



BYOD POLICY

MISSION STATEMENT:

We are committed to implementing exemplary inclusive practices, valuing diversity, and focusing on social development and academic growth. Our approach has been informed by International best practice.

This policy works in conjunction with the Queensland Department of Education and Training's Information, Communication and Technology (ICT) resources, as well as, Aspley East State School's Digital Citizenship Contract.

1. RATIONALE

At Aspley East State School we believe students need to be provided with tools and resources to be 21st Century Learners. Our program is based on the Cisco first report on Equipping Every Learner for the 21st Century (Cisco, 2008) that identified skills required by students in the 21st Century and an update was provided in its second report on The Learning Society (Cisco, 2010):

Skills required of students to be 21st Century Learners include:

- Gathering, synthesizing, and analysing information
- Working autonomously to a high standard with minimal supervision
- Leading other autonomous workers through influence
- Being creative and turning that creativity into action
- Thinking critically and asking the right questions
- Striving to understand others' perspectives and to understand the entirety of an issue
- Communicating effectively, often using technology
- Working ethically, firmly based in both your own society and the planet as a whole (Cisco, 2010, p. 7)

We believe as primary educators our role is to teach children how to utilise ICT to enhance their learning, not become it. Our role is to teach students to interact and utilise the ICT's the previous generation has created for them in a safe and ethical way that is productive in producing quality learning.

The BYOD program at Aspley East will be in the form of one device (Namely an iPad) in an opt in program where parents provide, service and maintain the device for student learning.

Technology is an efficient way to personalise learning for each and every student and provides students with multiple pathways to demonstrate the application of their learning.

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 iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPads used at Aspley East State School, including any other device considered by the administration to come under this policy.

Aspley East State School's eLearning Vision:

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 and learning at Aspley East State School.

BYOD (Bring Your Own Device) Policy

This policy was last ratified by School Council on XXX December 2016.

2. INTENDED USE:

This BYOD Policy has been developed to inform Aspley East State School's community (Students, Staff, Parents and Administration) of the roles and responsibilities of maintaining a responsible, safe and effective BYOD program.

2.1 WHO DOES THIS POLICY APPLY TO?

This policy applies to all stakeholders in Aspley East State School's BYOD Program. This includes:

- Students
- Staff
- Parents/Caregivers

2.3 WHAT DEVICE/S DOES THIS POLICY REFER TO?

For the purposes of this policy, the term 'devices' refers to the use of the Apple (tablet) range of products (iPad and iPad Mini). The school has chosen to only allow Apple iPad tablets as part of the Bring Your Own Device (BYOD) program as this will ensure consistency and manageability.

3. IMPLEMENTATION:

3.1 CLASSES BEING INCLUDED IN THE BYOD PROGRAM

In 2016, classes which will be part of the BYOD program will be:

A select number of year 4 and 5 students and classes at Aspley East State School chosen from an expression of interest pool.

3.2 MINIMUM DEVICE REQUIREMENTS

Aspley East State School understands that every one of our families is different and their financial access to a set device may differ. Therefore the Aspley East State School BYOD Program allows students to use an Apple tablet device that can utilise the latest operation system (iOS) and support the installation of the most recent applications (This could be an iPad or iPad Mini version of the tablet). The device must:

- Have enough storage to install the selected applications set prior to the commencement of the school year by the BYOD staff;
- Be Wi-Fi capable (We do not require iPads to connect to telecommunication services via sim); and
- Ensure accidental damage is minimised through being secured in protective casing.

Aspley East State School does encourage parents/caregivers to organise the use of a later model device as these devices will ensure compatibility and supportability for a longer period of time. However, this is not a requirement of the program and if students only have access to an earlier model device, then the school will allow its use.

3.3 EQUITY AND ACCESS

Aspley East State School understands that the BYOD Program may be a financial burden on some families. As part of its responsibilities, the school has committed to purchasing a bank of devices to be able to be booked by other classes. Initially this will be laptop computers but later a bank of iPad devices will also be purchased.

The school is also committed to maintaining at least one, preferably two fully functional computer labs for classroom use.

The school will also investigate with the P&C association and other businesses/organisations opportunities to provide a scholarship program to support student participation in the BYOD program.

3.4 TECHNICAL SUPPORT

As part of the BYOD Program, Aspley East State School will offer a limited technical support program that will assist in helping students with:

- Connecting to the school's network and internet;
- Airprint functionality at school
- Basic troubleshooting

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.

Aspley East State School, as part of its responsibilities, will however offer parent information sessions and facilitate parent cyber safety sessions to assist with understanding both the program and how to support students managing the devices outside the school environment.

3.5 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 unless:

- The device was under the direct care of a staff member.

Therefore, Aspley East State School encourages parents/caregivers to source accidental damage and theft insurance from an external insurance provider.

3.6 INTERNET AND NETWORK USAGE

All students, staff and parents are expected to adhere to Aspley East State School's Digital Citizenship Contract which can be found on the school's website.

3.7 ROLES, RESPONSIBILITIES AND GUIDELINES

Students of Aspley East State School are encouraged to utilise technology, including iPads, 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 Aspley East State School's BYOD Program, students will ensure that they:

When I use ICTs, both at school and at home I have responsibilities and rules to follow. I agree to:

- be a safe user whenever and wherever I use that technology
- be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
- report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

When at school I agree to:

- behave in a way outlined in the Schools' Digital Citizenship Contract when online or using mobile technology
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs or files
- not go looking for rude or offensive sites
- use an 'online name' and avatar when sharing my work online
- remember that the content on the web is someone's property and ask my teacher or a parent/caregiver 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 any 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 that are not suitable
 - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
 - I feel that the welfare of other students at the school is being threatened.

