



## Bring Your Own Device (BYOD) Policy

### Rationale

The purpose of this working paper is to clarify what is considered acceptable and unacceptable use of student owned personal devices that are being brought to school under the 'Bring Your Own Device' (BYOD) policy. With NAPLAN on-line in 2019, the need for our students to be able to work effectively and efficiently with ICT tablet devices has intensified.

Our 2016 Year 2 students will do NAPLAN on-line in 2019 as Year 5's, 2021 as Year 7's and 2023 as Year 9's.

They will sit their ATAR exams in 2026. It is possible that these will be on-line.

Keyboard skills will be a key component of our BYOD program so as that our students can effectively type their NAPLAN Writing Assessment.

### Present standing

Our present situation is strong. We have 175 iPad, full school Wi-Fi coverage, storage and charging units for all iPad devices, 3 triple secured storerooms, fully in-serviced staff, outstanding technical support and connectivity.

Our present stock is not NAPLAN compatible and will be phased out of service in the following 3 years.

In 2016 we have released Fran Tye for a day each week to work shoulder to shoulder to continuously capacity build our teaching staff to constantly develop their skills in embedding ICT into the curriculum.

All of our students have experience with iPads, we have an effective App Management System and our students demonstrate great responsibility in working with these devices.

### Storage

Classroom storage devices in the Year 3 classrooms being locked at recess and lunch, as iPads will not be allowed outside.

#### Protocols

- Arrive at school before 8.30, move to oval duty where bags are stored securely
- 8.30 move to classes and unpack Ipad in classroom
- Ipads are kept secured in locked cabinet and classrooms are locked at recess and lunchtime.
- After school, devices are stored in bag and not removed from the bag until the student is home.

### Classes

Year 3

	Year 3	Year 4	Year 5	Year 6
2017				
2018				
2019				
2020				

**Aim** As stated in the DOE's BYOD policy, 'schools are in a position to harness students' connection to their own personal mobile devices for the purpose of developing 21st century



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*learning skills and for fostering digital literacy, fluency and citizenship in a safe environment.*

It is our goal to have a Year 3-6 BYOD program in place by 2020.

**Acceptable Devices:** iPads are preferred due to their compatibility with the school wireless system, their inbuilt protections against viruses and in alignment with the Duncraig SHS BYOD program. Devices from other manufacturers **may be** allowed after checking for compatibility by the ICT coordinator, Mr Verne Jones. Laptops are not recommended due to their higher value and weight for children to carry. Unacceptable devices include gaming based devices such as *Nintendo DS, PlayStation Portable* and *Mp3 Players etc.* are not permitted. Keyboards will also be required, for NAPALN writing. Apps for typing skills will be implemented and encouraged as a homework component.

**Registration of Devices:** Prior to bringing a personal device to school, students and parents need to read, sign and abide by the '*BYOD Policy*' and return it to the class teacher. Permission, if granted will be for the current school year only. Consequences for breach of the agreement will be determined by the principal and may include banning a student from bringing their device to school.

**Tools:** Our core business is in the teaching of Literacy and Numeracy. These devices are tools to support us in this, nothing more, nothing less. They will be used for apps – Reading Eggs, Reading Express, Mathletics, Stepping Stones, NAPLAN test practice, story writing and research.

#### **Acceptable Usage – Students and Parents**

- Internet access will only be through the school's wireless network which will be provided to students free of charge.
- The use of devices to make phone calls and send texts is unacceptable
- Taking photos, video or recording voice of any individual or group is not allowed without the express permission of all of the individuals being recorded and after permission from the teacher.
- Students are responsible for bringing their devices to school fully charged and clearly labelled for identification.
- At no stage will the school be liable for any damages or losses and parents and students must take full responsibility for devices at all times. Parents will need to check with their insurer as to whether the devices are covered under their home and contents insurance policy.
- Students must only use their device when instructed by their teacher.
- Students agree to only listen to, or access, school appropriate content on their devices while at school.
- Due to copyright, content is not to be transferred to other devices or the school's computer network.
- Students will not hack or bypass software security.

#### **Acceptable Usage- The Role of Teachers/Staff**

- Staff will take a "hands-off" approach to student devices and provide guides only. Teachers are not expected to repair any student devices.
- Staff have the right to search a student's device if there is reason to believe the BYOD Policy has been violated.
- Staff will ensure students abide by the school's BYOD Policy.



