



Related Policies

CECG Student Acceptable use of Digital devices, Applications and Networks Policy
CECG Privacy
Copyright
Management of Student Behaviour

Purpose

To provide a detailed breakdown of the Bring Your Own Device (BYOD) program at St Francis Xavier College.

Policy

SFX has transitioned to a BYOD model of device purchase. As part of the BYOD program, the college will be offering two supported arrangements:

College Supported BYOD

Devices are purchased through our recommended Vendor (Learning With Technologies - LWT) and fully supported by the College throughout the device lifecycle.

Home Supported BYOD

Devices purchased from elsewhere that meet the minimum Home Supported BYOD Specifications of the College. These devices will be provided with basic set-up and support from the College and rely on the students and families to provide troubleshooting and repairs.

Definitions

Authorised Service Provider means IT Network Support or their approved sub-contractors.

ADP means Accidental Damage Protection, an insurance policy taken out at device purchase to cover accidental hardware damage to the device.

BYOD means Bring Your Own Device program.

College Supported BYOD refers to devices purchased from the College's recommended Vendor BYOD Portal.

Home Supported BYOD means devices that families supply themselves for use at the College that meets the Home Supported BYOD Specifications of the College.

ICT means Information and Communications Technology. This incorporates all devices, equipment, networking components, applications and systems that combined, allowing the College to interact digitally.

ICT Services means the operational department of the College that is responsible for the installation, maintenance, and repair of the ICT infrastructure. This team is responsible for providing a service platform for the College supported BYOD.

Laptop means a portable personal computer powered by a battery and/or AC cord comprising a display screen that is attached to a keyboard with a trackpad. The device can be folded for transport.

Manufacturer means the device manufacturer (e.g. Dell, HP, or Lenovo)

Vendor means the College's recommended supplier Learning With Technology (LWT).

Purchasing

College Supported BYOD

A student's family can select and purchase a device through our recommended Vendor via the SFX Vendor Portal. All device purchases will include Accidental Damage Protection (ADP) and three year extended onsite warranty support to ensure the College can provide a platform to fully support the device through its lifecycle. The student's family is expected to add the new device to their home / content insurance policy to ensure the device is covered for any theft or loss. The College is not responsible for loss of either the student device or the student's data under the BYOD program.

Once the device is ordered via the SFX Vendor Portal, it will be shipped to the College to be asset tagged, set up with Windows standard image and connected to the College WiFi network. Once the laptop is ready for pickup (within 7-10 working days) the family will be contacted to arrange a collection time from ICT Services at SFX.

Home Supported BYOD

A student's family can purchase the device from an external source that complies with the minimum Home Supported BYOD Specifications of the College. The student's family is expected to add the new device to their home / content insurance policy to ensure the device is covered for any theft or loss. The College is not responsible for loss of either the student device or the student's data under the BYOD program.

These devices will be provided with initial SFX WiFi network set-up instructions and only basic support for any College licensed software or network connectivity issues. The College will not provide a troubleshooting or repair platform for these types of devices. Any non-College licensed software or hardware related issues, troubleshooting and repairs are the responsibility of the student/family. The student's family will need to work through any device repair matters directly with the relevant external vendor. The Digital BYOD Agreement must be signed and provided to ICT Services before the Wireless Key and instructions are provided for WiFi network connectivity to the student/family.

Service details – College Supported BYOD

Device warranty

The warranty period for the device is three (3) years, refer to Vendor PDS for details on the device warranty.

Warranty repairs and maintenance

- Devices will be repaired and maintained by ICT Services or their approved, certified repair agents. Use of unauthorised service providers is not permitted.
- All repairs will be carried out on the College premises in the ICT Services office.
- Problems or issues with the device hardware or College supplied licensed software should be reported to the ICT Services as soon as the problem arises.
- For problems arising from software issues the device will be reimaged. Non-College issued software will be lost in this process and not reloaded by ICT Services.
- For warranty-related hardware issues ICT Services will repair the device and return it to the student as quickly as possible. This will be dependent on the severity of the issue and the availability of parts.
- Repairs will be carried out on student devices with an aim to have the device returned to the student on the next business day, where there is an extended delay in the repair being completed, a spare device will be issued to the student.
- Spare devices are issued on a day loan basis only and are first come first served from a pool of devices. Non return or damage of the loan device will be charged to the family on their fees statement.

Repair of accidental or deliberate damage

- All devices under the College Supported BYOD program will be purchased with the ADP option, the excess for this varies between manufacturers. Refer to the Vendor Portal for details.
- For hardware faults that are not covered by the device warranty, ICT Services will assess the device and log an ADP claim on behalf of the student for repair.
- The payment of any ADP excess charge must be paid by the family directly to the Vendor. The College is not involved with the receipt of payment for any repairs carried out.
- Families should be aware that intentional damage to the device may void their ADP insurance, read the PDS available for more information.
- Where there are no ADP claims left or intentional damage found, the Vendor providing the repair operation on the laptop will charge the student/family directly for the cost of the repair, this will be paid to the Vendor before the repair is carried out.
- If damage to the device is confirmed as deliberate and it cannot be repaired, the student will be instructed to purchase a new device.

