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BYOD (Bring Your Own Device) Policy

This policy was last ratified by School Council on

17th of November, 2014

This policy works in conjunction with the Victorian Department of Education's 'Acceptable Use Policy' for DEECD Information, Communication and Technology (ICT) resources, as well as, Buninyong Primary's Acceptable Use Agreement, Internet and Network Usage Policy and Social Media Policy.

1. RATIONALE

The focus of the BYOD program at Buninyong Primary School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century students is the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for further studies and the workplace.

Learning results from continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. On the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPads used at Buninyong Primary School, including any other device considered by the administration to come under this policy.

Buninyong Primary School's eLearning Vision:

eLearning provides support and enhances student learning in an ever-changing, global community. It is flexible, personalised and develops 21st competencies by being embedded into the core principles and practices of teaching and learning at Buninyong Primary School.

- Buninyong Primary School (2013)

2. INTENDED USE:

This BYOD Policy has been developed to inform Buninyong Primary School's community (Students, Staff, Parents and Administration) of the roles and responsibilities of maintaining a responsible, safe and effective BYOD program.

2.1 WHO DOES THIS POLICY APPLY TO?

This policy applies to all stakeholders in Buninyong Primary School's BYOD Program for Year 4 and 5 students at Buninyong campus and Year 4, 5 and 6 students at Scotsburn campus.

Including:

- Students;
- Staff;
- Parents/Caregivers; and
- Principal Administrators

2.3 WHAT DEVICE/S DOES THIS POLICY REFER TO?

For the purposes of this policy, the term 'devices' refers to the use of the Apple (tablet) range of products (iPad and iPad Mini). The school has chosen to only allow Apple iPad tablets as part of the Bring Your Own Device (BYOD) program as this will ensure consistency and manageability.

3. IMPLEMENTATION:

3.1 CLASSES BEING INCLUDED IN THE BYOD PROGRAM

In 2015, classes which will be part of the BYOD program will be:

- All year 4 and 5 students and classes at Buninyong Primary School (Buninyong Campus)
- All year 4, 5 and 6 students and classes at Buninyong Primary School (Scotsburn Campus)

3.2 MINIMUM DEVICE REQUIREMENTS

Buninyong Primary School understands that every one of our families is different and their financial access to a set device may differ. Therefore the Buninyong Primary School BYOD Program allows students to use an Apple tablet device that can utilise the latest operation system (iOS) and support the installation of the most recent applications (This could be an iPad or iPad Mini version of the tablet). The device must:

- Have enough storage to install the selected applications set prior to the commencement of the school year by the BYOD staff;
- Be Wi-Fi capable (We do not require iPads to connect to telecommunication services via sim); and
- Ensure accidental damage is minimised through being secured in protective casing.

Buninyong Primary School does encourage parents/caregivers to organise the use of a later model device as these devices will ensure compatibility and supportability for a longer period of time. However, this is not a requirement of the program and if students only have access to an earlier model device, then the school will allow its use.

3.3 EQUITY AND ACCESS

Buninyong Primary School understands that the BYOD Program may be a financial burden on some families. As part of its responsibilities, the school has developed a process where it will have some earlier model devices available for purchase after parent/caregiver consultation with the school's business manager.

For families opting to not participate in the BYOD Program, the school will have some devices available which will provide student access to technology, however these devices may be shared with other students within the class.

3.4 TECHNICAL SUPPORT

As part of the BYOD Program, Buninyong Primary School will offer a limited technical support program that will assist in helping students with:

- Connecting to the school's network and internet;
- Airprint functionality at school; and
- Installing applications.

Due to the device being owned by the student and family, all other technical support and warranty issues will need to be sourced by the student's family from an external source.

Buninyong Primary School, as part of its responsibilities, will however upload 'How To' guides as they become available to parents in a BYOD section on the school's website to assist parents/caregivers in managing the devices' use at home.

3.5 ACCIDENTAL DAMAGE AND THEFT

The school does not provide accidental damage or theft cover for 3rd party (student-owned / teacher-owned) devices and shall therefore not be liable for any damages or theft that occurs on the school's premises unless:

- The device was under the direct care of a staff member.

Therefore, Buninyong Primary School encourages parents/caregivers to source accidental damage and theft insurance from an external insurance provider.

3.6 INTERNET AND NETWORK USAGE

All students, staff and parents are expected to adhere to Buninyong Primary School's Internet and Network Usage policy which can be found on the school's website at:

<http://buninyongps.vic.edu.au/documents/policies-and-guidelines/>

3.7 ROLES, RESPONSIBILITIES AND GUIDELINES

Students of Buninyong Primary School are encouraged to utilise technology, including iPads, to enhance their learning experiences wherever possible. We know that eLearning compliments many areas of the curriculum and want to make the most of this, however we also know that to do so, all stakeholders must be aware of their roles and responsibilities.

