



Bring Your Own Device (BYOD) Policy

1. INTRODUCTION

At Apollo Bay P-12 College we run an optional BYOD program from years 7 to 12.

This BYOD program allows students to bring their own devices for use at school.

2. SCOPE

This policy applies to all student use of **Bring Your Own Devices** at Apollo Bay P-12 College.

Student use of technology and devices is also governed by the following policies:

- Apollo Bay P-12 College - Digital Learning, Internet, Social Media, Digital Devices and Mobile Policy
- [Department of Education - Acceptable Use Policy for ICT Resources](#)
- [Department of Education - Cybersafety and Responsible Use of Digital Technologies](#)
- [Department of Education - Digital Learning in Schools](#)
- [Department of Education - Social Media Use to Support Student Learning.](#)

3. DEFINITIONS

For the purpose of this policy, a "BYOD/BYO Device" is any suitable laptop/device that is owned by the student/parent/guardian and is used at school. Devices purchased directly from the school will be treated the same as devices that have been purchased from the School BYOD portal.

4. PURCHASING

Apollo Bay P-12 College recommends that any parent wishing to purchase a BYO device, do so from our school managed device purchasing portal.

All devices on this portal have been evaluated to ensure that they meet the requirements for use at school.

<https://apollobayp12.orderportal.com.au/>

If you wish to purchase a device elsewhere, please see section **5 - BYOD MINIMUM SPECIFICATIONS** of this policy for minimum specifications.

Please note that the school is unable to provide as greater level of support to devices purchased elsewhere due to the variety of devices that may be purchased.

5. 2024/2025 - BYOD MINIMUM SPECIFICATIONS

All BYO devices must meet the following minimum specifications to be connected to the school network.

Device Components	Windows Device	Apple Device
Device Type	Laptop	Laptop
Processor	Intel Core i3/i5/i7 AMD Ryzen 5/7	Intel Core i3/i5/i7 Apple M1/M2/M3
Screen Size	13"+ Screen	13"+ Screen
Operating System	Microsoft Windows 10 (Version 22H2) (No RT or S Versions) Microsoft Windows 11 (Version 22H2+)	macOS 14 Sonoma or higher
Memory	8GB+ RAM	8GB+ RAM
Storage	240GB+ SSD	240GB+ SSD
Wireless	802.11n/ac/ax (5GHz)	802.11n/ac/ax (5GHz)
Battery Life	8 hours +	8 hours +
Keyboard	Physical	Physical
Device Age	Less than 3 years old	Less than 3 years old

Not Suitable for School Use

iPad

iPhone

Android tablet

Chromebook

6. CONNECTING BYO DEVICES TO THE SCHOOL NETWORK

The **Bring your Own Device (BYOD) Acceptable Use Agreement** must be signed by both the student **AND** their parent/guardian before a device is connected to the school network.

All devices will be checked by the school to ensure they are suitable for school use **BEFORE** they are connected to the school network.

Only devices that meet the minimum requirements listed in this document will be connected to the school network.

Devices that do **NOT** meet the minimum requirements listed in this document are **NOT** suitable for schools use and will **NOT** be connected to the school network.

7. DEVICE ACCESS

All students are required to have **administrative access** to their BYO device to allow connection to the school network and installation of school software.

This is required regardless if the device is Windows or Apple.

Any family monitoring software, firewall programs, or restrictions are to be **disabled**. These can prevent necessary school software from being installed or used correctly. Examples include Microsoft Family Safety and Apple Parental Restrictions.

8. INTERNET/WIRELESS ACCESS

The school provides secured, filtered access to the Internet via its high-speed wireless network. Student access to the Internet is governed by the schools **Digital Learning, Internet, Social Media, Digital Devices and Mobile Policy**.

Students are only permitted to access the internet via the school provided internet connection whilst at school. Students are **NOT** permitted to access the internet via any other means while at school (hotspot, mobile phone, etc).

The school will take no responsibility for the content accessed by students if they breach this rule and access the internet by other means.

9. SOFTWARE

The school will provide the following software for BYO devices:

- Microsoft Office
- Adobe Photoshop
- Google Chrome
- PaperCut Print Management

The above software has minimum operating system version requirements that are subject to change by the individual software developers.

BYO devices may require operating system updates to maintain compatibility with school software. Any required operating system updates are the responsibility of the student/parent/guardian.

Any personal software that is incompatible with the school network, or causes issues with the use of the device at school may need to be removed.

Any software designed to circumvent school filtering, firewalls or other school protections is prohibited.

Any device found to contain viruses or other malicious software will be disconnected from the school network until the viruses or malicious software has been removed.

The removal of any viruses or malicious software is the responsibility of the student/parent/guardian.

All maintenance for BYO devices, operating system, software and/or apps purchased by the student/parent/guardian are the responsibility of the student/parent/guardian.

10. WARRANTY

Device warranty is solely the responsibility of the student/parent/guardian.

The school recommends that all BYO devices purchased have a minimum of 3-year onsite warranty. This will normally need be purchased as an upgrade at the time of purchasing the device.

All devices available on the school BYOD portal have 3-year onsite warranty included.

Please note physical damage is **NOT** covered under warranty.

