



# “BRING YOUR OWN DEVICE” (BYOD) POLICY

## SEPTEMBER 2019

### 1. PURPOSE

In our school’s Mission Statement, we commit to “equipping students with the skills and knowledge to thrive in an ever-changing and challenging society”. To this end, we recognise that access to technology, both at home and at school, is essential. We are aware that our students live in a world where information can be accessed and shared quickly over the internet and other wireless technologies, and where they can use that technology to communicate and to create new knowledge. This “Bring Your Own Device” (BYOD) policy aims to support St Patrick’s Catholic School in the use of personal student devices to provide better access to technology and greater relevance to the student’s learning.

### 2. POLICY STATEMENT

This BYOD policy, which provides clear structures and processes for the implementation of the BYOD project, covers management and security of devices, behavioural expectations with regard to the use of devices, and the role of the devices in learning.

### 3. SCOPE

This policy applies to the students of Years 4, 5 and 6.

### 4. DEFINITIONS

- i. **Device:** Any mobile electronic technology, including assistive technologies, which is brought into the school, which is owned by the student, and which has the capability of connecting to the school’s Wi-Fi network.
- ii. **BYOD:** Bring Your Own Device - an agreement whereby the students bring their own devices to school for educational purposes. The device is transported regularly between school and home

### 5. GUIDING PRINCIPLES

- i. **Contemporary skills for a 21<sup>st</sup> century world:** The focus of the BYOD project is not the device itself. It is the pedagogy that aims to develop the competencies for living in society in the 21<sup>st</sup> century. Those competencies include computational thinking, critical thinking, communication, collaboration, creativity and digital citizenship. One-to-one access to devices enables learning to be targeted to the interests, abilities and learning goals of each student.
- ii. **Investment in devices:** It is recognised that parents have made a considerable investment in the provision of the devices. Therefore, there is an obligation to ensure that the devices are utilised in the classroom. However, more traditional methods of teaching and learning, which do not involve the use of devices, also have a critical role to play in the classroom. These traditional methods will continue to be utilised in the classroom.
- iii. **Equitable access to educational opportunities:** We recognise the importance of ensuring equitable access to technology for all students. We aim to ensure that students whose families are not in a financial position to fund the purchase of a device will not be disadvantaged. Those families must notify the principal, and the family and the principal will come to an arrangement that will remain confidential between the family and the principal.
- iv. **Safety, Security and Portability:** The school is not responsible for the cost or replacement of a device when a student accidentally or maliciously damages another student’s device at school, or when travelling to and from school. In such an instance, the school will address the behavioural element of the incident and follow the usual policy and procedures. At the beginning of each year, the teachers of Years 4, 5 and 6 will introduce strict protocols around cyber safety and maintaining a safe online learning environment. The Years 4, 5 and 6 classrooms will be left unlocked before school so that the students may place their devices in the classrooms. All classrooms - including

those that allow access to the Years 4, 5 and 6 classrooms – will be locked at lunchtime and recess. The Years 4, 5 and 6 classrooms will be locked whenever the students are engaged in an outside lesson or offsite activity. The students will carry their devices inside their school bags while travelling to and from school.

## **6. RESPONSIBILITIES**

### **i. Principal**

- a. Communicate with families in regard to the school's vision for equipping students to live and learn in an ever-changing and challenging society.
- b. Offer alternative solutions to those families that are not in a financial position to fund the outright purchase of a device.
- c. Communicate with families in regard the BYOD project, including those families of students that are preparing for entry to Years 4, 5 and 6.
- d. Ensure that adequate funding is directed for the provision of hardware and software resources that will maximise the benefits of the BYOD program.
- e. Offer professional development opportunities in the area of digital technologies to the teachers of Years 4, 5 and 6.
- f. Assist teachers and students in setting up devices during the initial stages of the BYOD project.
- g. Assist teachers and students with troubleshooting problems encountered in the use of the devices.

### **ii. Years 4, 5 and 6 teachers**

- a. Attend professional development courses that will enable them to effectively integrate the use of the devices into their teaching programs.
- b. Collaborate with colleagues to ensure that the school moves more effectively towards its goal of preparing our students for living and learning in an ever-changing and challenging society.
- c. Reinforce the agreed practices around the use of portable devices at school.
- d. Maintain communication with parents, carers and colleagues in regard to the BYOD program.

