SORRENTO PRIMARY SCHOOL
BRING YOUR OWN DEVICE (BYOD) POLICY

Reviewed: October 2020
Next Review Date: October 2023

This policy operates in conjunction with the Victorian Department of Education and Training's guidelines 'Personal Devices Access' and Sorrento Primary School's Digital Technologies Policy.

1. RATIONALE

For our students to compete on a global stage, they need new skills to prepare them for further study and jobs – many of which have not yet been created. The rate of change in technology and in society is so rapid that to prepare young people to live, work and be successful in the 21st Century, they will need the ability to think both creatively and critically, problem-solve and work collaboratively.

Students are always at the centre of every decision we make about their education. Our challenge, as educators, will be to constantly adapt teaching and learning to new technologies and the demands of a global environment where knowledge and skills are the new global currency.

Research suggests that one-to-one computing programs increase students' motivation and engagement in learning and supports students to see connections to what they are learning and the wider world. Studies show that engagement and participation are heightened by the use of ICT in the classroom and learning outcomes are improved when methods of instruction include ICT.

The focus of the Bring your Own Device (BYOD) program at Sorrento Primary School is to provide tools and resources to the 21st Century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program and increasing access to technology is essential for the future. Learning results from continuous dynamic interaction among students, educators, parents and the extended community.

2. INTENDED USE

This BYOD Policy has been developed to inform Sorrento Primary School's community (Students, Staff, Parents and Administration) of their roles and responsibilities in maintaining a responsible, safe and effective BYOD program.

2.1 WHO DOES THIS POLICY APPLY TO?

This policy applies to everyone involved in Sorrento Primary School's BYOD Program including:
- Students
- Staff
- Parents/Guardians
- Administrators

2.2 WHAT DEVICE/S DOES THIS POLICY REFER TO?

For the purpose of this policy, the term 'devices' refers to a laptop. The school has chosen to allow only laptops as part of the BYOD program as this will ensure consistency and manageability.

2.3 MINIMUM DEVICE REQUIREMENTS
- Operating system with a minimum Windows 7.
- 4 GB RAM, 128 GB device storage
- At least an eight hour battery as charging will not be allowed at school, for OHS reasons.

3. EQUITY AND ACCESS

Sorrento PS understands that the BYOD program may be a financial burden on some families. As part of its responsibilities, the school will support families by accessing grants, donations or earlier model devices.

For families opting not to participate in the BYOD program, the school will have devices available which will provide student access to technology.

3. IMPLEMENTATION

3.1 TECHNICAL SUPPORT

As part of the BYOD Policy, Sorrento Primary School will offer a limited technical support program, including assisting in helping students to connect to the school's internet and network.

For machines purchased from our preferred supplier (Edunet), technical support for software and hardware will be available in school. In the event that the school's technician is unavailable Warranty/Insurance jobs will need to be logged directly with Edunet, however repairs will be conducted onsite at Sorrento.

As devices purchased from the preferred provider are on the DET's compatible device list the EDUstar software will be loaded and supported. Devices purchased elsewhere will not have the EDUstar image loaded.

For BYOD devices purchased from a non-preferred supplier, all technical support and warranty issues will need to be sourced by the student's family from an external source.

3.2 ACCIDENTAL DAMAGE AND THEFT

The school does not provide accidental loss, damage or theft cover for third party (student-owned) devices and shall not be liable for any loss, damages or theft that occurs on the school's premises.
Therefore, Sorrento Primary School encourages parents/guardians to source accidental loss, damage and theft insurance for their child(ren)'s laptop(s) from an external insurance provider.

3.3 INTERNET USAGE

All students, staff and parents are expected to adhere to Sorrento Primary School's Digital Technologies Policy which can be found on Compass under School Documentation and on the school's website at: http://www.sorrentops.vic.edu.au

3.4 ROLES, RESPONSIBILITIES AND GUIDELINES

STUDENT RESPONSIBILITIES
Students must ensure that they:
- Use their laptops in a responsible manner.
- Respect and look after their own and others' devices at all times.
- Have their laptops charged each day, ensure that their laptops have enough storage space and are kept in an appropriate casing to enable daily use.
- Obey general school rules concerning behaviour and communication in line with the school's Digital Technologies Policy.
- Protect their devices by contacting their teacher/administrator about any security problems they may encounter.
- Monitor activity on their accounts and report any behaviour that is not in line with the school's Digital Technologies Policy.
- Report any loss or damages to their laptop to their teacher immediately so that the teacher may investigate and inform the administration and parents of the student/s regarding the circumstances.
- Use the internet in a safe and appropriate manner and report any inappropriate or offensive websites to their teacher so that the administration can block those sites.
- Use Sorrento Primary School's web filter to access the Internet at school.

STUDENT ACTIVITIES STRICTLY PROHIBITED
The following activities are strictly prohibited:
- Illegally installing or transmitting copyrighted materials.
- Doing anything that violates the school's Digital Technologies Policy or the law.
- 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 without the teacher's prior permission.
- Using social media/messaging services within school time (eg: Snapchat, Instagram, Facebook, Twitter).
- Gaining access to another student's 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.
- Participating in fraudulent or other illegal behaviour.
- Vandalising any device or related technology, including their own, another student's or the school's. "Vandalism" includes 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.
- Participating in any form of bullying via social media (including, and not limited to texting, emailing, posting and accessing other students' devices).

