

BYOD (Bring Your Own Device) Policy

PURPOSE

To ensure Somerville Rise Primary School provides their students with equitable access to electronic devices such as laptop computers or tablets when they implement 1-to-1 learning programs. The Somerville Rise Primary School BYOD 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, Somerville Rise Primary's ICT Mobile Phone Policy and Acceptable Use Agreement, Inclusion and Diversity Policy and Child Safe Policy.

RATIONALE

The focus of the BYOD policy at Somerville Rise 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. The individual use of a device 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 technical platforms integrates technology into the curriculum anytime and anyplace.

The policies, procedures and information within this document apply to all technical platforms used at Somerville Rise Primary School.

INTENDED USE

This BYOD Policy has been developed to inform Somerville Rise Primary School's community (students, staff, parents and administration) of the roles and responsibilities of maintaining a responsible, safe and effective BYOD program. This policy applies to all stakeholders in Somerville Rise Primary School's BYOD option. Including: students, staff and parents/caregivers

- For the purposes of this policy, the term 'devices' refers to the use of all technology including but not limited to laptops, devices and tablets. Devices must be in line with the Government's mobile phone policy (students are not to have SIM cards in their devices).

IMPLEMENTATION:

All Somerville Rise Primary School students are invited to participate in the BYOD program.

- Devices must be Wi-Fi capable
- Ensure accidental damage is minimised through being secured in protective casing
- For families opting to not participate in the BYOD Program, the school will have some devices available which will provide student access to technology.

- As part of the BYOD Program, Somerville Rise Primary School will offer a limited technical support program that will assist in helping students with connecting to the school's network and internet
- 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. Somerville Rise 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.

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.

INTERNET AND NETWORK USAGE

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

<https://www.somerville-rise-ps.vic.edu.au/policies/>

ROLES, RESPONSIBILITIES AND GUIDELINES

Students of Somerville Rise Primary School are encouraged to utilise technology, 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 Somerville Rise Primary School's BYOD Program, students will ensure that they:

- Use their BYOD in a responsible and ethical manner
- Their BYOD is charged before the commencement of the school day. Has enough storage space and is kept in secure casing to enable daily use
- Follow the school values and policies concerning behaviour and communication
- Protect their devices by contacting their teacher/administrator about any security problems they may encounter
- Monitor activity on their accounts (e.g. Google Classrooms) and report any behaviour that is not in line with the school's values and policies
- Secure their BYOD in a designated area (in agreement with teacher) 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
- Will use the internet in a safe and appropriate manner (as set out by the school's ICT mobile phone policy and acceptable use policy) and will report any inappropriate or offensive websites to their teacher

- Respect and look after all technology, including their own, other students and the school's devices

STUDENT ACTIVITIES STRICTLY PROHIBITED

- Illegal installation or transmission of copyrighted materials
- Any action that violates the school's policies 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/TikToc/Instagram/ Snap Chat etc.) 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 student's 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 student's devices)

STUDENT GUIDELINES

General Precautions

- The device 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 device to prevent damage
- Devices must never be left in a backpack, unlocked car or any unsupervised area
- Students are responsible for keeping their device charged for school each day
- Students must keep their device protected at all times by labelling the device and all accessories (Parent/Caregiver Responsibility)

Storing Your Device

When students are not using their devices, they should be stored in a classroom location designated by the teacher. Students are required to take their devices home at the end of each day, regardless of whether or not they are needed. Devices are not to be stored in school bags during the day, or taken out of the classroom during any breaks.

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 device'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 device is dropped.

Devices left in unsupervised areas

Under no circumstances should devices be left in unsupervised or unlocked areas (including, but not limited to, school grounds, open building spaces, 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.

Screen care

The device'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 device's screen.

Devices Left at Home

If students leave their device at home, they are responsible for getting their learning completed as if they had their device present.

Charging Your Device's Battery

Devices must be brought to school each day in a fully charged condition. In cases where use of the device has caused batteries to become discharged, students may be able to connect their device to a power outlet in class. This will occur according to the discretion of the classroom teacher.

Sound, Music, Pictures, Games or Programs

Sound must be muted at all times unless permission is obtained from the teacher. Internet games that are not deemed as educational content are not to be downloaded or played at school. 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

Printing via student devices will not be available.

Saving to the Device/Backups

Students may save work to the applications on the device. 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 their learning 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. Device malfunctions are not an acceptable excuse for not submitting work.

Network Connectivity

Somerville Rise 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.

Additional Software

The device 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 device for inspection. Inappropriate content will be removed, students who refuse to remove inappropriate content will not have use of their device at school until it has been removed.

PARENT/CAREGIVER RESPONSIBILITIES

Parents/Caregivers are an important part of Somerville Rise 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 Somerville Rise Primary School is not liable for any mistreatment, breakages, vandalism or loss of the device
 - 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 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
- Access the Cyber safety 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:

<https://www.somerville-rise-ps.vic.edu.au/policies/>

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 Somerville Rise 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 cyber safety and to allow curriculum time for teachers to teach about being cyber safe to their students;
- Provide filtered internet access to its students and monitor student use in line with the school's ICT 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;
- 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 Google Classroom that will provide parents/caregivers with
- 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. Athletics

REVIEW CYCLE AND EVALUATION:

This policy was written in May 2020 and will be updated and reviewed annually May 2021 to ensure relevant information is updated and maintained.