Woodend Primary School

BYOD Program Guide:

Information for Families and Students

Woodend PRIMARY SCHOOL

I. Vision, Purpose & Goals

Our school supports a Bring Your Own Device (BYOD) program in years 3-6 to complement our school resources and develop students' capabilities in using ICT to enhance learning opportunities. By allowing network access via these devices and clear guidance on responsibilities and requirements, we are better equipped to meet the needs of our students.

Equipping students with easy access to devices will continue to support an independent anytime, anywhere approach to learning and provide students with a wider range of high-quality resources.

The Information and Communication Technology (ICT) Capability is a part of the Australian Curriculum. Please see the ICT Learning Continuum for more information about the specific skills, knowledge and understandings that are taught at each level of schooling.

RESPONSIBILITIES & EXPECTATIONS

The use of ICT and digital technologies within the school environment will be for the purpose of enriching learning opportunities for students. The internet is used to support learning, including through online communication with other students and schools; creating and sharing content; and finding and using information. Students are taught about the Code of Conduct for the Acceptable Use of the Internet and School Network and its importance in keeping them and others safe. Students are then asked to acknowledge and uphold this code. Please take the time to help your child read the attached Code of Conduct document at the beginning of the school year.

II. Why Bring Your Own Device? 'BYOD'

A Bring Your Own Device program allows our school the best chance of achieving a ratio of 1 device per student (1:1) in years 3 and up. It is not possible for our school to provide an iPad for each child. Currently, personal devices make up more than half of the devices operating on our network. Our Senior classes operate with a 1:1 ratio and this makes ICT a rich and integrated part of the learning program at Woodend.

Our school invests in many areas of our ICT program, including additional technical support, 1 iPad for every 2 students in our Early Years classrooms (Foundation and year 1), 1:1 school-owned devices in year 2 and a smaller number of shared devices across the other classrooms.

Only mobile devices from home for which there is a Bring Your Own Device (BYOD) agreement in place will be able to access the school network. BYOD agreements are sent home at the beginning of each school year and once signed, remain in place until Friday of Week 1 of the following year.

III. Device Options by Year Level

Foundation & Year 1
Woodend Primary School provides 1 iPad for every 2 students in Reception and year 1 classes.

Year 2
In preparation for BYOD in Year 3, all year 2 students are provided with a school-owned iPad for use in the classroom. The focus of this part of the program is on building Level 2 skills from the Information and Communication Technology Capability learning continuum.

Year 3
The BYOD Program is offered to all students in year 3. During this transition period classes are allocated a small number of shared devices to help achieve 1:1 in these classrooms. The number of shared devices available changes each year, so students are strongly encouraged to bring their own device.

Year 4 - Year 6
ICT is an integrated part of the daily routine in years 4-6. Where required, classes are allocated a small number of shared devices to achieve 1:1. In the case that this is not possible due to a lower number of personally owned devices in the class, students may be required to share school owned devices.

IV. Specifications

Our BYOD Program is offered for the use of iPads on the school network. **Currently Apple iPad iOS 12.0 or higher is required to run the G-Suite Apps used at school.**

Please note that Samsung Tablets, Android Tablets and Chromebooks are no longer allowed to connect to the school server due to compatibility issues.

Mobile phones and other personal devices are not part of our BYOD policy. If a phone or other mobile personal device must be brought to school for safety reasons, they must be switched off and kept in the student's bag or taken to the school office in a named and sealed bag before school for secure storage. All communication between students and caregivers must go through the office to limit distractions during learning time.

SOCIAL JUSTICE
Options are available in cases of extreme financial hardship. Please make an appointment to speak to a member of our Leadership Team.

PURCHASE PORTAL:
Any families wishing to purchase an iPad are able to access a discounted price via the Woodend device purchase portal.
https://shop.compnow.com.au/school/woodend-school

V. Device Setup & Recommended Settings

CERTIFICATE AUTHORITY

To be able to access the Internet while at school, students will need to install a certificate on their iPad. This Certificate Authority allows any internet traffic from the device to be filtered and monitored for student safety.

This can be downloaded, installed and trusted at home by following the link below or scanning the QR code and following the instructions below.

