



# Sherwood Grange Public School

## Bring Your Own Device Policy

Version 2 (as at 03.12.2014)

### Background

Information and Communication Technology (ICT) is transforming our society, from the means by which we gain access to information, to our methods of communication, networking and collaboration and how we manage our daily lives. The extent of its impact on education is yet to be fully realised, but it is proving to be a very powerful learning tool.

Sherwood Grange Public School is committed to creating a 21st century learning environment that will aid our students in becoming self-directed learners, collaborative team players, and information producers as well as information consumers.

Personal devices can enhance and enrich learning opportunities both at home and at school. Sherwood Grange Public School is committed to allowing responsible, learning-centred use of personal devices at school so as to provide as many pathways to understanding as possible for our students.

### Context

At the time of this policy development, personal devices are only permitted for students in years 3-6. Our hope is that these devices will enhance the education your students already receive. We continue to value face to face discussion and debate and the interaction between people. We continue to expose students to a wide variety of texts and literature and educational material.

Teachers plan innovative learning experiences for their students and will continue to receive professional learning opportunities in the area of ICT, specifically in regard to personal devices. Lessons will not be directed at using the devices but there will be ample amount of opportunity for the device to be used as a learning tool at the teacher's discretion. It is not compulsory for students to have a device; rather it is an additional learning tool for the students. Students who do not have their own devices will be given school resources to use such as class computers or Xos which is similar to how traditional classrooms work.

### General Information

When a student brings his/her own personal device to school it is mandatory that these devices utilise the filtered wireless network for students. Students must choose the Department of Education Schools network and sign in with their assigned username and password.

3G/4G Network access is prohibited. The school is unable to filter 3G/4G devices according to Department of Education and Communities (DEC) policy and therefore it is deemed a risk for student safety.

Acceptable devices include:

- Laptops and netbooks with either Windows or Apple operating systems. It is expected that these devices will have an updated web browser from which students can access necessary tools, current anti-virus software, and be fully charged and maintained to work properly during the school day.
- Tablet technology including but not limited to iPads, iPods, Androids, Surfaces and eReaders. Devices should be fully charged each day and updated when necessary.

Access to the wireless network is not guaranteed on all personal devices. If devices are being bought for purpose of BYOD at Sherwood Grange PS, we recommend asking for an updated listing of connectable devices, which can be found at the office.

Mobile phones are not to be used in the classroom and should comply with the Mobile Phone at school policy. If it is the only available device, there should be no active sim card in the device, disabling the use of 3G and 4G. The use of mobile phones will be at the teacher's discretion.

Access to the wireless network, whether with school provided or personal devices, is filtered in compliance with DEC policy. However, access from personal devices is limited to Internet use only. Students will not have access to any documents that reside on the school network from their personal devices.

Any use of the wireless network entails personal responsibility and compliance with all school expectations. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing the use of the system and shall agree in writing to comply with such regulations and guidelines.

Participation in the Bring Your Own Device program is strictly optional and completion of the BYOD Agreement is required. School computers and resources are available for students without personal devices to use in the classroom. Access to the Sherwood Grange Public School wireless network is a privilege, not a right.

## **Guidelines for Use**

Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher. The purpose of the use of personal devices at school is strictly educational training only. Non-educational games, social media sites and other programs on the device are not to be accessed at school anytime unless specifically requested by the teacher.

Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security. Students shall not distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).

Personal devices will be stored appropriately in the student's classroom when not in use. **They are not permitted to be used at recess or lunch time or before and after school.** Students are requested not to use them on the bus as this encourages younger students to bring devices they are not permitted to bring.

Devices should be protected with a sturdy case or cover at all times. It is advised to have your device labelled with your full name and class.

Personal devices should be fully charged for a day of learning. There are Work Health and Safety (WHS) issues associated with students running leads and cords to power outlets in the classroom. The use of personal devices fall under the Department of Education and Communities (DEC) BYOD Policy.

### **Consequences for Misuse/Disruption**

(One or more may apply):

Device put away for the lesson

Taking the device to the front office until a parent/caregiver picks it up

Student is not allowed to use personal devices at school

Disciplinary Referral resulting in suspension

### **School Liability Statement**

Students bring their devices to use at Sherwood Grange Public School at their own risk. It is their duty to be responsible in the upkeep and protection of their devices. All devices should be maintained in a sturdy protective cover at all times.

All personal devices at school are to be used for learning related activities only, in a manner consistent with school policies. No unacceptable material may be produced, stored, displayed, broadcast, communicated shared or distributed via the Sherwood Grange Public School wireless network. Devices must not be used to bully, harass, defame, ridicule or harm another member of the school or damage the school reputation in any way. The school will supervise the use of personal devices in every way possible. The school reserves the right to inspect a student's personal device if there is reason to believe that school expectations have been violated.

### **Sherwood Grange Public School is in no way responsible for:**

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device. (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)



# Sherwood Grange Public School

## Bring Your Own Device (BYOD)

### Parent and Student Agreement for Participation in the Sherwood Grange Public School B.Y.O.D Program

Any parent permitting their child to use a personally owned technology device in accordance with this agreement at Sherwood Grange Public school, must read, sign and return this agreement to the school.

1. The student is responsible for keeping his or her device secure at all times, including within the classroom and at school break times.
2. The student is responsible for the proper care of the device, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use this device.
3. The school reserves the right to confiscate and / or inspect the device if there is reason to believe that it was used to violate policies, school procedures, school expectations, or for general misconduct.
4. Violations may result in a loss of privilege to use a personal device at school, and / or disciplinary and legal action as appropriate.
5. The student must comply with all teacher instructions.
6. The student must not use the device to record, transmit or post photos or video of any person at any time to public sites or social media without school permission.
7. The student should only use the device with consent and under the direct supervision of Sherwood Grange Public School staff.
8. All users are required to utilise the school's secure, filtered wireless network to access the Internet.
9. The use of private 3G and 4G wireless connections is not allowed in the classroom setting.
10. All users are required to report inappropriate behaviour and inappropriate material to a teacher.
11. Devices are to be used in educational settings and in a positive nature that reflects our school values.

*Detach, complete and return this portion to the school. Keep the information above for your records*



### B.Y.O Device Parent and Student Agreement

**Print Student's Name:** \_\_\_\_\_ **Present class:** \_\_\_\_\_

I understand and agree to abide by the BYOD Policy, agreement and other associated policies. I further understand that violations may result in loss of my network and / or device privileges, and possibly other disciplinary or legal action. This contract is valid for my entire schooling at Sherwood Grange Public School.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

As a parent I understand that my child will be responsible for abiding by the above policy and agreement. I have read and discussed this with him/her and they understand the responsibility they have while using their personal device. In the event that he/she violates this agreement, the school may confiscate and inspect the device and apply appropriate consequences if necessary. This contract is valid for the child's entire schooling at Sherwood Grange Public School.

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_