

Lindisfarne College



E-SAFETY and BRING YOUR OWN DEVICE (BYOD) Policy and User Agreement

TERMS

***BYOD:** Bring Your Own Device refers to the program whereby boys are permitted to bring a form of technology from home that is capable of connecting to the school's wireless network to support boys learning at school. There are conditions and standards defined in the Lindisfarne College E-SAFETY/BYOD Policy.*

***Device:** Refers to any technology that boys bring to use to connect to the school wireless network in the BYOD Program.*

***ICT:** Is technology such as computers and the necessary enterprise software and audio-visual systems that enable users to access, store, manipulate and transmit information. This applies to, but is not limited to, use of the school's hardwired and wireless network and the use of personal devices that utilise other networks in order to transmit data, the use of cloud based resources and the use of portable storage devices.*

Purpose

Lindisfarne College is committed to providing an engaging learning environment for all boys and is keen to support boys with personal devices. Safety and security, from both the boy's and the College's point of view, are prime concerns, as is the impact on college resources. Consequently, the following Policy Position has been established.

POLICY

Boys need to be aware of and have read the:

- E-SAFETY/BYOD Policy for Lindisfarne College that you are currently reading.

NOTE: All Internet traffic to and from the School's intranet is monitored and logged.

The Lindisfarne College E-SAFETY/BYOD Policy can be found on the e-Learning page of the College website.

Boys and parents/guardians must read and understand these guidelines and sign the agreement before boys are permitted to connect a BYOD to the school's wireless network services. If a boy connects a device without a user agreement they are in breach of the school rules and subsequent discipline action may be taken. Lindisfarne College reserves the right to confiscate any unauthorised device. The College adopts this policy in order to maintain a safe and secure environment for boys and its staff.

Lindisfarne provides a school-wide computer network for instructional purposes. This includes communication links among members of the school community, and a connection to internet sites outside the school. Electronic information is often much more current, less expensive, and easier to access than conventional sources. The World Wide Web has provided a vehicle for students to create and share projects on a global scale. The primary purpose of the school-wide network is to enhance student learning. For example, boys can use electronic mail and the World-Wide-Web (WWW) to communicate with experts in various fields of study, professionals working with students, and other students throughout the country and around the world. Boys can use electronic tools to access current information in international libraries and databases (e.g. reports from a recent UN conference, research on Salmon in the Fraser River). At the same time, there are potential hazards. While our staff makes every effort to avoid misuse of the Internet services, Lindisfarne has a content filter in place, and requires all boys to have an anti-virus program installed on their computers, boys may still receive offensive communications and may access material which is not appropriate. As with other methods of communication, there are opportunities with computer networks for boys to create and distribute inappropriate materials and to conduct themselves in ways that are unacceptable. The accompanying user agreement form has been provided to: acknowledge that while every effort is made to ensure that boys do not access inappropriate material, the possibility does exist for that to occur. This document is to advise you that any inappropriate use by the boys will result in appropriate disciplinary action by Lindisfarne. Your cooperation in assuring that this form is signed and returned to the school is critical to our operation of this educational service.

SCOPE

This Policy applies to everyone who has been given access to and who uses the information technology equipment, resources, services and facilities, including all computing devices and associated peripherals, communications infrastructure, networks and related equipment and all forms of software owned by and/or licensed to Lindisfarne College (the “Computer Resources”).

All boys, authorised by Lindisfarne College to use its Computer Resources are responsible for reading and understanding this Policy.

PURPOSE

This Policy is intended to ensure the appropriate use of Computer Resources at Lindisfarne. This Policy is an attempt to deal with issues in a way that maintains a high level of access and flexibility for Users while at the same time giving Information Technology (“I.T.”) staff and the School the ability to respond to issues as they arise. While this Policy cannot cover every aspect of the use of Computer Resources, it does address many of the major concerns. This Policy sets out the general expectation that all members of the School community use Computer Resources in a safe, responsible, respectful, considerate and appropriate manner. Lindisfarne is committed to ensuring a working and learning environment in which all people’s treat others with respect, as well as promoting the responsible and ethical use of the School’s Computer Resources.