We can support students to do this while at school if preferred.

http://ca.schools.sa.edu.au/SAEDURootCA.cer

1. Select 'Allow' to download the configuration profile
2. In 'Settings', select 'Profile Downloaded'
3. Click 'Install' and enter the passcode for the device
4. Acknowledge the warning by selecting 'Install' twice
5. Select 'Done'
6. Navigate back to 'Settings' > 'General' > 'About'
7. Scroll to the bottom of the 'About' page and select 'Certificate Trust Settings'
8. Under 'Enable Full Trust for Root Certificates' find SAEDU Root CA and enable.
9. Acknowledge the warning by selecting 'Continue'

SETTINGS

It's advised that during school hours, ScreenTime and other monitoring or restrictive services are turned off to allow full accessibility. While connected to the school network, SWiFT Portal content filtering (powered by Palo Alto) will limit access to sites and search phrases restricted by the Department for Education (DfE).

VI. Technical Support & Security

We are able to offer basic technical support during school hours, as it relates to the use of iPads for learning. Where support is not available, students will be required to complete their learning in a different way, as directed by the teacher.

As with all belongings, students will be responsible for the care and security of their iPads while at school. iPads will be stored in your child's classroom throughout the day and locked/secured in the classroom during all break times and periods when the class will be unattended.

The school does not have insurance cover on personal items that are brought to school.

iPads should be stored in bags for transportation to and from school and not used in the yard before or after bell times. Students are reminded to handle their bags carefully and ensure they are placed out of walkways.

VII. Privacy & Supervision

PRIVACY AND STUDENT DATA

Teachers carefully consider the use of digital products and processes in the classroom and model good digital citizenship practices and behaviours with their students. To allow students to access some online services, teachers are required to create accounts on behalf of students. School credentials are used to make these accounts and no additional identifying data is provided.

In the case of learner management systems being used to assist in planning for student learning, comprehensive risk assessments are conducted that include ensuring appropriate privacy protections are in place.

FILTERING AND PROTECTION

Our Internet service provides protection for users through DfE's SWiFT Portal content filtering (provided by Palo Alto). Websites identified as inappropriate or search terms restricted by DfE for student use are blocked using filters. Despite the high level of protection, there is always the possibility that inappropriate material could be accessed. Students are taught to immediately report any inappropriate material to a teacher if this occurs. To keep up with emerging '*trends*', new terms and sites are continuously being added to the list of restricted content. We are notified instantly if a student attempts to access inappropriate content.

While confidentiality and privacy are a high priority, the school reserves the right to monitor and record network and computer activity.

CLOUD-BASED STORAGE

Students will be encouraged to publish work in approved digital spaces. This will include the use of photos and schoolwork on our school and class digital spaces. Under teacher direction, students will access online learning portals (including SeeSaw) and tools, including cloud-based storage sites. Applications offered within G-Suite (Docs, Drive, Slides, Classroom) are used for storing and sharing student work.

VIII. Student Code of Conduct for the Acceptable Use of the Internet and School Network

We expect all students to strictly adhere to this code of conduct. Breaches of the Acceptable Use Policy will result in the student losing their network privileges for a period of time, as determined by the teacher and principal in consultation with parents/caregivers.

Students will:
Use the Internet and the school network as a tool to assist in their learning and only for positive purposes.
Seek permission from the teacher before sending any email or instant messages.
Use only authorised passwords and keep those passwords secret (this includes not using another student's password).
Follow cyber smart guidelines.
Use the Internet to send information for learning purposes only.
Report to the teacher any offensive, illegal, inappropriate communications or websites visited.
Use cloud-based storage for learning purposes only.
Only access other students' files/digital learning for collaborative purposes and respect the learning of others.

Students will not:
Use any digital technology to bully, harass, or harm anyone, or the school itself.
Pretend to be someone else when communicating online.
Give personal information about themselves or another person (full name, address, phone number, personal photos of self or others).
Conduct financial transactions online.
Install or download any unapproved software or apps.
Damage any digital technology or the network in any way through inappropriate use.
Use or access apps unrelated to the learning program.
Bring offensive/inappropriate materials to school. Offending devices may be confiscated.

IX. BYOD Program Agreement

Only mobile devices from home for which there is a Bring Your Own Device (BYOD) agreement in place will be able to access the school network. BYOD agreements are sent home at the beginning of each school year.

Our school supports a Bring Your Own Device (BYOD) approach to complement our school resources and develop students' capabilities in using ICT to enhance learning opportunities. By allowing network access via these devices and clear guidance on responsibilities and requirements, we are better equipped to meet the needs of our students.

