



## BYOD (BRING YOUR OWN DEVICE POLICY)

This policy operates in conjunction with the Victorian Department of Education and Early Childhood development and Gardenvale Primary School's ICT Acceptable Use Policy.

### PURPOSE

#### **1. RATIONALE**

For our students to compete on a global stage, they need new skills to prepare them for further study and jobs – many of which have not yet been created. They need skills we call the 4Cs: creativity, communication, collaboration and critical thinking. The rate of change in technology and in society is so rapid that to prepare young people to live, work and be successful in the 21st century, they will need the ability to think both creatively and critically, problem-solve and work collaboratively. Students are always at the centre of every decision we make about their education. Our challenge, as educators, will be to constantly adapt teaching and learning to new technologies and the demands of a global environment for which knowledge and skills are the new global currency.

Research suggests that one-to-one computing programs increase students' motivation and engagement in learning and support students to see connections to what they are learning and the wider world. Studies show that engagement and participation are heightened by use of Information Communication and Technology (ICT) in the classroom and even more importantly, learning outcomes are improved when methods of instruction include ICT. The focus of the BYOD program at Gardenvale 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 and increasing access to technology is essential for the future. Learning results from continuous dynamic interaction among students, educators, parents and the extended community.

### SCOPE

#### **2. INTENDED USE:**

This BYOD Policy has been developed to inform Gardenvale Primary School's community (students, staff, parents and administration) of the roles and responsibilities of maintaining a responsible, safe and effective BYOD policy and guidelines.

#### **2.1 WHO DOES THIS POLICY APPLY TO?**

This policy applies to all stakeholders in Gardenvale Primary School's BYOD Policy including:

- Students who require the use of a laptop at school and who have been granted permission to utilise this ICT device
- Staff
- Principal
- Administrators

#### **3. IMPLEMENTATION:**

##### **3.1 TECHNICAL SUPPORT**

As part of the BYOD Policy, Gardenvale Primary School will offer a limited technical support program that will assist in helping students to connect to the school's internet. It is the responsibility of the



school and our technical support team to have the appropriate software loaded and to maintain a reliable network connection for all BYOD laptops **at school only**.

Due to the device being owned by the student/family, all other technical support and warranty issues will need to be sourced by the student's family from an external source. Any devices that have been brought from home or purchased from suppliers other than Edunet, cannot be repaired by our technicians. Any BYOD laptops that have been purchased through the school can be *checked* by our technicians, but any warranty or repair issues will be directed to Edunet. Laptops out of warranty or where no warranty has been purchased, will most likely be charged for any repairs undertaken.

### **3.2 ACCIDENTAL DAMAGE AND THEFT**

The school does not provide accidental damage or theft cover for 3rd party (student-owned) devices and shall therefore not be liable for any damages or theft that occurs on the school's premises. Therefore, Gardenvale Primary School encourages parents/caregivers to source accidental damage and theft insurance from an external insurance provider.

### **3.3 INTERNET USAGE**

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

<http://www.gardenvaleps.vic.edu.au>

### **3.4 ROLES, RESPONSIBILITIES AND GUIDELINES**

Students at Gardenvale Primary School are encouraged to utilise technology to enhance their learning experiences wherever possible. We know that eLearning complements 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 Gardenvale Primary School's BYOD Policy, students will ensure that they:

- Use their laptops in a responsible and ethical manner
- Have their laptops charged each day, ensure it has enough storage space and is kept in an appropriate case to enable daily use
- Obey general school rules concerning behaviour and communication in line with the school's ICT Acceptable Use
- Protect their devices by contacting their teacher/administrator about any security problems they may encounter
- Monitor activity on their accounts and report any behaviour that is not in line with the school's digital Technology Policy
- Report any damages that may occur to their teacher immediately so that the teacher may investigate and inform the administration and parents of the student/s regarding the circumstances
- Use the internet in a safe and appropriate manner and will report any inappropriate or offensive websites to their teacher so that the administration can block those sites
- Respect and look after their own and other's devices at all times.



## **STUDENT ACTIVITIES STRICTLY PROHIBITED**

- Illegal installation or transmission of copyrighted materials
- Any action that violates the school's ICT Acceptable Use Policy 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 (eg: 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)
- Not using Gardenvale Primary School's web filter to access the internet at school.

## **STUDENT GUIDELINES**

General Precautions:

- The laptop 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 laptop to prevent damage
- Laptops must never be left in a backpack, unlocked car or any unsupervised area
- Students are responsible for keeping their laptop charged for school each day (a good tip is to plug it onto the charger when you brush your teeth at night and then take it back off when you brush your teeth in the morning)
- Students must keep their laptop in protective casing at all times
- Violations of the ICT Acceptable Use Policy may result in loss of laptop privileges and/or other privileges.

### **Laptop Storage**

When students are not using their laptops, they should be stored in a classroom. Students are encouraged to take their devices home at the end of each day, regardless of whether or not they are needed. Laptops should not be stored in a vehicle as they can overheat or get stolen. Laptops 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).

### **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 laptop and can be used at



the discretion of the teacher. Music with explicit language is not permitted on the laptop at school and will need to be removed 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 Gardenvale 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' rated 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.

### **Network Connectivity**

Gardenvale 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 laptop 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 laptop for inspection and inappropriate content will be removed.

The Department's eduSTAR Windows 10 (+ Office 2016) package is licensed for use on BYOD devices only while the child is enrolled at school. These licenses automatically expire after 3 months' absence from the school's network. At the end of the BYOD program, the machine must be returned to its original operating system. The school's technicians can assist with but will not be responsible for data migration, given notice and time.

### **PARENT/CAREGIVER RESPONSIBILITIES**

Parents/Caregivers are an important part of Gardenvale Primary School's BYOD Policy and can assist in maintaining the safety of our students. 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. This is 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 Gardenvale 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 device is clearly labelled with their child's name and the serial number of the device has been recorded;



- Ensure that their child'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.

### **PARENT/CAREGIVER GUIDELINES**

All parents/caregivers are encouraged to carefully read the school's ICT 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://www.gardenvaleps.vic.edu.au/>

### **SCHOOL RESPONSIBILITIES**

The school provides for and has an essential role in ensuring not only educational value, but that social responsibility and safety is also developed by its students in their use of ICT resources. As part of the ICT program Gardenvale Primary School will:

- Provide filtered internet access to its students and monitor student use in line with the school's ICT Acceptable 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
- 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.

### **EVALUATION:**

This policy will be reviewed bi-annually or as required to ensure that relevant information is updated and maintained. Approved by School Council in June 2019.



# BYOD AGREEMENT

Student Name ..... Grade .....

## Parent/Guardian Agreement:

I have read the Gardenvale Primary School Acceptable Use Agreement for Internet and Digital Technologies, and the Gardenvale Primary School Bring Your Own Device (BYOD) Policy.

I agree to the terms and conditions in both.

Signed: ..... Date: .....

## Student Agreement:

I have read the Gardenvale Primary School Acceptable Use Agreement for Internet and Digital Technologies, and the Gardenvale Primary School BYOD Policy. I agree to abide by the conditions therein throughout my time at this school.

I acknowledge that the School will not be liable for any devices damaged, broken or stolen at school or on school-related activities.

I will bring the device to school fully charged every day and will only use the device for School-related educational purposes while at school. I will only access the Internet through the school wireless network.

I agree to ensure updates are automatically applied to operating system and antivirus software.

I understand that should I breach any of the school regulations pertaining to the use of my laptop or the internet whilst at school, it will mean I forfeit the opportunity of using my own personal device at school.

Signed: ..... Date: .....