

Thornton

~ Public School ~



BYOD

School Handbook

BYOD – Bring Your Own Device

Dear Parents,

Thornton Public School will continue to provide ALL Stage 2 & 3 students the opportunity to ‘Bring their Own Device’ in 2020. This is NOT mandatory. Students may bring an iPad or laptop device provided it complies with attached requirements.

As we enter a new era of education with the National Curriculum, schools are required to assist students to develop their 21st Century learning skills. The BYOD program will increase the access to technology of all students as those without their own device will continue to have some access to school devices. This will better enable staff to broaden students’ educational context, provide greater access to e-learning tools and promote collaboration in learning.

In order to get students connected, a “Connection Day” will be held on a date to be advised within the first 5 weeks of Term 1, 2020. This is the day that all new BYOD students may bring their device to be connected. Further opportunities for connection are available after this day if your child obtains a device later in the year. The attached user agreement form must be completed in order to bring their device to school in 2020.

Thornton Public School will provide information regarding the most suitable devices on Wednesday 11th December 2019. There will be 2 sessions at 2:30pm and 3:00pm in the Library. One of these sessions will be as a LIVE stream on the school Facebook page. Further information will be available in early 2020. The suggested devices are preferred due to their compatibility with the school wireless systems, their inbuilt protection against malware plus the ability for the students to use these devices in high school. Francis Greenway HS are requesting laptops and do not use iPads as part of their teaching and learning at BYOD program.

Suggested Devices

- Acer Spin 1 11.6” 2-in-1 Laptop
- Acer Aspire 14” Laptop o HP 12” Laptop
- HP X360 11.6” 2-in-1 Laptop
- New Microsoft Surface Go-Intel
- iPads that can run the latest IOS operating systems (most current being iOS 12.4.3).

Not recommended: Android devices as they do not hold TPS internet connection

Stuart Wylie
Principal

December 2019

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1. Introduction

The National Curriculum: schools are required to assist student to develop their future focused learning skills. In order to broaden students' educational context, provide greater access to e-learning tools and promote collaboration in learning, Thornton Public School has decided to allow students to bring a Wi-Fi device (laptop) for use at school. This program will increase the access to technology of all students as those without their own device will have greater access to school devices. To participate in this program, students and parents carefully read the information outlined below. Please read through the following with your child before deciding if your child will join our BYOD program.

2. Key Principles

- BYOD provides an effective process that allows schools and the DoE to efficiently incorporate student-owned devices into our digital learning environment while securing and protecting school and DoE infrastructure and data.
- Access to the Department of Education (DoE) Wi-Fi network, including the Internet, will be made available to all students in years 3-6 who bring their own devices to school for learning.

3. Devices 2020,

Thornton Public School will continue the device platform to iPads and laptops (see recommended device list). The laptops will align with other NSW Department of Education sites. There are, however, a range of considerations when selecting a device.

- *Portability* – A device is best if it is not too heavy or bulky for students to transport to and from school.
- *Battery Life* – a minimum of 5 hours battery life is recommended. Power is used quite quickly in activities such as movie making and photography.
- *Wi-Fi Connectivity* – The department's Wi-Fi network installed in most primary schools operates on the 802.11n 5Ghz standard. Devices that do not support this standard will not be able to connect. Internet access through the department's Wi-Fi network will be provided on departmental sites at no cost to students who are enrolled in NSW public schools.
- *Brand* – laptops may be more convenient for year 5 and 6 students who will continue to use these in high school. However, acceptable for Stage 2 students. We recommend the following laptops for 2020:
- *Storage* – Film making and photography use up a lot of storage, as do games and other apps. Students would require at least 2-4Gb of free space (after film and photos are taken) on their device for smooth operation. 16Gb devices are not recommended.
- *Camera* – Multimedia is one of the main aspects of the activities conducted with devices at school, as such an effective camera, accessible through any case, is required.

4. Student/Parent Responsibility

Covers: Devices brought from home for use at school must have a protective case that minimises damage in daily use. Should a device be damaged, parents are asked to have the device repaired as quickly as possible.

Tools for Learning: Devices brought to school from home will have installed a list of the school's nominated 'core learning tools' at your expense, not the schools. A list of the 'core learning tools' required to be installed on devices will be made available to BYOD users. Microsoft Office and Google Suite are available to all students for free. As the device is not owned by the school, other apps are allowed to be installed, although the school reserves the right to request having certain apps removed that are deemed inappropriate for a school environment. The school may withdraw the right for the device to be brought to school where these apps deemed inappropriate are not removed.

Charged: Students who participate in the BYOD program agree to bring their device from home every school day the device is to be used, fully charged.

Damage / Theft: The school does not accept responsibility for any damage, theft or loss of any iPad/ Laptops brought to school. Whilst every effort will be made to ensure the safety and security of these devices, the school and its staff take no responsibility for loss, theft or damage to the device either at school or travelling to or from school. It is strongly advised that your child's device be added to your home contents insurance policy under portable technology.