When I use any netbook, mobile phone, iPad or other mobile device I agree to:

- use it as requested for learning purposes as directed by my teacher
- be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.
- be entirely responsible for the security of the device at all times.
- not to take my device outside of the classroom during play times.

To this end, when using any mobile device as a phone I will:

- keep my phone or device on silent when required by the teacher
- protect the privacy of others and never post private information about another person online.

When using any mobile device as a camera I will:

- only take photos and record sound or video when it is part of a class or lesson
- seek permission from individuals involved PRIOR to taking photos, recording sound or videoing them (including teachers)
- seek written permission from individuals involved PRIOR to publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- seek teacher permission before uploading any content to public websites

STUDENT ACTIVITIES STRICTLY PROHIBITED

- Illegal installation or transmission of copyrighted materials;
- Any action that violates the school's Code of Conduct 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) 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 students 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 students devices); and
- Not using Aspley East State School's web filter to access the internet at school.

STUDENT GUIDELINES

General Precautions

The iPad 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 iPad to prevent damage;

iPads must never be left in a backpack, unlocked car or any unsupervised area;

Students are responsible for keeping their iPad charged for school each day (a good tip is to pop in on the charger when you brush your teeth at night and then take it back off when you brush your teeth in the morning); and

Students must keep their iPad in protective casing at all times.

iPad Identification

- Student iPads will be labelled by a manner specified by the school. iPads can be identified in the following ways:
- A record of the iPads' serial number and MAC address on the school's database;
- Clear labelling of the device and all accessories (Parent/Caregiver Responsibility); and
- Installation of the Apple Find My Device app.

Storing Your iPad

When students are not using their iPads, they should be stored in a classroom, in a secure storage location designated by their teacher. Students are encouraged to take their devices home at the end of each day, regardless of whether or not they are needed. iPads should not be stored in a vehicle as they can overheat or get stolen. iPads are not to be stored in school bags during the day, or taken out of the classroom during lunch or recess unless permission is granted by a teacher for a specific educational purpose (not gaming).

Please do not store your iPad in a place that is experiencing extreme hot or cold conditions (E.g. car in Summer or Winter) as extreme heat or cold can cause severe damages.

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 iPad'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 iPad is dropped.

Students should avoid carrying their device in their backpack, as other items may place unnecessary pressure on the device and damage may occur.

iPads left in unsupervised areas

Under no circumstances should iPads be left in unsupervised areas (including, but not limited to, school grounds, open building spaces, computer lab, 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. Violations of this section may result in loss of iPad privileges and/or other privileges.

Screen care

The iPad'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 iPad's screen.

iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present.

Charging Your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. In cases where use of the iPad has caused batteries to become discharged, students may be able to connect their iPads to a power outlet in class.

Sound, Music, pictures, Games or Programs

Sound must be muted at all times unless permission is obtained from the teacher. Students may bring headphones to use when a teacher deems it suitable. Music is allowed on the iPad and can be used at the discretion of the teacher. Music with explicit language is not permitted on the iPad at school and will need to be removed from the iPad at a teacher's request.

Internet games that are not deemed as educational content are not to be downloaded or played at school. If game apps are installed, it will be with Aspley East State School staff approval.

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 and Internet Access

Printing will be available with the iPad on a limited basis. Printing at home will require a wireless printer with AirPrint functionality.

Students will have a small internet quota that is refreshed on a monthly basis. This will cover internet browsing for research, required app use and other downloads permitted by staff and teachers. (iOS updates are suitable at school). All large downloads including game Apps, App updates, music and video need to be completed during off-peak times (recess and lunch) and approved by the ICT Coordinator. For connection to the internet at home, you will need a wireless router, phone line and internet service provided from one of Australia's telecommunications companies.

Saving to the iPad/Backups Students may save work to the applications on the iPad. It is also advised that students use iCloud (internet storage) or iTunes (sync to home computer) to back up the information on their iPad. 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 assignments 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. iPad malfunctions are not an acceptable excuse for not submitting work.

Network Connectivity

Aspley East State 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. Students will be allocated a monthly data limit to access the internet (this will not be large enough to download large applications or internet video)

Additional Software

The iPad may only have content that is age appropriately 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 iPad for inspection. Inappropriate content will be removed, students who refuse to remove inappropriate content will not have use of their iPad at school until it has been removed.

PARENT/CAREGIVER RESPONSIBILITIES

Parents/Caregivers are an important part of Aspley East State 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 Aspley East State School is not liable for any mistreatment, breakages, vandalism or loss of the device. The only exception to this is where the damage or loss occurred whilst under the direct care of a staff member;

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 devices 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;

Understand that students under the age of 13 may not take part in age-restricted social networking sites such as Facebook without the consent of a parent/caregiver; and

Access the Cybersafety 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 Digital Citizenship contract 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.

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 Aspley East State 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 cybersafety and to allow curriculum time for teachers to teach about being cybersafe to their students;

Provide filtered internet access to its students and monitor student use in line with the school's Internet Usage 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;

Provide some limited and lockable areas in which students may charge their iPads securely;

Educate students, staff and parents on safety guidelines for duration of use, posture, rest periods, stretching, noise and other environmental hazards;

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. Mathletics, Edmodo, specific apps, etcetera.

EVALUATION:

This policy will be reviewed and endorsed by the school council annually to ensure relevant information is updated and maintained.