BYOD Policy

RATIONALE

TVPS has a vision for learning that fosters deep learning, encourages critical thinking and creativity and provides a foundation for authentic learning. The current model of school-supplied technology resources in education is no longer a model that is feasible and cannot realistically meet the demands of teachers and 21st-century learners. TVPS values the wealth of learning experiences that come with improved integration and interactions with current and future technology.

As a school, we continue to enhance the way we use digital technologies to enrich the teaching and learning environment for both teachers and students. This involves the development and use of 'virtual' or 'flexible' learning environment, which extend the classroom experience beyond the physical space of the school. To have a successful Bring Your Own Device (BYOD) program, we need to ensure all students have compatible devices that align with TVPS' infrastructure and learning and teaching environments. By facilitating BYOD, TVPS will empower students and allow them to be active in determining the way they use technology to support their learning. They will develop a sense of digital citizenship and demonstrate and increased awareness of how technology is conductive to authentic learning and the application of skills that are essential to succeed in today's technology-based society. From our lessons working remotely, increased access to technology further allows students to collaborate, communicate and share more openly with teachers and their peers.

This policy works in conjunction with the Victorian Department of Education's *'Acceptable Use Policy'* for DEECD Information, Communication and Technology (ICT) resources, as well as, *TVPS' Digital Learning Policy and Acceptable Use Agreement.*

PURPOSE

BYOD refers to Bring Your Own Device program, whereby students are permitted to purchase and use an approved personal device that is through the preferred JB Hi-Fi Solutions portal, can connect to TVPS' wireless network and supports learning at school and home.

SCOPE

This policy applies to any student connecting a personal learning device to the Department of Education's Wi-Fi network, including any other device considered by the administration to come under this policy.

Throughout this document, the term *'The School'* refers to Templestowe Valley Primary School and *'The Department'* refers to the Victorian Department of Education. *BYOD* refers to our Bring Your Own Device program whereby students are permitted to bring an approval device, can connect to The School's wireless network and supports their learning at school and home.

Currently, only devices purchased through the preferred JB Hi-Fi Solutions portal may be used at school

https://byod.jbhifi.education/

POLICY & IMPLEMENTATION GUIDELINES

Students who make the most of the Bring Your Own Device (BYOD) program (within TVPS expectations) will have access to numerous benefits with regard to resource access, choice in task completion, responsibility and personal organisation. TVPS encourages all students to participate (Year 4) in the BYOD program.

Actions Required and Key Information

1. Purchase the device through the preferred JB Hi-Fi Solution Portal.
2. Students and parents/guardians must read this policy and sign the *BYOD Student Use Agreement* before a students approved device will be permitted to connect to TVPS' wireless service.

3. Understand students can only use approved devices with the knowledge and written approval of a parent/guardian and the School. The signing of the BYOD Student Use Agreement constitutes such knowledge and approval. TVPS reserves the right to only have approved devices connected to the TVPS wireless network.
4. Acknowledge students are to use the device for educational purposes whilst on school premises and/or connected to the school network. Activities such as downloading files not related to school work, playing computer games or watching movies is not permitted and contravenes TVPS' *BYOD Student Use Agreement*.
5. When resolving cases where a school or a student-owned device has been damaged, existing school policies and procedures will apply.

Implementation

Students may patriciate in the BYOD program if they are:

- in Year 4,5 or 6
- if a special agreement is made between TVPS and parents and consent is given. This includes students with additional learning needs.

Device Requirements

It is essential that every student has their own device for a valid 1:1 program and that the device belongs to the individual child for them to use both at school and home.

Families will be provided with a choice of (at least) 2 device models from which to choose.

Laptops are ordered by parents online; Our preferred provider is JB HiFi Solutions. The devices are Department of Education approved and loaded with a DET eduSTAR Primary image. Unfortunately, we are not able to accommodate alternate devices. The required settings (network/Wi-Fi/printing) and the educational software is installed before your device is collected from school.

Families are encouraged to work with the school to help students develop good habits around the use of technology.

Please refer to: *TVPS Digital Learning Policy & Student Acceptable Use Agreement, TVPS BYOD Policy & Student Use Agreement*

Equity and Access

TVPS understands that the BYOD program may be a strain on some families. If a family choose not to take up the BYOD offers. A 'current' school device (laptop) will be supplied, which will provide the student access to technology.

