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# Bring Your Own Device (BYOD) Guidelines

## School, Parent and Student Responsibilities

### 1. Introduction

The *Bring Your Own Device* (BYOD) policy contains information that is in line with DET Victoria as of October 2016.

BYOD is a program that enables students to bring their own device to school each day. The term “device” refers to any mobile electronic technology, including assistive technologies.

BYOD is an optional teaching strategy, but a requirement for many students with communication difficulties. The decision to implement BYOD in schools remains with the school in consultation with its community.

### 2. Policy

- Bulleen Heights School will identify students for the BYOD program for the purpose of learning. Students who use a digital device as a primary form of communication will be automatically enrolled in the program.
- Use of devices at school will be governed by school-developed policies. These may change at short notice based on DET guidelines and eSmart updates.
- Students and their parents/caregivers must complete and return a signed BYOD Student Agreement prior to participation in the BYOD program.
- The school has chosen specific BYOD models and technical requirements that are relevant and appropriate for the needs of the students and the community.
- Prior to implementing a BYOD program in a class, Bulleen Heights School will consider/identify strategies to ensure that all students are able to engage fully in classroom activities.

### 3. Access to the department’s Wi-Fi network and resources

- Internet access through the department’s Wi-Fi network will be provided on the school premises at no cost to students.
- Students are expected to comply with school network restrictions and will disable cellular data whilst at school. No attempts to bypass network restrictions, installation and use of a VPN are not allowed.
- Access to school resources such as shared drives, printers and associated costs will be a school-based decision.

### 4. Acceptable use of devices



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School Leadership will retain the right to determine what is, and is not, appropriate use of devices at the school within the bounds of the department's policies and eSafety commissioner guidelines and other legislation.

We will regularly review existing policies and processes to include the BYOD policy, where appropriate.

- Students must comply with departmental and school policies concerning the use of devices at school while connected to the department's Wi-Fi network.
- Mobile phone voice and text, SMS messaging or device instant messaging use by students during school hours is not acceptable.
- Students should not attach/connect/hotspot any school-owned or BYOD equipment to their mobile devices without the permission of the school principal or an appropriate staff member.
- Students must not create, transmit, retransmit or participate in the circulation of content on their devices that attempts to undermine, hack or bypass security mechanisms that have been implemented by DET Vic or the school.
- 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/caregiver consent for minors) being recorded and the permission of an appropriate staff member.
- Students must not use the school's network services to seek out, access, store or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature. Such use may result in disciplinary and/or legal action.
- Students and their parents/caregivers must be advised that activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.

Where a school has reasonable grounds to suspect that a device contains data which breaches the BYOD Student Agreement, the principal may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, school disciplinary action may be appropriate or further action may be taken including referral to the police.

The consequences of any breaches of the school's BYOD policy will be determined by the principal in accordance with relevant Department policies and procedures and accepted school practice

## **5. BYOD Student Agreement**

Bulleen Heights School will ensure that students and their parents/caregivers are aware of and agree to their obligations under the school's BYOD policy and other relevant DET policies.



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- Prior to connecting their devices to the department's Wi-Fi network, students must return a BYOD Student Agreement. This must be completed and returned annually.
  - The BYOD Student Agreement contains both BYOD Device Requirements and BYOD Student Responsibilities.
  - The BYOD Student Agreement must be signed by the student wherever reasonable and by a parent/caregiver.
  - By accepting the terms of the BYOD Student Agreement, the student and parents/caregivers acknowledge that the student:
    - agrees to comply with the conditions of the school's BYOD policy; and
    - understands that noncompliance may result in disciplinary action.
  - Bulleen Heights school will retain a copy of the BYOD Student Agreement in print or electronic form and it will be kept on file with the student record.

## **6. Long-term care and support of devices**

Students and their parents/caregivers are solely responsible for the care and maintenance of their devices.

- Personal devices must have a supported operating system and current antivirus software, if applicable, installed on their device and must continue to maintain the latest service packs, updates and antivirus definitions as outlined on the BYOD Student Responsibilities document.
- Students/families are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.
- Students/families are responsible for managing the battery life of their device. Students/families should ensure that their devices are fully charged before bringing them to school. Schools are not responsible for (or restricted from) providing facilities for students to charge their devices.
- Students/families are responsible for securing and protecting their device in schools, and while travelling to and from school. This includes protective/carry cases (we suggest Otterbox Defender) and exercising common sense when storing the device.
- Students/families should clearly label their device for identification purposes. Labels should not be easily removable.
- Students/families should understand the limitations of the manufacturer's warranty on their devices, both in duration and in coverage.



