



Student BYOD and Acceptable Use Policy

Context

Newcastle Anglican Schools provide access to various Information and Communication Technology applications and devices. These resources are to be used by all staff, students and guests ("users") in an appropriate and suitable manner within a school context.

This document sets out the security, administration, and internal rules which users must adhere to when making use of IT Services provided by or accessed through a Newcastle Anglican School. Users are expected to familiarise themselves with this and other related policies, and by connecting to or through any IT system at a Newcastle Anglican School, signify their agreement with this policy.

This policy extends existing Newcastle Anglican IT policies and applies elements specific to an education context. It should be read carefully by all users, and its acceptance is a prerequisite to continued use of IT facilities at all Newcastle Anglican Schools.

Preamble

Newcastle Anglican Schools aim to provide a reasonable level of privacy; however, users should be aware that data they create, store, or transmit on a Newcastle Anglican School network can be monitored, inspected, and altered based on potential pastoral or cyber security risk.

For security and network administration purposes, authorised Newcastle Anglican Schools staff can monitor computer usage, equipment, systems and network traffic at any time. These authorised staff may audit networks, computer systems and usage on a periodic basis to ensure compliance with this policy.

Nothing in this policy supersedes any existing privacy policy. In the event of a clash between the two policies, the relevant Privacy Policy will apply.

Corporate-owned and Bring-your-own devices may have Mobile Device Management (MDM) enabled through the Microsoft Intune (Intune) service which extends IT management beyond the network perimeter. This management enables IT to ensure that devices are appropriately secured, configured, and compliant prior to connecting to a Newcastle Anglican School network.

Corporate devices will continue to be subject to full management of devices even when off campus which may include being able to access data held on the device.

Bring-your-own devices (BYOD) remain the property of the user at all times and will only receive configuration data and school-managed applications. IT Services does not have visibility of any personal data stored on the BYOD at any time. Users can review what IT staff can and cannot access at <https://learn.microsoft.com/en-us/mem/intune/user-help/what-info-can-your-company-see-when-you-enroll-your-device-in-intune>



User Identity

Users at a Newcastle Anglican School are provided with an identity, secured by a password. This identity is assigned one or more Roles, which govern what permissions, apps or services the identity has access to. Users must sign in with their unique identity to access IT services and must not use another identity unless permitted by IT staff.

Users should take appropriate measures to prevent unauthorised use of their identity including:

- Locking a device when not in use which requires PIN, password, or biometrics to unlock.
- Using passwords of at least 12 characters long, ideally in the form of a passphrase.
- Ensuring devices connected to their identity are regularly updated and secured.
- Using Multi-Factor Authentication; and
- Advising IT staff of any data leaks or cybersecurity threats which may impact the user.

Most actions performed in any system are logged, and any action is the responsibility the user who is assigned that identity.

Acceptable Use

In general, users can expect secure access to the internet and other digital systems for educational and research purposes while connected to a Newcastle Anglican School network. These systems enable and encourage new learning experiences, collaboration, communication, and the development of digital literacy.

Use of all systems will be logged, monitored and inspected to exercise duty of care and to ensure that users accessing the internet are compliant with this policy. All users are required to adhere to these Acceptable Use principles.

These principles are not exhaustive, and users are expected to exercise reasonable judgement about what may also be acceptable or not acceptable outside of these principles.

Backup of Data

Personal devices and BYODs are not within the scope of Newcastle Anglican Schools' backup policy or plan.

- Staff must only store confidential data on their corporate device, and backup only to OneDrive or SharePoint. Data that is confidential to Newcastle Anglican Schools is not to be stored on a BYOD.
- Students are responsible for backing up their own work using OneDrive or other method.



Bishop Tyrrell Anglican College

Learn. Lead. Serve.

Communication

Users will report any suspicious web activity, email or downloaded file to IT staff, and in the case of students, report any communications which are inappropriate, ask for excessive personal information or which may make students uncomfortable to a member of faculty.

Users will not initiate, forward, send, print, or publish unlawful, inappropriate, or offensive material including:

- a message that was sent to them in confidence.
- chain letters and hoax emails.
- spam, e.g. unsolicited advertising material.
- inappropriate or unlawful material or remarks, including offensive, abusive, or discriminatory comments.
- messages that are threatening, bullying, or harassing another person or making excessive or unreasonable demands upon another person.
- sexually explicit or sexually suggestive material or correspondence; and
- false or defamatory information about a person or organisation.

Care of Devices

Users will:

- Not damage, interfere with, or disable any computer systems or networks belonging to other students, staff or a Newcastle Anglican School.
- Not engage in any kind of network scanning, penetration testing, or vulnerability assessment against any infrastructure deployed to a Newcastle Anglican School.
- Ensure that their devices (both Corporate-owned and BYOD) are treated with care, including using a protective case, carrying devices with both hands and in a padded area within a bag.
- Ensure that any device backgrounds, stickers or device covers do not contain any inappropriate or offensive material.
- Report any damage, or methods of causing damage, or persons damaging, any corporate or personal device, or infrastructure owned by a Newcastle Anglican School, to an executive member.

