



3 Parker Street, OFFICER VICTORIA 3809

BRING YOUR OWN DEVICE (BYOD) POLICY

The following policy is to be used as terms of agreement by parents/guardians and staff of students who use an electronic communication device at Officer Specialist School (OSS). This policy is designed to outline the responsibilities and expectations of the parents/guardians involved and the school.

1. The Department of Education and Training does not have insurance for personal property of students. OSS staff members will take every reasonable precaution to ensure the safety of a student's BYOD. However, OSS does not take responsibility for items of personal property that are lost, stolen or damaged at school or during school activities. Damage to personal property brought to school is the responsibility of the owner of that property. OSS encourages Parents/Guardians to obtain insurance for their BYOD before bringing it to school.
2. Parents/Guardians need to ensure that the BYOD is provided with a durable device case that is clearly labelled with the student's name before it can be brought to school.
3. Repairs to devices are to be undertaken by parents/guardians of the student whose device has been damaged or lost.
4. If loss or damage does occur to the BYOD, OSS will attempt to provide the student with a suitable electronic communication device to use at school only, until the BYOD is replaced or repaired.
5. It is the responsibility of the parent/guardian to send the BYOD to school fully charged and ready to use for communication purposes each day.
6. It is the responsibility of OSS staff to ensure that the BYOD is sent home with the student at the end of each day.
7. The BYOD is only to be used by the student who owns the device and OSS staff across the educational setting i.e. incursions, specialist classes and community outings.
8. The BYOD will be accessible to the student who owns the device across the school day. Staff members will supervise device use across the school day as much as is possible and reasonable.
9. At OSS, the BYOD will be used for communication purposes only, using an appropriate and agreed upon application (e.g. Words For Life). It is the responsibility of OSS staff to ensure the BYOD is not used by other students or for other purposes, such as games. Guided Access will be used at all times on all Apple devices (e.g. iPad, iPod etc) to ensure the device is being used for communication purposes only. *for more information refer to the Guided Access handout attached.
10. Parents/Guardians are requested that applications on the BYOD will be limited, where possible, to those required for communication.
11. No videos will be taken on the BYOD when at OSS, however, photos may be taken for communication apps only excluding photos of peers.
12. During recess, lunch and other unstructured periods in the school day, the BYOD will be stored in the student's classroom, unless closely supervised by a staff member. Staff members may devise an alternative plan with the school-based speech pathologist, and this will be revised.
13. Internet access is strictly prohibited on BYODs whilst at OSS.

We agree to the above guidelines outlined in Officer Specialist School's 'Bring Your Own Device Policy'.

Student name: _____ Class: _____ Device type: _____

Signed: _____ (Parent/Guardian) Date: _____

Signed: _____ (Classroom teacher) Date: _____