

PROCEDURE: Student Owned Devices Use Agreement

Rationale

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students at Cambridge East Primary School may now bring their own Device to school.

Internet

Only the internet gateway provided by the school may be accessed while at school. Personal internet connective devices such as but not limited to cell phones / cell network adapters t-stick, vodem, etc, are not permitted to be used to access outside internet sources at any time.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. The Cambridge East Primary School BOT, nor its staff or employees, is not liable for any device stolen or damaged at school or on the way to or from school. If a device is stolen or damaged, it will be handled through the School Office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for devices are strongly encouraged.

I would like my child to bring their own Device to school for use in the classroom learning programme. I understand (please initial each section)

	All devices brought to school are my child's responsibility and the insurance for the device is my responsibility.
	That teachers will provide a locked cupboard, area or classroom in which my child may place their device when not in use. If my child does not use this facility then the school holds no responsibility for any loss or damage which might occur.
	All devices must arrive at school each day fully charged and that my child may bring a charger for use during the day if required. However charging will be on a limited basis and is up to teacher discretion.
	Devices brought to school are for the use of my child and they will not physically share their devices with other students except for group work where my child is directly involved and in accordance with the schools "Sharing of iPad's" framework. They will only to be used under adult supervision.
	These devices will be for use during school instructional time only and will not be used during breaks or outside unless under teacher supervision
	Rules, including the ICT User Agreement and Device procedure, governing the use of any school-owned digital device will apply to student-owned devices, while they are at school, including adherence to the Copyright act.
	Students are not permitted to transmit or post photographic images/videos of any person at school on public and/or social networking sites unless directed by the teacher.
	Students realize that printing from personal devices will be limited while at school.
	Students must comply with the teachers' request to shut down or close the screen. Devices must be in silent mode (head phones are encouraged) and put away when asked by teachers.
	The school retains the right to collect and examine any device that is suspected of causing problems or being in breach of the ICT User Agreement and Student Owned Devices Procedure

	Students agree to only download and update apps at home unless directed by the teacher.
	Students agree to only use messaging programmes in a positive manner. Any messaging at school or away from school that threatens, harms, or undermines another person may result in the privilege of using a Device at school withdrawn and may result in the schools Bullying policy applied.
	Students agree to use the email address they have been provided in any way that reflects the school values at all times, and agree to the teacher being able to access their email account at any time.
	The purchase of apps/software and any other associated costs to the running for this device is the parents/caregivers responsibility
	Students agree not to play any games at any time on their Device while at school unless given permission to do so by their teacher.

Please remember that the use of personal devices to support the educational experience is not a necessity but a privilege. When rules are abused, this privilege will be taken away. With respect of the rules, this privilege will benefit the learning environment as a whole.

I understand and will abide by the above BYOD guidelines along with the ICT User Agreement and Device Procedure. I also understand that any breach of these policies or procedures may result in the loss of my privilege and further disciplinary action by the school.

Printed student name: _____

Signature of Student

Date ____ / ____ / ____

Printed parent/caregivers name: _____

Signature of Parent/caregivers

Formulated: February 2016

Office Use:

Student email address

_____@cambridgeeast.school.nz

Student Password _____

Device name _____

MAC Address of device _____

Serial Number of device _____