STUDENT GUIDELINES
General Precautions
- 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 laptop to prevent damage.

- Students are responsible for keeping their laptop charged for school each day (a good tip is to plug it into the charger when teeth are being brushed at night and then take it off when teeth are brushed in the morning).

Laptop Storage
- During school, when students are not using their laptops, they should be stored in a classroom. Laptops are not to be stored in school bags during the day and are not to be used in the school grounds (at any stage) unless permission is granted.
- Students must take their devices home at the end of each day.
- Laptops should not be stored in a vehicle as they can overheat or get stolen.
- All external doors to class areas must be locked when teachers are not in the room or in the area.

Sound, Music, Pictures, Games or Programs
- The sound on a laptop must be muted at all times unless permission is obtained from the teacher. Students may bring headphones to use when a teacher deems it suitable.
- Music is allowed on the laptop and can be used at the discretion of the teacher. Music with inappropriate language is not permitted on the laptop at school and will need to be removed.
- Internet games that are not deemed educational are not to be downloaded or played at school.
- Game apps are only to be installed with teacher approval. Inappropriate media may not be used as a screensaver or background photo.
- Apps, videos and photos must be suitable for "G" rated audience. Presence of guns, weapons, pornographic materials, suggestive images, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in removal of content and disciplinary actions.

Network Connectivity
Sorrento Primary School makes no guarantee that the wireless network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

Non-School Software

The laptop may only have content that is 'G' rated at school, this includes applications. Students will be asked to delete any apps that contain violence, age specific social networking (Facebook), sexual content, inappropriate language etc. Students may be selected at random to provide their laptop for inspection and inappropriate content will be removed.

The Department's eduSTAR Windows 10 (+ Office 2016) package is licensed for use on BYOD devices only while the child is enrolled at school. These licenses automatically expire after three months' absence from the school's network. At the end of the BYOD program, the machine must be returned to its original operating system. Families who purchase their device through an alternative provider will need to organise the installation of this software. The school's technician can provide advice as to how to access the software.

PARENT/CAREGIVER RESPONSIBILITIES

Parents/Guardians are an important part of Sorrento Primary School's BYOD Program and can assist in maintaining the safety of our students. As part of this, we ask that all Parents/Guardians:

- 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. This is 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/guardian hold full responsibility for the device and Sorrento Primary School is not liable for any mistreatment, breakages, vandalism or loss of the device.
- Consider taking up accidental damage and theft insurance (offered by most retailers) to be covered in the unlikely case their child's device is damaged.
- Make sure the device is clearly labelled with their child's initials and that they have also recorded the serial number of the device.
- Ensure that their student's device is synced/backed up and the required apps are installed on the device ready for educational use.
- 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. Students will not be allowed to access such sites at school.

PARENT/CAREGIVER GUIDELINES

All parents/guardians are encouraged to carefully read the school's Acceptable Use Agreement with their child(ren) and implement all applicable terms listed in the home setting as well. Upon reading the document, the required permission needs to be sent back to school to be stored on our database. The Acceptable Use Agreement can be found in the Digital Technologies Policy on Compass under School Documentation and on the school's website at: http://www.sorrentops.vic.edu.au

SCHOOL RESPONSIBILITIES

The school provides for and has an essential role in ensuring that each student's use of ICT resources not only has educational value, but develops social responsibility and safety. As part of the ICT program, Sorrento Primary School 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 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 Digital Technologies Policy.
- Seek to block materials considered offensive, profane, threatening, pornographic, obscene, or sexually explicit.
- Educate and assist students with research and use of their device to ensure compliance with the school's Digital Technologies Policy.
- Ensure that staff carefully select online content for students to use and at times allow students to create accounts to log on to appropriate educational resource sites eg: Raz Kids, Educational Assessment.
- Educate students, staff and parents on safety guidelines for duration of use, posture, rest periods, stretching and noise.

- The school's technicians will load the software on the laptops as part of the Department's eduSTAR Windows 10 (+ Office 2016) package.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policy:
- Personal Devices Access: https://www2.education.vic.gov.au/pal/personal-devices/policy

The following school policies are relevant to this BYOD Policy:
- Digital Technologies Policy
- Bullying Prevention Policy
- Inclusion and Diversity Policy
- Student Wellbeing and Engagement Policy

BYOD AGREEMENT

Student Name ………………………………………………………   Year ……………………

Parent/Guardian Agreement:

I have read the Sorrento Primary School Digital Technologies Policy and the Sorrento Primary School Bring Your Own Device Policy.

I agree to the terms and conditions in both the Digital Technologies Policy and the BYOD Policy.

Signed: …………………………………………………   Date: ……………………..

Name: …………………………………………………………………………………………….

Student Agreement:

I have read the Sorrento Primary School Digital Technologies Policy and the Sorrento Primary School Bring Your Own Device Policy. I agree to abide by the conditions therein throughout my time at this school.

I acknowledge that the School will not be liable for any devices lost, damaged or stolen at school or during school-related activities.

I will bring the device to school fully charged every day and will only use the device for School-related educational purposes while at school. I will only access the Internet through the school wireless network.

I agree to ensure updates are automatically applied to operating system and antivirus software.

Signed: …………………………………………………………   Date: ………………..………