



**PENSHURST
PUBLIC SCHOOL**

**BYOD
INFORMATION
PACK 2018**



WHY BYOD?

One to one BYOD programs are part of an international move towards individualising learning, which can increase independence and self-initiated learning in students and extend their learning beyond the classroom. Students who have their own devices have been found to take greater pride and ownership over their learning. Penshurst Public School has decided to undertake a BYOD program.

REASONS WE ARE UNDERTAKING A ONE TO ONE BYOD PROGRAM

- To improve student achievement
- It is not financially viable to provide every student in grades 3-6 with their own devices
- To provide equity of student access to these digital resources at school, and helps us continue to enhance and transform the quality of teaching
- Students don't have to worry about having their work deleted by other students on shared devices
- We want students to have access to technology whenever they need it, rather than waiting for a time when ICT is available
- Digital Literacy skills are essential for 21st Century Learners
- Devices will be used as tools, helping students develop skills in information analysis and evaluation, problem solving and decision-making
- Students will be able to continue working on projects at home
- It provides the opportunity to teach Cyber Safety in a controlled and regulated environment

THE AIMS OF THE PROGRAM ARE:

- To allow students to use an approved device to access the Penshurst Public School wireless network for educational purposes
- To enable students to use technology to further their learning in structured lessons and independently at home
- To enable students to develop skills and behaviours reflective of responsible digital citizens
- To harness student connectivity to personal devices for the purpose of developing 21st century teaching and learning skills and for fostering digital literacy, fluency and social responsibility in a safe environment
- To ensure the smart, safe and responsible use of devices at Penshurst Public School

WHAT IS PENSHURST PUBLIC SCHOOL'S BYOD POLICY

During 2018, we would like **all Year 3-6** students to bring a Chromebook to school. This device will be utilised in student learning. These devices will not replace pencil and paper, they will work in conjunction with them.

**The full policy is provided later in this pack*

EQUITY AND ACCESS

Penshurst Public School understands that the BYOD Program may be a financial burden on some families. For families opting not to participate in the BYOD Program, the school will have some devices available. These devices will be available to use during school hours but will not be sent home with children.

STUDENT RESPONSIBILITIES

As part of the Penshurst Public School's BYOD Program, students will ensure that they:

- Use their devices in a responsible and ethical manner
- Bring their device to school **fully charged** (due to WH&S concerns devices will **not** be able to be charged at school)
- Follow the school's ICT Acceptable Use Policy
- Store their device appropriately in a designated area within their classroom when the devices are not in use to help protect their device, 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 will report any inappropriate or offensive material to their teacher so that the administration can block those sites
- Respect and look after all devices, including their own, other students' and the school's devices
- May not use devices to record, transmit, or post photographic images or video of a person or persons during school hours or during school activities, unless otherwise allowed by a teacher

STUDENT ACTIVITIES STRICTLY PROHIBITED

- Illegal installation or transmission of copyrighted materials
- Any action that violates the school's 'ICT Acceptable Use Agreement' 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 behavior
- 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
- Not using Penshurst Public School's web filter to access restricted internet sites at school

WHY CHROMEBOOKS?

Penshurst Public School has selected Chromebooks as they are a reliable device which allow students to carry out any task that can be completed on a laptop. Chromebooks are easy to manage, turn on instantly and do not get viruses. These are the devices of choice for many schools as they are affordable and meet all school requirements.

Research indicates that using technology in the school setting results in students who are more active, engaged, and more likely to take pride and ownership in their learning. Regular technology use will increase self-advocacy skills including seeking assistance, conducting research, problem solving, and communication. Student confidence will grow as they rely more on their own initiative for knowledge-creation.

Creating content for a larger audience provides students with an authentic purpose; they will be motivated to edit, revise and produce a higher quality of work. Learners will be more active as they solve problems, answer questions, brainstorm, work in teams, debate and formulate questions of their own. Interactive tools, digital resources, and creation/production tools will enable deeper study. Teachers will be better able to modify, extend and individualise digital content based on student need.