Copyright

Users must ensure that information stored on their BYOD or Corporate device complies with all Copyright and Intellectual Property laws. This includes music, images, video, and software applications.



Bishop Tyrrell Anglican College

Learn. Lead. Serve.

Cyber Safety

Students will be provided with Online Safety training prior to accessing the internet from within the schools, with additional content introduced and refreshed throughout each year level. In line with the eSafety Commissioner's [Best Practice Framework for Online Safety Education](#), the lessons will: Be contemporary and based on the best available evidence — research, contextual and experiential.

- Address technical and relational aspects.
- Be comprehensive, consistent, coherent, coordinated and connected.
- Cover the elements described in Component 3: Digital Citizenship (p. 34), Social Emotional Learning, Specific Risks and Help-Seeking.

Device Charging

Please ensure that devices are fully charged and prepared for learning at the start of the school day.

Chargers may be available at a Newcastle Anglican School; however, it is recommended that users must bring their own charger which complies with the 'Fit for Use' section.

Educational Purposes

Educational Purposes describe any task which is linked to a syllabus, curriculum document, or lesson plan, or is reasonably connected to the ethos of a Newcastle Anglican School.

- Students will only use their devices for Educational Purposes while connected to a Newcastle Anglican School network.
- Staff will only use their corporate device for Educational Purposes at all times; and limit the use of their personal devices to operate within the context of the Staff Code of Conduct.
- All users will ensure that any communications sent via Newcastle Anglican Schools networks are appropriate within an educational context and primarily for educational purposes.
- Any printing done on campus should be for Educational Purposes, and minimised where possible through a digital alternative.

Fit For Use

All users will ensure that any device and associated accessories (including headphones, chargers, stylus, etc.) brought to a Newcastle Anglican School must be fit for use, undamaged and in a safe and working condition. Any item which displays evidence of tampering or damage, or is deemed unsafe, may not be used, or connected to any IT service throughout the campus.

All BYO devices must comply with the requirements outlined in the school's BYOD program or handbook. At minimum, a device must be running a currently supported version of Windows, macOS or iPadOS only.



Bishop Tyrrell Anglican College

Learn. Lead. Serve.

Management and Monitoring

Any communications sent across a Newcastle Anglican School network from any device joined to the network, including Corporate-owned and BYO devices, may be decrypted, intercepted, filtered, and reported to IT staff if such communication is considered inappropriate or for compliance purposes. Students will not use or attempt to access any site or resource which would be denied access by the Web Filter, and not attempt to circumvent the filter through the use of Mobile Data, VPNs, Proxies or Relays.

All users will enrol their BYOD in Mobile Device Management where required. MDM profiles may restrict certain applications or functions of the device and allow for centralised IT management and deployment of required learning resources and security configurations.

Privacy and Confidentiality

All users will:

- Never publish or disclose the email address of a staff member or student without that person's explicit permission.
- Not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.
- Provide information about, or lists of, employees, parents or students connected to a Newcastle Anglican School to any third party without approval.

Recording Devices

Students and staff must not record any video or audio on any device at any time, without the consent or instruction of relevant authorised staff. This includes taking photographs.

Student Use of Mobile Phones

Mobile Phones are not to be used during the school day except in the following circumstances:

- When students have permission from an authorised staff member for parent contact to occur.
- When the device is being used as a more portable substitute for a Tablet or Laptop – with permission from the teacher; and
- The device is enrolled in Mobile Device Management and connected to the school's Wi Fi network.

Students who are found using their phone inappropriately during class time or in the playground will have it confiscated by a staff member. The confiscation may be for a day or longer.



Bishop Tyrrell Anglican College

Learn. Lead. Serve.

Unacceptable Use

Unacceptable usage of Internet Access includes, but is not limited to, the following:

- Searching for, retrieving, displaying, printing or transferring inappropriate or unacceptable material offensive, racist, sexist, sexually explicit content, nudity, images of violence/torture, hate groups, illegal advertising, extremist websites, gang affiliation, bomb making sites, terrorist organisations, sites encouraging dangerous behaviour, ageist, harassing, bullying, obscene, pornographic, gambling, threatening, or otherwise contrary to the relevant codes of conduct and ethos of a Newcastle Anglican School.
- Engaging in any illegal activity or distributing viruses, malware, or prank applications.
- Playing non-curriculum-based computer games at any time.
- Visiting chat rooms or sites that are of a non-educational nature except under a teacher's direction and supervision.
- Use of vulgar, offensive, or inappropriate language.
- Harassing or personally attacking another person.

Misuse and Breaches of Policy

Staff and Students will be held responsible for their actions while accessing any digital system through a Newcastle Anglican School.

Misuse of internet & online communication services may result in disciplinary action including, but is not limited to, withdrawal of access to services.