



Orange High School

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ICT Teaching and Learning Support and Development

BYODD CHARTER 2019

Student Name: _____
Family Name Given Name

Parent/Carer Name: _____
Family Name Given Name

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Purpose

The Orange High School BYODD Program aims to improve student-learning experiences both in and out of the classroom. Orange High School is permitting students to bring a laptop to school with the expectation that they will make good decisions with regard to their use of technology and comply with the BYODD Charter, which is attached to this note.

This BYODD Charter must be signed and returned to the Orange High School Technical Support Officer (TSO) before a device will be allowed on campus and the OHS network.

Students and their parents/carers must carefully read and understand this charter prior to signing it. Any questions should be addressed to Orange High School and clarification obtained **before** the charter is signed.

Orange High Schools TSO will keep this Charter as a record.

PARENT/CARER & STUDENT ACKNOWLEDGMENT OF BYODD CHARTER

- We have both read and understood the BYODD Charter 2019.
- We understand the responsibilities regarding the use of the laptop at Orange High School.
- By signing below, we acknowledge that we understand and agree to the BYODD Charter 2019.
- We understand that failure to comply with the BYODD Charter 2019 could result in loss of network access.

Signature of student: _____ date: / / 2019

Signature of parent/carers: _____ date: / / 2019

Signature of TSO: _____ date: / / 2019

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ORANGE HIGH SCHOOL BYODD CHARTER (v1.2 Feb 2019)

1. BYODD – Bring Your Own Designated Device

1.1. Purpose

1.1.1. The laptop is to be brought as a tool to assist student learning both at school and at home.

2. EQUIPMENT

2.1. Ownership of Device

2.1.1. The student must bring the laptop fully charged to school every day. **Chargers are to be labelled and brought to school with the device every day.**

2.1.2. All material on the laptop is subject to review by Orange High School staff. If there is a police request, Orange High School will provide access to the laptop and personal network holdings associated with the use of the laptop.

2.2. Damage or loss of equipment

2.2.1. Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to Orange High School.

2.2.2. In the case of suspected theft, the family must make a police report and an event number provided to Orange High School.

2.2.3. In the case of loss or accidental damage, a witnessed statutory declaration signed by a parent/carer should be provided to Orange High School.

2.2.4. Laptops that are damaged or lost by neglect, abuse or malicious act, will require reimbursement. The Principal/Deputy Principal of Technology will determine whether replacement is appropriate and/or whether or not the student is responsible for repair or replacement costs.

2.2.5. Students will be required to replace lost or damaged chargers.

3. STANDARDS FOR EQUIPMENT CARE

3.1. Students are responsible for:

3.1.1. Taking care of laptops in accordance with school guidelines.

3.1.2. Adhering to [Online Communication Services: Acceptable Usage for School Students](#) policy.

3.1.3. Backing up all data securely. This should be on the DoE online storage or for personal data including photographs or music, on an external storage device. Students must be aware that all data stored on the device may be permanently destroyed in the event of a repair.

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4. ACCEPTABLE COMPUTER AND INTERNET USE

4.1. Privacy and Confidentiality

- 4.1.1. Students will never publish or disclose the email address of a staff member or student without that person's explicit permission.
- 4.1.2. Students will not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- 4.1.3. Students will ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individuals interests.

4.2. Intellectual Property and Copyright

- 4.2.1. Students will never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- 4.2.2. Students will ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- 4.2.3. Students will ensure any material published on the internet or intranet has the approval of the Principal or their delegate and has appropriate copyright clearance.

4.3. Misuse and Breaches of Acceptable Usage

- 4.3.1. Students will be aware that they are held responsible for their actions while using internet and online communication services.
- 4.3.2. Students will be aware that they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.
- 4.3.3. Students will be aware that the misuse of internet and online communication services may result in disciplinary action, which includes, but is not limited to, the withdrawal of access to services.

5. MONITORING, EVALUATION AND REPORTING REQUIREMENTS

5.1. Students will report:

- 5.1.1. any internet site accessed that is considered inappropriate.
- 5.1.2. any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education.

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