RESPONSIBLE USE

The Computer Resources provided at Lindisfarne are intended for educational, instructional, research, and administrative purposes. Their use is governed by this policy, Software Copyright and behaviour policies. Use of the School’s Computer Resources is a privilege, not a right. Users are expected to use the School’s Computer Resources responsibly. All communications and access must be respectful of the School’s resources and comply with the School’s policies and legislation governing workplace conduct.

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device shall include: MP3 players and iPods; iPads, Nooks, Kindle, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities.

Laptop computers and tablet devices can only be used at school with the knowledge and written approval of the parent/guardian and Lindisfarne College. The signing and returning of the Lindisfarne College E-SAFETY/BYOD User Agreement Form on page 10 constitutes such knowledge and approval. All signed agreements will be kept on file at the College.

Boys accept FULL responsibility for the care and use of their own laptop/tablet device. In particular, the college does not accept responsibility for theft or loss of the device or any parts/accessories. Families should check the details of their personal insurance coverage for events such as loss/damage outside the home.

There are risks associated with bringing a device to college and it is highly recommended that parents consider electing to purchase a suitable insurance option as part of their Home and Contents package. Devices should be transported in protective cases specifically designed for that device.

Boys should always attempt to minimise the total weight of materials transported to and from home. Remember that a laptop is valuable and boys should always have it in sight or preferably hold it when travelling.

INAPPROPRIATE USE

Internet and e-mail access has been provided in order to enable boys to perform their work effectively. It is expected that all users will restrict their Internet and e-mail use to work-related activities. Personal use is acceptable provided that it occurs outside of normal classroom hours and is not in any way disruptive to the boy's work, or to the work performed by other members of the School, nor that excessive downloads are undertaken. Excessive downloads are for example, downloading large gaming files from Steam.

Lindisfarne College reserves the right to inspect a boy's personal device if there is reason to believe that he has violated any Lindisfarne College policies, administrative procedures, school rules or has engaged in other misconduct while using his personal device. Violations of any school policies, administrative procedures or school rules involving boys personally owned device may result in the loss of use of the device at school and/or disciplinary action.

Boys must be aware of appropriateness of communications when using school or personally owned devices. Inappropriate communication is prohibited in any public forums, private messages and material posted online by boys.

Boys are not permitted to use any electronic device to record audio or video media, or take pictures of any student or staff member without their permission. The distribution of any unauthorised media may result in disciplinary action including but not limited to suspension, criminal charges, and expulsion.

Boys may not utilise any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This unacceptable student behavior, known as cyber bullying will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or well-being of any person will be subject to disciplinary action.

WEB / INTERNET COMMUNICATIONS

Boys are not to join chats or engage in Instant Messaging (IM) during class time unless they have their teacher's permission to do so as a legitimate class project. The Internet is to be used only for educational, instructional, research, and administrative purposes. The Internet also offers access to information that is inappropriate and boys should seek advice from a staff member if they have any questions about the appropriateness of material found on the Internet. Internet content filters are used to prevent accidental and intentional exposure/access to inappropriate content.

Lindisfarne College attempts to provide a safe internet experience for boys by deploying state of the art filtering technology. While we are aware that boys have unfiltered access to the internet through mobile data plans, the use of private data as a BYOD solution is not recommended as the school is unable to manage filtering.

During school hours, boys will use their wireless connection exclusively for educational purposes. Therefore, during school hours, activities such as downloading files not related to schoolwork, playing computer games or watching movies is not permitted and contravenes acceptable use of the school wireless network.

The use of devices in individual lessons is at the discretion and direction of the teacher. There may be times when the activity is intended to be done without a computer or when the attention of the student is required elsewhere. At no stage should boys access programs or material from the device which are not relevant to their current work/learning. In the event of boys using their device inappropriately, the teacher may require the student to close down the device and continue working via other means.