11. LOSS OR DAMAGE

Students are responsible for ensuring BYO devices are secure at all times, it is recommended that students do not leave their devices unattended in public places. The school is not responsible for any damage to student devices and will not be accountable for any lost or stolen student devices or property. The school recommends that all devices are kept in a suitable padded bag when not in use to prevent damage.

When purchasing a BYO device, please look at options to purchase accidental damage protection insurance for your device. Accidental damage protection insurance covers your device for accidental damage on and off the school campus.

Theft and loss are usually not covered under the basic accidental damage protection cover but can often be purchased at additional cost. Some forms of damage, such as water, fire, animals, or acts of God, may not be covered by accidental damage protection insurance.

Many accidental damage protection insurance policies have an excess that is payable when a claim is made. Any excess payable is the responsibility of the student/parent/guardian. Please read the Product Disclosure Statement that accompanies your accidental damage protection insurance for full details on coverage and excesses. Accidental Damage Protection Insurance is solely the responsibility of the student/parent/guardian. Parents/guardians may also wish to include your device in your personal home contents insurance. Accidental Damage Protection Insurance is available as an optional extra for all devices available on the school BYOD purchasing portal.

12. REPAIR AND MAINTENANCE

Devices purchased from school BYOD portal:

Troubleshooting - The schools will assist with troubleshooting issues with devices.

Warranty claims - The schools will assist with logging warranty claims for devices.

Accidental Damage Protection - The schools will assist with lodging ADP claims for devices.

(if ADP insurance was purchased with device).

(Any excess payable is the responsibility of the student/parent/guardian)

Devices purchased elsewhere:

Troubleshooting – The schools will provide minimal assistance with troubleshooting.

Troubleshooting will be limited to issues with the school wireless, internet, printers, and school software.

Warranty claims - The student/parent/guardian are responsible for logging warranty claims for devices.

The school will **NOT** assist or be responsible for logging warranty claims for these devices.

Accidental Damage Protection - The student/parent/guardian are responsible for logging ADP claims for devices.

(if ADP was purchased with device).

(Any excess payable is the responsibility of the student/parent/guardian)

The school will **NOT** assist or be responsible for logging ADP claims or paying ADP excess for these devices.

Damage not covered by Warranty or Accidental Damage Protection - The student/parent/guardian are responsible for any damage that is not covered by Warranty or Accidental Damage Protection.

13. DEVICE CHARGING

All devices are to be fully charged at home before being brought to school each day.

14. DEVICE LABELLING

All devices and device accessories are to be labelled with the student's name for easy identification.

15. PERSONAL FILES/SOFTWARE

All personal files/software on the BYO device are the responsibility of the student/parent/guardian. Students/parents/guardians should ensure they keep appropriate backups of any personal files or software on this device.

16. MISUSE OF BYO DEVICES

The school reserves the right to inspect or confiscate a student's personal device if there is reason to believe that the student has violated school policies, school rules or has engaged in other misconduct while using their personal device.

Violations of school or class rules involving a student's personally owned device may result in disciplinary action.

The school reserves the right to block a student's device from using the network and or software if they violate The school's policies.

17. FURTHER INFORMATION & RESOURCES

- <https://www2.education.vic.gov.au/pal/ict-acceptable-use/overview>
- <https://www2.education.vic.gov.au/pal/cybersafety/policy>
- <https://www2.education.vic.gov.au/pal/digital-learning/policy>
- <https://www2.education.vic.gov.au/pal/social-media/policy>

17. EVALUATION

This Policy will be reviewed as part of the College's **ANNUAL** Review Cycle.

Policy last reviewed	July 2022
Consultation	August 2024
Approved by	Principal
Next scheduled review date	

Samantha Welker
Acting Principal

Matt White
College Council President



BRING YOUR OWN DEVICE (BYOD) ACCEPTABLE USE AGREEMENT

This Agreement is to be signed by both the student and parent.

Student declaration

- I have read and agree to comply with the **Bring Your Own Device (BYOD) Policy**.
- I have read and agree to comply with the **Digital Learning, Internet, Social Media, Digital Devices and Mobile Policy**
- I agree to comply with any changes to these policies that may occur.
- I acknowledge that my device is my responsibility and the school will **NOT** be held responsible for any loss or damage to my device.
- My device meets the minimum specifications detailed in the **Bring Your Own Device (BYOD) Policy**.
- I have administrator access to my device.
- My device does not have any family monitoring software, firewall programs, or restrictions applied.
- My device will be assessed by the school IT staff, and only connected to the school network if it meets the minimum requirements.

Student Name			
Student Username <small>(eg. ABC0001)</small>		Email Address	@schools.vic.edu.au
Student Signature		Date	

Parent/Guardian declaration

- I have read and agree to the conditions detailed in the **Bring Your Own Device (BYOD) Policy**
- I agree to let my child use their BYO device at school.
- I agree that my child will be responsible for the device at all times.
- I agree that the school will **NOT** be responsible for any loss of or damage to this device.

Parent/Guardian Name			
Parent/Guardian Signature		Date	

Details of BYO device

Device Manufacturer <small>(eg. Acer)</small>	
Device Model <small>(eg. P449)</small>	
Device Serial Number <small>(eg. 193393)</small>	
Device Username	
Device Password	

Schools Use only

Connected on	Wireless – Proxy	Common	Print
	Chrome	O365	Adobe