COLLABORATION

Chromebooks enhance student communication and collaboration opportunities. Create, share, and edit documents in real-time; and all work is automatically saved on the cloud.

ORGANISATION

Using Google Classrooms, students can keep their paperwork for all their classes organised in one dashboard, upload and submit work and receive feedback.

EASE OF USE

Chromebooks are designed and built to be easy to use, fast and powerful. With a fast boot time, and quick access to web apps, Chromebooks easily meet the capabilities for digital learning.

SAFETY & SECURITY

All work is automatically saved to the cloud, meaning that data is safe even if the Chromebook is lost, stolen, or damaged; while automatic updates, verified boot, and data encryption protect against viruses and other malware. Although most new Chromebooks come with a year of manufacturer warranty, Penshurst Public School suggests insuring your device as the school is not liable for any damage.

MAIL

All student have been provided with a school Google account. We have been using these school Gmail accounts within the school for the past four years. These accounts also allow the students to use the various Google apps to collaborate within the classroom.

DOES THIS MEAN MY CHILD WILL NOT USE PAPER AND PENS ANYMORE?

The Chromebook will not completely replace written work. There will be many opportunities for students to practice the art of skills such as, writing and drawing. The school recognises the importance of students developing satisfactory handwriting skills for school and work.

HOW WILL MY CHILD ACCESS THE INTERNET AT SCHOOL?

Every student has access to the school's wireless network at school. Students do not require 3G/4G access at school. Whilst at school, all students' internet access will be filtered. It is important that parents/guardians know that internet usage is not filtered at home unless parents have filtering in place.

WHAT HAPPENS IF MY CHILD IS MISUSING THEIR CHROMEBOOK AT HOME?

Penshurst Public School aims to educate and empower students to become safe users of information technology such as mobile phones, laptops and Chromebooks. Teachers and students will discuss cyber safety and responsible use of technology whilst at home and school. In the Term 1 parent information afternoon, parents/guardians will receive information regarding using the Chromebook, cyber safety and other technological issues. Parents should be comfortable with setting guidelines for use at home such as no Chromebook use in the bedroom or Chromebook curfew times. As student internet access may not be filtered at home, parents will need to monitor their child's internet use. The school would like to support parents in implementing safe and responsible Chromebook usage at home.

Penshurst Public School will follow their existing behavior management system. This means that after three warnings of misbehavior, students will receive a time out. Three time-outs will lead to a detention and parents will be informed.

WILL MY CHILD GET SORE EYES LOOKING AT THE SCREEN ALL DAY?

As with all technology, it is recommended that users take regular breaks throughout the day. Whilst your child will require their Chromebook each day they may not use it every lesson. Students will be encouraged to turn off their Chromebooks during recess and lunch and teachers may request Chromebooks to be closed in some lessons whilst other instruction or activities are occurring. Eye strain may also be avoided by the student enlarging text (easily done on a Chromebook) and some students may choose to get antiglare screen protectors for their Chromebooks. It is generally recommended that rest breaks are taken for at least 5 minutes every 30 minutes of use and with well-structured lessons, this is easily achieved.

WHAT OTHER ACCESSORIES WILL MY CHILD REQUIRE?

Apart from the protective case, headphones are required for your child so that they can be used when listening to multimedia resources. Each Chromebook has volume control options and it is recommended that volume be kept to a minimum or on mute in class to lessen noise and disruption. Other optional accessories may be desired by your child but are not necessary for the Chromebook to function effectively.

DOES IT HAVE TO BE A CHROMEBOOK? WHAT ABOUT OTHER TABLET DEVICES OR LAPTOPS?

Penshurst Public School has selected Chromebooks as they are a reliable device which allow students to carry out any task that can be completed on a laptop. Chromebooks are easy to manage, turn on instantly and do not get viruses. These are the devices of choice for many schools as they are affordable and meet all school requirements.

In order for the school to establish a technology rich and well-planned teaching and learning program, we need to ensure all students are using the same devices and have access to resources. Students will not be able to bring in other tablet devices, mobile devices or laptops apart from the ones specified in this document.

