic devices are mobile phones, iPods, mp3 players, iPad, tablets or any other device.



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TITLE	CYBERSAFETY & ACCEPTABLE USE AGREEMENT POLICY
MANAGEMENT AREA:	
PERSON RESPONSIBLE:	
LOCATION OF POLICY:	
DATE OF PREPARATION:	Modified Nov 2016
ENDORSED BY SCHOOL COUNCIL:	
REVIEW DATE:	2023

The following document contains information about cyber safety and acceptable use of the Yea High School network, equipment and other devices.

Please read this carefully, check that you understand your responsibilities under the agreement. You need to ensure that the following have all been completed:

1. Cyber safety and Acceptable Use Agreement Form for students

Please read, sign and date, detach and return this form to Yea High School.

2. Section 1A: Cyber safety in the Yea High School environment

Please read and discuss with your student.

3. Section 1B: General Cyber safety rules

Please read and discuss with your student.

4. Section 2: Information specifically for Yea High School students

Please read and discuss with your student.



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YEA HIGH SCHOOL CYBERSAFETY AND ACCEPTABLE USE AGREEMENT FORM FOR STUDENTS

To the student, and the parent/legal guardian/caregiver

1. Please read this page carefully, to check you understand your responsibilities under this agreement.
2. Sign the appropriate section on this form.
3. Detach and return this form to the Yea High School general office.
4. Keep the document for future reference

We understand that Yea High School will:

- do its best to keep the school cyber safe, by maintaining an effective cyber safety program. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or YHS ICT equipment/devices at school or at school related activities, and enforcing the cyber safety regulations and responsibilities detailed in use agreements. This also includes protecting the holder of this agreement from external or public sources attempting to access the cyber safe environment within the school
- keep a copy of this signed use agreement form on file
- respond appropriately to any breaches of the use agreements
- provide members of the YHS community with cyber safety education designed to complement and support the use agreement initiative
- welcome enquiries from students or parents about cyber safety issues.

Student Section

My responsibilities include:

- **I will read** this Cyber Safety and Acceptable Use Agreement document carefully
- **I will follow** the cyber safety rules and instructions whenever I use the school's computer network, Internet access facilities, computers and other YHS ICT equipment/devices
- **I will also follow** the cyber safety rules whenever I am involved with privately-owned ICT devices/equipment on the school site or at any YHS related activity, regardless of its location.
- **I understand** the agreement in Part 2B (3) sets out acceptable use and personal portable communication device etiquette applicable at Yea High School.
- **I will avoid** any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the YHS community
- **I will avoid** any involvement with material or activities which could result in my computer being infected with viruses or the like.
- **I will take proper care** of my computer and other YHS ICT equipment/devices and be responsible for its safe storage. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, that I or my family may have the responsibility for the cost of repairs or replacement
- **I will keep** this document somewhere safe so I can refer to it in the future
- **I will ask** the relevant staff member if I am not sure about anything to do with this agreement.
- **I understand** that it is my sole responsibility to regularly back up my work to either the YHS network and/or an external source, such as USB drive. I understand that the YHS ICT team is not responsible for backing up. In the extreme event of student work requiring backing up by YHS, costs will be charged for time taken.
- **I will abide** by copyright laws. I understand that downloading any music, videos, software etc that breaches copyright is illegal.
- **I will not** interfere with any Netbook/ICT device that belongs to another student or staff member.
- **I understand** that allowing anyone other than myself / family or YHS appointed ICT Support team to use my Netbook/ICT device may void the warranty.



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SO THAT YOU CAN RETAIN A RECORD OF YOUR STUDENTS' UNDERTAKING TOWARDS CYPERSAFETY, A COPY OF THIS SECTION IS INCLUDED AT THE END OF THIS SECTION. PLEASE SIGN AND RETURN THE COLOURED SHEET TO YEA HIGH SCHOOL – Refer Appendix A

Parent/legal guardian/caregiver Section

My responsibilities include:

- **I will read** this Cyber Safety and Acceptable Use Agreement document carefully and discuss it with my son/daughter so we both have a clear understanding of my child's role in Yea High School's work to maintain a cyber safe environment
- **I will ensure** this use agreement is signed by my child and by me, and returned to the school
- **I will encourage** my son/daughter to follow the cyber safety rules and instructions
- **I will contact** Yea High School if there is any aspect of this use agreement I would like to discuss.
- **I will ensure** that my son/daughter understands and follows their legal copyright responsibilities.
- **I understand** that allowing others, beyond immediate family, to access or use my son/daughters Netbook/ICT device will void the warranty.

