Quarry Hill Primary School

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Bring Your Own Device (BYOD) Policy 2024
Grade 3 - 6

Interpreter

This policy works in conjunction with the Victorian Department of Education's Acceptable Use Policy for DET Information, Communication and Technology (ICT) resources as well as Quarry Hill Primary School's Computer Network Acceptable Use policy and Cyber Safety policy.

Help for non-English speakers

If you need help to understand the information in this policy please contact the school office.

PURPOSE

To ensure that all students and members of our school community understand:

(a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including our 1-to-1 personal device program.

(b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)

(c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies

(d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

(e) the various Department policies on digital learning, including social media, that our school follows and implements.

DEFINITIONS:

➤ **eCommunity**		refers to a large group of people (community) that uses the online platform in one way or another.
➤ **Chromebook**		A Chromebook is a laptop or tablet running the Linux-based Chrome OS as its operating system. The devices are primarily used to perform a variety of tasks using the Google Chrome browser, with most applications and data residing in the cloud rather than on the machine itself.
➤ **Windows Device**		A windows device is a laptop or computer that uses Windows as its operating system.

➢ **Specifications**	Specifications refers to a set of technical standards that are required.
➢ **Media**	referring to the use of media under student responsibilities. Specifically, the sentence discussing distribution of any unauthorised media outside of the school without permission. Media can be in reference to but not limited to things like photographs and screen shots.

WHAT IS BYOD?

Bring Your Own Device' (BYOD) refers to students bringing a personally owned device to school for the purpose of learning. A personally owned device is any technology device brought into the school and it is owned by the student's family. There are different models of BYOD. Students will be asked to bring their own Windows device or Chromebook.

Quarry Hill Primary School recognises the need to prepare students for a rapidly changing world where technology plays an increasing role in students' everyday lives. Our vision is to incorporate eLearning strategies to engage and empower all learners, preparing them to become digitally literate, flexible, and socially aware with the skills to contribute responsibly as a member of a global eCommunity.

Some of the dispositions that we seek to build in our students are:

- The ability to use a device to communicate their ideas
- To be able to think critically
- To be able to use a device to collaborate with students and the global community
- To use a device to create and curate content

EQUITY AND BYOD

Quarry Hill Primary School will provide access to technology for all students regardless of the family's financial situation. For families opting to not participate in the BYOD Program, the school will have devices available which will provide students with access at school to technology, however, not on a 1:1 basis. These devices will be available to use during school hours but will not be sent home with children.

WHICH DEVICE CAN STUDENTS BRING TO SCHOOL?

Only computers meeting the following **minimum specifications** provided by the school will be able to be connected to the school's network.

Minimum Specifications of devices at QHPS		
	Windows Devices	**Chromebook Devices**
Memory	4GB	4GB
Storage	128GB	32GB
Operating System	Windows 10 Home or Professional **(Windows S mode is not supported).**	Chrome OS
Minimum Battery Life	It is recommended that batteries last for 6 - 8 hours without charge.	It is recommended that batteries last for 6 - 8 hours without charge.
WIFI	Wireless-N, AC Adaptor	Wireless-N, AC Adaptor
Hardware Features	Built in camera and microphone.	Built in camera and microphone.
Screen	Display must measure 24.6 cm (9.5 inches) diagonally. Display must support a resolution of at least 1024 x 768 at 32 000 colours.	Display must measure 24.6 cm (9.5 inches) diagonally. Display must support a resolution of at least 1024 x 768 at 32 000 colours.
Minimum Age	Under 4 years old.	Under 4 years old.
School Management	A school management application will be required for all students purchasing a Windows Device. This allows the school to manage the device and push out applications quickly and efficiently. This can be installed by the school computer technician for no cost.	A Google Chrome Management Console License will be required for all students purchasing a Chromebook. Cost of the license is $50.00. This allows the school to manage the device and push out applications quickly and efficiently. This can be paid at the office when the Chromebook is brought into school for the first time. Payment needs to be made prior to the device being set up.

All devices previously purchased by parent/carer as part of our BYOD program will continue to be used in the program.

STUDENT RESPONSIBILITIES

Students must at all times use their device in a responsible manner. The following will be the student's responsibility when using the BYOD:
- The device will only be used for learning purposes when in the school grounds
- Agree to use the device according to the teacher's instructions.
- Bring their fully charged device to school every day. (Chargers are to be left at home.) It is recommended that the computer is charged fully overnight.
- Ensure that images on the desktop or stickers on the computer are appropriate for school.

Students must ensure that at all times their conduct or use of the computer is acceptable, this means that students are not permitted to:
- Use the Internet during school time for personal use.
- Use the computer to defame, embarrass or cyber bully another person.
- Record audio, video or take photos of other students or staff without their permission.
- Distribute any unauthorised media outside of the school without permission
- Access Social Media at school

When transporting the devices to and from school and during the school day, we recommend students ensure that the device is in a protective cover and never leave their computer unattended.
Use devices according to school Computer Network Acceptable Use Agreement and DET policies.

