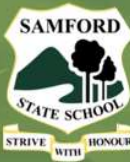




# BYOD Responsible Use Policy



**Samford State School**  
Independent Public School

This document details the Responsible Use Policy for students using personally-funded devices at Samford State School. Our goal is to ensure the safe and responsible use of facilities, services and resources available to students, through the provision of clear guidelines.

**Samford State School expects the following behaviour, regarding the student use of devices:**

- Courteous, considerate and respectful choices to self and others
- Switch devices off during class and leave them alone, when they are not being used
- Seek teacher approval to use devices under special circumstances
- Ensure devices are charged (over 80%) before bringing back to school

**Samford State School deems the following to be responsible behaviour and use of devices by students:**

- Engaging in work and class assignments set by teachers
- Developing 21st Century knowledge, skills and behaviours
- Authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes, as supervised and approved by school staff
- Conducting general research for school activities and projects
- Communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned school work
- Accessing online references such as dictionaries, encyclopaedias, thesaurus
- Researching and learning through the school's eLearning environment

**Samford State School deems the following to be irresponsible behaviour and use of devices by students:**

- Using the device in an unlawful manner
- Downloading, distributing or publishing offensive messages or pictures
- Using insulting, harassing, obscene and/or abusive language
- Engaging in any act of cyberbullying
- Deliberately wasting printing and internet resources
- Intentionally damaging devices, accessories, peripherals, printers, network/school equipment
- Committing plagiarism
- Violating copyright laws
- Using unsupervised internet chat functionalities
- Sending/forwarding inappropriate emails (e.g. chain letters, spam)
- Accessing private 3G/4G networks during school hours, or whilst travelling to and from school
- Knowingly downloading viruses or programs capable of breaching departmental network security
- Inappropriate use of the camera function (e.g. filming or taking inappropriate images or without permission)

**In addition, Samford State School states that:**

- Users are responsible for the security, maintenance and integrity of their individually-owned devices and network accounts.
- Students will submit their device to the school prior to connecting with the school network, in order for the school image to be installed.
- Strong, private passwords are created to protect device and accounts. This password should be complex enough so it is not easily guessed by others. At no time should it be shared with others (excluding teachers, in certain circumstances). If students feel their account has been compromised or tampered with, they need to report concerns to the teacher immediately.
- Information sent from the school network contributes to the community perception of the school. All students using our systems are encouraged to conduct themselves as positive ambassadors of our school.
- Students will not copy software, information, graphics or other data files that may violate copyright laws. In doing so, they may be subject to prosecution from agencies that enforce copyrights.
- The school will educate students on cybersafety and digital citizenship. This includes cyberbullying, safe internet and email practices and safety regarding the physical use of electronic devices. Students have a responsibility to behave in accordance with these practices.
- Any inappropriate material must be removed from personally-owned devices before bringing them to school. This material must not be shared with other students.
- Devices must be fitted with a protective case at all times. The device must be clearly-labelled with the student's name. Purchase of screen protection is encouraged.
- A picture of the student is recommended as the device's wallpaper (background picture).
- Families are responsible for purchasing their own insurance on privately-owned devices brought to school.

**The following is to be completed by both the STUDENT and the PARENT/CAREGIVER:**

- I have read and understood the Samford State School BYOD Responsible Use Policy.
- I agree to abide by the guidelines outlined within this document.
- I am aware that non-compliance or irresponsible behaviour will result in consequences relative to the behaviour.

*(Please print)*

**Students Name:** ..... **Class:**..... **EQID:**.....

**Student's Signature:**..... **Date:**.....

**Parent/Caregiver's Name:**.....

**Parent/ Caregiver's Signature:**..... **Date:**.....