The average age of available school devices are 4-5years old (end of lease) and have been in use at TVPS during that time. They will have the 'wear and tear' of a used machine eg. missing keys, and slower load times. These devices may be shared with another student and may not be taken home and must remain at school.

Technical Support

As part of the BYOD program, TVPS will offer a limited technical support program that will assist in helping students with:

- connecting to the internet, printers and network
- downloading, installing the DET eduSTAR Primary Image and connecting Microsoft accounts
- installing necessary applications
- assistance in the logging of warranty issues – JB Hi-Fi Solutions

TVPS will also offer limited assistance in the trouble shooting of school related technical/software issues.

As BYOD devices are owned by the student and family, all other technical support and warranty issues will need to be sourced by the student's family from an external source = JB Hi-Fi Solutions. TVPS will assist (where possible) in good faith.

TVPS will be responsible for ensuring the device is supplied with the required software and applications are installed on the device, as well as current anti-virus software (Windows Defender) built into Windows 10. Students will be responsible to maintain the latest service packs, updates and antivirus controls.

Accidental Damage and Theft

The Department of Education and Training does not have insurance for the personal property of staff, students and visitors. Accordingly, TVPS does not provide accidental damage or theft cover for 3rd party (student-owned/teacher-owned) devices and shall not be liable for any damage or theft that occurs on the School premises unless

- the device is student-owned and was under the direct care of a staff member. Direct care refers to use by a staff member at the time of damage/loss.

Accordingly, TVPS encourages parents/guardians to take up the accidental damage and theft insurance offered from the external provider = JB H-Fi Education Solutions.

Internet and Network Usage

All students, staff and parents are expected to adhere to the School's *Digital Learning Policy (Internet, Social Media and Digital Devices) and Student Acceptable Use Agreement*.

Roles, Responsibilities and Guidelines

Student Responsibilities

As part of TVPS's BYOD program, students will ensure that they

- use devices in a responsible and ethical manner
- only log on to services and devices using their own name and will not use a computer or resource that has been logged in under another name
- charge the device at home, leave enough storage space for learning tasks and keep devices secure to enable daily use
- obey general school rules concerning behaviour and communication in line with the *TVPS Code of Conduct* and *Student Acceptable Use Agreement*
- protect their devices by contracting their teacher/ICT coordinator about any security problems they may encounter
- monitor activity on their accounts (e.g. Mathletics, Reading Eggs, Seesaw, Google Classroom) and report any inappropriate or unacceptable behaviour
- secure devices in the designated area within their classroom when devices are not in use
- report any damage that may occur to their teacher immediately so that the teacher may investigate and inform ICT coordinators, principals and parents of the child(ren) regarding the circumstances
- update operating systems and applications at home (where possible) to avoid interruptions during learning time
- use the internet safely and appropriately (as set out by TVPS' *Digital Learning Policy & Student Acceptable Use Agreement*) and will report any inappropriate of offensive websites to their teacher so that the ICT coordinator can block those sites
- respect and look after all devices, including those that belong to themselves, others and the School

Student Activities Strictly Prohibited

Students are strictly prohibited from participating in a range of activities that are potentially harmful, dangerous or illegal. This includes, but is not limited to

- illegal plagiarism, installation or transmission of copyrighted materials
- any action that violates the TVPS *Code of Conduct* or public law
- sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- accessing and using internet/app-based games during class time that is not deemed educational or appropriate by a teacher
- use of communication services during school time without prior permission of the students' direct teacher

- gaining access to other students' accounts, files and/or data
- sharing personal information over the internet which includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, e-commerce, email, etc…
- participation in fraudulent or 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 of the School's range of technology
- participating in any form of bullying via social media (including, but not limited to, texting, emailing, posting and accessing other students' devices), and
- accessing the internet at school through networks other than that provided by TVPS.

Student Guidelines

i) **General Guidelines**
- Devices are the student's property and should be treated with respects and care.
- Only use a clean, soft cloth (or dedicated screen cleaner) to clean the screen and do not use household cleaning products.
- 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 devices charged for school each day.
- Students must keep their devices protected at all times.

ii) **Device Identification**

Student devices should be labelled, both digitally (through the operating system) and physically, with the name of the owner so they can be easily identified. Devices may also be identified by:
- the device's name, serial number, IP address and MAC address on The School's database - DISCO
- clear labelling of devices and all accessories (Parent/Guardian Responsibility).

