

Policies



Bring Your Own Device: BYOD Policy

Status: May 2015 Draft
Education Committee.

Rationale:

Gladesville Primary School is committed to creating a 21st century learning environment. Students and staff will now be able to access our wireless network with their personal devices (laptops, netbooks, tablets, smart phones, etc.) during the school day to maximise learning time with technology. With classroom teacher approval, students may use their own devices to access the internet and collaborate with other students through emails, blogs and collaborative learning spaces.

Aims:

- To enable more students to access ICT devices on a regular basis.
- To ensure maximum learning through ICT devices.
- To build on student's current ICT practices.
- To provide the students with a differentiated curriculum through the use of ICT devices.
- To promote the safe and acceptable use of personal devices.

Guidelines:

- Access to the Department of Education and Early Childhood Development (DEET) wireless network, including the Internet, shall be made available to students, employees for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:
 - Imposes no tangible cost to the Department of Education and Early Childhood Development DEET;
 - Does not unduly burden the School or Department network resources;
 - Has no adverse effect on an employee's job performance or on a student's academic performance
- Access to the Department of Education and Early Childhood Development electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing the use of the system and shall agree in writing to comply with such regulations and guidelines. Non-compliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with Gladesville Primary School Acceptable Use Policy and Department of Education and Early Childhood Development policies.

Implementation:

- Sign In/Out:
 - Students will sign their personal devices in at the beginning of the day and sign out at the end of the day, in a sign out book within the classroom.
 - Unauthorised downloading or uploading will result in suspension of privileges.
 - During lunchtime and recess portable devices will be locked in classrooms. They will not be permitted to be taken into the school yard.
- Taking of photos, blogging, Facebook, writing on walls of other students is strictly forbidden without teacher permission. (Refer to the Gladesville Privacy Policy).
- Students will be responsible for their own devices. The school will take no responsibility for any lost/damaged or stolen devices.
- It is not compulsory that students bring their own devices. It will remain the discretion of the parents whether the students bring their devices or not.
- DEET does not hold insurance for personal property brought to schools and it will not pay for any loss or damage to such property. Families will therefore require their own insurance for portable devices brought to school.
- This policy shall apply to all students equally during school excursions, interschool sport, camps, excursions and extra-curricular activities.
- Students will not be able to download apps unless endorsed by Gladesville Primary School and/or Department of Education and Early Childhood Development.

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STUDENTS:

- Students will be required to sign a log book that they have brought their device to school at the beginning of the day and sign that they have taken them home at the end of the day. This will be the responsibility of the students/parents.
- Any phone or electronic device that is brought to school must be clearly labelled with student's name and grade.
- During class time students will be responsible for their own devices
- During class time when devices are not being used devices will be stored in a secure location.
- During recess and lunchtime devices will be stored in a secure location.
- Students will not be permitted to download data including apps at any time without the schools or teacher permission.

Acceptable use:

Students will be able to use the devices for the following purposes.

1. Creativity and Innovation

Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. Students:

- a. apply existing knowledge to generate new ideas, products, or processes.
- b. create original works as a means of personal or group expression.
- c. use models and simulations to explore complex systems and issues.
- d. identify trends and forecast possibilities.

2. Communication and Collaboration

Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. Students:

- a. interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media.
- b. communicate information and ideas effectively to multiple audiences using a variety of media and formats.
- c. develop cultural understanding and global awareness by engaging with learners of other cultures.
- d. contribute to project teams to produce original works or solve problems.

3. Research and Information Fluency

Students apply digital tools to gather, evaluate, and use information. Students:

- a. plan strategies to guide inquiry.
- b. locate, organise, analyse, evaluate, synthesise, and ethically use information from a variety of sources and media.
- c. evaluate and select information sources and digital tools based on the appropriateness to specific tasks.
- d. process data and report results.

