



Kialla Central Primary School - 1366

BRING YOUR OWN DEVICE

POLICY

(Ratified by School Council on 14th November 2016 to be reviewed annually)

This policy works in conjunction with the Department of Education's 'Acceptable Use Policy' for DET Information, Communication and Technology (ICT) resources, as well as Kialla Central Primary School's 'ICT Acceptable Use Agreement', 'Internet and Network Usage Policy' and 'Student Code of Conduct'.

Rationale:

- The use of personal mobile devices at school deepens learning, is personalised and student-centred, and meets the expectations of teachers, students and parents/caregivers.
- At Kialla Central Primary School (K.C.P.S.) students and staff are permitted to bring their own personal mobile electronic devices to school for the purpose of learning & teaching.

Aims:

- The focus of the BYOD program at Kialla Central 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. Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century students is the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for further studies and future education leading into the workplace.
- 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 iPads integrates technology into the curriculum anytime, anyplace, anywhere.
- The policies, procedures and information within this document apply to all iPads used at Kialla Central Primary School, including any other device considered by the administration to come under this policy.

IMPLEMENTATION

Intended Use:

This BYOD Policy has been developed to inform K.C.P.S. community (Students, Staff, Parents/Caregivers 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 users at Kialla Central Primary School

- Year 3 to 6 Students;
- Staff
- Parents / Caregivers

What Device/s Does This Policy Refer To?

For the purposes of this policy, the term 'devices', refers to the use of the Apple (tablet) range of products (iPad and iPad Mini). The school has chosen to recommend Apple iPad tablets as part of the Bring Your Own Device (BYOD) program as this will ensure consistency and manageability for staff and technical infrastructure.

Minimum Device Requirements

Kialla Central Primary School understands that our families are unique and their financial access to a set device may differ. The K.C.P.S. BYOD Program allows students to use an Apple tablet device that can utilise the latest operation system (iOS) and support the installation of the most recent applications. The device must:

- have enough storage to install the selected applications set prior to the commencement of the school year by Kialla Central Primary School
- be Wi-Fi capable (we do not require iPads to connect to telecommunication services via sim); and
- be secured in protective casing to ensure accidental damage is minimised.

K.C.P.S. encourages parents/caregivers to organise the use of a later model device as these devices will ensure compatibility and supportability for a longer period of time.

Recommended devices are an iPad 2 or higher with Wi-Fi capability and 16GB of storage. The iPad 1 does not meet minimum requirements.

Equity And Access

Kialla Central Primary School understands that the BYOD Program may be a financial burden on some families. For families opting to not participate in the BYOD Program, the school will have devices available which will provide student equal access at school to technology.

Technical Support

As part of the BYOD Program, we will provide assistance in helping students with:

- to access the school's wireless network during school hours; and
- install applications required.

All other technical support, warranty issues and insurance matters will need to be managed by parents or caregivers.

Accidental Damage and Theft

The school is unable to 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.

Parents/caregivers may wish to source accidental damage and theft insurance from an external insurance provider.

Internet and Network Usage

All students, staff and parents are expected to adhere to Kialla Central's 'ICT Acceptable Use Agreement' as well as the 'Internet and Network Usage Policy' which can be found on the school's website.

Student Responsibilities

As part of the K.C.P.S.'s BYOD Program, students will ensure that they:

- use their iPads in a responsible and ethical manner;
- bring iPad to school fully charged;
- obey general school rules concerning behaviour and communication in line with the school's 'Code of Conduct';

Student Responsibilities ~ continued

- protect their devices by contacting their teacher about any security problems they may encounter;
- report any behaviour that is not in line with the school's 'Code of Conduct' to their teacher;
- store their iPads appropriately in 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;
- use the internet in a safe and appropriate manner (as set out by the school's 'ICT Acceptable User Agreement' and 'Internet and Network Usage Policy') and will report any inappropriate or offensive material to their teacher so that the administration can block those sites; and
- respect and look after all iPads, including their own, other students' and the school's iPads.

Student Activities Strictly Prohibited

- illegal installation or transmission of copyrighted materials;
- any action that violates the school's 'Code of Conduct' or public law;
- sending, accessing, uploading, downloading, or distributing offensive, violent, 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 and social media within school time
- gaining access to another students' accounts, files and/or data;
- giving out personal information, for any reason, over the internet;
- 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 including, and not limited to texting, emailing, posting and accessing other students devices; and
- not using Kialla Central Primary School's web filter to access restricted internet sites at school.

Student Guidelines

iPad Identification

Student iPads will be labelled in a manner specified by the school. iPads can be identified in the following ways:

- a record of the iPads' serial number and MAC address on the school's database;
- clear labelling of the device and all accessories (Parent/Caregiver responsibility).

Storage of iPads

When students are not using their iPads, they should be stored in a classroom, in a secure storage location designated by their teacher. Students are encouraged to take their devices home at the end of each day, regardless of whether or not they are needed. iPads should not be stored in a vehicle as they can overheat or get stolen. iPads are not to be stored school bags during the day, or taken out of the classroom during lunch or recess.

Transporting your device

When students are transporting their devices in and around the school (for example to another specialist area), they should ensure that the iPad's casing is closed and that they are carrying it with two hands. Students should never run with these devices as this may lead to damage if the iPad is dropped.

iPads left in unsupervised areas

Under no circumstances should iPads be left in unsupervised areas (including, but not limited to, school grounds, open building spaces, specialist areas, library, offices, unlocked classrooms or toilets). Any device left in these areas is at risk of being stolen or damaged.

Screen care

The iPad's screen may be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen or corners of the device.

Students need to ensure that they do not lean on, or place anything near the device that could place unwanted pressure on the iPad's screen.

iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present.

Sound, Music, Pictures, Games or Programs

Sound must be muted at all times unless permission is obtained from the teacher. Students may use headphones when a teacher deems it suitable. Private music files, apps, and games are strictly not to be accessed at school. Inappropriate media may not be used as a screensaver or background photo. Apps, videos and photos must be suitable for G 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.

Saving to the iPad/Backups

Students may save work to the applications on the iPad. It is also advised that students use iCloud (internet storage) or iTunes (sync to home computer) to back up the information on their iPad. Students will hand in assignments as specified by the individual teacher. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

Inspection

Students may be selected at random to provide their iPad for inspection. Inappropriate content will be removed in consultation with parents, students who refuse to remove inappropriate content will not have use of their iPad at school until it has been removed (see 'Breaking the ICT Acceptable Use Agreement').

Evaluation:

To be reviewed as part of the school's three year review process.