The use of power cords creates a Health and Safety risk and also increases the possibility of damage to the device should a person trip on it. Boys are expected to bring their devices to school each day with a fully charged battery. If one battery does not provide the required length of use, then a second battery should be purchased. If the devices purchased comply with the Lindisfarne College Specifications Document the device should not need to be charged during the school day. Boys may not have provision to charge batteries at school.

Boys should not attach any school-owned equipment to their mobile devices without the permission of their supervising teacher.

UNSUPERVISED AND RECREATIONAL USE OF ICT FACILITIES

Boys are permitted access to ICT facilities outside of normal contact time at the Lindisfarne's discretion. This use is monitored by IT Support and anyone found to be breaching the e-Safety policy may have their access revoked. Recreational use is permitted during break and lunchtimes and after school. However, users must still follow the rules of use for ICT facilities and should be aware that several non-academic sites, e.g. game-playing websites, may be blocked by the College's web filter. Academic work will always be

given priority and a user may be asked to vacate a facility that is being used for recreational purposes if it is needed by another user for academic work.

Outside of directly supervised lessons and private study sessions, boys may access a school computer without direct supervision. They are reminded, however, that the College supervises all Internet activity and that they must adhere to the rules set out in this policy at all times. Access at lunchtimes in the Library will be supervised by staff on duty. Boys are not allowed to access the network or the Internet using any of the computers in classrooms, unless they are supervised by a member of staff.

Boy's need to be aware that anti plagiarism software, Turnitin, is used by Lindisfarne to ensure the validity of work handed in.

TECHNICAL ASSISTANCE OR ADVICE

Lindisfarne College provides some basic technology assistance through IT support staff. The support is limited to ensuring that the device is connected to the wireless network and some basic troubleshooting as it relates to accessing the college's wireless network. However, the school cannot undertake to provide technical assistance for hardware or software problems that may occur with devices. Such assistance remains the personal responsibility of the student as a private matter. If the device malfunctions during a lesson, the boy is required to continue with his learning promptly in a conventional manner.

Boys responsible for ensuring that any software or application required is already installed on their device. The college is unable to supply or install software due to resource constraints and licensing agreements. Where specific software is required for classroom learning and or tasks, the teacher will provide access to the software via desktop computers available at the college.

Boys are encouraged to perform regular backups of their files. The importance of current work will often determine backup frequency. Lindisfarne College is not responsible for any data loss. It should be noted that loss of data is not a valid excuse for the late submission of a task. Lindisfarne provides the Office365 OneDrive facility to assist boys in maintaining these backups.

Currently, printing of documents from student devices can only be done through school desktop computers using a personal data-transfer device (USB device) compatible with the school network computers, by storing and accessing the data from a cloud based storage location or by emailing the information to themselves. Direct connection of the device to the printer network is not permitted. It is the boy's responsibility to have a suitable data-transfer device. While this may change, boys should not expect this service as part of BYOD.

The use of a personal laptop computer at school is regarded as a privilege and teachers may wish to view the work being carried out on the computer during class time. Boys are required to provide the teacher with access to the laptop to view the school related files when asked. Where there is reasonable suspicion that material contrary to the ethos of the school is being brought to school or accessed during class time on any device, the college reserves the right to impound the device and institute a search for such material.

SECURITY

Network security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorised access to personal or school files. Each user is required to report any security problems to the Lindisfarne College technical support staff. Security bypasses are not to be demonstrated to other users. To protect the integrity of the system, the following guidelines shall be followed:

- Boys shall not reveal their passwords to other individuals.
- Boys are not to use a computer or network resource that has been logged in under another user's name.
- Any boy identified as a security risk or having a history of abusing their network privileges may be denied access to the network.
- Boys are required to have up to date anti-virus software installed on their devices to avoid the spread of viruses.

FILE TRANSFER PROTOCOL, DOWNLOADS AND PEER-TO-PEER (P2P)

Peer-to-peer (P2P) Networking and/or File Sharing is banned on the School Network. In addition, it is the boy's responsibility when downloading any file to check for copyright or licensing agreements and adhere to conditions outlined within.