THAT YOU CAN RETAIN A RECORD OF YOUR UNDERTAKING TOWARDS CYPERSAFETY, A COPY OF THIS SECTION IS INCLUDED AT THE END OF THIS SECTION. PLEASE SIGN AND RETURN THE COLOURED SHEET TO YEA HIGH SCHOOL – Refer Appendix B



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CYBERSAFETY AND ACCEPTABLE USE AGREEMENT
FOR ALL YEA HIGH SCHOOL STUDENTS

This document is comprised of two sections:

Section 1 – Cyber safety in the Yea High School Environment

- a) Important College cyber safety initiatives
- b) General Cyber safety rules

Section 2 – Information Specifically For Yea High School Students

- a) Additional information
- b) Additional rules / responsibilities

SECTION 1A - IMPORTANT SCHOOL CYBERSAFETY INITIATIVES

The values promoted by Yea High School include establishing positive relationships in a safe and caring environment; cooperation, mutual respect, acceptance and trust; being fair, friendly, supportive and honest; developing and displaying ethics and personal integrity; and respecting the physical environment. The measures to ensure the cybersafety of the school environment which are outlined in this document are based on these important values.

The school's computer network, Internet access facilities, computers and other YHS ICT equipment/devices, such as student Notebooks, bring great benefits to the teaching and learning programs at Yea High School, and to the effective operation of the school. However, it is essential that the school endeavours to ensure the safe use of ICT within the YHS community. *Thus Yea High School has rigorous cyber safety practices in place, which include cybersafety use agreements for all school staff and students.*

Cybersafety use agreement documents include information about obligations, responsibilities, and the nature of possible consequences associated with breaches of the use agreement which undermine the safety of the school environment. The cybersafety education supplied by YHS to its learning community is designed to complement and support the use of this agreement.

The overall goal of the school in this matter is to create and maintain a cybersafe culture which is in keeping with the values of the school, and legislative and professional obligations. All members of the YHS community benefit from being party to the use agreement and other aspects of the school cybersafety program.

Instructions for secondary students:

1. You and your parent/legal guardian/caregiver are asked to read Section A 'Cybersafety in the Yea High School Environment' and Section B 'Information Specifically for Secondary Students' carefully.
2. If help is needed to understand all the language, or there are any points your family would like to discuss with the School's administration, let the Yea High School general office know as soon as possible.
3. You and your parent/legal guardian/caregiver should then sign the Student Use Agreement Form at the back of Section B before you return that page to the Yea High School general office.
4. It is important to keep Section A and Section B for you and your family to read again in the future.



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Important terms used in this document:

- a. The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'.
- b. 'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including personal portable communication devices
- c. 'Yea High School ICT' refers to the school's computer network, Internet access facilities, Computers, and other Yea High School ICT equipment/devices as outlined in (d) below. This also includes subsidiary or public organisation(s) equipment which may extend and/or be part of the school's network infrastructure.
- d. The term 'ICT equipment/devices' used in this document includes, but is not limited to, computers (such as desktops, Netbooks, Notebooks, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), and any other, similar technologies as they come into use.

1. Cybersafety use agreements

- 1.1. All students, *whether or not* they make use of the Yea High School computer network, Internet access facilities, computers and other ICT equipment/devices in the school environment, will be issued with a user agreement. They are required to read these pages carefully, and return the signed use agreement form in Section B to the Yea High School general office for filing. A copy of this signed form will be provided to the user.
- 1.2. Students are asked to keep the other pages of the agreement for later reference. (If necessary, a replacement copy will be supplied by the school.)
- 1.3. The school encourages anyone with a query about the agreement to contact the administration as soon as possible.

