

Carlingford West Public School

Felton Rd, Carlingford NSW 2118 Phone: (02) 98717187 Fax: (02) 98722081 Email: carlingfow-p.school@det.nsw.edu.au
www.carlingfordwest.nsw.edu.au

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STUDENT BRING YOUR OWN DEVICE (BYOD) POLICY 2017

1. Introduction

This document provides guidance and direction to principals, staff and school communities for the management of the Student Bring Your Own Device (BYOD) Policy. As we enter a new era of education with the new National Curriculum, schools are required to assist students to develop their 21st century learning skills. At Carlingford West Public School, based on current educational research we have established the iPad to be the most effective learning tool that facilitates the development of 21st century learning skills within primary school classrooms. Your investment in the purchase of an iPad for your child to bring to school to support their learning, will not only provide your child with the opportunity for anywhere / anytime learning, but it will also assist our school to expand our 21st century learning initiative and resources across all key learning stages.

2. Key principles

Access to the Department of Education (DoE) WIFI network, including the Internet, will be made available to Stage 2 (years 3 and 4) and Stage 3 students (years 5 and 6) who bring their own devices to school for learning. BYOD provides an effective process that allows schools and the DoE to efficiently incorporate student-owned devices into our digital learning environment while securing and protecting school and DoE infrastructure and data.

3. Devices

At Carlingford West PS in 2017, BYOD refers only to an iPad as the device.

- Devices such as Android/Windows based tablets, laptops will not be included in our BYOD policy in 2017. Any iPad 2 or newer will be an acceptable 'device'. Please refer to the school's website for a list of the different iPads and approximate retail prices that are acceptable for use at Carlingford West.
- Parents are advised that older devices, such as an iPad 2 MAY NOT be able to run the latest IOS operating system or install the required Apps/ App updates.

Technical support:

- Students agree to ensure their iPad has the latest approved iOS operating system for the device and that their core learning apps are installed and always updated. A list of the core learning apps required to be installed on BYOD iPads is available on the school's website. Participating students understand that Carlingford West PS will not provide technical support for iPads brought from home.
- In the event a leased iPad has a technical issue, the class teacher/technology coordinator will refer the case to our technicians to be investigated as soon as possible. Class teachers will make accommodations for students who are experiencing technical issues outside of their control.

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- **Covers:** iPads brought from home for use at school must have a protective case that minimises damage in daily use. A folio case style of cover with or without a keyboard will offer some protection, but may hinder use of the camera. The school is happy to show parents cases used at school, proven to offer very high protection. Should an iPad be damaged, parents are asked to have the device repaired as quickly as possible. The school will endeavour to provide a replacement device for use at school in the short time it takes to fix the device.
- **Apps:** iPads brought to school from home need to have installed the school's nominated 'core learning apps' at your own expense.

This list is made available on the School App at the beginning of each school year. It is possible to link more than one device (family sharing) to the same iTunes account and sharing of the Apps on all these devices at home would be cost effective.

As the device is not owned by the school, other apps are allowed to be installed, although the school reserves the right to request having certain apps removed that are deemed inappropriate for a school environment or withdraw the right for the device to be brought to school where these apps that are deemed inappropriate are not removed.
- **Charged:** Students who participate in the BYOD program agree to bring their iPad from home every school day the iPad is to be used, fully charged. No charging of devices will occur at school.
- **Damage / Theft:** The school does not accept responsibility for any damage, theft or loss of any iPad brought to school. Students will be able to put their iPad in a class locker located in the Gallery from 8:55am. Students are not to leave iPads in their schoolbag when they arrive at school. You may wish to communicate with your insurance company as BYOD iPads are not covered under the NSW Govt. Managed Treasury Fund. There will be iPad monitors working in the class iPad collection centre every morning before school to ensure the iPads are safe and secure before school.
- **Student Use:** Students who bring their own iPads to school or are using school iPads will be held personally responsible for the correct / appropriate use of their iPad and apps. Students will not be able to use iPads during the school breaks unless there is explicit approval from the class teacher – e.g. to finish a certain assignment.
- **Settings:** All leased and BYOD iPads are to TURN OFF the 'check spelling'; 'auto-correction'; 'auto-capitalisation'; and 'predictive' features. This is found in "Settings-----General-----Keyboards. Students are NOT to use Apps that change the keyboard and while at school, must use the standard iPad keypad.
- **Network access:** In the case of a BYOD iPad causing issues with the DoE or Wifi network, the school reserves the right to limit network access until the situation is rectified. In the event an iPad cannot connect to the network, the class teacher refers the case to our computer technicians to investigate the issue and resolve the case as soon as is possible. The WiFi network is monitored by the DoE to ensure students are safe when accessing the Internet.

