

St Benedict's Primary School

BRING YOUR OWN DEVICE

Handbook for Parents 2018



Bring Your Own Device (BYOD)

Years 5 and 6

Dear Parents and Carers,

St Benedict's values the role technology plays in enhancing the teaching and learning process. In 2016 St Benedict's moved to a Bring Your Own Device (BYOD) program in Years 5 and 6. BYOD is a technological trend in both the educational and corporate worlds.

Please read the following information about how your child will participate in the program.

Why we introduced a BYOD program to Years 5 & 6?

The decision to introduce a BYOD Program to Years 5 and 6 is founded in our vision for students at St Benedict's, in particular that by the end of Year 6 our students will be independent in their work habits, creative thinkers, effective collaborators and skilled communicators.

A BYOD program, alongside school provided access to technologies, also enables the school to:

- implement the *Australian Curriculum: Technologies*;
- embed the *Australian Curriculum General Capability: Information and Communication Technology (ICT)* across all aspects of the curriculum;
- increase equitable access and participation for all students in all aspects of the curriculum;
- Prepare students for ethical participation and active citizenship in the digital world of the future.

21st Century Education

While most of us grew up in a 20th Century education environment our students and children do not and will not. The world of their future is vastly interconnected, dynamic, and highly collaborative where knowledge, ideas and answers are accessible with a few taps on a keyboard or a screen. We see this now in the ways children learn and play in a digital environment. While we don't discard the styles of play and learning in our past we must also recognise the future they belong to. It is an exciting time and we have a responsibility to ensure our students have the capacity to navigate that world with the skills, values and disposition to contribute positively to the community and the future. That world is a largely digital world. It will include:

- **Inquiry-based learning:** where students research, curate, analyse and present information and understandings in response to complex questions;
- **Dynamic, ongoing learning:** where knowledge is easily accessible and expanding all the time. Learning is no longer limited by the classroom walls, access to a library or the knowledge of the teacher.
- **Connection and collaboration:** digital technologies connect us all across the globe in both the world of work as well as for fun. The ability to collaborate is going to be a highly sought after capacity for most future occupations.
- **Expanded civic life:** digital technology users are viewers, critics and commentators of the world around them. They will be active in their immediate communities as well as become involved in political and social initiatives around the world. They will be co-creators of their world.

- **Creativity:** watch a child play Minecraft or make an iMovie and you will see that world of tomorrow involves creativity, design thinking and a little entrepreneurship.
- **Student-centred learning:** every child learns differently with a unique set of strengths and capacities. Today’s technologies assist those with particular challenges to present their learning and understandings in ways that do not limit their communication.

How will my child be using the device?

Each day they will bring their device to and from school. It will become an integral part of the teaching and learning program at school and home. They will use the device to:

- access teaching and learning materials in the shared Google Classroom;
- research and curate relevant information and objects related to the topic of inquiry for History, Geography, Health, Civics and Citizenship, etc;
- use audio and video apps and programs to present ideas and demonstrate their learning and understandings;
- collaborate with others in real-time on shared pieces of work;
- use digital tools and spaces to communicate and collaborate with peers and teachers;
- use design processes for creating pieces of work, e.g. successive drafts of writing, etc

How will the school support my in learning to use their device safely?

Students in Year 4 will earn their Digital Licence to ensure that they have the knowledge and understanding of how to be a safe digital citizen. The Digital Licence is aligned with the Australian Curriculum Digital Technologies and will be a part of the teaching and learning for Year 4 students in Term 4.

The school will also support the students and families in establishing and maintaining safe and effective procedures for device use and maintenance.

What kind of device are we asking students to bring?

The Year 5 and 6 students can bring any personal mobile learning device that meets the criteria below:

Type	Any new or used laptop, tablet, ipad, Chromebook (not a phone or ipad mini) with a built in camera.
Screen size	The minimum screen size is 9:7 (e.g. ipad) to assist with viewing and working with particular digital material
Operating system	Google Chrome OS, iOS 10 or newer, Microsoft Windows 7, Windows 8.1 or Windows 10. Apple OS X 10.8 or newer Android 5.0 or newer
Battery Life	Advertised battery life of at least 6 hours
Wireless capability	Device must have 5GHz 802.11n support This may be advertised as “Dual Band Wireless”, “802.11abgn”, “802.11agn”, “802.11ac” or “Gigabit Wireless”. Note: Devices marketed as “802.11bgn” will not be supported
Internet Access	No GSM devices (i.e. no devices that access the internet through their own 3G or 4G capacity). This is to ensure that students access the internet at school using the secure and filtered BYOD network.
Protection	The device must have a protective cover suitable for travelling in school bags as well as use in the classroom. Accidental loss and breakage insurance