Storage: Devices will remain in classrooms during the school day and will only be taken from the classroom for the purpose of a teacher directed learning activity. Devices will never be taken into the playground at recess or lunch for recreational purposes.

Acceptable Usage: All students using school or BYOD devices are required to use their device in an acceptable manner within the context of the school and the home. Students found to be in breach of school or DoE policy and/or the rules stated here will face sanctions. These include: withdrawal of BYOD privileges (device sent home and parents contacted); withdrawal of internet access at school; and, withdrawal of network access at school. Further consequences as stated in Thornton PS Welfare and Discipline Policy may be applied up to and including suspension. A two week BYOD ban will be implemented, behaviour note and planning room will be a consequence to device misuse. Student must not use any device to and from school including on buses. Students must not share BYOD devices with other students. Students are not permitted to use devices in wet weather, during lockdowns, in bus lines or with casual teachers.

Mobile phone voice and text, SMS messaging or **any device** instant messaging use by students during the school day is prohibited by the policy. This includes any social media apps.

Confiscation: Where the school has reasonable grounds to suspect that a device contains inappropriate material, apps etc the device may be confiscated for the purpose of verifying such material. Depending on the nature of the material involved further action may be taken. This material may also be referred to outside agencies such as the police.

OOSH- Times for device use will be: 8-8:30am and 5-6pm. There will be no internet use at OOSH and all use will be supervised by educators. Further information is in the OOSH parent handbook. OOSH adhere to the TPS BYOD Policy. If a student has received a BYOD ban at school they will not be permitted to use device at OOSH.

5. School Responsibility

- The school will take all reasonable steps to ensure the safety and security of student devices whilst in the classroom.
- Staff will ensure personal devices are used exclusively by the owner of the device, with the exception of collaborative work where students may be working with partners.
- Staff will utilise technology in high quality, meaningful learning activities which enhance student learning.
- Staff will ensure, where possible, that costs are minimised. Where possible apps being used will be free or incur minimal costs.
- Staff will give students guidance and instruction which allows for the development of skills and confidence with their portable technology.

NB. The term “device” refers to any mobile electronic technology, including assistive technologies, brought into the school, which is owned by the students, and which has the capability of connecting to the departments’ WI-FI network. (DoE BYOD Guidelines)

STUDENT AGREEMENT FORMS, WHICH ALLOW STUDENTS TO PARTICIPATE IN BYOD, ARE ATTACHED TO THIS INFORMATION SHEET. Students must bring their signed agreement and return to the FRONT OFFICE before the connection date in Week 5, Term 1.

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Thornton Public School User Agreement Form

1. Devices may now be brought to school by students in years 3-6 after a copy of this policy has been signed and dated by the parent, class teacher and student. These devices may then be used only at the discretion of the class teacher for activities linked to class learning programs. Permission, if granted, will be for the current school year only and does not necessarily transfer to future school years. This policy will be reviewed as necessary. Changes will be published on the school website.
2. Students are responsible for the care of their devices. The school is not liable for any damage to or loss of personal devices that are brought to school. While the school will support the students to manage their individual devices the final responsibility will rest with each student. Devices are to remain in the classroom during recess and lunch. They will be used during class lessons and will not be used in class during wet lunch, during lockdowns, with casual teachers, in bus lines on the school buses to and from school and recess/lunch.
3. The student will be assisted to enter the school proxy server details as required into their device network settings in order to access the internet through the school's cyber safety filters. Internet access through the school's wireless network will be provided to students free of charge. Teachers will enter the security password to allow access to the school network.
4. Any phone internet connection, such as 3G or NextG, must be switched off with the device priority pointed to the school's wireless network. Accessing the internet independently of the school's proxy servers (ie by personal ISP) is not allowed in order to ensure cyber safety. Mobile phone voice and text, SMS messaging or **any device** instant messaging use by students during the school day is prohibited by this policy. This includes any social media apps. Notification setting must be turned off. Including social media apps and messenger.
6. Thornton PS will provide information regarding the most suitable devices on Friday 13^h December 2019. These devices are preferred due to their compatibility with the school wireless systems and their inbuilt protection against malware. Other devices may be allowed, after assessment for compatibility and, where required, assessment of up to date anti-virus protection, by the school's BYOD Coordinator or the Principal.
7. Students agree to only view, listen to, or access, school appropriate content on their devices while at school. Due to copyright, content such as music is not to be transferred to other devices or the school's computer network. The School Principal retains the right to be the final arbitrator of what is, and is not, appropriate content.
8. Consequences for breach of this policy will be determined by the Principal and will follow the TPS Discipline Policy and DoE policies.
9. Taking photos, video or recording voice of any individual or group is not allowed without the express permission of all individuals being recorded and after permission from the teacher.
10. Students are responsible for bringing their devices to school fully charged and labelled for identification.
11. Devices should be encased in durable covers and insured by parents. Insurance is the responsibility of the parents/caregivers. Insurance is not covered by DoE.

Parent name & signature: _____ Date: _____

Student's full name & signature: _____ Date: _____

Students Grade in 2020: _____

PLEASE RETURN TO FRONT OFFICE

December 2019