



Personal Device User Agreement

At Greenwith Primary Schools (GPS) students are permitted to bring a personal device from home, provided they agree to and sign this User Agreement. This User Agreement serves as an extension to the Information and Communication Technology (ICT) Acceptable User Agreement.

Definitions: A personal device is a mobile phone and for Years 3 to 6 an approved Chromebook purchased only via the school's portal and under device management.

Students wishing to participate in Bring Your Own Device (BYOD) must adhere to the Personal Device User Agreement of GPS.

Please read the following statements carefully:

1. Students are responsible for the care of their devices. The Department for Education does not provide insurance for accidental loss or damage to devices brought to schools for use by students. However, claims may be met under the Department's public liability insurance where the loss or damage is attributable to a negligent act or omission on the part of the school. Families are encouraged to take out insurance for accidental loss or damage to the devices. Protective casings, virus protection and personal engraving of devices are strongly encouraged and are to be actioned by families.
2. Devices cannot be used outside the classroom unless otherwise directed by the teacher.
3. Devices will be used under the direct supervision of a teacher for educational purposes only. Students must immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by the teacher.
4. Students are not permitted to transmit or post photographic images/videos of any person at school on public and/or social networks.
5. Students are not permitted to bypass or hack into any hardware or software systems. No personal information about self or others is to be revealed.
6. Personal devices must be charged before bringing them to school and run off their own batteries while at school.
7. To ensure appropriate network filters, students will only use the BYOD wireless connection in school and 3G and 4G access will be turned off during school hours. This will ensure filtering occurs to avoid access to offensive or inappropriate content.
8. GPS reserves the right to collect and examine any device, with parental permission, if there is reason to believe that there has been a violation of the policy regarding inappropriate use or content. Students must immediately report any inappropriate behaviour or content to the teacher.
9. Students will not share their personal devices with other students. Only the student that brings the device may use the device. Personal login details will be kept secure.
10. Students are to comply with the ICT Acceptable User Agreement while using their personal devices.
11. Students need to be aware that consequences will be applied as per the school's Behaviour Management Policy if any of the above is violated and could include – network lockout, revoking permission to bring the device to school, confiscation of the device, suspension, Police notification etc. Internet activity is recorded and may be used in investigations.

Mobile Phones

1. Mobile Phones are not to be used during class time, including before school, recess and lunchtime.
2. Mobile Phones are to be kept securely in bags upon entering and exiting the school grounds. They are to be handed to the teacher at the start of the school day for safe and secure storage throughout the day and returned to students at the end of the day.
3. Parents/guardians are not to phone or send text messages during school hours. If urgent contact needs to be made, then you may contact the Front Office and the information will be passed on.
4. If your child phones you, please direct them to report to the Front Office. You may then phone our front office to let them know that your child has phoned you.
5. Please do not give your child permission via mobile phone to leave the school. The school has a duty of care and must be able to account for all students always. For your child's safety, please always communicate through the front office.

Smart Watches

1. Smart Watches should not be used as a communication tool during school hours (in place of a mobile phone).
2. Smart Watches should be placed on silent mode with cellular data switched off, or put into aeroplane mode.
3. Smart Watches can be handed to the teacher for secure storage (as per mobile phone).
4. Parents/guardians are not to send text messages during school hours. If urgent contact needs to be made, then you may contact the Front Office and the information will be passed on.
5. If your child contacts you via their Smart Watch, please direct them to report to the Front Office. You may then phone our front office to let them know that your child has phoned you.
6. Please do not give your child permission via mobile phone to leave the school. The school has a duty of care and must be able to account for all students always. For your child's safety, please always communicate through the front office.

Chromebooks

1. Chromebooks are only to be purchased via the School portal and under device management by GPS IT.
2. Chromebooks are not to be used before school, recess and, lunchtime.
3. The provided Google ID will be used to sign into the Chromebook during school hours. This is to ensure proper access to class work and apps and ensure content filtering is active.
4. Whilst at school, a student will not carry their Chromebook by the screen, they will always close their Chromebook before moving it and they will not rest anything on the keyboard of their Chromebook.

By signing below all parties agree to the above Personal Device User Agreement. Please complete:

Signature of Teacher Date

Signature of Student Date

Signature of Parent/Guardian Date

Device Type	Brand	Model

Ratified by Governing Council 10/11/22