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## 7. Damage and loss

- Students bring their devices onto the school site at their own risk. For advice on theft or damage of students' personal devices, schools should refer to the Legal Issue bulletins below:
- DET guidelines
- It is recommended that Devices are purchased with Apple Care and insured under family home contents insurance policy. See Insurance

## 8. Insurance

Student devices are not covered by the school. We suggest families add devices to their home and contents insurance.

## 9. Technical support

- Bulleen Heights School will provide some technical advice, through their Specialist Technician to ensure all students have access to the school eduSTAR wireless network.
- In order to support devices effectively parents/carers are requested to meet the minimum technical specifications set out by the school.
- Parents should be advised that the amount of technical support for personal devices that can be provided by the school is limited.

## 10. Device requirements

The BYOD requirements document and the BYOD Student Responsibilities' document has been developed to suit the school's purpose and contains recommendations relating to:

- Minimum hardware specifications, including the operating system
  - a) iPad 8th Gen 128 GB with current iOS
- Software and apps – iOS and apps need to be updated at home and on a regular basis
- Battery life – Please bring devices charged, battery charging and chargers are not guaranteed.
- Protective casing (scratch/impact/liquid-splash resistant) such as an Otterbox Defender Case
- Device insurance/safety – this is a responsibility of the student's family
- Ergonomics –

(1) OT will assess individual students.



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- (2) Regular screen breaks, unplugged activities and stretches will be provided
  - (3) After market keyboard may assist some students and will be provided by students/families.
  - (4) accessibility features on iPad will assist many students
  - (5) Guided access passcode & lock code to be provided to teacher.
- Back-up of apps
    - Apps photos and other content may accidentally be deleted please regularly back up your device.
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### **Useful Contacts**

The Children's eSafety Commissioner website contains information to support security and device management and Digital Citizenship.

<https://www.esafety.gov.au/>

The DET Victoria website has more information on BYOD

<http://www.education.vic.gov.au/school/principals/spag/management/Pages/personaldev.aspx>



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## Bring Your Own Device (BYOD) Policy

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### Policy statement

The implementation of a trial BYOD program aims to address our ever increasing need to utilise digital devices for learning and communication; whilst addressing the need to provide devices in a financially viable way.

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### Preamble

The school aims to implement a Bring Your Own Device (BYOD) program to address our ever increasing need to utilise digital devices for learning and communication. The considered and effective use of 1:1 devices for students and staff will provide unprecedented opportunities to communicate, obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide so as to increase '21<sup>st</sup> Century' skills, knowledge and abilities.

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### Aims

The school aims to:

- improve student and staff learning outcomes by increasing access to world-wide information and 21<sup>st</sup> Century learning tools
  - implement 21<sup>st</sup> century pedagogy such as the 6 C's and SAMR models.
  - improve communication for students by encouraging the use of personal digital communication devices and apps.
  - develop skills in discerning appropriate internet and computer usage in accordance with eSmart policies.
  - develop the skills necessary to filter, analyse, interpret and evaluate information encountered.
  - develop skills in digital citizenship
  - better address STEM, digital technologies and thinking curriculum.
  - address need for digital devices in a financially viable way
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### Implementation

Bulleen Heights School has identified two groups for the BYOD program. These groups are as follows:

- a) all foundation students
  - b) any individual using a digital communication device.
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**Network Management**

- ICT staff and the technical support technician to manage all internet access, maintenance of the school's web filters, and all other issues related to internet access by staff and students.
- The school undertakes to ensure that the information published on the Intranet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.
- All staff are expected to comply with the DET Acceptable Use policy.

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**Internet and Email Access**

- Students will only access the internet using school-based Wi-Fi
- School technicians will load current Certificates on personal devices.
- All students and staff at our school will have censorship filtered Internet and email access. All staff and some students where appropriate will have their own password protected email account and log on.
- Student behaviour when using school computers and networks, when using the internet and e-mail, and when engaging in any activity with school computers must be consistent with the school's Student Code of Conduct.
- Social media is heavily controlled in school and communication during school hours using social media software is only allowed during explicit teaching sessions under the supervision and guidance of the class teachers.

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**Integrated Curriculum**

Staff are expected to utilise and integrate technologies, including on-line learning tools, into their programs for all students. 21<sup>st</sup> century learning design and the SAMAR model is expected to be used as a reference for designing and teaching learning tasks.

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**Professional Development**

The school will provide appropriate professional development and support for all staff. In line with ePotential data, Professional Development Plans and the school strategic plan.

**Monitoring, evaluation and review**

This policy will be reviewed following an annual review in October 2022.