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- Devices will be used to support the teaching and learning program in class.
- Breaches of the policy will be reported to the Principal in a timely manner.

### **Safety**

- 'Stop and Show'
- Passcodes / passwords to be stored by parents
- Internet is filtered by DOE, and this is monitored by the Principal
- Parents co-managers and OWNERS of device.

### **Apps**

Only educational apps that are required to meet key learning outcomes will be loaded. Parents will not be charged for apps, the school will meet these costs. Pic Collage is a banned app.

### **Issues**

#### **Reliance on the device**

We are working hard to achieve balance. Devices are only used when they are needed. This might be some research for inquiry, to type up a text or to record a video reflection. Students are not on their devices all day. Some days they will use the devices more than others, some days they may not use them at all. It depends on the learning they are doing. NAPLAN practice will occur on the devices. In so far as screen time, the children will on average will spend between 60 and 90 minutes per day on their devices, which is no different to current practice. The class will never exceed the 90 minute limit, but will have days where the devices are not used at all.

**Security / Damage / Loss?** We have had very few incidents regarding devices security / damage / loss and all of them have been resolved promptly. Next year students will be able to take their bags directly inside when they arrive at school so their devices are not sitting outside classrooms.

#### **Replacing traditional learning methods?**

Not at all! We have worked really hard and are very proud of our teaching and learning program. The devices are a tool to compliment and extend our current approach. We must support students to develop skills, but that will not be at the expense of handwriting, reading books etc.

#### **Benefits of 1:1 over class sets?**

Students having a 1:1 device means they have immediate access to information as required. It also means that students do not have to wait to a particular time of week to access a shared device. This means fewer delays in getting work complete. With 2019 NAPLAN being on-line 1:1, devices will become even more imperative.

#### **Are they distracting?**

We have been really impressed with how students have been focused when using their devices. Games will be a distraction, therefore the firm rule is - NO GAMES AT SCHOOL.

#### **Students who do not BYOD**

No students will be disadvantaged by this initiative.



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Non BYOD students will have access to school owned devices.

### Games

- School reserves the right to delete games
- Games must be stored in a single folder
- Students CAN have games on their device
- Games must be age appropriate
- Games WILL NOT be played at school at ANY time.

### Restrictions

- Turn off in app purchases and app downloads.
- Turn off iMessage and face time.
- Set age restrictions for apps and web searches.
- Lock air drop
- Deleting apps
- Block apps
- Game centre – Block friends / multiplayer games. **PRIVACY**
- Location services
- Photos.
- Camera
- Social media

### Home Guideline Considerations

- Storage?
- Time spent on the device?
- What the device is used for?
- When / if the device is used?
- Where is it used?
- Understandings (read as consequences!)

### BE SPECIFIC. What will be okay in your house?

#### Home guidelines – Example Only

**Storage:** Kitchen bench for charging.

**Time limit:** 30 mins 4 times a week.

**Use:** Homework / Athletics / Reading Eggs/Reading Eggspress

**When:** 4:30 – 5:00pm

**Where:** Kitchen table only



### **Understandings:**

- I ask before using the iPad.
- When the timer goes off, so does the iPad.
- I earn my time by doing chores.
- If I ask for more time, I lose time!
- I NEVER use the app store without a parent.
- I NEVER communicate with anyone without a parent.
- If something makes me feel uncomfortable, I tell an adult straight away.
- I will SHOW MY SCREEN at all times.
- iPad use is a privilege, NOT a right!

### **Device Safety**

•Travel to and from school – Keep in case / bag. We will take the same approach with this issue as we do with Protective Behaviours, constantly reminding the children that coming to and from school, the iPad is never to be removed from the school bag under any circumstance.

- Inside when you get to school
- Inside at recess and lunch
- Only use your own device
- Carry with two hands
- Treat with care and respect
- No food and drink near device

### **Technical Support**

- School techs will manage* connection to the network and installation of apps – Danny
- iOS updates to be done at home
- Backups to be managed at home
- Damage to be logged with your own repair provider / insurance provider

### **Expectations**

- Fully charged each day
- Comes to school each day
- Co-managed by adult, which means that browser history and content is checked both at home and at school.
- Available to teachers / techs and parents at all times
- All content is school appropriate



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- Will not be used for every lesson, as has always been the case.
- Never used outside
- Never used before and after school
- No games during school hours – Ever!
- Not used at After School Care.

### How are they used?