TELNET, REMOTE COMPUTING AND VIRTUAL PRIVATE NETWORKS (VPN)

When accessing remote computers and/or networks, the policies contained within this Acceptable Use Policy will apply. Where there are further restrictive policies in place at the remote facility, they will also apply.

TETHERING & PERSONAL HOTSPOTS

Boys should not tether their devices or create personal hotspots within the Lindisfarne's grounds in order to bypass the College's filtering system. The College's ICT network scans for such activity and records the details of these devices. Sanctions may be imposed for boys who are identified as breaching this rule will be disciplined in line with the e-Safety policy.

VIRTUAL PRIVATE NETWORKS (VPN)

Boys are NOT permitted under **any** circumstances to:

Utilise a VPN (Virtual Private Network) to access any system either within or outside of Lindisfarne College's IT Network.

NETWORK SECURITY

No Users may make any effort to circumvent security systems to gain access to information that they do not have authorization to view or services they do not have authorization to use.

INTELLECTUAL PROPERTY AND COPYRIGHT

As required by law boys will:

- Never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- Ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- Ensure any material published on the internet or intranet has the approval of the senior management or their delegate and has appropriate copyright clearance.
- Never copy, transmit, retransmit or download any material that is protected by copyright, without prior permission of the copyright owner.
- Ensure that the operating system and all software on their device are legally and appropriately licensed.

BOARDING

Unless herein stated, school rules for acceptable use of the internet should be consulted. However, boys living in the boarding houses will not be restricted to purely academic internet sites outside of school hours and study time. As boarding is a home, a wider list of sites will be permitted, which include sites for entertainment, communication and social media. Specifically, concerning these types of sites, the following boarding rules should be adhered to so that boys use the school network in a fair, responsible and appropriate manner. This will ensure that the Lindisfarne school network's safety and security is not compromised and that its performance is not inhibited, thereby guaranteeing a high standard of internet for all student users.

INTERNET AVAILABILITY

Sunday to Thursday (school nights) – *4:00pm until 11:00pm Friday/Saturday (weekends & special holidays) – extended until 1:00am Study Time Usage EXAMPLE ONLY*

During study time, school internet rules will apply and be monitored by staff to ensure a high standard of tutoring.

RESPONSIBLE USE OF NON- ACADEMIC CONTENT

SOCIAL MEDIA

Social media applications and websites such as Facebook are permitted during non-academic boarding hours, yet they should be used responsibly. If inappropriate usage is reported and proven, access to the application will be cancelled.

GAMING

Using the internet and network for gaming purposes is permitted as long as the boy's academic performance does not suffer. If a student is performing below their academic potential, gaming privileges will be taken away.

ADDICTIONS

Due to the rise in internet, gaming and computer addictions, Lindisfarne boarding staff will monitor boys' behaviour to ensure that technology is used responsibly and in conjunction with Lindisfarne's overall internet policy.

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Lindisfarne College E-SAFETY/BYOD User Agreement

Student name: _____

Year: _____

Lindisfarne College provides access to ICT in the form of desktop computers connected to a school network. The computers are a limited resource that gives boys access to specialist technology that may not be available or function effectively on a portable device. The Bring Your Own Device, (BYOD) program aims to enhance learning opportunities and experience both inside and outside of the classroom. Any boy who wishes to use either a computer or other device, (either personally owned or school owned) at school must read this agreement in conjunction with the **Lindisfarne College E-SAFETY/BYOD Policy** in the company of an adult unless otherwise excused by the Rector.

This page is to be signed and returned to the school. By signing at the bottom of this page, both parties agree to abide by this policy:

Student:

- I have read and agree to use my device in accordance with **Lindisfarne College E-SAFETY/BYOD Policy**.

Parent/Caregiver:

- I understand that my son will be responsible for abiding by the **Lindisfarne College E-SAFETY/BYOD Policy**.
- I have read and discussed these documents with my son.
- I understand and agree to all the terms and conditions laid out in this document.

Please print parent/carer name: _____
Family name Given name

Signature of student: _____ date: / /

Signature of parent/carer: _____ date: /

Please complete the above sections, detach and hand in to the office. The technical staff will then support you connecting your device to the college network.