We strongly suggest you keep a record (written or images) of the device's
- maker = Lenovo
- model = 500w/13w/L13 Yoga
- serial number = normally found on the underside of the device.

iii) **Storing Your Device**

When students are not using their devices, they must be placed in a secure classroom location as designated by the teacher to be securely locked away. Students are expected to take their devices home at the end of each day. Devices should never be stored in a vehicle as they increase the risk of break-ins. 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).

Please do not store your device in a place that is likely to experience extreme hot or cold conditions (e.g. in a car) as these temperatures may cause severe damage.

iv) **Transporting Your Device**

When students are transporting their devices in and around the school (e.g. to a specialist subject), they should ensure they are closed and that they are carrying them with two hands. When students bring a device to and from school, it is recommended that all work is saved and the device is shut down. Students should never run with their devices as this may lead to damage if they are dropped.

Students should avoid carrying their devices in their school backpacks, as other items may place unnecessary pressure on the device and damage may occur. For this same reason, we advise that mice, chargers or any other peripherals are stored beside the device, in a separate compartment or backpacks when transporting devices. These components cause bulging and uneven surfaces which place direct pressure on devices when compressed.

v) **Devices Left in Unsupervised Areas**

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

If a device is found in an unsupervised area, it will be taken to the School Office. Violations of this section may result in the loss of BYOD privileges and/or other privileges.

vi) **Devices and Screen Care**

Screens may be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen or the dropping of the device. The School suggests any portable device used at school has quality cases or skins that protect the device's corners, edges and screens. Devices must be placed carefully in the allocated secure locations in a classroom when not in use.

Devices should be on a stable surface at all times and kept clear of liquids and foods. If a student has drinks or snack breaks in their classroom, they must ensure these potentially damaging substances are kept below device-level (on the floor), in bags or consumed well away from devices.

Students need to ensure that they do not apply pressure to, lean on or place anything near the device that could place unwanted pressure on the device's screen. The must also ensure they wash and dry their hands and keep drink bottles away from devices, as stated above.

vii) **Devices Left at Home**

Students are expected to bring devices to school daily. If students leave their devices at home, they are responsible for getting the class tasks completed by hand or on shared devices (if available), as if they had their devices present.

viii) **Charging Your Device's Battery**

Devices must be brought to school each day with a fully charged battery; it is expected they will be charged each evening. In cases where the use of the device causes batteries to become discharged, students will not be able to connect their device to a power outlet in the classroom without teacher consent. Consent will only be granted in appropriate circumstances.

ix) **Sound, Music, Pictures, Games or Programs**

Devices must be inaudible at all times, to maintain an effective and equitable learning environment unless permission is obtained from the teacher. Headphones were on all student's booklists and students may use them when necessary. Music is allowed on devices and can be used with teacher consent and for educational purposes. Music with explicit language is not permitted at school and must be removed from device at a teacher's request. Media streaming services may not be used at school without teacher consent and supervision.

Games that are not deemed to be educational are not to be downloaded or played at school. If games are installed, they cannot be played during school hours without the approval of The School staff.

Inappropriate media may not be used as a screensaver or background photo. Apps, Videos and photos must be suitable for G audiences. The presence of guns, weapons, pornographic materials, suggestive images, inappropriate language, alcohol, drugs, tobacco, and gang-related symbols or pictures will result in the removal of content and disciplinary actions.

x) **Printing and Internet Access**

For the BYOD program, school printing is available and is operational at school. Students may also upload to their school cloud storage and print from a shared device, otherwise, printing at home may be required.

All large downloads including game apps, app updates, music and video need to be completed at home. For connection to the internet at home, you will need a wireless router, phone line and internet service provided by one of Australia's telecommunications companies.

xi) **Saving to the Device/Backups**
Students may save work locally onto their devices. It is also recommended that they sync their devices to cloud services to back up their work.
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. Loss of data is not an acceptable reason for failure to submit work unless parents/guardians provide written notification.

xii) **Network Connectivity**
The School makes no guarantee that the internet will be working correctly 100% of the time. In the rare case that the internet is down or not available, The School will not be responsible for lost or missing data.

xiii) **Additional Software**
Students may only access content that is G-rated at school. This includes all games, applications and media. Students who breach this rule will be asked to delete any apps they access that contain violence, age-specific Social networking (Twitter, Facebook, etc.), sexual content, inappropriate language etc.

xiv) **Device Inspection**
Students may be selected at random to provide their devices for inspection. Inappropriate content will be removed, students who refuse to remove inappropriate content will not have use of their device at school until it has been removed.

xv) **Device Inspection**
While the school strongly suggests all families use antivirus software, it is the families' prerogative to select the software that best suits their needs.
Access to the internet is filtered by the Department of Education's Internet Service Provider to help safeguard students from inappropriate content. It is recommended that parents explore their options for parental controls on devices to ensure content accessed at home is appropriate for the age of their child. Resources and information are available at www.esafety.gov.au/education-resources/iparent.