Accessories	Headphones External keyboard for tablets
Some device specific recommendations	<i>Maximum weight: 2kg</i> <i>Laptops:</i> <i>Minimum RAM 4GB</i> <i>Disk configuration: Solid State disk</i> <i>Ipads: An ipad 3 or newer. (Please note that ipad2 have been discontinued as of March 2014 and updates are no longer supported. They have limited functionality and support for the devices is limited. Tablets: Minimum 16GB storage with 512MB RAM.</i>

If families are purchasing a new device rather than using an existing device then we recommend taking these specifications to the provider to assist with obtaining an appropriate device.

Families are encouraged to choose a device that best meets the learning style and interests of their child. Students should feel comfortable with the screen size and be able to use the device for an extended period of time without strain on the eyes. Overly weighty or cumbersome devices can also pose issues for transport and use. If purchasing a device then please consider price and then length of time the student will use the device for.

How will they access the internet at school?

Students will access the internet at school via a dedicated BYOD network that is designed and provided by Catholic Education. The network is set up with security appropriate for our students.



How will my child's device be secure at school?

The *BYOD Acceptable Use Agreement* sets out the expectations of students, parents and school in ensuring that devices are kept safe and secure. This will include routines and expectations that involve keeping them in bags when travelling to and from school, keeping them in specific locations in the classroom when not in use, locking classrooms at all times when teachers and students are not present and limiting access to the classroom during breaks.

What happens if my child's device is lost, stolen or damaged?

Our school will make every effort to ensure that students understand the routines and expectations for the safety and care of the devices brought to school. The school will ensure that a safe and secure location is provided for their storage during the day and that they are used at times that reduce the risk of damage.

The school encourages families to investigate and ensure adequate insurance for any device brought to school. If the insurance is not part of the purchase arrangement then we encourage families to notify their house and contents insurance provider of the arrangement to ensure it is covered. In the instance where a device is damaged by another student or is believed stolen, the school will investigate the situation in the context of its *Behaviour Management Policy* and the *BYOD Policy*.

My child is in Year 6, what device is appropriate given they are going to high school in 2019?

We have contacted most high schools/colleges that our students attend in Year 7. They have informed us of the following plans they have for 2018 and beyond (where possible).

High School/College	2018 onwards
MacKillop College	BYOD program in Years 7, 11 and 12 – mixed model. This is under review. A laptop, a tablet device with a keyboard, or a hybrid device, e.g. a Surface Pro that functions as both laptop and a tablet.
Teloopa Park School	BYOD program – mixed model, whole school. Recommended device is a Chromebook (min 10" screen) or a device of choice that has 10" screen, six hour battery charge, easy Wi-Fi connectivity and touch type keyboard.
Campbell High School	BYOD program – mixed model, whole school. Recommended device is a Chromebook. NOT encouraging the use of 3G or 4G devices. Other acceptable devices include laptops, netbooks and tablets with a battery life of five hours and ability to access Google Apps for Education.
St Edmund's College	BYOD program for all students Years 7-12 – mixed model A laptop, a tablet device with a keyboard, or a hybrid device, e.g. a Surface Pro that functions as both laptop and a tablet. Specifications can be located at the school's website.
St Clare's College	BYOD program – mixed model, whole school. Include keyboard, six hour battery life, wireless capability.

What software should the device contain?

Students will initially be working within the Google Classroom environment. This environment is provided free for our students and enables the students to use other free software or applications such as Google Docs, Slides, Sheets, Forms, Sites, Drawings, etc. These will all be hosted via secure online storage at Catholic Education Network on Australian shores.

If the device is a laptop or similar then the school can also provide *Microsoft 365* for installation. Please check with the school before purchasing a device requiring this.

What support will be provided for the use of the device?

At the beginning of 2018 there will be a small number of Boot Camp opportunities for students and parents to bring in the device they intend to use and then work with a staff member to ensure it is set up for use on site.

After this teachers will continue to plan and lead educational activities to use the device. The school does not have dedicated IT support staff to deal with technical issues related to the various devices. Staff will be as helpful as possible and provide advice on installations of apps and software. Any repairs to devices must be completed through the device provider. Students and families are encouraged to learn how their device works and take advantage of any warranty plans in place.

