
BRING YOUR OWN DEVICE (BYOD) POLICY

RESPONSIBLE FOR REVIEW:	BOARD OF TRUSTEES
DEPARTMENT RESPONSIBLE:	INFORMATION TECHNOLOGY MANAGEMENT AND SENIOR MANAGEMENT TEAM
DATE LAST REVIEWED:	AUGUST 2017
NEXT REVIEW DATE:	AUGUST 2018

The Otumoetai College (The College) will endeavour to promote the responsible use of BYOD devices and the use of social media in general. The College approves the use of personal electronic devices to make a positive contribution towards teaching and learning, subject to the following guidelines:

1. The College does not stipulate a particular type of device required for use by students, however guidelines will be provided for Parents/Caregivers as to which devices are compatible with the College infrastructure. These guidelines will include any requirements from the New Zealand Qualifications Authority regarding the use of BYOD devices for internal/external assessment purposes.
2. Involvement in class activities shall not be dependent on a student bringing a BYOD device to the College.
3. The College reserves the right to prohibit the use of a particular device.
4. Use of BYOD devices in the College must be in accordance with the 'Responsible use of Electronic Equipment agreement' which forms part of the college Enrolment Form – as attached.
5. Use of BYOD devices, in a manner which contravenes the above agreement, may result in the withdrawal of the right to bring such a device to the College.
6. The College Principal and SLT have the right to ask staff / students to reveal and/or delete items on BYOD devices that they have reasonable grounds to believe are harmful to the safety of others and/or are a detriment to the learning environment.
7. The College Principal and SLT have the right to instruct a staff member/student to surrender a device if they have reasonable grounds to believe that the device may be used in a way which is

harmful to the safety of others and/or is a detriment to the learning environment. A device which is held for more than a week will require returning to a Parent/Caregiver.

8. The College staff do not have the right to search a BYOD device.
9. Responsibility for the safety, security and charging of BYOD devices brought into the College lies with individual staff/students.
10. The College staffs use of BYOD devices must be consistent with the legal use of electronic devices and the professional teaching criteria as established by the New Zealand Educational Council.

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Signature (BOT Chairperson)

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Date Ratified