2. Requirements regarding appropriate use of ICT in the Yea High School learning environment

In order to meet the school's legislative obligation to maintain a safe physical and emotional learning environment, and be consistent with the values of the school:

- 2.1. The use of **Yea High School's** computer network, Internet access facilities, computers and other YHS ICT equipment/devices and student Netbooks, on *or* off the YHS site, is limited to educational purposes appropriate to the school environment. This applies whether or not the ICT equipment is owned/leased either partially or wholly by the school. If any other use is permitted, the user(s) will be informed by the school.
- 2.2. Yea High School has the right to monitor, access, and review all the use detailed in 2.1. The school will use remote access software to ensure appropriate use of ICT devices and the YHS network. This includes emails sent and received on the school's computers and/or network facilities, either during or outside school hours.
- 2.3. The use of any ICT equipment/devices on the Yea High School site, or at any school-related activity must be appropriate to the school environment. This includes any images or material present/stored on privately-owned/leased ICT equipment/devices brought onto the school site, or to any school-related activity. Such equipment/devices could include a Netbook, Notebook, tablet, desktop, PDA, mobile phone, camera, recording device, or portable storage (like a USB or flash memory device). Anyone unsure about whether or not it is appropriate to have a particular device at Yea High School or at a school-related activity, or unsure about whether the planned use of a particular device is appropriate, should check with the school administration.



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Note that examples of a 'school-related activity' include, but are not limited to, a field trip, camp, sporting or cultural event, wherever its location

- 2.4. **When using a global information system** such as the Internet, it may not always be possible for Yea High School to filter or screen all material. This may include material which is **inappropriate** in the school environment (such as 'legal' pornography), **dangerous** (such as sites for the sale of weapons), or **illegal**. *However, the expectation is that each individual will make responsible use of such systems. In the event of their use, students must be able to demonstrate their connection to current classroom learning.*

3. Monitoring by Yea High School

- 3.1. Yea High School has an electronic access monitoring system which has the capability to record Internet use, including the user details, time, date, sites visited.
- 3.2. The school monitors traffic and material sent and received using the school's ICT infrastructures. This will be examined and analysed to help maintain a cybersafe environment.
- 3.3. The school will deploy filtering and/or monitoring software where appropriate to restrict access to certain sites and data, including email.
- 3.4. The school holds the right to access/redirect/stop/copy for evidence of any type of electronic data and remove inappropriate electronic data without notice.
- 3.5. The school holds the right to lock/disable/remove/modify domain/local computer accounts in the event of a threat to the YHS ICT system. This includes any electronic devices which are on the premises of Yea High School. *However, as noted in 2.4, the expectation is that each individual will be responsible in their use of ICT.*

4. Ownership

- 4.1 Netbooks/ICT equipment remains the property of the school. In the event that the student leaves Yea High School before the conclusion of their senior studies the notebook must be returned in good working order.
- 4.2 Yea High School reserves the right to confiscate any Netbooks/ICT equipment due to breaches of this agreement.

5. Audits

- 5.1. The school will from time to time conduct an internal audit of its computer network, Internet access facilities, computers and other Yea High School ICT equipment/devices, or may commission an independent audit. If deemed necessary, auditing of the Yea High School computer system will include any stored content, and all aspects of its use, including email. An audit may also include any Notebooks provided by the school or subsidised by a school-related source such as the Department of Education and Early Childhood Development.



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6. Breaches of the use agreement

- 6.1. Breaches of the use agreement can undermine the values of Yea High School and the safety of the learning environment, especially when ICT is used to facilitate misconduct.
- 6.2. Such a breach which is deemed harmful to the safety of the school such as involvement with inappropriate or illegal material, anti-social activities such as harassment and bullying and possession of any type of Peer-to-Peer software will constitute a significant breach of discipline and result in serious consequences. A breach of this agreement will result in the Netbook or ICT device being reimaged. Any further breaches of this nature will result in changes to the management of the Notebook or ICT device. The Netbook Coordinator and/or Year Level Manager will respond and take appropriate action regarding consequences for all breaches.
Refer to the document 'Misdemeanours and Recommended Consequences Regarding the Use of Netbooks and Related ICT Facilities'.
- 6.3. If there is a suspected breach of the Acceptable Use Agreement involving privately-owned ICT on the school site or at a school-related activity, the matter may be investigated by the school. The school may request permission to audit that equipment/device(s) as part of its investigation into the alleged incident.
- 6.4. Involvement with **material** which is deemed 'age-restricted' or 'objectionable' (illegal) is a very serious matter, as is involvement in an **activity** which might constitute criminal misconduct, such as harassment. In such situations, it may be necessary to involve law enforcement in addition to any disciplinary response made by the school as a result of its investigation.