Our BYOD Program supports the use of **Apple iOS devices (iPads)**. Continuity of learning is greatly benefitted by having all devices operating on one common platform. Any families wishing to purchase an iPad can access a discounted price via the Woodend device purchase portal.

The school has a limited number of devices available for short-term loan by students who do not have access to an iPad.

Equipping students with easy access to devices will continue to support an independent anytime, anywhere approach to learning and provide students with a wider range of high-quality resources. **It is a requirement that all students from years 3-7 have access to a device while at school**. If your family requires support with this, please contact your child's teacher in the first instance.

Please note, mobile phones and other personal devices are not part of our BYOD policy. The use of these devices is restricted by mandated Department for Education policy. **If a phone or other mobile personal device must be brought to school for safety reasons, they must be switched off and kept in the student's bag** or taken to the school office in a named and sealed bag before school for secure storage.

The following agreement must be signed and returned to the class teacher before students may start using their devices at school:

1. Students participating in the BYOD program must adhere to the Student Code of Conduct for the Acceptable Use of the Internet and School Network (attached).
2. Devices must not be brought to school unless the content complies with this policy in terms of ethics, ownership and age appropriateness. The school reserves the right to withdraw permission to use the device if it contains any content which interferes with learning or is otherwise deemed inappropriate. Devices may be confiscated and handed over to police if a crime is suspected.
3. Devices must comply with the appropriate legal, operating system and software licensing requirements.
4. Devices must be used to support and enhance student learning programs.
5. Students take full responsibility for their devices. The school is NOT responsible for the security or damage of personal technology.
6. Students are responsible for keeping their device secure while at school. Devices should be stored out of sight when unattended.
7. Students, through their parents/caregivers, are responsible for the insurance of personal devices.
8. Students must immediately comply with teachers' requests to shut down devices or close the screen. When requested by the teacher, devices must be switched to silent and put away.
9. Devices must not be used outside the classroom unless otherwise directed by the teacher.
10. Students are not permitted to transmit or post photographic images, video or audio of any person at school unless approved by the teacher as part of the learning program.
11. Personal devices should be charged at home and run off their own batteries while at school.
12. To ensure appropriate filtering, students will only use the BYOD wireless network while at school. Cellular access must be switched off during school hours and bypassing the filtering system in any way (including the use of a VPN) is prohibited.
13. Woodend Primary School has the right to collect and examine any device and reserves the right to restrict or withdraw a student's access to the BYOD program if deemed necessary.

By signing below all parties agree to comply with the Bring Your Own Device (BYOD) Program Agreement. Breaches of this agreement may result in the loss of network access for a period of time, as determined by the teacher, parent and principal.

Student Name: **Signature:** **Date:**

Parent/Caregiver Name: **Signature:** **Date:**

X. Frequently Asked Questions

How will my child's device be securely stored?

When not in use, iPads will be stored securely. Teachers will rehearse these protocols with their students at the start of each year and refer back to them regularly. Breakages do happen but quite infrequently as students are taught to care for their device and value it as a tool for learning. A strong case and screen protector is a good idea.

How much time will be spent on devices each week?

Teachers consider the amount of time spent on devices throughout the day. Use of iPads is intentional and to enhance learning opportunities. We appreciate concerns regarding excess screen time, particularly time spent on passive activities (watching movies, playing repetitive games) or social media. Screen time in the classroom is active and frequently requires students to communicate with their peers and use a range of high-level thinking skills to complete tasks.

What apps and websites will be used?

Teachers will often let families know what apps are needed on devices. This can change at different times of the year depending on the focus of the learning. These will usually be free apps. Paid apps are at times purchased by classes and distributed through our device enrolment system.

What if my child has an Android device?

Our BYOD Program supports the use of Apple iOS devices (iPads). Continuity of learning is greatly benefitted by having all devices operating on one common platform. Please contact a member of the Leadership Team to discuss available options.

What if my child does not have their own device to bring to school?

There will be a limited number of devices for use in each classroom, but children may need to share if there are a high number of students who do not have personal devices. Many of the apps used (Google Classroom, Mathletics, SeeSaw etc) can be installed and logged into on devices at home. Please contact classroom teachers if you require login details. Your child's learning will not be disadvantaged.

Can my child and I message each other throughout the day on their device?

No. Any important communication for your child must be directed through the front office. For example, devices must not be used to clarify OSHC or pick-up arrangements or for students to let parents know they are unwell. It is a breach of the Code of Conduct for students to instant message each other during school hours.