

# 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 Your Own Device’ (BYOD) in 2021. Students are encouraged to use either an iPad or PC running Windows 10. This is NOT mandatory and students who opt out will be provided with a school device where possible.

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, 2021. 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 2021.

Families are encouraged to purchase devices that meet the **minimal technical requirements** listed below. Please note these recommendations are minimum requirements and if families choose to purchase more advanced devices then it is likely that they will use their device over a longer period of time before becoming obsolete in a few years. Currently Francis Greenway HS use laptops and do not use iPads as part of their BYOD program.

<b>Device</b>	<b>Operating System</b>	<b>Hardware</b>
<b>iPad</b>	iPadOS 14 or higher	iPad Air (2nd generation) iPad Pro (1st generation) iPad (5th generation)
<b>PC</b>	Windows 10 (32bit)	1GB RAM, 1Ghz processor, 1GB hard drive space free

**Not recommended:** Android devices as there has been past issues with access to the internet.

Stuart Wylie  
Principal

November 2020

# BYOD – Bring Your Own Device

## Introduction

To assist students to develop their future focused learning skills and provide greater access to educational tools and collaboration in learning, Thornton Public School will allow students to bring a personal device for use at school. Please read through the following information with your child before deciding if your child will join our BYOD program.

## Devices 2021

Thornton Public School recommends the use of iPads or PC laptops (refer to minimum technical requirements above). 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 may not be able to connect.
- *Storage* – Filmmaking and photography use up a lot of storage, as do games and other apps. Students will require at least 2-4Gb of free space (after film and photos are taken).
- *Camera* – A device with a camera can support students with developing multimedia projects as part of their learning tasks.

## Student / Parent Responsibility

**Cases:** 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 'core learning tools' that should be installed before bringing their device. A list of the 'core learning tools' required to be installed on devices will be made available to BYOD users in 2021. 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. Students 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, 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: 8:00 - 8:30am and 5:00 - 6:00pm. There will not be 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 a 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.

# Thornton Public School BYOD 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 Wednesday 25 November 2021. 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 2021: \_\_\_\_\_

**PLEASE RETURN TO CLASS TEACHER**