



ST. JOSEPH'S Bring Your Own Device (BYOD) POLICY

VISION STATEMENT:

"To be God's hands in our homes, our school and our world."

MISSION STATEMENT:

St Joseph's Mission Statement

To be God's hands we make connections with:

My God



Myself



My Learning



My Relationships



My World



Developed: 2015

Approved by the Community Council 11.2.2016

This policy works in conjunction with the Catholic Education Canberra and Goulburn (CE) 'Acceptable Use Policy' for Information, Communication and Technology (ICT) resources, as well as, St Joseph's, Adelong's Information Technology Acceptable Use Agreement (ITAUA).

RATIONALE:

The focus of the BYOD program at St Joseph's, Adelong is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and the learning tools of the 21st Century student is the mobile technology device. The individual use of mobile devices is a way to empower students to maximize their full potential and to prepare them for further studies and the workplace.

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 mobile devices integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all mobile devices outlined in the specifications section and used at St Joseph's, Adelong.

St Joseph's, Adelong eLearning Vision:

St Joseph's, Adelong's Mission Statement states that students make connections with their learning, their world and their relationships with others. ELearning at St Joseph's provides support and enhances student learning and relationships in an ever-changing, global community. It is flexible, personalised and develops 21st competencies by being embedded into the core principles and practices of teaching and learning.

INTENDED USE:

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

WHO DOES THIS POLICY APPLY TO?

This policy applies to all stakeholders in St Joseph's, Adelong's BYOD Program for Year 3 to 6 students (2016 school year) and then Kindergarten to Year 6 students from 2017 at St Joseph's, Adelong. Including:

- Students;
- Staff;
- Parents/Caregivers; and
- Principal

WHAT DEVICE/S DOES THIS POLICY REFER TO?

For the purposes of this policy, the term 'devices' refers to the use of mobile technology devices fulfilling the minimum requirements outlined in this policy and are brought to St Joseph's by students for the purpose of education.

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IMPLEMENTATION:

CLASSES BEING INCLUDED IN THE BYOD PROGRAM

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

- All year 3 to 6 students at St Joseph's, Adelong

In 2017, all students from Kindergarten to Year 6 will be included in the BYOD program

MINIMUM DEVICE REQUIREMENTS

St Joseph's, Adelong understands that every one of our families is different and their financial access to a mobile device may differ. Therefore the school's BYOD Program allows students to use a variety of mobile devices that comply with the minimum device specifications. The device must have:

- Wifi connectivity
- A screen size equal to or greater than 7 inches
- Minimum 16GB memory
- A strong and reliable case or carry bag
- Virus protection
- The school recommends that a device should be purchased from a reputable IT company with a track record of reliability.

EQUITY AND ACCESS

St Joseph's, Adelong understands that the BYOD Program may be a financial burden on some families. As part of its responsibilities, the school has developed a process where it will have some IT devices available for student use. The devices available, will provide student access to technology, however these devices may be shared with other students within the class and will not be available to take home with students.

TECHNICAL SUPPORT

As part of the BYOD Program, St Joseph's, Adelong will offer a limited technical support program that will assist in helping students with:

- Connecting to the school's network and internet;
- Printing functionality at school; and
- Minimal connectivity issues.

Due to the device being owned by the student and family, all other technical support, insurance and warranty issues will need to be sourced by the student's family from an external source.

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.

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Therefore, the school encourages parents/caregivers to source accidental damage and theft insurance from an external insurance provider (Parents are encouraged to investigate whether their Home and Contents Insurance covers mobile technology)

INTERNET AND NETWORK USAGE

All students, staff and parents are expected to adhere to St Joseph's, Adelong's Information and Technology Acceptable Use Agreement (ITAUA) which can be found on the school's website at:

www.sjadelong.nsw.edu.au

ROLES, RESPONSIBILITIES AND GUIDELINES

Students of St Joseph's, Adelong are encouraged to utilise technology, including person mobile devices, 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 St Joseph's, Adelong's BYOD Program, students will ensure that they:

- Use their mobile device in a responsible and ethical manner;
- Their mobile device is charged, has enough storage space and is kept in secure casing to enable daily use;
- Obey general school rules concerning behaviour and communication in line with the school's ITAUA;
- Protect their devices by contacting their teacher/administrator about any security problems they may encounter;
- Monitor activity on their accounts (e.g. Edmodo, Gmail etc) and report any behaviour that is not in line with the school's ITAUA;
- Secure their devices into a designated area within their classroom when the devices are not in use to help protect their work and information;
- Report any damages that may occur to their teacher immediately so that the teacher may investigate and inform the administration and parents of the child(ren) regarding the circumstances;
- Will use the internet in a safe and appropriate manner (as set out by the school's ITAUA) and will report any inappropriate or offensive websites to their teacher so that the administration can block those sites; and
- Respect and look after all mobile devices, including their own, other students and the school's equipment.

STUDENT ACTIVITIES STRICTLY PROHIBITED

- Illegal installation or transmission of copyrighted materials;
- Any action that violates the school's ITAUA or public law;

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- 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 St Joseph's, Adelong's web filter to access the internet at school.

STUDENT GUIDELINES

General Precautions

- The mobile device 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 device to prevent damage;
- Devices must never be left in a backpack, unlocked car or any unsupervised area;
- Students are responsible for keeping their device 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

Device Identification

Student devices will be labelled clearly with the student's name with a strong label or engraved.

Storing Your Device

When students are not using their device, they should be stored in their desk draw. Students are to take their devices home at the end of each day, regardless of whether or not they are needed. Devices 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).

Transporting your device

When students are transporting their devices to and from the school, they should ensure that the device's casing is closed or bag is zipped. Students should never run with these devices as this may lead to damage if dropped. Once at school.....???

Devices Left at Home

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If students leave their mobile device at home, work will be completed in traditional forms. It will be up to the student to transfer work on to mobile device (if necessary or by choice) in their own time (at home or during recess or lunch times).

Charging Your Device's Battery

Mobile devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. It is a WHS issue to have unnecessary power cords in open spaces as well as untested electrical cords to be used in workplaces.

Sound, Music, pictures, Games or Programs

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

Internet games that are not deemed as educational content are not to be played at school. If game apps are played at school without the teacher's permission, this will be a breach of the school's ITAUA.

Inappropriate media may not be used as a screensaver or background photo.

Internet Access, Network Connectivity and Printing

Internet access and Network Connectivity will follow the ITAUA.

Printing will be available with the mobile devices on a limited basis. Printing will need teacher approval before the action is started.

PARENT/CAREGIVER RESPONSIBILITIES

Parents/Caregivers are an important part of St Joseph's, Adelong'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 St Joseph's, Adelong is not liable for any mistreatment, breakages, vandalism or loss of the device;
- Consider taking up accidental damage and theft insurance to be covered in the unlikely case their child's device is damaged or investigate their Home and Contents Insurance covering mobile devices;
- Make sure the devices is clearly labelled with their child's name and that they have also recorded the serial number of the device;
- 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 ITAUA with their child(ren). Upon reading the document, the required permission needs to be sent back to school to be stored on our database.

For a downloadable copy of the ITAUA, please visit:

www.sjadelong.nsw.edu.au

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 St Joseph's, Adelong 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 ITAUA;
- 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 ITAUA;
- Provide students with a desk and draw to safely store their device;
- Educate students, staff and parents on safety guidelines for duration of use, posture, rest periods, stretching, noise and other environmental hazards (as outlined by the Department of Education and Early Childhood Development)
- Develop a section on the school's website that will provide parents/caregivers with information to assist families in using the devices at school and home; and
- 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.