7. Other aspects of Yea High School's cybersafety program

- 7.1. The Cybersafety and Acceptable Use Agreement operates in conjunction with other cybersafety initiatives, such as cybersafety education supplied to the YHS community. This education plays a significant role in the school's overall cybersafety program, and also helps keep children, young people and adults cybersafe in all areas of their lives. If more information is required, contact the school's administration.

SECTION 1B - GENERAL CYBERSAFETY RULES

These general rules have been developed to support the Important Yea High School Cybersafety Initiative's outlined in Section 1A.

1. Staff and students are required to sign use agreements with the school

- 1.1 Please sign this agreement and return it to the general office.

NB The entire document should be kept to refer to later, including a copy of the signed form.

2. Use of any ICT must be appropriate to the school environment

- 2.1 For **educational purposes only**. Yea High School's computer network, software, Internet access facilities, computers and other school ICT equipment/devices can be used only for educational purposes appropriate to the school environment. This rule applies to use on or off the Yea High School site. If any other use is permitted, the school will inform the user/s concerned.



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2.2 **Permitting someone else to use Yea HS ICT.** Any staff member or student who has a signed use agreement with Yea HS is not to allow another person to use the school's ICT.

2.3 **Privately-owned ICT.** Use of privately-owned/leased ICT equipment/devices on the school site, or at any school-related activity must be appropriate to the school environment. This includes any images or material present/stored on privately-owned/leased ICT equipment/devices brought onto the school site or to any school related activity. It also includes the use of personal communication devices, such as mobile phones. Any queries should be discussed with the school's administration.

2.4 **Responsibilities regarding access of inappropriate or illegal material.**

When using Yea High School ICT, or privately-owned ICT on the school site or at any school-related activity, users must not:

- initiate access to inappropriate or illegal material including but not limited to adult content, online gaming sites, gambling sites, social networking and chat sites such as MySpace and Facebook.
- use of any type of Peer-to-Peer software.
- save or distribute such material (as mentioned above) by copying, storing or printing.

In the event of accidental access of such material, users should:

1. not show others
 2. close or minimise the window
 3. report the incident
- Students should report to a teacher and/or the ICT Technicians immediately
 - Staff should report such access as soon as practicable to the ICT Technicians.

2.5 **Misuse of ICT.** Under no circumstances should ICT be used to facilitate behaviour which is either inappropriate in the school environment or illegal. *Refer to the document 'Misdemeanours and Recommended Consequences Regarding the Use of Notebooks and Related ICT Facilities'.*

3 Individual password logons (user accounts)

3.1 **Individual user name and password.** If access is required to the Yea High School computer network, computers and Internet access using school facilities, it is necessary to obtain a personal user account from the school.

3.2 **Confidentiality of passwords.** It is important to keep passwords confidential and not shared with anyone else. The school will not be responsible for any actions made under your account details when used by another person.

3.3 **Access by another person.** Users should not allow another person access to any equipment/device logged in under their own user account. (Any inappropriate or illegal use of the Yea High School computer facilities and other school ICT equipment/devices may be traced by means of this login information.)

3.4 **Appropriate use of email.** Those with e-mail accounts provided by the school are expected to use them in a responsible manner and in accordance with this use agreement. This includes ensuring that no electronic communication that could cause offence to others or harass or harm them, put the owner of the user account at potential risk, or in any other way be inappropriate in the school environment.

4 Disclosure of personal details



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- 4.1 For personal safety, users should be very careful about revealing personal information about themselves, such as home or email addresses, or any phone numbers including mobile numbers. Nor should such information be passed on about others.

5 Care of ICT equipment/devices

- 5.1 All Yea High School ICT equipment/devices should be cared for in a responsible manner and especially ensuring that Notebooks are carried in the bags or cases provided.
- 5.2 Any damage, loss or theft must be reported immediately to the ICT Technician or Year Level Manager. In the event of theft, a police statement must be made as soon as practically possible.
- 5.3 At school, when Netbooks are not being used or carried by the individual they should be securely stored in a locked locker.
- 5.4 When the student leaves Yea high School the Netbook/ICT device must be returned to the school in the same condition as was initially supplied. That is, no stickers, graffiti, white-out, scratches and etchings, cracks, missing keys, discolouration, substances requiring more than light cleaning or any damage beyond normal wear and tear.