What happens if my child cannot bring a device immediately at the start of the year or leaves their device at home?

It is an expectation that a device will be brought and used by all students every day. The specifications set out in this document ensure that a wide range of affordable options are available

as either purchase or leasing arrangements. In addition, a device that is already used at home may also be appropriate.

A small number of devices will be kept in the Year 5/6 classroom for access in these circumstances. Access to them will be limited by their availability when they are not being borrowed by other students. They will not be made available to go home with any students.

How do I manage my child's usage at home?

BYOD is a partnership between the school and the family. While educational use is the primary function of the device it also becomes available for use at home. BYOD use is built on trust and responsibility – at school and at home, the child needs to show that he/she is a responsible user who can be trusted with the device.



At school, students abide by an *BYOD Acceptable Use Policy*. After school, parents are in control and they set the parameters of acceptable use at home. The device should not be used for anything or in any way that parents are not comfortable with.

Parents are encouraged to set boundaries for where, when and for what purpose the device is used. Generally this will be in line with current boundaries already set for computer use at home. If you are not comfortable with a school related task being done at home, then please discuss this with their teacher.

If you wish to limit the functionality available to your child then many devices have a comprehensive selection of controls where access to the internet, messaging, App purchases and other functions can be blocked.

We look forward to continuing the opportunity to provide the highest quality teaching & learning environment for your child now and in the future. Any questions about the BYOD program please email myself (Rachel.Smith@cg.catholic.edu.au) or Melanie Stratford (Melanie.Stratford@cg.catholic.edu.au) and we will do our best to answer them or seek the answer from our Catholic Education IT department.

A handwritten signature in black ink that reads "R. Smith". The signature is cursive and stylized.

Rachel Smith

Principal

All Year 5 and 6 students will use the following resources as part of the daily teaching and learning program. They can be used on any device. Access has been provided through their Catholic Education student username and password.



The following minimum age restrictions are part of the terms and conditions for creating accounts with and using these Social Media apps. Therefore these apps will be filtered in the school environment and not permitted to be on the devices students use at school.



Snapchat

13 years



Kik

13 years



Instagram

13 years



Facebook

13 years



**Facebook
Messenger**

13 years

BYOD Acceptable User Agreement 2018

The following BYOD User Agreement is an agreement between the students, parents and school in relation to students bringing Personal Mobile Learning Devices (PMLDs) to school for use in accessing and participating in the curriculum. Each party is to read their responsibilities and sign at the end of the document before any PMLD can be brought to school by a student.

When using the online services of Catholic Education at St Benedict's Primary School with any device brought to school I agree that I will:

Student Responsibilities:

- Follow the classroom rules, expectations and routines set out by the teacher and follow this *BYOD Acceptable Use Agreement* and the *ICT Acceptable Use Agreement for Students*.
- Discuss the *BYOD Acceptable Use Agreement* and the *ICT Acceptable Use Agreement for Students* with my parents and then sign and return it to school before using the BYOD Network.
- Keep my device inside my school bag when travelling to and from school and before going into class.
- Follow all instructions given to me by my teacher about using my device, including handing over the device if asked to by a teacher or my parents.
- Only use my own device and not the device of anyone else without the permission of the teacher.
- Use my device away from food and drink in its protective cover. When not using it I will place it in my desk or school bag.
- Use my device in the **classroom only** unless given permission by the class teacher to be used somewhere else in the school.
- Be responsible for my **password**, including;
 - Keep private my password for logging into the school network and email.
 - Not give any other students my passwords.
 - Tell the teacher immediately if I think another person has found out or used my password.
 - Give my parents/carers the passwords to my school accounts.
- Use my device for **learning tasks**. Have permission from the classroom teacher before:
 - Using the device or school technology.
 - Letting anyone else use my device.
 - Viewing YouTube or other video/audio streaming apps/sites at school.
 - Downloading music, games, and videos during school.
 - Listening to music from my device.
 - Changing any password for my school account.
- Have permission from teachers and others involved before:
 - Taking photos, videos and audio recordings of anyone.
 - Publishing or sharing photos, videos and audio recordings of anyone.

