



BYOD (Bring Your Own Device)

POLICY

This policy works in conjunction with the Victorian Department of Education's Acceptable Use Policy for DET Information, Communication and Technology (ICT) resources as well as Quarry Hill Primary School's Computer Network Acceptable Use policy and Cyber Safety policy.

1. RATIONALE

The focus of the BYOD program at Quarry Hill 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. ICT is used to create a collaborative learning environment in order to enhance student's problem solving skills. A BYOD program will be used for engagement, access, awareness and driving change through the inquiry learning process.

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

2. INTENDED USE

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

3. CLASSES INCLUDED IN THE BYOD PROGRAM

In 2019 Grade 3 to Grade 6 students will be given the option to take part in the QHPS BYOD program.

4. IMPLEMENTATION

4.1 Minimum Requirements

Only computers meeting the following minimum specifications provided by the school will be able to be connected to the school's network. In 2019 the accepted device is:

- ACER B11/4G/128G
- Windows 10

Including:

- Storage Bag
- Headphones

All devices in current use as part of our BYOD program will continue to be used in the program.

4.2 Technical Support

As part of the BYOD program QHPS will offer technical support that will assist in helping students to connect to the school's network and internet and assist with installing applications.

All other technical support, warranty issues and insurance matters will need to be managed by parents or carers.

4.3 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 premises unless the device was under the direct care of a staff member. QHPS encourages parents/carers to source accidental damage and theft insurance from an external insurance provider.

4.4 Equity and Access

QHPS understands that the BYOD Program may be a financial burden on some families. For families opting to not participate in the BYOD Program, the school will have limited devices available which will provide students with access at school to technology, however, not on a 1:1 basis. These devices will be available to use during school hours but will not be sent home with children.

4.5 Internet and Network Usage

All students, staff and parents are expected to adhere to Quarry Hill Primary School's Internet and Network Usage Policy.

Students and parents must ensure:

- The school has administration access to all network devices
- This BYOD Policy is adhered to.
- The ICT Policy of the school is adhered to
- Compliance with all laws that apply to the Internet, communications and copyright (eg cyber bullying and plagiarism will not be tolerated)
- Privacy and security (of the student and others) will be respected, unauthorised personal information will not be shared and no attempt will be made to access personal information of others

- Illegal copies of software, games, music files etc are not to be installed/downloaded on the device for use or sharing at school
- Working in conjunction with the Use of online applications for school purposes agreement, students will use online applications from time to time. These applications are to be used for school related purposes only including Google Apps for Education.

5 RESPONSIBILITIES

5.1 Responsibilities of Parents/Carers

Parents/carers will need to supply the notebook for students to use during school hours.

It is recommended that parents/carers have access to the device and check the software, apps and other files saved on the computer to ensure that they are legal and ethical and suitable for school. Parents will be provided with the username and password to access their child's device on request.

Access to the Internet outside of school hours will be via the home internet account and at the cost of the parent/carer.

We recommend that parents/carers supervise their child whilst they are using the internet. Use of the notebook in an open area is recommended.

5.2 Responsibilities of Teachers

The teachers at QHPS will monitor the use of the notebook in class and provide instruction/guidance to students with regards to their appropriate use.

Teachers will develop programs that incorporate the use of the notebook to enrich the learning experiences of the students.

It is not a requirement that the notebook will be used every lesson, the teacher will decide based on the particular task at hand if it is appropriate to use the notebook during the lesson.

5.3 Responsibilities of Students

Students must at all times use their device and the school network in a responsible manner. Normal school rules will apply to all inappropriate behaviours and use.

Students will need to:

- Bring their fully charged device to school every day. (Chargers are to be left at home.) It is recommended that the computer is charged fully overnight.
- Adhere to this policy and the ICT policy of the school at all times.
- Students will need to ensure that they are connected to the school network, including Internet connection
- During class time all data (ie documents, images, files, folders, etc) are saved to their computer or Google Drive unless otherwise instructed by the teacher.
- All data must be backed up regularly by the student (eg on an external hard-drive or to a cloud such as Google Drive). Lost data in malfunctioning computers will not be an acceptable reason for not submitting work on time – the student must show evidence of work in progress via their backups.
- Ensure that images on the desktop or stickers on the computer are appropriate for school.
- Students must ensure that at all times their conduct or use of the computer is acceptable, this means that students are not permitted to:
 - Use the Internet during school time for personal use.
 - Use the computer to defame, embarrass or cyber bully another person.
 - Disable the operation of the notebook.
 - Record audio, video or take photos of other students or staff without their permission.
 - Distribute any unauthorised media outside of the school without permission
 - Access Social Media at school
- When transporting the devices to and from school and during the school day, we recommend students:
 - Ensure that the device is in a protective cover
 - Never leave their computer unattended.

Students who fail to adhere to this policy and conditions of use during school hours may have restricted access to the school's network (including Internet access) and/or lose the right to use their device for a period of time deemed appropriate by the teacher.

5.4 School Responsibility

Students may be selected at random to provide their notebook for inspection. Inappropriate content will be removed in consultation with parents.

6. Notebook Identification

Student notebooks will be labelled in a manner specified by the school. Notebooks can be identified by their serial numbers. These will be recorded on the first day the student brings their notebook to school.

7. Misuse and Breaches of this Policy

If a student is found to have misused their notebook on the school network there are a range of sanctions that may apply, including but not limited to:

- Loss of some or all school network privileges for a period of time
- Removal of computer by staff member. Parent to collect from teacher.

- Suspension from school
- Reporting of a criminal offence by the school to the Police.

Where there is reasonable cause to suspect that material contrary to this policy and the ethos of the school is being brought to school on the computer, the school has the right to impound the netbook and conduct a search for the material.

8. Student Agreement

When I use the Internet, I have responsibilities and rules to follow. I agree to:

- Keep myself and my friends safe by not giving out details including full names, telephone numbers, addresses and images and protecting my password
- Be respectful in how I talk and work with others online and never write or participate in online bullying
- Use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- Not bring in or download programs, including games & movies to the school or run them on school computers
- Not go looking for rude or offensive sites
- Use the internet at school to help me learn
- Remember that the content on the web is someone's property and ask my teacher to help me get permission if I want to use information or pictures
- Think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer my questions (I should not copy and paste the information as my answer)

Talk to my teacher or another adult if:

- I need help online
- I am not sure what I should be doing on the internet
- I come across sites which are not suitable for our school
- Someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information I know is private.
- I feel that the welfare of other students at the school is being threatened by online activities.

BYOD Acceptable Use policy 2019 - Parent Acceptance

I understand the outlined rules of netbook use. I agree to allow my child _____ in Room _____ to use computer technology including the internet at school. I have discussed the scenarios, potential problems and responsible use of the computer technology with my child.

Parent/Guardian Signature :Date:.....

BYOD Acceptable Use policy 2019 - Student Acceptance

I acknowledge and agree to follow these rules. I understand that I may not be able to access the internet at school if I do not act responsibly.

Student name: _____ in Room _____

Student signature..... Date