Students who fail to adhere to this policy and conditions of use during school hours may have restricted access to the school's network (including Internet access) and/or lose the right to use their device for a period of time deemed appropriate by the teacher.

MISUSE AND BREACHES OF THIS POLICY
If a student is found to have misused their device on the school network there are a range of sanctions that may apply, including but not limited to:

- Loss of some or all school network privileges for a period of time
- Removal of computer by staff member. Parent to collect from teacher.
- Suspension from school
- Reporting of a criminal offence by the school to the Police.

Where there is reasonable cause to suspect that material contrary to this policy and the ethos of the school is being brought to school on the computer, the school has the right to impound the device and conduct a search for the material.

PARENT/CARERS RESPONSIBILITIES
Parents/carers will need to supply the device for students to use during school hours.

It is recommended that parents/carers have access to the device and check the software, apps and other files saved on the computer to ensure that they are legal and ethical and suitable for school. Parents will be provided with the username and password to access their child's device at Start Up Day interviews.

Access to the Internet outside of school hours will be via the home internet account and at the cost of the parent/carer.

We recommend that parents/carers supervise their child whilst they are using the internet. Use of the device in an open area is recommended.

DEVICE IDENTIFICATION
Student devices will be labelled in a manner specified by the school. Devices can be identified by individualised serial numbers. These are recorded by the technician when the device is connected to the school system. We encourage parents/carers to ensure the device is adequately named.

COMMUNICATION
This policy will be communicated to our school community in the following ways:-
- ➢ Available publicly on our school website
- ➢ Included in staff induction
- ➢ Discussed at student start up day
- ➢ Distributed to all Grade 3 – 6 students at beginning of year
- ➢ Made available in hard copy from school administration upon request

Policy last reviewed	October 2023
Consultation	School Council:
Approved by	Principal : November 2023
Next scheduled review date	October 2024

BYOD Frequently Asked Questions

Q   **Is the program compulsory?**
A   Grade 5/6 students are <u>highly recommended</u> to participate in the program
         Grade 3/4 are encouraged to participate in the program.

Q   **Who is responsible for BYOD devices?**
A   The BYOD device is the responsibility of the family. The cost of loss or repairs to the BYOD devices will be the responsibility of the family.

Q   **What if I already purchased a device from previous years of BYOD?**
A   Any device that was purchased as part of the QHPS BYOD program previously will be supported by the school.

Q   **What happens if my child's device is lost or stolen?**
A   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 premises unless the device was under the direct care of a staff member. Families may consider purchasing insurance and/or an extended warranty for the device.

Q   **What technical support will the school provide?**
A   As part of the BYOD program QHPS will offer technical support that will assist in helping students to connect to the school's network and internet.

         All other technical support, warranty issues and insurance matters will need to be managed by the laptop provider depending on what insurance is purchased with the device otherwise it will be the responsibility of the parents or carers.

Q   **Will my child be disadvantaged if they can't bring a device to school?**
A   The school will be able to provide access to devices if they are a required component of the lesson.

Q   **Will there be an internet filter applied when the device is used?**
A   While at school, students are to use the school network which will be restricted by the DET filtered internet service. All social media sites, and inappropriate sites, are blocked while students are at school.

Q   **Can the device be charged at school?**
A   Most learning spaces do not have the capacity to charge devices. Students' need to bring their devices to school fully charged.

Q   **Will the school be doing a bulk purchase of devices for students to buy?**
A   The ethos of the BYOD policy is that students will be purchasing the device that best suits their needs and appeals to them the most. Devices can be purchased from local providers such as: JB HI FI, Harvey Norman, Centre Com, Office Works and Leading Edge Bendigo.

For further FAQ's please visit our website https://www.quarryhillps.vic.edu.au/page/224/FAQ

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Bring Your Own Device Student and Parent Agreement
Grade 3 - 6

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Students must read this agreement in the company of their parents/carer. This page is to be signed and returned to school. By signing at the bottom of the page students agree to the following behaviours:

- Keep myself and my friends safe by not giving out details including full names, telephone numbers, addresses and images and protecting my password
- Be respectful in how I talk and work with others online and never write or participate in online bullying
- Agree to report inappropriate behaviour or content to my teacher.
- Use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- Not bring in or download programs, including games & movies to the school or run them on school computers
- Not go looking for rude or offensive sites
- Use the internet at school to help me learn
- Remember that the content on the web is someone's property and ask my teacher 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 my 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
- Someone writes something I don't like or makes me and my friends feel uncomfortable or asks me to provide information I know is private.
- I feel that the welfare of other students at the school is being threatened by online activities.

BYOD Acceptable Use policy Grade 3 - 6

Parent Acceptance

I understand the outlined rules of the use of the device. I agree to allow my child _____in Room _____to use computer technology including the internet at school. I have discussed the scenarios, potential problems and responsible use of the computer technology with my child.

Parent/Guardian Signature : ....………………… Date:…………………………..

BYOD Acceptable Use policy - Student Acceptance

I acknowledge and agree to follow these rules. I understand that I may not be able to access the internet at school if I do not act responsibly.

Student name: _____ in Room _____

Student signature……………………………………………………… Date ……………………………