STUDENT RESPONSIBILITIES

As part of the Buninyong Primary School's BYOD Program, students will ensure that they:

- Use their iPads in a responsible and ethical manner;
- Their iPad is charged, has enough storage space and is kept in secure casing to enable daily use;
- Obey general school rules concerning behaviour and communication in line with the school's 'Code of Conduct';
- Protect their devices by contacting their teacher/administrator about any security problems they may encounter;
- Monitor activity on their accounts (e.g. Edmodo) and report any behaviour that is not in line with the school's 'Code of Conduct';
- Secure their iPads into a designated area within their classroom when the devices are not in use to help protect their work and information;
- Report any damages that may occur to their teacher immediately so that the teacher may investigate and inform the administration and parents of the child(ren) regarding the circumstances;
- Only update iOS and applications over the school wi-fi in non-peak times (e.g. recess/lunch) once given permission by the school's ICT coordinator. (The school uses a caching service to minimise the need to download multiple copies of applications and iOS updates over the internet)
- Will use the internet in a safe and appropriate manner (as set out by the school's Internet Usage Policy) and will report any inappropriate or offensive websites to their teacher so that the administration can block those sites; and
- Respect and look after all iPads, including their own, other students and the school's iPads.

STUDENT ACTIVITIES STRICTLY PROHIBITED

- Illegal installation or transmission of copyrighted materials;
- Any action that violates the school's Code of Conduct or public law;
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials;
- Accessing and using internet/app-based games within class time that are not deemed educational by the teacher without prior permission;
- Use of messaging services within school time (E.g. Facebook/Twitter) without the prior permission of the students' direct teacher;
- Gaining access to another students' accounts, files and/or data;
- Giving out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in fraudulent or other illegal behaviour;

- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of personal, other students or the school's range of technology;
- Participating in any form of bullying via social media (including, and not limited to texting, emailing, posting and accessing other students devices); and
- Not using Buninyong Primary School's web filter to access the internet at school.

STUDENT GUIDELINES

General Precautions

- The iPad is the student's property and should be treated with respect and care;
- Only use a clean, soft cloth (or dedicated screen cleaner) to clean the screen and do not use cleansers of any type;
- Cords and cables must be inserted carefully into the iPad to prevent damage;
- iPads must never be left in a backpack, unlocked car or any unsupervised area;
- Students are responsible for keeping their iPad charged for school each day (a good tip is to pop in on the charger when you brush your teeth at night and then take it back off when you brush your teeth in the morning); and
- Students must keep their iPad in protective casing at all times.

iPad Identification

Student iPads will be labelled by a manner specified by the school. iPads can be identified in the following ways:

- A record of the iPads' serial number and MAC address on the school's database;
- Clear labelling of the device and all accessories (Parent/Caregiver Responsibility); and
- Installation of the Apple Find My Device app.

Storing Your iPad

When students are not using their iPads, they should be stored in a classroom, in a secure storage location designated by their teacher. Students are encouraged to take their devices home at the end of each day, regardless of whether or not they are needed. iPads should not be stored in a vehicle as they can overheat or get stolen. iPads are not to be stored in school bags during the day, or taken out of the classroom during lunch or recess unless permission is granted by a teacher for a specific educational purpose (not gaming).

Please do not store your iPad in a place that is experiencing extreme hot or cold conditions (E.g. car in Summer or Winter) as extreme heat or cold can cause severe damages.

Transporting your device

When students are transporting their devices in and around the school (for example to a specialist subject), they should ensure that the iPad's casing is closed and that they are carrying it with two hands. Students should never run with these devices as this may lead to damage if the iPad is dropped.

Students should avoid carrying their device in their backpack, as other items may place unnecessary pressure on the device and damage may occur.

iPads left in unsupervised areas

Under no circumstances should iPads be left in unsupervised areas (including, but not limited to, school grounds, open building spaces, computer lab, specialist areas, library, offices, unlocked classrooms or toilets). Any device left in these areas is at risk of being stolen or damaged. If a device is found in an unsupervised area, it will be taken to the office. Violations of this section may result in loss of iPad privileges and/or other privileges.

Screen care

The iPad's screen may be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen or corners of the device.

Students need to ensure that they do not lean on, or place anything near the device that could place unwanted pressure on the iPad's screen.

iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present.

Charging Your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. In cases where use of the iPad has caused batteries to become discharged, students may be able to connect their iPads to a power outlet in class.

Sound, Music, pictures, Games or Programs

Sound must be muted at all times unless permission is obtained from the teacher. Students may bring headphones to use when a teacher deems it suitable. Music is allowed on the iPad and can be used at the discretion of the teacher. Music with explicit language is not permitted on the iPad at school and will need to be removed from the iPad at a teacher's request.