CYBER SAFETY AND ACCEPTABLE USE

Our school's BYOD program allows our school to introduce safe ICT practices in a relatively controlled environment. We require all parents and students to sign an Acceptable Use document before they can use any form of ICT within our school.

Early in Term 1, students will learn about not giving out personal information, cyberbullying, safe and appropriate online language, what to do if a student feels unsafe, protecting your online identity and not placing yourself in dangerous situations.



PENSHURST PUBLIC SCHOOL

BRING YOUR OWN DEVICE POLICY

Arcadia Street, Penshurst NSW 2222

T: 9580 3400 & 9580 7638 F: 9580 9216

Email: penshurst-p.school@det.nsw.edu.au

Website: <http://www.penshurst-p.schools.nsw.edu.au>

At Penshurst Public School we aim to develop lifelong learners who are innovative and confident users of ICT in an ever-changing digital world. 1:1 BYOD programs are part of an international move towards individualising learning, which can increase independence and self-initiated learning in students and extend their learning beyond the classroom. Students who have their own devices have been found to take greater pride and ownership over the knowledge they create.

AIM

- To allow students to use an approved device to access the Penshurst Public School wireless network for educational purposes
- To enable students to use technology to further their learning in structured lessons and independently at home
- To enable students to develop skills and behaviours reflective of responsible digital citizens
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IMPLEMENTATION

Penshurst Public School will:

- Implement an Equity Program to ensure students have access to a computing resource
- Provide a BYOD User Agreement to list the responsibilities and expectations of each student and their families in the BYOD program
- Accept no responsibility for loss or damage to, or for maintenance or repair required in a student's own device through any act or omission resulting from the negligence or otherwise of the school, a member of the school staff or of another student
- Should damage or loss occur to a device as a result of another student's actions, the parents/guardians of the students involved will be contacted immediately. The Principal and the classroom teacher retain the right to handle these matters on an individual basis and in direct consultation with the families involved
- Develop guidelines and procedures for BYOD and communicate them to staff, students, parents and guardians through the school website and newsletters to inform parents that Penshurst Public School is not responsible for any possible device charges to your account that might be incurred during approved school related use
- Inform students and parents that they should be aware that devices are subject to search by appropriate staff if the device is suspected of a violation of the school rules. If the device is locked or password protected the student will be required to unlock the device at the request of teaching or technical staff
- Provide filters to a device's connection to the Internet
- Encourage students to use lock codes or device passwords
- Provide students with a monitored Google Account

EQUITY AND ACCESS

- Peshurst Public School understands that the BYOD Program may be a financial burden on some families. For families opting not to participate in the BYOD Program, the school will have some devices available which will provide access for students at school to technology. These devices will be available to use during school hours but will not be sent home with children.

STUDENT RESPONSIBILITIES

As part of the Peshurst Public School's BYOD Program, students will ensure that they:

- Use their devices in a responsible and ethical manner
- Bring their device to school **fully charged** (Due to WH&S Concerns devices will **not** be able to be charged at school)
- Follow the school's ICT Acceptable User Policy
- Report any behaviour that is not in line with the school's ICT Acceptable User Agreement to their teacher
- Store their device appropriately in a designated area within their classroom when the devices are not in use to help protect their device, 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 will report any inappropriate or offensive material to their teacher so that the administration can block those sites
- Respect and look after all devices, including their own, other students' and the school's devices
- May not use devices to record, transmit, or post photographic images or video of a person or persons during school hours or during school activities, unless otherwise allowed by a teacher

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- 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
- Not using Peshurst Public School's web filter to access restricted Internet sites at school

STORAGE OF DEVICES

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



PENSHURST PUBLIC SCHOOL

BYOD USER AGREEMENT

Arcadia Street, Penshurst NSW 2222

T: 9580 3400 & 9580 7638 F: 9580 9216

Email: penshurst-p.school@det.nsw.edu.au

Website: <http://www.penshurst-p.schools.nsw.edu.au>

One to one BYOD programs are part of an international move towards individualising learning, which can increase independence and self-initiated learning in students and extend their learning beyond the classroom. Students who have their own devices have been found to take greater pride and ownership of their learning. Penshurst Public School has decided to undertake a BYOD program. This agreement covers the use of devices within our school.

