



WARWICK FARM PUBLIC SCHOOL

Bring Your Own Device (BYOD) Policy

December 2017

As we move further into the 21st Century, it is essential that technologies are used as part of the curriculum in relevant ways. Technologies enrich and impact the lives of students as they learn to use ICT effectively and appropriately to access information, collaborate and solve problems in all areas of their schooling and beyond. Bring Your Own Device will be implemented in order to achieve excellence in education by integrating technology into the curriculum in meaningful ways that will enhance student learning and engagement. It will be used as a resource that is clearly connected to programmed learning outcomes. It is essential that learning goals are clearly articulated and specific student achievements are written, assessed and evaluated.

In order for BYOD to be implemented effectively and efficiently, it is vital that specific guidelines are followed to ensure correct usage.

OVERVIEW OF BYOD PROGRAM

Students who are part of a class that is participating in the BYOD program will be able to bring their own device to school. Students and a caregiver will need to sign a Student Agreement prior to participating in the program. The devices may then be used at the teacher's discretion for the purpose of achieving learning outcomes and engaging students. This agreement is only applicable for the current school year. This policy will be reviewed regularly and changes published on the school website.

This policy is to be viewed in conjunction with the current Internet Acceptable Use Policy and the ICT Policy.

TEACHER RESPONSIBILITIES

Teachers who participate in the BYOD program will:

- Ensure that Digital Citizenship and Cybersafety issues are addressed prior to, and during, the implementation of all ICT programs.
- Ensure that devices are signed in and out by the students each day.
- Keep devices locked in the storeroom when devices are not in use, particularly when students are not in the classroom.
- Use the devices at least once a day during the teaching program.

STUDENT RESPONSIBILITIES

Students are required to meet the following expectations. Failure to do so may result in suspending the student from participating in the program, confiscation of the device, and contact made to the parents and implementation of the student welfare and behaviour policy.

Students will:

- Follow the rules and guidelines of the Internet Acceptable Use Policy and the ICT Policy.
- Ensure that the use of their devices at school is restricted to school business and learning.
- Connect to the internet via the school wi-fi. 3G/4G access is to be turned off wherever possible. Students are to access the school's proxy servers in order to maintain DEC internet filtering.
- Not download software or updates at school.
- Register their BYOD for use at school. If students have not registered their device, the device is not to be at school.
- Seek permission from the teacher and from individuals or groups before taking photos, video or voice recordings of others.
- View, listen to and access school appropriate content on their device while at school.

DEVICE SPECIFICATIONS

Students who choose to participate in the BYOD program, must ensure that the following guidelines are met:

Devices must:

- Have a Windows 7, Windows 8, Windows 10, Apple or Chrome operating systems. Laptops which run Windows 7 or 8, Chromebooks, tablets running Windows 7 or 8 (e.g. Lenovo), iPads and Apple laptops (e.g. Macbook) are all able to be used.
- Have internet access through the school's wi-fi. If the device has 3G/4G capabilities it needs to be turned off.
- Have a screen size that is bigger than 7 inches (iPad Mini or larger).
- Be clearly labelled with student name.
- Come to school fully charged every day.
- Have antivirus installed and updated (Windows Operating System only).
- Have a word processing app or software available on the device (e.g. Word, Notes, Google Apps).

It is **highly recommended** that devices:

- Have a built in camera and microphone.
- Are transported to and from school in a suitable protective carry case e.g. laptop bag, iPad cover, etc.
- Are not too heavy.
- Are insured (the school will accept no liability for lost, stolen or damaged devices).

ORIENTATION/ TRAINING

For each of the classes involved in BYOD, training can be offered to the classroom teacher on request to assist in implementing the program. This can include teacher professional learning in technical aspects (for example connecting devices to the wi-fi, security of devices, different operating systems) and effective use of the devices as educational tools (e.g. activities that can be completed using the devices to enhance student learning, Google Apps, Web 2.0 tools, etc)

SECURITY

Students who participate in the program do so at their own risk. The Department and Warwick Farm Public School will accept NO RESPONSIBILITY for theft, damage or loss of any student's devices. Devices brought to school will need to be registered on the BYOD register. Students will sign their device in and out of the classroom when they bring their device to school. During recess and lunch, devices will be locked in classrooms.

SUPPORT AVAILABLE

The school will provide minimal support to connect the devices to the school wi-fi. The school may not be able to support any technical issues and/or upgrades of the equipment/device.

To be reviewed December 2018