Catholic Schools - BYOD Guideline

Section 1 - Purpose

(1) This guideline outlines how the Catholic Diocese of Maitland-Newcastle (the Diocese) enables and supports school students in using their own digital devices for secure and reliable access to school Information and Communication Technology (ICT) networks and applications.

Section 2 - Scope

(2) This guideline applies to Technology Services, the Catholic Schools and all Diocesan systemic schools.

(3) This guideline applies to the use of "Bring Your Own Device" (BYOD) computers and similar devices that can connect to Diocesan networks. It does not cover the use of mobile phones or other devices not connected to our networks.

Section 3 - Responsibilities

ROLE	RESPONSIBILITIES
Director of Technology Services	• Accountable for ensuring this guideline and associated documents and materials are implemented, maintained and reviewed in a timely manner. • Provides resources and ensures Technology Services fulfils its responsibilities in relation to the technology and processes described in this guideline.
Director of Catholic Schools	• Ensures school principals are aware of this guideline. • Promotes standardisation of practices across all schools in line with this guideline. • Provides resources to support the processes described in this guideline.
Principals of Diocesan Schools	• Ensure their school complies with this guideline. • Ensure their school's staff, students and parents are aware of the standards, rules, terms and conditions described in this guideline and related documents and materials. • Take advantage of the materials provided by Technology Services and the Catholic Schools to simplify processes and communication regarding BYOD at their school. • Provide feedback on the effectiveness of practices described in this guideline and report any related problems.
Technology Services staff	• Maintain this guideline and associated documents and materials. • Establish and support the technology to enable management of student devices. • Provide support to school staff and students for BYOD in accordance with established Service Level Agreements. • Monitor and proactively manage devices in accordance with BYOD Terms and Conditions.
School staff	• Assist students and parents to understand the standards, rules, terms and conditions described in this guideline and related documents and materials, including proactively distributing information and responding to enquiries. • Obtain and keep records of acceptance of BYOD Terms and Conditions. • Assist students to follow procedures related to BYOD and seek support as required. • Monitor compliance and take appropriate action in the event of a breach of school rules and/or BYOD Terms and Conditions.

ROLE	RESPONSIBILITIES
Digital Innovation and Learning (DIAL) staff	• Collaborate with Technology Services to ensure this guideline and associated documents and materials are fit for purpose and appropriate for use in Diocesan schools. • Advocate for standardisation of practices across all schools in line with this guideline. • Assist schools to understand and apply this guideline and related documents and materials, including training of school staff as required. • Collect feedback from schools on the effectiveness of practices described in this guideline and any related problems.
Students	• Indicate whether they consent to their devices being managed by the Diocese. • Adhere to the rules for BYOD defined by the Diocese and their school.
Parents/Guardians	• Indicate acceptance of the terms and conditions for BYOD and provide consent for their child's devices to be managed by the Diocese. • Ensure their child's devices comply with the minimum standard for BYOD applicable at their school.

Section 4 - Guidelines

Goals

(4) In applying this guideline, all schools and agencies of the Diocese will prioritise the following goals:

 a. make it easy for students and parents to acquire a suitable device and use it at school.
 b. make it easy for schools to provide a consistent, secure, and high-quality BYOD experience.
 c. make it easy for the Catholic Schools and Technology Services to support BYOD across all Diocesan schools.

Managed BYOD

(5) The term "Managed BYOD" refers to the use of a mobile device management service by the Diocese to control configuration settings and software on personal devices. This allows the Diocese to ensure that relevant device settings and software are secure, compatible and appropriate for use in our schools.

(6) Parents/Guardians may elect to participate in Managed BYOD, in which case the Diocese will partially manage their devices. Managed BYOD devices will receive support from Technology Services as described in the "Support" section below.

(7) Parents/Guardians may elect not to participate in Managed BYOD, in which case their devices are "unmanaged" and will receive minimal support from Technology Services. This increases the risk of problems which Technology Services cannot resolve, and consequently the student might not be able to use the device effectively at school.

(8) To participate in Managed BYOD, Parents/Guardians will "enrol" their devices as per instructions published by Technology Services. Schools will ensure Parents/Guardians have access to the instructions and assist them to understand and follow the process. If a student signs into a device running Windows Education (EDU) Edition using their school-issued account (either during initial setup or added later), the device will automatically be managed. This is a built-in feature of the Windows EDU platform and happens regardless of whether parent or guardian consent has been provided.

(9) Parents/Guardians may withdraw from Managed BYOD at any time by "unenrolling" their devices, in which case the Diocese will no longer manage or support those devices.

Support

(10) The support provided by the Diocese for managed and unmanaged devices is outlined in the table below. Responsibility for most actions lies with the device owner if the device is unmanaged, and with the Diocese (i.e.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of staff printing this document to always refer to the Catholic Diocese of Maitland-Newcastle's Policy Portal for the latest version.

Page 2 of 5

Technology Services) if the device is managed.