- Earn a Digital Licence¹ and understand my responsibilities in being a digital citizen before using any digital technology at school.
- I will:
 - be respectful of the privacy, well-being and safety of myself and others when using my device (and not share personal information such as names, addresses, photographs, telephone numbers of others and myself to anyone else).
 - communicate respectfully and appropriately with teachers and students.
- Make sure that any work completed by me on my device or school technology is carefully written and presented with appropriate language and graphics.
- Follow all copyright laws taught to me, including not downloading software, music and videos without the permission of the owner of these. I will avoid copying and saying it is my own work by showing where I found all the information in my work (referencing).
- Ensure the device:
 - is fully charged and ready for work each morning and the battery life is not wasted throughout the day.
 - does not contain social media applications². I will not have permission to use any social media sites when at school.
 - settings remain the same without any changes.
 - is used in a way that does not have a negative effect on the teaching or learning of others (e.g. the volume is too loud).
- Report any loss or damage of my device immediately to my teacher and parents.
- Report any unsafe or inappropriate online behaviour to the teacher and parents.
- Regularly make sure that any work I do on the device is regularly backed up or saved to my school Google account.

I agree to abide by these responsibilities. I have read the above and understand that:

- I will be responsible for my actions while using school technology and my device and for any consequences of allowing any other person to use my device.
- Inappropriate use of the device or the internet services and products provided by the school may result in these being taken away from me. There may be other consequences related to the affect my actions have had on others.
- If the actions I take are illegal then these will be reported to the appropriate people, e.g. police, as well as my parents.
- The school and Catholic Education can look through my device at any time to see I am following this agreement.

Name of Student: _____

Date: _____

Signature of Student: _____

¹ <https://www.digitallicence.com.au/>

² Social Media is any website or app that enables users to create and share content or to participate in social networking, this includes Facebook, Kik, Snapchat and Instagram, These are not to be present on students' devices brought to school.

Teacher/School Responsibilities:

- Plan a teaching program where children will use their devices to access and participate in all areas of the curriculum when it is the most appropriate tool to achieve the learning outcome.
- Provide a BYOD specific network and student log in details that are monitored, secure and safe for student use.
- Regularly monitor and check any devices that access the dedicated BYOD network for compliance to the *BYOD Acceptable Use Agreement* and the *ICT Acceptable Use Agreement for Students*.
- Undertake the necessary steps to ensure students are continuously aware of and understand the requirements of the previously mentioned Agreements.
- Apply fairly and consistently the appropriate processes and consequences for breach of these Agreements and maintain clear and regular communication with relevant parents when this occurs.
- Provide clearly defined and appropriate facilities, routines and expectations to ensure the security and care of all devices.
- Explicitly teach students about digital citizenship, cyber safety and responsible use of ICT resources and monitor student use.
- Provide basic support for configuring devices to access the BYOD network and communicate with parents when the support requirements are beyond the capacity of the school.
- Provide opportunities for students who on occasion are not able to provide a PMLD to use a school-owned device at school in order to meet all curriculum and assessment requirements.
- Provide opportunities for parents to access and participate in learning opportunities about contemporary issues with students working online, including e-safety.

In signing this Agreement the school understands, agrees to and accepts the responsibilities outlined.

Name of School Representative: _____

Date: _____

Signature of School Representative: _____

Parent Responsibilities:

- Arrange for the supply of a device which complies with requirements as outlined in the *BYOD Handbook*.
- Ensure the PMLD has a protective case and supply headphones for classroom use.
- Determine clear routines and expectations for use and care of the device at home, including charging routine and location it is to be used.
- Be aware of their child's device use and the sites their child is accessing, through regular checks. ~~Monitor their child's use of the device at home and~~
- Regularly check the Gmail and Hangouts conversations of their child and contact the school if they have any concerns.
- Assist their child to manage all any software updates that ensure the devices operates efficiently and effectively.
- Be aware of and discuss issues of privacy, cyber safety and cyber-bullying with their child.
- Read and discuss the *BYOD Acceptable Use Agreement* and the *ICT Acceptable Use Agreement for Students* with their child and ensure they are signed and returned to school prior to use of a device.
- Arrange for repair to their child's device in a timely manner.
- Pay for the repair of any breakage or damage that their child causes to another child's device.
- Arrange for appropriate insurance cover or a care plan to cover the theft and damage of the device, e.g. nominating the device on Home and Contents Insurance.

I have read this document and discussed it with my child. I agree to abide by the responsibilities outlined for parents.

Name of Parent: _____

Date: _____

Signature of Parent: _____

The Google Classrooms account and email details for my child are:

Email: _____@cgstudents.catholic.edu.au

Password: _____