### **iii. Students**

The students' responsibilities are detailed in the Agreed Practices document which every student, as well as their parent/carer, is required to read and sign before beginning the BYOD program. (See Appendix 1).

### **iv. Parents/Carers**

- a. Determine whether or not to insure the device. Parents/carers should note the difference between consumer warranty and insurance for loss, damage and theft:
  - Consumer warranty: Under Australian Consumer law, all devices automatically incur a one-year consumer warranty. This protects consumers against faulty components and workmanship that is caused by the manufacturing process. Many manufactures offer, for an extra cost, extended warranty. This is the choice of the parent/carer when they purchase the device.
  - Insurance for accidental damage, loss and/or theft: Warranty does not cover instances where the device is accidentally or maliciously damaged, lost or stolen. This is covered by insurance. Parents and carers have three options:
    - Do not insure the device, but pay for repairs and/or replacement for loss or theft. The full burden of cost lies with parents and carers for damaged, lost or stolen devices.
    - Use of third party insurance. For an additional cost, parents and carers can purchase insurance from a third-party company offered by the retailer.
    - Portable valuables on an existing home and contents insurance policy. Parents and carers should check their insurance certificate, product disclosure statement, and the extra cost incurred by adding the device to portable valuables.
- b. Supervise their child's care of the device outside of the school environment.
- c. Monitor their child's recreational use of the device and take reasonable steps against inappropriate use.

**7. BUDGET**

The school will make provision each year in its annual budget for:

- i. Professional development of staff in the area of digital technologies.
- ii. The purchase of hardware and software resources that will maximise the benefits of the BYOD project for the students.
- iii. The maintenance of the school's Wi-Fi network.

**8. NEXT REVIEW DATE**

This policy will be reviewed in 2022 in consultation with relevant staff.

**9. LEGISLATIVE / PROFESSIONAL GUIDELINES**

- i. Science K-10 (incorporating Science and Technology K-6) Syllabus, NSW Education Standards Authority, 2015.
- ii. Workplace Internet, Email and Network Usage Policy, Catholic Schools Office, Diocese of Maitland Newcastle, November 2016.
- iii. St Patrick's Primary School, Vision Statement and Mission Statement, 2015.



## APPENDIX 1

### BRING YOUR OWN DEVICE (BYOD) AGREED PRACTICES

#### ST PATRICK'S PRIMARY SCHOOL, SWANSEA

**This document outlines the practices to which students involved in the BYOD project, as well as their parents/carers, must agree.**

1. The use of the device is governed by the Catholic Schools Office document *Workplace Internet, Email and Network Usage Policy* (November 2016).
2. The device is to be used for educational purposes at school. It is not to be used for the purposes of either social networking or gaming.
3. While travelling to and from school:
  - a. Students are advised to transport their devices in a protective case which is placed inside their school bags.
  - b. Students are advised to keep their school bags with them when that bag contains a device.
  - c. Students must not remove their device from their school bag while travelling to and from school on a bus. This includes travel to and from Out Of School Hours (OOSH) Care.
  - d. Students who attend OOSH must make arrangements with the OOSH staff in regard to the safe storage of their device.
  - e. The school takes no responsibility for the cost of either repairing or replacing a device that is either damaged or lost while in transit between home and school.
4. Students must bring their device to school each day fully charged. Students are not permitted to charge their devices at school.
5. On arrival at school each day, students will deliver their device directly to their classroom.
6. The device will remain in the classroom throughout the school day unless a teacher instructs the students to use the devices outside. Students are not permitted to take their devices outside at lunchtime or recess unless directed to do so by a teacher.
7. Students must not disclose their password to other students.
8. Students must not use their own logon details to give another student access to the school network.
9. Students must not connect to other networks while at school. They are only permitted to connect to the school's Wi-Fi network.
10. While the device belongs to the parent/carer and the student, it is their right to download whatever the parent allows. However, we strongly advise students not to:
  - a. Download any material that is likely to corrupt the device with a virus.
  - b. Download any material that is likely to slow the functioning of the device.
  - c. Clog the device with games.All downloads done at school are protected by ZScaler Security.
11. Students will use One Drive (cloud storage) to ensure no loss of data in the event that the device must be re-imaged.

