



PENSHURST PUBLIC SCHOOL

BYOD

BRING YOUR OWN DEVICE

POLICY

Devices at School

- Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments, at school and at home, should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments, and prepare students for life beyond school.
- Student use of digital devices and online services in schools is intended to enhance learning, wellbeing and educational attainment. Digital devices and online services can help students develop the skills needed for digital literacy, creativity, critical thinking, problem solving, interpersonal relationships and collaboration.
- Digital devices and online services may form part of the reasonable adjustments provided to a student to enable them to participate in school on the same basis as their peers.
- Digital devices and online services may cause harm if used inappropriately, such as to bully or intimidate others or gain access to and share inappropriate content.
- The department does what it reasonably can to provide safe and secure access to school resources, equipment and infrastructure, including internet connectivity, for students at school.

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.

Responsibilities and Delegations

Students' safe, responsible and respectful use of digital devices and online services is the shared responsibility of students, parents, carers and school staff.

Students:

- use digital devices and online services in safe, responsible and respectful ways, as described in their school procedures and the Behaviour Code for Students, and support their peers to do the same
- not use digital devices during class, at recess and during lunch unless approved by a principal or teacher
- managing battery life and regular charging of their device
- labelling their device for identification purposes
- purchasing and using device protective casing
- ensuring the device is safe and secure during travel to and from school and throughout the school day
- store their device in a designated area within their classroom when not in use
- report damages that may occur to their teacher
- report inappropriate or offensive material to their teacher
- respect all devices, including their own

Parents and carers:

- recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services
- support implementation of the school procedure, including its approach to resolving issues
- take responsibility for their child's use of digital devices and online services at home
- communicate with school staff and the school community respectfully and collaboratively, as outlined in the 2018 School Community Charter.

Teachers:

- model appropriate use of digital devices and online services in line with departmental policy
- establish strategies and practices consistent with their school's procedures and deliver learning experiences to encourage appropriate use of digital devices and online services
- respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements
- support parents and carers to understand the strategies that can be employed to promote their children's safe, responsible and respectful use of digital devices and online services
- participate in professional development related to this policy

Non-teaching staff, including volunteers and contracted staff engaged by schools:

- be aware of the policy and act in line with the conduct described in it
- report any inappropriate use of digital devices and online services to the principal, school executive or staff.

Principals:

- maintain a positive school culture that includes and promotes safe, responsible and respectful use of digital devices and online services
- develop and implement a school procedure in consultation with school staff, students, parents and carers
- inform staff, including new and casual staff, about school-based procedures
- model appropriate use of digital devices and online services in line with departmental policy
- respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements
- support parents and carers understand the strategies that will promote their children's safe, responsible and respectful use of digital devices and online services
- provide teachers and other school staff with support and professional development in appropriate use of digital devices and online services and implementation of their school procedure
- monitor and periodically review the suitability of their school procedure.

Damage and loss

Students bring their devices onto the school site at their own risk. 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 negligence.

In cases of malicious damage or theft of another student's device, existing school processes for damage to schools or another student's property will be followed.

Prohibited

- students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner
- students must not take photos or make video or audio recordings of any individual or group without the express written permission of each individual (including parent/carer consent for minors) being recorded and the permission of an appropriate staff member
- 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 other 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

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 use their devices at school.



Penshurst Public School

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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.

Penshurst Public School BYOD Acceptable Use Agreement

STUDENT SECTION:

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 name: _____ Class: _____

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: _____