



## Bring Your Own Device (BYOD) Classroom Procedures 2018

Personal devices may be used during class with permission from the teacher for educational purposes. Any use of personal devices during class time (without permission) will result in disciplinary procedures for the student/s involved. Teachers are to follow the ensuing procedures at all times in regards to BYOD.

1. Devices are to be kept in students bags when they get to school until the roll is marked at 9am
2. Devices are not to be used unsupervised for any reason in the classroom, playground, on buses or on excursions
3. Devices are to be placed in the class BYOD storage container and locked in the class storeroom whenever not in use during the day
4. Devices are to stay locked in the storeroom for the whole day, unless being used during class activities for educational purposes. Furthermore, classrooms **must** be locked during lunch time, recess and at any other time when there is nobody in the classroom
5. Devices are not to be used by the class if a casual teacher is supervising the class for the day
6. Devices are to be used by its owner, and no one else
7. Devices are to be used for educational purposes only, i.e. Devices are not to be used during wet weather or on excursions to play games or take photos
8. Devices must not have networking apps (Musical.ly, Snap Chat, Instagram etc). If a device does have one of these, the app is to be deleted or the device cannot be used at school
9. If a device is left at school at the end of the day, the device must be locked in the school strong room with the school devices overnight. This is the responsibility of the supervising classroom teacher
10. If a device is used in a way that is deemed inappropriate, the Stage supervisor must be notified immediately. Students may have their BYOD contract suspended and the school's discipline policy will be followed.