

# MUTIARA INTERNATIONAL GRAMMAR SCHOOL



## BRING YOUR OWN DEVICE POLICY Years 7 – 11

Mutiara International Grammar School is committed to providing supportive learning environments for all students and is keen to assist students with personal laptops/tablet devices. Clearly, safety and security from both the student's point of view and the Schools are prime concerns as is the impact on school resources.

Technology plays a large role in our lives. Personal devices can enhance and enrich learning opportunities both at home and at school. MIGS supports the responsible, learning-centred use of personal devices at school so that students can access many pathways to learning and understanding. Consequently, the following Policy Position has been established:

- Personal Laptop Computers or tablet devices may be used at school by all students in Years 7 – 11.
- Laptop computers/tablet devices can only be used at school with the knowledge and written approval of the parent/guardian and the School. The signing and registering of the acknowledgement slip below constitutes such knowledge and approval. A copy of the signed agreement should be stored in a safe place by the student and their parents.
- The student accepts **FULL** responsibility for the care and use of their own laptop/tablet device. In particular, the School does not accept responsibility for theft or loss of the device or parts/accessories. Families should check the details of their personal insurance coverage for events such as loss/damage.
- Unless specifically stated Home and Contents insurance does not cover a laptop/tablet device against accidental breakage or theft when outside the home. There is risk associated with bringing a laptop/tablet device to school and it is highly recommended that parents consider electing to purchase a suitable insurance option.
- Under no circumstances are students to leave devices unattended and the following guidelines have been developed to protect students. When devices are not in use the students should leave them in a locked locker. This includes occasions when undertaking co-curricular or extra-curricular activities. Students must always take home their devices overnight and never leave them in a locker.
- Students should always attempt to minimise the total weight of materials transported to and from home. When carrying their bag/s students should attempt to alter the carrying hand and regularly take breaks. If a backpack is being used then always use both straps and pack the

heaviest materials so that they will be closest to your back. Remember that the laptop/tablet device is valuable and always have it in sight or preferably hold it when travelling.

- The laptop/tablet device will only have access to the School's wireless network. Students will still be bound by the MIGS IT Policy and at **NO** stage will they have direct access to the Mutiara International Grammar School Network. The integrity of the School's network could be severely compromised by the introduction of viruses and this is a risk that cannot be accepted. In the future, via the wireless network students will have access to the School's Learning Gateway, the filter internet and email.
- MIGS attempts to provide a safe internet experience for students. At times, students may be required with teacher permission to access external wireless internet providers to complete their classwork.
- Students will use the MIGS wireless connection exclusively for educational purposes. Activities such as downloading inappropriate files via programs or playing networked computer games via the internet or the wireless network cannot be permitted.
- The use of a laptop/tablet device at particular times in individual lessons is at the discretion of the subject teacher. There may be times when the activity is intended to be done without computer assistance or when the attention of the student is required elsewhere. At **NO** stage should students access programs or material from the laptop/tablet device which are not relevant to their current work/learning. In the event of students using their laptop/tablet device inappropriately, the teacher may require the student to close down the computer and continue working via other means.
- The use of power cords create a Work, Health and Safety risk and also increases the possibility of damage to the device should a student trip on it. Students 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. Students will not have provision to charge batteries at school. Batteries are considered a consumable device and do deteriorate over time. If the laptop/tablet device is purchased privately then typically it has a one year warranty and will most likely require a replacement battery before it reaches three years of use.
- The School cannot undertake to provide technical assistance for hardware or software problems that may occur with laptops/tablet devices. Such assistance remains the personal responsibility of the student as a private matter. If the laptop/tablet device malfunctions during a lesson, the student is required to continue with their learning promptly in a conventional manner.
- The student is responsible to ensure that any software or application required is already installed on their laptop/tablet device. The School is unable to supply or install software due to resource constraints and licensing agreements.
- Students are encouraged to perform regular backups of their files. The importance of current work will often determine back up frequency.
- Printing of documents from student laptops/tablet devices can only be done using a personal data-transfer device (USB drive) compatible with the School Network. Direct connection of the laptop/tablet device to the network is not permitted. It is the student's responsibility to have a suitable data-transfer device. It is encouraged that **ALL** printing be done at home.

- Where there is reasonable suspicion that material contrary to the ethos of the School is being brought to school on the laptop/tablet device, the School reserves the right to impound the computer and institute a search for such material.
- The use of any device must not interfere or disturb the learning of others or the ability of the teacher to teach their lesson/s.
- The filming or recording of anything within the school grounds is strictly prohibited, unless under the direction and guidance of the class teacher. If this was to occur, the device will be confiscated and the parents contacted to attend a meeting at the school, and only then, will the device be handed back to the family with the recording deleted.
- The use of technology devices are a privilege and therefore students **MUST** follow the schools protocol and agreement at all times. They may not connect to any other service provider or social/games site during school hours. The use of any device is solely for educational purposes.
- Any student found hacking into the school's network security and/or setting up proxies and downloading programmes to bypass firewalls will have their device/s confiscated and be suspended immediately from school. This may also become a matter for the local authorities.