



# Bring Your Own Device Policy

## Rationale

Whittlesea Secondary College recognises that the Bring Your Own Device (BYOD) program inherently imposes a financial cost on students and their families. At the same time, the program can only function if all students have access to appropriate technological resources in all their classes.

## Purpose

To ensure access to the school-based laptop leasing program is consistent, transparent and in accordance with the college Parent Payment Policy and the Department of Education's Values.

## Scope

This policy applies to all enrolments to Whittlesea Secondary College and those under the auspice of the Southern Hub of the Central Ranges Trade Training Centre.

## Policy

Whittlesea Secondary College shall provide a Bring Your Own Device (BYOD) program that gives consideration to equity and affordability.

## Implementation

Whittlesea Secondary College will:

- Endeavour to provide personal access to appropriate technology resources to all students under the school's Bring Your Own Device program in keeping with the objectives of that policy and with respect to its role as a public education institution
- Ensure the BYOD Program's Device Specification is designed so that a range of devices in capability and cost are suitable and meet the specifications
- Ensure any nominated or authorized 3rd party suppliers provide a broad selection of devices in a range of price points that match the college specifications
- Upon written application, consideration is given to families who the Principal considers are
  - concession card holders and are:
    - experiencing financial hardship
    - cannot reasonably participate in a payment plan
  - not concession card holders but are:
    - under financial hardship (short or long term)
    - decline to participate in our BYOD program on grounds other than financial hardship
- Assess applications for assistance in meeting the requirements of the BYOD program on a case--by--case basis. Due consideration will be given to all the facts of the matter, including:
  - The level of assistance requested
  - Existing disbursements from the Student Assistance Scheme
  - The Year of the student



- The subjects the student undertakes
- The technology already available to the student at school and at home
- Consult with the parent/carer in making determinations as to what form any assistance will take
- Consider a range of alternatives for providing device access for students, including:
  - Partial subsidised lease of a school-owned laptop
  - Full subsidised lease of a school-owned laptop
  - Loan of a laptop or other device for a particular period or class (eg. Laptop repair or stolen)
  - Loan of a laptop or other device for a particular day (eg. Laptop repair or stolen)
- Make a written agreement between the school, student and parent/carer that specifies the arrangements agreed upon or determined for facilitating access to technological resources.
- In most circumstances, not agree to loan a laptop or other device to a student overnight, over a weekend or over a holiday period.
- Provide a protocol for signing out and signing back in a laptop or other device from the Resource Centre and follow up any cases where the loaned device is not returned in accordance with the agreement.

Parents and Carers will:

- Consider options for the purchase or lease of equipment that meets Whittlesea Secondary College’s **minimum specifications**.
- Make an application in writing to the Principal, or, an appointment to speak with the Principal or Business Manager to indicate their request for assistance in addressing the school’s Bring Your Own Device program
- Liaise with the college to identify the most appropriate way to address the issue and ensure their student has appropriate access to the technological resources of his/her peers
- Make an agreement with the school that confirms the alternative arrangements made for your student’s access to technological resources

## Monitoring and review of the implementation of the policy

This policy will be reviewed every three years and ratified annually as part of the school’s policy review cycle.

## Related Legislation, Policies, & Procedures

- [DET Child Safety Policy](#)
- [Digital Technologies Policy](#)
- [DET School Policy and Advisory Guide](#)

## Appendices

- Appendix A: Understanding Parent Payment Categories

## Evaluation

This policy will be reviewed as part of the school’s three-year review cycle.

## COMMUNICATION

This policy is available on our school’s website and included in the staff handbook.

Policy last reviewed	August 2024
Approved by	School Council
Next scheduled review date	August 2027 (3 years)



**Whittlesea**  
Secondary College

# **College Policy**

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