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12. The school discourages students from using a device that belongs to another student. If a student consents to allowing another student to use their device, it must be used for the purpose of authorised collaborative learning in the presence of the device's owner.
13. The owner of a device must not allow another student to take their device home.
14. There is adequate virus protection and security processes built into the school's network. However, parents and students should take appropriate steps to protect their device from virus infection by running frequent scans of their device at home. Windows Defender is the preferred option on Windows Operating Systems.
15. Parents/Carers are responsible for assisting their children with the daily management of the devices including care of the device, troubleshooting and recharging.
16. Students are responsible for making regular backups of the data on their device. The school is not responsible for any data loss arising from device malfunction or factory reset during fault diagnosis. Students are encouraged to utilise Cloud based storage such as OneDrive for Business for their storage and backup of data.
17. Whilst all care will be taken to safeguard the security of the devices at school, the school takes no responsibility for the cost of either repairing or replacing a device that is either accidentally or wilfully damaged by another student. As with damage done to other belongings, the school will deal with the incident in accordance with its *Pastoral Care and Discipline Policy* (February 2017).
18. If parents/carers wish to insure their child's device, it is their responsibility.

**Declaration by parent/carer and student**

*I agree to abide by the agreed practices as outlined in this document.*

*Parent's/Carer's name (please print):* \_\_\_\_\_

*Parent's/Carer's signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Student's name (please print):* \_\_\_\_\_

*Student's signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

## APPENDIX 2



### **“BRING YOUR OWN DEVICE” (BYOD) PROCEDURE STATEMENT**

#### **ST PATRICK’S PRIMARY SCHOOL, SWANSEA**

#### **1. PURPOSE**

This procedure statement informs the Bring Your Own Device (BYOD) policy at St Patrick’s Primary School, Swansea.

#### **2. SCOPE**

This procedure statement applies to those students involved in the BYOD project, as well as their families and the staff responsible for implementing the program.

#### **3. STEPS IN IMPLEMENTING AND MAINTAINING THE BYOD PROGRAM**

- i. During Term 2 each year, the principal will invite the parents/carers of Year 4 to attend a meeting at which the BYOD program will be outlined. The aims of this meeting will be:
  - a. To outline the school’s vision for the use of digital technologies in Years 5 and 6, with a focus on equipping the students for learning in a contemporary world.
  - b. To outline the practices that both parents/carers and students must agree to. (See *Bring Your Own Device (BYOD) agreed practices, St Patrick’s Swansea*).
  - c. To explain the type of device that their children will be required to have, as well as options in regard to its purchase.
  - d. To seek the advice of parents in regard to the BYOD program, and to address any concerns.
- ii. Prior to using a portable device at school, all students engaged in the BYOD program – and their parents/carers - must read and sign the following documents:
  - a. *CyberSafety User Agreement for Primary Students* (Catholic Schools Office, Diocese of Maitland Newcastle).
  - b. *Bring Your Own Device (BYOD) Agreed Practices* (St Patrick’s Primary School, Swansea).
- iii. The selection of a teacher for a BYOD class (Years 4, 5 and 6) will be a consultative process. It will be based on:
  - a. Willingness to embrace the use of the students’ devices as an essential learning tool.
  - b. Willingness to integrate the Digital Technologies strand of the Science and Technology into their teaching program.
  - c. Willingness to use the devices to develop in their students the competencies for living in society in the 21<sup>st</sup> century, including computational thinking, critical thinking, communication, collaboration, creativity and digital citizenship.
  - d. Experience in implementing a BYOD program.
  - e. Alignment of PP&D goals with the use of technology in the classroom.
- iv. When a new device is introduced to the BYOD program (usually at the beginning of the year), the principal or lead teacher will arrange to:
  - a. Link the device to the school network.
  - b. Ensure that the students have access to their mstu email on their device.
  - c. Download Microsoft Office onto the device.
- v. Students whose parents/carers do not wish their children to participate in the BYOD program will be provided with the same learning opportunities via alternative platforms. These platforms might include:
  - a. Use of school-owned devices, possibly sharing with other students.
  - b. Pen and paper tasks.