4. Critical Thinking, Problem Solving, and Decision Making

Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources. Students:

- a. identify and define authentic problems and significant questions for investigation.
- b. plan and manage activities to develop a solution or complete a project.
- c. collect and analyse data to identify solutions and/or make informed decisions.
- d. use multiple processes and diverse perspectives to explore alternative solutions.

5. Digital Citizenship



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Students understand human, cultural, and societal issues related to technology and practise legal and ethical behaviour. Students:

- a. advocate and practise safe, legal, and responsible use of information and technology.
- b. exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.
- c. demonstrate personal responsibility for lifelong learning.
- d. exhibit leadership for digital citizenship.

6. Technology Operations and Concepts

Students demonstrate a sound understanding of technology concepts, systems, and operations. Students:

- a. understand and use technology systems.
- b. select and use applications effectively and productively.
- c. troubleshoot systems and applications.
- d. transfer current knowledge to learning of new technologies.

Staff:

- Staff will be able to utilise personal devices to supplement the School's devices to increase displays and be role models for 21st century learners.
- Mobile phones are not to be used by staff for personal purposes during class or meeting times.

Community:

- All users are asked to switch their phones/portable devices to silent when in public areas, including meetings, interviews, in classrooms and assembly. All visitors and parents are asked to take and make mobile calls outside learning and teaching areas.

Evaluation:

- The Privately Owned ICT Device Policy will be reviewed annually due to the rapid developments in technology with a major review undertaken every 3 years by the Education Sub-Committee of School Council or as required.

References:

<http://www.education.vic.gov.au/management/lol/default.htm>

<http://www.education.vic.gov.au/studentlearning/elearning/default.htm>

<http://www.education.vic.gov.au/management/governance/spag/default.htm>

<http://www.education.vic.gov.au/management/governance/spag/curriculum/safety/techsupport.htm>

Cyber Safety:

<http://www.cybersmartkids.com.au/cyberbullying.htm>

<http://www.stopcyberbullying.org>

<http://www.stopbullying.gov/>

<http://www.pacerkidsagainstbullying.org/>

<http://www.saferinternet.org.uk/internet-safety-test>

[Interactive Games relating to all areas of Cyber Safety](#)

<https://budd-e.staysmartonline.gov.au/primary/main.php>

<http://www.bullyingnoway.gov.au/>

<http://www.cybersmart.gov.au/Schools.aspx>

Tips for teachers: <http://www.education.vic.gov.au/studentlearning/elearning/default.htm>

NetAlert is Australia's Internet safety advisory body for internet safety issues/ concerns contact them on 03 9963 6800 or visit

<http://www.netalert.com.au/> and <http://www.netalert.gov.au/> A free parent's handbook is available at

http://www.dbcde.gov.au/_data/assets/pdf_file/0011/72956/Protecting-Australian-Families-Online-booklet.pdf

<http://www.pcv.vic.edu.au/Our%20School/Parents%20Guide%20to%20Internet%20Safety.pdf>

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BRING YOUR OWN DEVICE PERMISSION FORM 2015-2016

Any parent who wishes that their child use a personally owned electronic device within Gladesville Primary School must read and sign this agreement and submit to the classroom teacher.

1. The student takes full responsibility for his or her device and keeps it with himself or herself at all times with the exception of recess and lunchtime where devices will be kept in a secure location. The school does not take any responsibility for the security of the device at all throughout the day as long as BYOD policies protocols are being adhered to.
2. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
3. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated school policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
4. Violations of any DEECD policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action. This may include reporting inappropriate usage and content to police.
5. The student may not use the devices to record, transmit or post photos or video of a person or persons at school or affiliated school programs such as excursions, camps etc. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
6. The student should only use their device to access relevant files and websites.
7. The student will use the school and DEECD secured wireless network. **Use of 3G & 4G wireless connections is not permitted at any time.**

DETACH AND RETURN TO CLASSROOM TEACHER. RETAIN THE INFORMATION ABOVE.

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Student's name _____
Teacher _____ Grade _____

Parent's name _____

I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of network and/or device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of their personal device.

Parent's Signature

Date

Student's Signature

Date