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4. Equity

We are committed to our obligations as a public education institution to deliver the same learning outcomes to all our students no matter their families' financial means.

All stage 2 and stage 3 students will be offered the opportunity to bring their own iPad.

Students who do not BYOD will be supplied with a school owned iPad for a small annual fee (\$150 p.a). School owned iPads will be allowed to be taken home with the student. Those families experiencing difficulties with payment are encouraged to communicate with the principal for assistance.

5. Student Responsibilities

All students using school or BYOD iPads are required to use their device in an acceptable manner within the context of the school and the home. Students must follow their teachers' directions whilst using their iPads in the classroom. Should a student choose not to comply with these expectations of usage / behaviour, the school's discipline procedures will be invoked and access to the school's network may be restricted.

Students and parents/caregivers agree to:

- Comply with the NSW DEC acceptable usage policy
- Manage the battery life and regularly charge their own device at home
- Label their own device for identification purposes
- Purchase and use device protective casing
- Ensure the device is safe and secure
- Maintain up-to-date operating system on their device
- Consider taking insurance coverage of their own device to protect any accidental damage, theft or loss
- Not use another student's device without their permission
- Not to alter their or others' iPad settings without a parent present
- Not use iPads during school breaks and/or in playgrounds without approval from the class teacher.

Please refer to the Parent iPad handbook for further information (available on the School Website from November, 2016)

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CWPS SCHOOL IPAD LEASING AGREEMENT 2017

It is important to ensure that students (and their parents or carers) are aware of and agree to the School iPad Policy prior to using devices in the schools' digital learning environment. By accepting the terms, the student and parents / carers acknowledge that they agree to:

- Comply with the conditions of iPad usage in classrooms as outlined to students by class teachers;
- The school and the DEC having the capacity to access devices and the data/information on at the principal's discretion;
- The withdrawal of access to school iPads should the student mishandle or not comply with teacher expectations;
- Comply with DEC or school policies concerning devices at school and while connected to the Department's DEC network including:
 - o Online Communication Services – Acceptable Usage for School Students;
 - o Acceptable Use of Department's DEC portal services.
- Report any inappropriate behaviour or material to a teacher;
- Not use another student's device without their permission;
- Not to alter their or others' iPad settings without teacher consent.
- Not to use school iPads during school breaks and/or in the playground without approval from the class teacher.

The cost of leasing an iPad from CWPS is \$150 per annum. This will be added to your child's school fees in Term 1.

In the event that the equipment is lost or stolen, the school will need to purchase replacement equipment of similar type. The borrower agrees to reimburse the school for the cost of this replacement equipment. In the event that equipment is returned in a damaged state, the borrower agrees to reimburse the school for the cost of repairs.

If you choose to purchase a device throughout the year, please contact the school before making your purchase to discuss ending your lease agreement.

Please refer to the Parent iPad Handbook for further information about iPads at Carlingford West Public School.

Please refer to the Parent iPad handbook for further information (available on the School Website from November, 2016)

If you have any concerns or queries regarding the leasing of a school iPad, please contact

Mrs Verisan or Miss Carter