

BYOD Guidelines Years 5-9

St. Andrew's Cathedral School



These guidelines cover the use of School-owned and student-owned iPads brought to school, the provided network and access and the related activity generated by use of devices and services.

1. Rationale

The implementation of the Bring Your Own Device (BYOD) programme recognises that contemporary technology provides a powerful tool for learning and connecting with our world. The individual use of iPads will help empower students to maximize their potential and better prepare them for tasks inside and outside of school.

The implementation of iPads and technology will not diminish the vital role that the St. Andrew's Cathedral School teacher plays in the classroom. Technology is to be appropriately implemented with the aim of authentically enhancing and enriching the classroom.

2. Devices

The Apple iPad has been chosen as the device for the Bring Your Own Device Program (BYOD) in Years 5-9 as this allows consistency and growth across the Junior School into the Middle School. It is recommended to purchase a non-cellular iPad Air 2 or better. iPad Minis and 12.9 inch iPad Pros are not recommended. The iPad should:

- Be up to date with updates and apps.
- NOT have a SIM card installed at School if it is a Cellular model.
- Have a sturdy case that particularly protects the corners of the iPad.

3. Device Review 2018

iPads are proving to be a good solution and providing a wide range of functionality. A full review of student devices is being undertaken in Semester 1 of 2018 in line with regular review of services.

4. Classes

In 2018, the following classes will be part of the BYOD iPad program At St. Andrew's:

- All year 5 students at St Andrew's Cathedral School and Gawura School
- All year 6 students at St Andrew's Cathedral School Gawura School
- All Students in years 7-9

5. Technical Support

As part of the BYOD program, the school operates 'help desk' support to students daily. Due to the device being owned by the student, any physical damage or warrantee issues will need to be sourced by the student's family.

6. Damage and Theft

The school does not provide any cover for accidental damage or theft cover for 3rd party (student owned) devices and are therefore not be liable for any damages or theft that occurs on the school's premises unless the device was under direct care of a staff member.

Parents/caregivers are encouraged to source accidental damage and theft insurance from an external insurance provider.

7. Internet and network usage

All students in years 5 to 9 at SACS must install AirWatch to set up their iPad, to gain access to the School network and to receive apps provided by the school.

8. Student Responsibilities (as per Student Tech. Usage Policy)

Students should:

- use their iPads in a responsible and ethical manner;
- have a full battery at the start of each day;
- keep their iPad in a secure case at all times;
- protect their iPad by using secure passcode and reporting any breaches
- store their iPad in the class' designated area during school time when not in use;
- monitor activity on their School accounts including Schoology and email;
- report any damages physical or operational to the classroom teacher and/or helpdesk;
- update iOS and apps when prompted to ensure their iPad is up to date;
- use the internet in a safe and appropriate manner and report any inappropriate or offensive behavior or usage to their classroom teacher or other appropriate staff.

9. Prohibited Student Activities

- Access to inappropriate content.
- The use of gaming applications or gaming websites outside of teacher instruction;
- The use of messaging and social media services during school hours e.g. Snapchat, Whatsapp, Facebook and Instagram;
- Gaining access to another student's device, accounts files/ and or data;
- The creation of online accounts outside of teacher instruction.
- Participation in fraudulent or illegal behavior, such as, but not limited to, downloading, installing or transmitting copyrighted materials.
- Vandalism to their own or others' devices including associated software
- Participating in any form of bullying or harassment through the use of their device; and
- Using cellular data or tethering to access the internet during school hours; and
- Circumvention of school systems with use of VPNs, proxy servers or other means.

10. iPad Identification

The iPad must be able to be identified in the following ways:

- Clear labeling of the device with the students name on the iPad and Case.
- In settings – general, the device must be named with the student’s name.

11. Storage

When student iPads are not in use they are to be stored in the following manner:

- In the Junior School classroom; iPads will be in a central location designated by the classroom teacher for the duration of the school day, unless instructed by the classroom teacher for education and learning purposes;
- In designated locker areas in the Middle School.
- In bags when travelling to and from school.

12. Charging

iPads must be brought to school each day, fully charged. iPads are to be charged at home overnight. Minimal charging outputs will be available at school but for emergency use only. A power bank for extra battery life is recommended if extra battery life is required.

13. Transport

When transporting devices students must:

- Ensure the iPad’s casing is fully closed;
- Not carry another student’s iPad;
- Not run with the devices.

14. Printing and Internet Connection

Students will have wireless access and printing using the following processes:

- ‘AirWatch’ which allows students to access the School’s secure Wi Fi network.
- ‘Follow Me’ printing which will enable students to print from their device to printing stations around the school using their username to login.

15. Saving and Backup

Students will be provided with instructions and support for saving and backup of their work. As a minimum, students are expected to save and backup in the following ways:

- Saving files in their personal Office 365 OneDrive; and
- Backing up their iPad using iCloud and/or a computer.

Students are expected to have enough storage to back up their iPad – if space is required students will be asked to remove non-essential applications in order to free up space.

16. Network Connectivity

SACS provides reliable Wi Fi connectivity throughout the school. Students are to ensure that:

- The Wi Fi is accessed for educational purposes, as instructed by the classroom teacher; and
- Any updating of applications or iOS is done either outside of school hours or during low usage periods.

17. Apps

Student devices are to only have content and apps that are appropriate for the user's age. Students will access apps in the following ways:

- For school educational related apps as identified by the Learning Technologies team, apps will be available to all students through the School App Catalogue. (The cost of these apps are covered under the Learning Technologies levy)
- For parent/caregiver approved apps students can download apps using family sharing or private Apple ID at home.

At any time, should staff deem an app inappropriate they have the right to ask for it to be deleted.

18. Parent/Caregiver Responsibilities

Parents/caregivers are an integral part of the successful implementation of the School BYOD program, and can assist in ensuring the safety of our students is maintained. As part of the BYOD program we ask that all parents/caregivers:

- Establish standards and values that their child(ren) should follow when using their device and accessing the internet and applications at home, referring to the support for iPads at home document available in the iPads section of sacsconnect.sacs.nsw.edu.au.
- Understand that Apple IDs for students under 13 must be part of family sharing.
- Understand the parent/caregiver and child hold full responsibility for the device and accounts;
- Consider taking up insurance and Apple Care in the likely event of damage or theft of their child's device
- Ensure their child's device is clearly labeled and serial number is recorded;
- Ensure that their child's device is regularly backed up and applications are updated as needed; and
- Understand that children under the age of 13 may not take part in age – restricted social networking applications and services.

19. School Responsibilities

The School provides a foundation for the BYOD program and plays an essential role in ensuring educational value, social responsibility and safety is developed by its students. As part of the BYOD program the School will:

- Ensure that all staff are trained in the use and implementation of devices into the learning environment;
- Ensure that all staff have adequate training in digital citizenship and are allowed sufficient time to integrate digital citizenship into the curriculum;
- Provide secure, efficient and filtered internet access across the school;
- Educate and assist students with the correct usage of internet and applications in order to enhance their educational experiences;
- Provide a secure area for students to store their devices throughout out the school day when not in use;
- Develop and share resources on the school's website learningshared.com.au that will provide staff, students and parents/caregivers with information to assist in the correct usage and implementation of applications in the classroom; and
- Ensure that all staff select appropriate applications and online content that are suitable for specific student learning needs.

NOTE: The school reserves the right to search devices if there are concerns regarding content or activity. This is to ensure that the school fulfils its duty of care responsibilities.

20. Evaluation

This policy will be reviewed annually to ensure relevant information is updated and maintained to suit the changing nature of learning technologies.

Updated 20th November 2017