

Participant Bring Your Own Device



About this book

This book is written by Identitywa.

When you see the word **we** it means Identitywa.



This book is written so it is easy to read.

We use pictures to explain some ideas.

The first time we use hard words we write them in **blue**. Then we explain what the word in **blue** means.



You can get someone to help you:

- read this book
- know what this book is about
- get more information



This Easy Read Policy & Procedure explains what you need to do when you bring your own **Information and Communication Technology (ICT) device** to Identitywa.



What is an **Information and Communication Technology (ICT) device**?

It is an **electronic device** which can be used for entertainment, work, and fun.

It can be used to talk to your friends and family or other people.

You can look for things on the internet, listen to music and watch a movie.



An ICT device may be things like:

- computer gaming equipment
- a laptop
- an iPod
- an iPad or tablet
- a mobile phone
- a printer.



You must always use your device in a safe and secure way.

- It is up to you to protect it, so it does not get broken.
- You may want to install [Anti-Virus Software](#). Anti-virus is a program for your computer. It helps your computer to spot viruses that can damage it. It can warn you if you are about to open something that may be a virus.



This Easy Read information tells you

- the [Rules](#) about bringing your device to Identitywa
- The things you need to know to stay safe.



You or your family/representative need to sign an **Electronic Device Acknowledgement Form** to agree to the rules.

We will give you this form to sign.



The Rules

- You and your family need to set the privacy and security settings.



- Your support workers can help you to use your device if you need them to.



- You may use Identitywa's internet a 'little bit', for things like listening to music or watching a TV show.



- If you need to use the internet a lot, you will need to get your own internet connection. You can ask your family/guardian/carers or your support worker if you want help with this.



- Everybody shares the internet and workers still need to be able to do their own computer work.



Please be nice towards other people when you use your device.



You must **not**:



- download or share things that might upset other people



- use the internet for **illegal and restricted online content**. This content is harmful and shows or encourages child abuse, terrorism or violence.

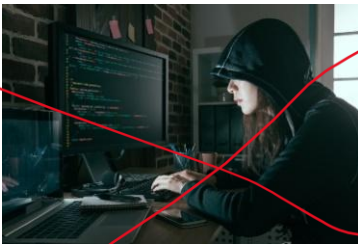


- abuse, bully or harass other people online

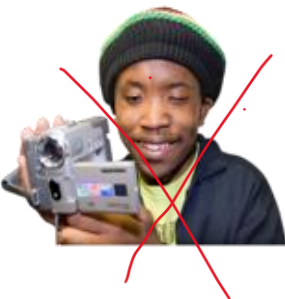


You must **not**:

- share passwords
- give out personal information



- hack into any of Identitywa's hardware or software security systems



- take photos videos or sound recording of other participants, visitors or workers.



What should I do if I'm worried about being scammed or bullied online?



- Come offline until the issue is resolved



- Report it, talk to someone you trust.
- You can speak to your support worker and ask for help.



- You can call us on (08) 9474 3303 and ask to speak to the **Safeguarding Representative** for help.



- You can send an email to the Safeguarding Representative:
quality.feedback@identitywa.com.au



You can find more information about being safe online by clicking on the underlined links below:

- [Being Safe Online \(esafety.gov.au\) – Easy English](https://esafety.gov.au/easy-english)
- [Living with disability | eSafety Commissioner](#)
- [Online Safety Campaign | eSafety Commissioner](#)
- [Young People | eSafety Commissioner](#)
- Free [Online Safety Training](#) by Interaction Disability Services (through an Australian eSafety Commissioner grant)
- [DDWA Easy Read What to Do If you have been scammed](#)
- [Types of scams / Scamwatch](#)

Made by  Identitywa
using paid images from Photosymbols