Please note:
The Department's internet service requires the use of both proxy and the local domain name system (DNS). As such, some security/internet filtering software may need to be disabled to allow connectivity at school. Due to time limitations, staff support may not be able to resolve issues.
There are known issues with the internet filtering component of
- CyberHound
- Norton Family
- Trend Micro
- McAfee..

Parent/Guardian Responsibilities

Parents/Guardians are essential to the success of The School's BYOD program. They reinforce school expectations and, thus, create bridges between school and home expectations while further assisting in ensuring the safety of our students is maintained. As such, we ask that all parents/guardians
- Consider taking up accidental damage and theft insurance (offered by most insurance providers and retailers, including JB Hi-Fi Solutions) to be covered in the unlikely case their child's device is damaged.
- Understand that the child and parent hold full responsibility for the device and that the School is not liable for any mistreatment, breakages, vandalism or loss of the device. The only exception to this is where the damage or loss occurred whilst under the direct care of a staff member (direct care refers to being used or held by a staff member at the time of damage/loss).

- Engage in regular discussion with their children and establish standards and values that their child(ren) must follow when using their device and the internet and applications at home.
- Clearly label their child's device with their name and record the serial number of the device.
- Ensure that their student's device has the required apps installed on the device ready for educational use.
- Understand students under the age of 13 may not take part in age-restricted social networking sites such as Facebook, Snapchat and Instagram at school (The School recommends parents consider networking site policies before allowing their children to access them).
- Access cyber safety resources and information to familiarise themselves with possible dangers.

* The school advises that all home use of devices should be conducted in a place that is clearly visible for parents/guardians to supervise.

Parent/Guardian Guidelines

All parents/guardians are encouraged to carefully read TVPS' *Digital Learning Policy* and review the *Student Acceptable Use Agreement* with their child(ren). The School recommend that parents implement some (if not all) of the terms listed in these policies in the home setting to ensure consistency in etiquette and expectations. It is expected that every *Student Acceptable Use Agreement* is signed and returned to school early in Term 1. Teachers do not allow students to use technology until agreements are signed and stored in school files.

For a downloadable copy of the school policies, please visit: https://www.tempvalprimary.vic.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 students. As part of the program The School will:
- Ensure all staff are trained in using common programs and applications and are familiar with the processes pertaining to the BYOD Program.
- Train teachers of the BYOD program about cyber safety and allow curriculum time for teachers to teach cyber safe practices to students.
- Provide filtered internet access to students and monitor student use in line with the *Digital Learning Policy & Student Acceptable User Agreement*.
- Endeavour 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 TVPS' *Student Acceptable User Agreement.*
- Provide lockable areas to store devices which may also provide limited access to charging facilities.
- Educate students, staff and parents on safety guidelines for the 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/guardians with guides to assist in using the devices at home.
- Ensure 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 with permission (e.g. Mathletics, Reading Eggs, Seesaw, Google Classroom, specific apps, etc.).

FURTHER INFORMATION AND RESOURCES
- TVPS *Student Wellbeing and Engagement Policy*
- TVPS *Code of Conduct*
- **Appendix B** TVPS *Student Acceptable Use Agreement*
- TVPS *Digital Learning Policy*
- Mobile Phones — *Student Use Policy*

- **Appendix A** *Mobile Phones & Other Personal Mobile Devices Student Use Permission Form*
- The Department Acceptable Use Policy for DEECD Information, Communication and Technology (ICT) resources
- *BYOD Student Use Agreement*

REVIEW CYCLE

This policy was last reviewed and approved by the School Council on [Dec 2023] and is scheduled for evaluation and review in [Dec/2024].

ENDORSED:

Role	Name	Signature	Date
School Council President:	Eva Wong		
Principal:	David Jenes		