6 Wastage

- 6.1 All users are expected to practise sensible use to limit wastage of computer resources or bandwidth. This includes unnecessary Internet access, uploads, downloads or printing.

7 Connecting software/hardware

- 7.1 Users must not attempt to download, install or connect any unauthorised software or hardware onto Yea High School ICT equipment including, but not limited to student Netbooks or utilise such software/hardware. This includes use of such technologies as Bluetooth, infrared, and wireless, such as mobile broadband internet, and any other similar technologies which may be developed. Any user with a query or a concern about this issue should speak with the ICT Technician.

8 Copyright and licencing

- 8.1 Copyright laws and licencing agreements must be respected. This means no involvement in activities such as illegally copying material in any format, copying software, downloading copyrighted video or audio files, using material accessed on the Internet in order to plagiarise, or illegally using unlicensed products. This means that students are not to have any peer to peer software or their Notebooks will be reimaged immediately.
- 8.2 The school will provide software which is in accordance with the copyright laws and must only be installed on school leased or owned equipment.

9 Posting material

- 9.1 All material submitted for publication on the Yea High School Internet/Intranet should be appropriate to the school environment.
- 9.2 Such material can be posted only by those given the authority to do so by ICT Technician.



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9.3 The relevant subject teacher and/or ICT Technician should be consulted regarding links to appropriate websites being placed on the school Internet/Intranet (or browser homepages) to provide quick access to particular sites.

9.4 There is only one official website relating to Yea High School with which there should be involvement unless approval has been given by the ICT Technician.

10 Queries or concerns

10.1 Staff and students should take any queries or concerns regarding technical matters to the ICT Technician.

10.2 Queries or concerns regarding other cybersafety issues should be taken to the relevant Student Advisor or Year Level Manager and/or ICT Technician. In the event of a serious incident a member of Principal Class Team should be notified immediately.

SECTION 2A - ADDITIONAL INFORMATION

1. The Student Cybersafety Use Agreement

1.1. If you have any questions, you should ask staff, including the ICT Technician. If your parent/legal guardian/caregiver would like to discuss any school cybersafety issue, the school's administration or the ICT Technician will be happy to discuss this with them.

1.2. You cannot use the Yea High School computer network, Internet access facilities, computers and other YHS ICT equipment/devices until this Cybersafety and Acceptable Use Agreement has been signed by a parent/legal guardian/caregiver and signed by you, and the agreement has been returned to the school's general office.

2. Use of ICT.

2.1. While at Yea High School or a school-related activity, you must not have involvement with any material or activity which might put yourself at risk. The use of social networking sites, including but not limited to MySpace and Facebook are therefore prohibited. As well, you must not at any time use ICT to upset, harass, or harm anyone else in the school community, or the school itself, even if it is meant as a 'joke'. Unacceptable use could include acts of a malicious or nuisance nature, invasion of privacy, harassment, bullying, hacking, altering the settings on any ICT device or equipment without authorisation, plagiarism, gaming, impersonation/identity theft, spoofing, gambling, fraud, copyright infringement, or cheating in an examination. Inappropriate behaviour the school may need to respond to includes the use of websites to facilitate misconduct which puts at risk the safety of the school environment.

2.2. If any privately-owned ICT equipment/device, such as a Netbook, Notebook, tablet, desktop, PDA, mobile phone, camera, or recording device, portable storage (like a USB or flash memory device), is brought to Yea High School or a school-related activity, the school cybersafety rules apply to that device. **If you are not sure whether it is appropriate to have a particular device at Yea High School or at a school-related activity, you are expected to check with the relevant teacher before bringing it.**

3. Monitoring

3.1. Yea High School reserves the right at any time to check work or data on the school's computer network, Internet access facilities, computers and other YHS ICT equipment/devices. For example, in order to help make sure that the school stays cybersafe, teachers may at any time check student email or work. The ICT Management



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Team also has the ability to remotely monitor YHS ICT equipment, via logs and real-time screen viewing, including student Notebooks. You must not attempt to prevent the ICT Technician from remotely monitoring any ICT equipment/device

- 3.2. If there is a suspected breach of use agreement involving privately-owned ICT, the matter may be investigated by the school. The school may ask to check or audit that ICT equipment/device as part of its investigation into the alleged incident.