ACTION / SUPPORT	RESPONSIBILITY	
	Managed	**Unmanaged**
Acquisition of a suitable device and operating system	Device owner	Device owner
Loss or damage to devices and insurance cover		
Hardware or operating system malfunctions and/or warranty claims		
Home &/or mobile internet services and connectivity		
Personal Data storage and backup		
Any software not provided or supported by the Diocese/school		
Install, setup, and configure Diocese/school provided applications	The Diocese	
Software updates for Diocese/school provided applications		
Install and update anti-virus software		
Standard device configurations e.g. networks, updates, encryption		
Device security setup		
Device monitoring for compliance and threat detection		
Troubleshoot connection to School/Diocese networks		The Diocese
Limited troubleshooting of Diocese/school provided applications		

(11) More detailed definitions of support services are included in the School BYOD Terms and Conditions.

(12) Technology Services may provide additional support for BYOD devices where practical but cannot guarantee that such support will always be available. For example, if the school has an arrangement with a supplier, Technology Services might have limited interaction with that supplier.

(13) Technology Services support is restricted to normal school hours.

Terms and conditions

(14) A document defining School BYOD Terms and Conditions will be maintained and published by Technology Services in collaboration with the Catholic Schools.

(15) Schools shall obtain acknowledgement from each student and their parent/guardian that they accept the School BYOD Terms and Conditions prior to using a personal device at school. This includes acknowledgement that enrolling a device for Managed BYOD constitutes consent for the Diocese to manage the device.

Device specifications

(16) A School BYOD Minimum Specification will be maintained and published by Technology Services in collaboration with the Catholic Schools.

(17) Student devices must comply with the BYOD Minimum Specification in order to participate in Managed BYOD and be supported by Technology Services.

(18) Schools shall ensure that all students and parents/guardians receive a link to and/or a copy of the latest version of the BYOD Minimum Specification upon enrolment at the school and at least once per year while they remain enrolled.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of staff printing this document to always refer to the Catholic Diocese of Maitland-Newcastle's Policy Portal for the latest version.

Page 3 of 5

School discretion

(19) Schools shall ensure their practices are consistent with this guideline and where necessary shall revise their local policies and procedures accordingly.

(20) Schools may, at their own discretion, do the following:

a. define a bespoke specification for devices to be used at their school, provided it meets or exceeds the BYOD Minimum Specification and is approved by Technology Services;

b. in consultation with Technology Services and DIAL, enter into arrangements with suppliers to provide suitable devices either through the school or directly to students/parents/carers;

c. make arrangements for the provision of devices to students who do not have a suitable device of their own;

d. include information about BYOD in school documents such as brochures, handbooks, etc.;

e. include references to BYOD in school policies, procedures, guidelines and standards provided they are consistent with this guideline;

f. specify additional school-specific rules and expectations associated with BYOD provided they are consistent with this guideline;

(21) Schools may NOT do the following:

a. alter or replace the School BYOD Terms and Conditions defined by Technology Services;

b. recommend the use of devices which do not comply with the School BYOD Minimum Specification.

Section 5 - Document Review

(22) This guideline will be reviewed when there is a legislative change, organisational change, delegations change, technology change or at least every 3 years to ensure it continues to be current and effective.

Status and Details

Status	Current
Effective Date	27th October 2025
Review Date	27th October 2028
Approval Authority	Director Technology Services
Approval Date	22nd October 2025
Expiry Date	To Be Advised
Unit Head	Damian Wicks Director Technology Services
Enquiries Contact	Technology Services

Glossary Terms and Definitions

"Catholic Diocese of Maitland-Newcastle (the Diocese)" - The Catholic Diocese of Maitland-Newcastle (the Diocese) is inclusive of all parishes and agencies, communities, ministries and works that are under the authority of the Bishop of Maitland-Newcastle. The Bishop takes his authority from Canon Law (Canons 375-402). The geographical coverage of the Diocese includes all or part of the Newcastle, Lake Macquarie, Maitland, Cessnock, Port Stephens, Singleton, Muswellbrook, Upper Hunter, Dungog and Mid-Coast local government areas, with almost 160,000 Catholics, 38 parishes and serviced by multiple diocesan ministries and agencies. The Diocese is not wholly geographic in nature. There are elements of the Catholic Church operating within the physical boundaries of the Diocese that do not fall under the authority of the Bishop and are not a part of the Diocese. Equally, particular diocesan ministries occur within external institutions (e.g. Prison Chaplaincy, Hospital Chaplaincy).

"Mobile Phone" - Combines mobile telephone functions (calling and messaging) with digital device functions (web browser, digital apps/programs access, camera) into one device. Also known as a smartphone.

"BYOD" - (Bring Your Own Device) – An arrangement allowing students at diocesan systemic schools to connect their own personal devices to school networks and use them for learning activities at school and at home.

"Device" - A piece of electronic equipment that can receive, transmit, store and process digital information. Devices are typically laptop computers but can be any type of device used by a student including tablets, smartphones, smartwatches, and similar devices.

"Device owner" - The legal owner of a device or a student using a device provided by the legal owner.

"Hardware" - Physical components of a device.

"Managed BYOD" - An arrangement under which the Diocese uses a mobile device management service to monitor and control device settings and software. This enables the Diocese to provide a greater level of support and reduces the likelihood of problems using school networks and software.

"Operating system" - The software that is initially loaded onto a device and manages the device hardware and application programs. On most devices, the operating system is Windows.

"Unmanaged Device" - A device that is not enrolled for Managed BYOD and is consequently not managed by the Diocese.