Internet games that are not deemed as educational content are not to be downloaded or played at school. If game apps are installed, it will be with Buninyong Primary School staff approval.

Inappropriate media may not be used as a screensaver or background photo. Apps, Videos and photos must be suitable for G audience. Presence of guns, weapons, pornographic materials, suggestive images, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in removal of content and disciplinary actions.

Printing and Internet Access

Printing will be available with the iPad on a limited basis. Printing at home will require a wireless printer with AirPrint functionality.

Students will have a small internet quota that is refreshed on a monthly basis. This will cover internet browsing for research, required app use and other downloads permitted by staff and teachers. (iOS updates are suitable at school). All large downloads including game Apps, App updates, music and video need to be completed during off-peak times (recess and lunch) and approved by the ICT Coordinator. For connection to the internet at home, you will need a wireless router, phone line and internet service provided from one of Australia's telecommunications companies.

Saving to the iPad/Backups

Students may save work to the applications on the iPad. It is also advised that students use iCloud (internet storage) or iTunes (sync to home computer) to back up the information on their iPad. Students may also save work to Google Drive (a cloud-based storage platform that allows access from any signed in device) to ensure work is backed up.

Students will hand in assignments as specified by the individual teacher. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

Network Connectivity

Buninyong Primary School makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the School will not be responsible for lost or missing data. Students will be allocated a monthly data limit to access the internet (this will not be large enough to download large applications or internet video)

Additional Software

The iPad may only have content that is G rated at school, this includes applications. Students will be asked to delete any apps that contain violence, age specific Social networking (Facebook), sexual content, inappropriate language etc.

Inspection

Students may be selected at random to provide their iPad for inspection. Inappropriate content will be removed, students who refuse to remove inappropriate content will not have use of their iPad at school until it has been removed.

PARENT/CAREGIVER RESPONSIBILITIES

Parents/Caregivers are an important part of Buninyong Primary School's BYOD program and can assist in ensuring the safety of our students is maintained. As part of this, we ask that all parents/caregivers:

- Talk to their children and establish standards and values that their child(ren) should follow when using their device and accessing the internet and applications at home. Similar to discussing what is acceptable when accessing other sources of media such as television, phones, movies and radio (The school advises that usage at home is always supervised);
- Understand that the child and parent hold full responsibility for the device and Buninyong Primary School is not liable for any mistreatment, breakages, vandalism or loss of the device. The only exception to this is where the damage or loss occurred whilst under the direct care of a staff member;
- Consider taking up accidental damage and theft insurance (offered by most retailers) to be covered in the unlikely case their child's device is damaged.
- Make sure the devices is clearly labelled with their child's name and that they too, have also recorded the serial number of the device;
- Ensure that their student's device is synced/backed up and the required apps are installed on the device ready for educational use;
- Understand that students under the age of 13 may not take part in age-restricted social networking sites such as Facebook without the consent of a parent/caregiver; and
- Access the Cybersafety resources and information on the school's website to familiarise themselves with possible dangers

PARENT/CAREGIVER GUIDELINES

All parents/caregivers are encouraged to carefully read the school's acceptable use agreement with their child(ren) and implement some (if not all) of the terms listed in the home setting as well. Upon reading the document, the required permission needs to be sent back to school to be stored on our database.

For a downloadable copy of the acceptable use agreements, please visit:

<http://buninyongps.vic.edu.au/documents/policies-and-guidelines/>

SCHOOL RESPONSIBILITIES

The school provides the foundation of the BYOD Program and has an essential role in ensuring not only educational value, but also social responsibility and safety is developed by its students. As part of the program Buninyong Primary School will:

- Ensure all staff are trained in using the device and are familiar with the processes pertaining to the BYOD Program;
- Train teachers of the BYOD program about cybersafety and to allow curriculum time for teachers to teach about being cybersafe to their students;
- Provide filtered internet access to its students and monitor student use in line with the school's Internet Usage Policy;
- Seek to block materials considered offensive, profane, threatening, pornographic, obscene, or sexually explicit;
- Educate and assist students with research and device use to ensure compliance with the school's ICT Acceptable Use Agreement;
- Utilise volume purchasing discounts from the Apple Education store and pass these discounts onto parents/caregivers in a manner deemed fit by the school;
- Provide some limited and lockable areas in which students may charge their iPads securely;
- Educate students, staff and parents on safety guidelines for duration of use, posture, rest periods, stretching, noise and other environmental hazards (as outlined by the Department of Education and Early Childhood Development)
- Develop a section on the school's website that will provide parents/caregivers with 'How To' guides to assist in using the devices at home; and
- Ensure that staff will carefully select online content for students to use and at times allow students to create accounts to log on to appropriate educational resource sites with permission. E.g. Mathletics, Edmodo, specific apps, etcetera.

EVALUATION:

This policy will be reviewed annually to ensure relevant information is updated and maintained.