4. Consequences.

- 4.1. Depending on the seriousness of a particular breach of the use agreement, an appropriate response will be made by the school. Possible responses could include one or more of the following: a discussion with the student, informing parents/legal guardian/caregiver, reimaging of Netbook/device, loss of administrator access to Netbooks/devices, loss of student access to Yea High School ICT, taking disciplinary action. If illegal material or activities are involved, it may be necessary for the school to inform the police and/or other government departments.
- 4.2. Where Netbooks require reimaging due to a breach of this agreement, the Netbook/ICT device will not be backed up before reimaging. There will be no opportunity given to the student to back up their work. However, if you wish for work to be backed up, the school ICT Support team will back up work for a fee. A fee of \$100 will apply on the first occasion and \$150 on every occasion thereafter.
- 4.3. The school reserves the right to confiscate the Netbook due to a breach of this Agreement. In such an event the school will serve notice in writing to the parents and upon receipt of such notice the Netbook is required to be surrendered to Yea High School within one (1) working day from receipt of the notice.
Refer to the document 'Misdemeanours and Recommended Consequences Regarding the Use of Notebooks and Related ICT Facilities'.

SECTION 2B - ADDITIONAL RULES / RESPONSIBILITIES

1. **Accessing the Internet at Yea High School on school ICT.** The only time you can access the internet at Yea High School or on a school computer of any kind during class is when a teacher gives permission and there is staff supervision. If other Internet access outside of class on the school site or at a school-related activity is permitted, for example, via a privately-owned Netbook, Notebook, tablet, mobile phone or any other ICT device, it must be in accordance with the cybersafety rules in this agreement. While at school, students are only to use the school student internet connection. Students are not to connect to any external devices e.g. Phones, USB modems or other wireless networks while at Yea High School. Students found breaching these guidelines will lose access to Yea High School's network, and Netbooks will be reimaged immediately. Deliberate circumvention of school internet filtering, by use of third-party software, external internet connections or "anonymous proxy" sites will result in the Netbook being immediately reimaged, the administrator status of the student will be modified and the student's ability to access the Yea High School network will be reviewed.
2. **Borrowing Yea High School ICT.** If you have permission to use Yea High School ICT equipment at home or anywhere else away from school, it must not be given to anyone else to use unless at the direction of a staff member. The school ICT is to be used only for the purpose it was lent, and you should explain this to your family or whoever else you are with. If a problem occurs, you must report it to the relevant teacher straight away.



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3. **Personal Communication Devices.** Cybersafety rules also apply to personal communication devices. Personal communication devices must not be used for involvement with inappropriate material or activities, such as:
 - upsetting or harassing students, staff and other members of the school community even as a 'joke'.
 - inappropriately using text, MMS, email, photographs or film, phone messages, web browsing, images or any other functions.
 - recording of any nature at Yea High School or a school-related activity without the teachers' consent.
 - during any assessment where such possession or use is specifically prohibited.Yea High School reserves the right to prohibit a student using a personal portable communication device if there is a contravention of these guidelines.
Personal portable communication devices are used at their owner's risk. No liability will be accepted by Yea High School in the event of loss, theft or damage.
4. **Care of the computers and other Yea High School ICT equipment/devices, and their appropriate use includes:**
 - You must not damage or steal equipment or anything that may interrupt user access to the school's network. If the damage is deliberate, it will be necessary for the school to inform your parent/legal guardian/caregiver who will have responsibility for the cost of repairs or replacement.
5. **Students need permission from staff to:**
 - use storage devices to back-up work or to take work home or bring work back to school. (It is preferred, for the safety of the school, that data which has been saved from a computer which is not owned by the school not be placed onto the school's network or computers)
 - print material when in the classroom situation. Any material printed out of class must be appropriate in the school environment.
 - contribute material to the Yea High School Internet/Intranet site. As well, there should be no student involvement in any unofficial school Internet/Intranet site which purports to be representative of the school or of official school opinion.
 - send email to groups of users which are available on school e-mail/exchange server(s). Only email to individual students and staff according to the e-mail agreements are to be sent.
6. **Students must be considerate of other users. This includes:**
 - sharing with other users and not monopolising equipment.
 - avoiding deliberate wastage of ICT-related resources including bandwidth, through actions such as unnecessary printing, and unnecessary Internet access, uploads or downloads.
 - no intentional disruption of the smooth running of any computer or the school network.
 - avoiding involvement in any incident in which ICT is used to send or display messages/communications which might cause offence to others. Examples include text messaging, email messages, or creating, displaying or sending inappropriate graphics, and recording or playing inappropriate audio or video files.
 - obtaining permission from any individual before photographing, videoing or recording them.