We ask that you read this agreement with your child and sign it. Students will not be permitted to bring a device unless both the parent and the student have signed this agreement.

*Please be aware that Penshurst Public School accepts no responsibility for loss or damage to, or for maintenance or repair required in a student's own device through any act or omission resulting from the negligence or otherwise of the school, a member of the school staff or of another student.

DEVICE

Parents and Students will ensure that:

- o The Chromebook is locked with a passcode to prevent unauthorised access to the device
- o The Chromebook will be **fully charged** when brought to school
- o They are fully responsible for loss or damage to, or for maintenance or repair required in a student's own Chromebook through any act or omission resulting from the negligence or otherwise of the school, a member of the school staff or of another student
- o No Copyright infringing materials are on the Chromebook
- o There is no inappropriate materials on the Chromebook
- o Parental restrictions be used where available
- o Students are unable to make purchases with their Chromebook
- o The Chromebook has protective covers to help reduce the chance of damage
- o The Chromebook is easily identified by personalising home screens and cases
- o The Chromebook is insured where possible

GENERAL USE GUIDELINES

Students will ensure that:

- They bring their Chromebook to school
- The Chromebook will only be used for learning purposes as directed by the teacher
- The Chromebook is not left in places where it can be damaged such as, on the floor, on chairs or outdoors
- They will use their Chromebook in a responsible and ethical manner
- They follow the school's ICT Acceptable User Policy
- They report any behaviour that is not in line with the school's ICT Acceptable User Policy to their teacher
- They will store their Chromebook appropriately in a designated area within their classroom when the Chromebooks are not in use to help protect their device, work and information
- They will not remove their Chromebook from the classroom unless instructed by the teacher

- The Chromebook is not taken into the school playground
- They report any damages that may occur to their teacher immediately
- They use the internet in a safe and appropriate manner (as set out by the school's 'ICT Acceptable User Agreement') and will report any inappropriate or offensive material to their teacher so that the administration can block those sites
- They do not allow other students to use their Chromebook to avoid accidental breakages
- They will not use Chromebooks to record, transmit, or post photographic images or video of a person or persons during school hours or during school activities, unless otherwise allowed by a teacher.
- They do not send, access, upload, download, or distribute offensive, violent, profane, threatening, pornographic, obscene or sexually explicit materials
- They do not access and use internet/app-based games within class time that are not deemed educational by the teacher without prior permission
- They do not use messaging services and social media within school time
- They do not give out personal information, for any reason, over the internet
- They will not participate in any form of bullying including, and not limited to texting, emailing, posting and accessing other students' devices
- They only use Penshurst Public School's filtered Internet service
- That the Chromebook is stored securely during recess and lunch
- That they will not use the Chromebook whilst eating or drinking
- They use only their school designated email whilst at school and when communicating with other students
- They will not play music or videos unless under explicit direction of the teacher

PENSHURST PUBLIC SCHOOL BYOD ACCEPTABLE USE AGREEMENT

STUDENT SECTION

Student name: _____

Class: _____

I have read/discussed the Penshurst Public School's BYOD Acceptable User Agreement document.

I agree to follow the rules contained in the guidelines.

I understand that failure to follow this BYOD Acceptable User Agreement may result in forfeiting my privilege to use ICT at Penshurst Public School.

Student Signature: _____ Date: _____

PARENT/GUARDIAN SECTION

I have read and discussed the Penshurst Public School BYOD Acceptable User Agreement document with my child.

I understand and acknowledge that children are responsible for their own device.

I understand that I am fully responsible for loss or damage to, or for maintenance or repair required to a student's own device through any act or omission resulting from the negligence or otherwise of the school, a member of the school staff or of another student

I understand that failure to follow this BYOD Acceptable User Agreement may result in my child forfeiting his/her privilege to use ICT at Penshurst Public School.

Parent/Guardian name: _____

Parent/Guardian Signature: _____ Date: _____