

# Bring Your Own Device (BYOx)

## STUDENT CHARTER - Responsible Use Agreement

(For all electronic devices brought to the school)

All students using their own devices at MacGregor State High School must Respect Others and Act Responsibly (ROAR) for the purpose of supporting learning. The following are expectations of a user that is Respecting Others and Acting Responsibly. A full copy of the student charter is available on the school website. Failure to meet these expectations will be dealt with according to MacGregor's Responsible Behaviour Plan (see school website) and may result in a student losing the privilege to use their own device.

### During my lesson time (cognitive tool)

*My device is a learning tool used to enhance my classroom experience. My device will be used at the instruction of my classroom teacher. To Respect Others and Act Responsibly during my lesson time I must ensure that I:*

- Ensure my device is fully charged at the beginning of each school day and holds enough charge for last the day.
- Use my device for educational purposes only as instructed by my teacher.
- Submit assessment tasks (draft and final) with my device and Daymap when required.
- Use my device to communicate with others only when instructed by my teacher.
- Only use my device during exams when instructed to do so.

### In and around the school grounds (organisational tool)

*My device is a learning tool that can be used to help me organise my daily academic life. To Respect Others and Act Responsibly in and around the school grounds I must ensure that I:*

- Use my device and Daymap as my electronic diary, calendar and source for school notices.
- Keep my device safe and secure.
- Do not share my device. It is my responsibility to keep my device secure at all times.
- Do not take photos or videos on my device unless under the express direction of a teacher.
- Hold backups for all my school work in at least two media forms (e.g. USB stick + OneDrive). File corruption or lost access is not a valid excuse for not completing tasks.

### Communicating with others (communication tool)

*My device is a learning tool that can be used to communicate with teachers, peers and information within and beyond the school. To Respect Others and Act Responsibly when communicating I must ensure that I:*

- Retrieve/browse only information which is relevant, appropriate and acceptable to the school community at all time.
- Respect others in all digital communication platforms (e.g. emails, Daymap communications).
- Access only my EQ email account when emailing teachers and Daymap or when communicating in class forums.
- Only use file sharing capabilities when instructed by a teacher.

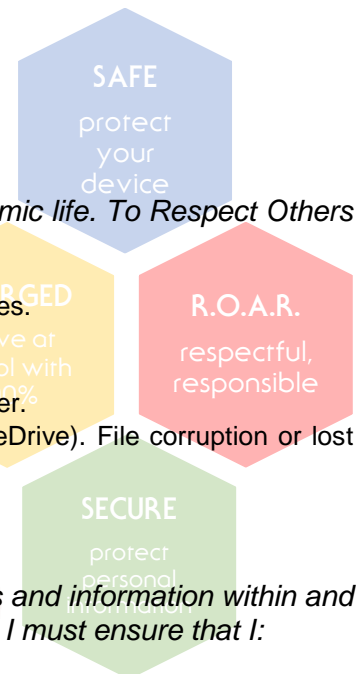
### Digital Footprint and Cyber Safety

*The digital footprint I leave represents who I am as a person. To Respect Others and Act Responsibly when working in an online environment I must ensure that I:*

- Report and seek professional advice when encountering abusive or bullying behaviours digitally or while online.
- Outsmart malicious/fake emails, websites or hotspots. What you see may not be what they are.
- Guard my password from other student(s), nor allow anyone else to use my device or personal internet connection.
- Use social media websites and applications wisely and cautiously. Do not access them at school.
- Maintain the privacy of my identity, home address, telephone number or all details linked to my device.
- Observe all copyright laws, including those relating to computer software, music and videos.
- Manage my internet usage to ensure I do not exceed my school monthly internet allowance.

**\*\*\*IF PRINTED, RETAIN THIS PAGE FOR REFERENCE\*\*\***

**(Return the next page only to school)**



# BYOx STUDENT CHARTER - Responsible Use Agreement

This form is to be completed by all students and parent/caregivers of whom enrolled at MacGregor State High School.

(The full MacGregor SHS BYOx student charter outlining acceptable use of devices can be found on the school website along with the MacGregor Responsible Behaviour Plan which governs the use of all BYOx devices.)

## For Parents and Caregivers:

I \_\_\_\_\_ (parent/caregiver) give permission for my child to participate in the MacGregor State High School BYOx program as outlined in the BYOx student charter.

I understand and acknowledge my responsibilities and those of the school outlined in the MacGregorSHS BYOx Handbook.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## For Students:

I \_\_\_\_\_ (student) in \_\_\_\_\_ (clan) agree to participate in the MacGregor State High School BYOx program as outlined in the BYOx student charter. I understand and acknowledge my responsibilities and those of the school.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### How to Submit This Form:

Please submit the document electronically or scanned to [BYOx@MacGregorSHS.eq.edu.au](mailto:BYOx@MacGregorSHS.eq.edu.au) with "EQ Username – Clan – RUA (e.g. unname99 – 7A1 – RUA)" in the subject line and as the filename.

**\*\*\*THIS FORM IS TO BE RETURNED TO THE SCHOOL\*\*\***