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APPENDIX A - Student Section

My responsibilities include:

- **I will read** this Cyber Safety and Acceptable Use Agreement document carefully
- **I will follow** the cyber safety rules and instructions whenever I use the school's computer network, Internet access facilities, computers and other YHS ICT equipment/devices
- **I will also follow** the cyber safety rules whenever I am involved with privately-owned ICT devices/equipment on the school site or at any YHS related activity, regardless of its location.
- **I understand** the agreement in Part 2B (3) sets out acceptable use and personal portable communication device etiquette applicable at Yea High School.
- **I will avoid** any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the YHS community
- **I will avoid** any involvement with material or activities which could result in my computer being infected with viruses or the like.
- **I will take proper care** of my computer and other YHS ICT equipment/devices and be responsible for its safe storage. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, that I or my family may have the responsibility for the cost of repairs or replacement
- **I will keep** this document somewhere safe so I can refer to it in the future
- **I will ask** the relevant staff member if I am not sure about anything to do with this agreement.
- **I understand** that it is my sole responsibility to regularly back up my work to either the YHS network and/or an external source, such as USB drive. I understand that the YHS ICT team is not responsible for backing up. In the extreme event of student work requiring backing up by YHS, costs will be charged for time taken.
- **I will abide** by copyright laws. I understand that downloading any music, videos, software etc that breaches copyright is illegal.
- **I will not** interfere with any Netbook/ICT device that belongs to another student or staff member.
- **I understand** that allowing anyone other than myself / family or YHS appointed ICT Support team to use my Netbook/ICT device may void the warranty.

I have read and understand my responsibilities and agree to abide by this Cybersafety and Acceptable Use Agreement. I know that if I breach this use agreement there may be serious consequences.

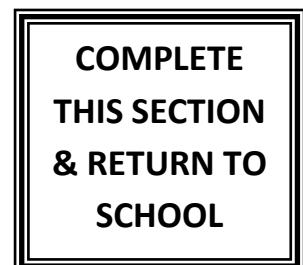
Student Name: _____ Form: _____

Student Signature: _____

Witness Name: _____

(parent/guardian)

Witness Signature: _____ Date: _____





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PLEASE SIGN AND RETURN THIS COLOURED SHEET TO YEA HIGH SCHOOL.

Appendix B Parent/legal guardian/caregiver Section

My responsibilities include:

- **I will read** this Cyber Safety and Acceptable Use Agreement document carefully and discuss it with my son/daughter so we both have a clear understanding of my child's role in Yea High School's work to maintain a cyber safe environment
- **I will ensure** this use agreement is signed by my child and by me, and returned to the school
- **I will encourage** my son/daughter to follow the cyber safety rules and instructions
- **I will contact** Yea High School if there is any aspect of this use agreement I would like to discuss.
- **I will ensure** that my son/daughter understands and follows their legal copyright responsibilities.
- **I understand** that allowing others, beyond immediate family, to access or use my son/daughters Netbook/ICT device will void the warranty.

I have read this Cyber safety and Acceptable Use Agreement document and am aware of Yea High School's initiatives to maintain a cyber safe learning environment, including the responsibilities involved.

Parent / Legal Guardian / Caregiver *(Please circle which term is applicable)*

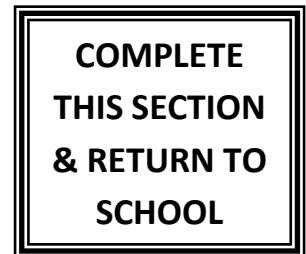
Parent Name: _____

Parent Signature: _____ Date: _____

Witness Name: _____

(school employee)

Witness Signature: _____ Date: _____



PLEASE SIGN AND RETURN THIS COLOURED SHEET TO YEA HIGH SCHOOL.