Theft or loss

- As the student and family are the owners of the device, they need to take adequate insurance policies to cover the cost of a lost or stolen device, contact your Home/Contents insurance provider for more information.

- If the device is lost or stolen, the student must immediately notify their Year Coordinator who will advise ICT Services and they will take necessary actions to isolate the device from the SFX network for security purposes.

Data Loss

- The College takes no responsibility for personal applications or software loaded onto the device. Should the device need to be reimaged any personal applications or software will be lost and will need to be reloaded by the student.
- All data and files must be backed up on the College supplied OneDrive. The College takes no responsibility for data or information stored on the device that may be lost in the event of reimaging or device failure.

Service details – Home Supported BYOD

Limitations of support

- ICT Services will assist with troubleshooting issues with College licenced software only, examples of this include Microsoft Office 365 Suite, Canvas and Compass.
- Outside of College licenced software, ICT Services will only assist with College Network connection related issues on Home Supported BYOD devices. This service is provided at the ICT Services helpdesk.
- Troubleshooting assistance is only to be provided on the spot for College licensed software and student network connection issues. ICT Services will not take custody of Home Supported BYOD devices under any circumstances.
- No loan temporary devices are available for students in this arrangement.

Maintenance and repair of the device

- SFX ICT Services will not undertake any maintenance or repairs on a Home Supported BYOD device.

Software and Data Liability

- The College takes no responsibility for personal applications or software loaded onto the student's own device. It is the student's and family's responsibility to re-load any applications on their Home Supported BYOD device.
- The College provides OneDrive storage for the student's personal data. Assistance will be provided, where possible, for accidental deletion of files from OneDrive.
- Students are responsible for backing up their personal data onto external media where required.

Departing the College – Offboarding

College Supported BYOD

- Prior to departing the College, please present your device to the ICT Services helpdesk. Asset recording information will be updated to indicate the device is no longer under the College support and any asset tag on the device will be removed.
- if you wish to remove SFX standard software image from your device and reset to factory default, refer to ICT Services helpdesk.
- Factory default imaging will destroy any existing data on the device, ensure to back it up beforehand. The College takes no responsibility of lost data during this process.
- Email and OneDrive accounts will remain active for 30 days after departure, ensure to backup any data required.

Home Supported BYOD

- Along with your College departure form, inform the ICT Services helpdesk of your departure.
- Your unique WiFi key will be disabled on the system immediately.
- Email and OneDrive accounts will be disabled on the afternoon of your last day. Please ensure you backup any data from your Email or OneDrive before you leave the College.

Information

Policy Number:	SFX29_Digital BYOD Policy
Version:	2
Audience:	All SFX Community
Category:	ICT
Effective Date:	2024
Revision Date:	2026
SFX Contact Officer:	Business Manager
Approved by:	Community Council



Digital BYOD Agreement

All students and parents/carers must read the Digital BYOD Policy and sign this agreement before acceptance onto the SFX BYOD program and access to the College WiFi.

Please send the completed agreement to byod@sfx.act.edu.au.

THIS SECTION TO BE COMPLETED BY STUDENT

I have read and understood the Digital BYOD Policy and agree to abide by the protocols and guidelines of the policy.

I accept responsibility for my use of the device while on College premises and accessing the College WiFi.

I understand I will not be able to charge my device at the College and agree to bring my fully charged laptop with me each day.

Student name			
Pastoral Care group			
Student signature		Date	Click or tap to enter a date.

THIS SECTION TO BE COMPLETED BY PARENT/CARER

I have read and understood the Digital BYOD Policy and agree to abide by the protocols and guidelines of the policy.

I understand it is my responsibility to provide a device with the correct specifications for my child's learning requirements.

I give authority to the College to act on my behalf when conducting any device diagnostics or repairs for the device. I understand the College cannot guarantee the safety of data on the device during this process.

My child will be participating in the following BYOD option (<i>please select one</i>)	<input type="checkbox"/> College Supported BYOD option – by purchasing through the College's recommended Vendor <input type="checkbox"/> Home Supported BYOD option – by purchasing through a different supplier with the correct specifications		
Parent/carer name			
Parent/carer signature		Date	Click or tap to enter a date.



Digital BYOD Agreement

COLLEGE SUPPORTED BYOD ONLY: THIS SECTION TO BE COMPLETED WHEN COLLECTING DEVICE

I confirm my device has been handed to me by a St Francis Xavier College employee.

I have physically checked my device and confirm I am happy with the condition it has been handed to me in. I understand the box has been opened, the device removed and tagged and the SFX College Image loaded for my child's learning requirements.

I confirm any additional accessories have also been collected as noted below.

Additional accessories collected	<input type="checkbox"/> Keyboard <input type="checkbox"/> Mouse <input type="checkbox"/> Bag <input type="checkbox"/> Other _____
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Collection person name	
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Collection person signature		Date	Click or tap to enter a date.
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THIS SECTION COMPLETED BY ICT SERVICES

I confirm the family have received the BYOD device and accepted ownership.

ICT Services Team Member name	
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ICT Services Team Member signature	
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