

# Stage 3 BYOD Handbook 2017

## St. Andrew's Cathedral School



This handbook covers the use of School-owned and student-owned devices 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 in Stage 3 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. The implementation of technology will aim to transform the classroom to one that promotes learning where technology is integrated authentically and appropriately across all KLAs.

### 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 the latest model Apple WIFI iPad Air 2 or a 9.7 inch iPad Pro. The iPad should:

- Be up to date with updates and apps.
- Have enough storage - 32GB or larger to install selected apps and services as per the School iPad Scope and Sequence as well as stage specific content.
- NOT have a SIM card installed at School if it is a Cellular model.

### 3. Classes

In 2017, the following classes will be part of the BYOD program in the Junior School:

- 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

### 4. Technical Support

As part of the BYOD program, the school will provide IT support with visits to classrooms and operate 'help desk' support to students daily. Due to the device being owned by the student, any physical damage or warranty issues will need to be sourced by the student's family.

### 5. Damage and Theft

The school does not provide any cover for accidental damage or theft cover for 3<sup>rd</sup> 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.

## **6. Internet and network usage**

All students in years 5-9 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.

## **7. 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.

## **8. Prohibited Student Activities**

- The use of gaming applications or gaming websites outside of teacher instruction;
- The use of devices in break times and before and after school, unless directed by staff.
- 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 on or offline through the use of their device; and
- Using cellular data or tethering to access the internet during school hours.
- Use of proxies or VPN services to bypass school systems.

## **9. 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.

## **10.Storage**

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

- In the classroom, 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; and
- In their bags when travelling to and from school.

It is recommended that iPads are not to be stored in an environment with extreme temperatures as this can decrease the life of the device.

## **11.Charging**

iPads must be brought to school each day, fully charged. As previously mentioned, iPads are to be charged at home overnight. Minimal charging outputs will be available at school but for extreme case uses only.

## **12.Transport**

When transporting devices students must:

- Ensure the iPad's casing is fully closed;
- Not carry another student's iPad;
- Be carried with two hands; and
- Not run with the devices.

## **13.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.

## **14.Saving to iPad/Backup**

Students are expected and will be instructed to save work in the following formats:

- Uploading work to Schoology
- 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.

## **15.Network Connectivity**

SACS has recently upgraded its wireless routers to ensure that there is sufficient 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.

## **16.Apps**

Student devices are to have content that is G rated at school, this includes apps. Students will access apps in the following ways:

- For educational related apps as identified by the Learning Technologies team applications will be available to all students through the School App Catalogue. (Cost of these applications are covered under the Learning Technologies levy)
- For parent/caregiver approved apps students can download apps using family sharing and Apple ID from home.

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

## **17.Parent/Caregiver Responsibilities**

Parents/caregivers are an integral part of the successful implementation of the School Stage 3 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.
- Understand that 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 such as Facebook without parental/caregiver consent.

## **18.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 resources on the school's website [www.learningshared.com.au](http://www.learningshared.com.au) that will provide staff, students and parents/caregivers with 'how to' guides 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.

## **19.Evaluation**

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