

Rationale

The purpose of this policy is to clarify what is considered acceptable and unacceptable use of student owned personal devices that are being brought to school under the 'Bring Your Own Device' (BYOD) policy. South Coogee Public School embraces Technology and sees BYOD iPads as an opportunity to develop a broader range of 21st century learning skills to foster and enhance learning opportunities and improve student learning outcomes. Our focus of a BYOD program at South Coogee is to provide quality education to maximise every learning opportunity and shape our students' future through high quality teaching and learning.

Aim

As stated in the DEC's BYOD policy, *'schools are in a position to harness students' connection to their own personal mobile devices for the purpose of developing 21st century learning skills and for fostering digital literacy, fluency and citizenship in a safe environment.'*

Strategy Statement

South Coogee Public School, in consultation with its community, will allow students to bring their own mobile device to school for the purpose of learning. School developed guidelines and procedures for BYOD have been communicated to staff, students, parents and caregivers. All content stored on, or accessed from, the device must fit within the values of South Coogee Public school, this policy and the student use agreement.

The use of a personal mobile device will:

- Enhance individual and personalised student centred learning opportunities
- Deepen learning
- Meet the expectations of teachers, students, parents and caregivers

Implementation

Equity of Access

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. Students who do not BYOD are invited to use a school-owned iPad each day from 9-3. These iPads will have the required Applications needed for learning activities but will not be able to be taken home.

Daily Use

iPads are an effective tool to assist us when teaching children. They do not replace teaching or change the curriculum and students will still focus on the key skills they need to develop in Primary school.

We also acknowledge that teachers are on a learning journey where they are increasing their ability to integrate mobile technology as an effective tool in the classroom to teach the curriculum. We will be providing staff with regular and relevant professional learning to continue to develop their skills.

Network Access

If a BYOD model is to be a success, the technological infrastructure must be configured and enhanced to meet the needs of personally owned devices on a large scale. South Coogee Public School has committed to enhancing our Network capabilities to support our BYOD program over the past 2 years and will continue this in the foreseeable future.

Security, filtering and blocking of inappropriate sites on the Internet is implemented at DEC level. However, as no blocking software is completely effective, the school cannot guarantee that access will be blocked to all inappropriate sites. In the instance that inappropriate language or content is accessed, students are expected to immediately switch off the computer screen, not draw the attention of any other student to the site and immediately report the occurrence to the supervising teachers. Teachers are expected to report the occurrence to the school computer coordinator who will report it to DEC. Students should be counselled and their parents informed on the advice of the school executive.

Digital Safety

All students will be required to read, review and sign in the presence of their parents or caregiver a Student Use Agreement. They will also be given a copy of the student responsibilities to help them understand the guidelines for BYOD.

Teachers will review the Student Use Agreement and responsibilities at the beginning of each term.

Students will participate in lessons and discussions related to ethical issues, safety and appropriate conduct when using Internet and mobile devices.

Health

Safe practice guidelines are included below under student and staff responsibilities and have been developed in consultation with the Digital Citizenship Committee for specific areas of concern. These include but are not limited to Electric & Magnetic Fields (EMFs), radiation, posture and handling of devices. Further information regarding these can be obtained by contacting the school.

Responsibilities

Students

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. They must follow their teachers' directions whilst using their iPads in the classroom. Students are responsible for their own behaviour and actions. They need to understand and respect the need for staff and parents/caregivers to check what they have been doing on the device. These checks will be conducted randomly throughout the whole year. Should a student choose not to comply with these expectations of usage or behaviour, the school's discipline procedures will be invoked and access to the school's network may be removed for a period. Please see Student Responsibilities and Student Use Agreement for further details.

The children should not have the iPads in direct contact with their body, particularly not on their lap.

Wi-fi should be turned off when the device is not in use.

Staff

Teachers will embrace student use of Technology in the belief that it enables students to become more powerful and efficient learners. They will provide guidance and instruction to students regarding appropriate use and teach digital citizenship each term to ensure students develop skills on how to be 'cyber-smart'.

Teachers will aim to provide meaningful, relevant learning opportunities that enhance student learning outcomes.

The school and staff will make every attempt to ensure that loss and/ or damage is minimised. We will make every attempt to ensure students use their device appropriately and report and resolve any issues that arise promptly.

Ensure that all iPads in the classroom are placed on "Flight Mode" whenever the iPads have no need to connect to the network.

Staff are monitoring how much screen time children are exposed to and we are ensuring there is a balance of this each day.

Ensure children should not have the iPads in direct contact with their body particularly on their laps. Staff will also aim to ensure the children are always using the devices with the 'Home Button' on the bottom of the device, as the transmitters are all located on the top right corner of the device and if held upside down, will be pointing directly to the kids bodies.

Parents

Parents are ultimately responsible for setting and conveying the standards that their children should follow. South Coogee Public School expects those standards will be in accordance with the school rules, this strategy and other school policies.

Parents should ensure the device has a legal and licensed version of a supported operating system and of software, arrange appropriate insurance and be aware of the warranty conditions for the device.

Unacceptable Use

When using Technology, students should be aware of the issues related to privacy of both themselves and others. Students should take the utmost care when using devices as they can be easily damaged and be expensive to replace.

Explicitly, students should not:

- Break the Student Use Agreement
- Lend their device to anyone
- Use it for social media during school time- They **do not** have access due to school WIFI restrictions
- Use device without teachers permission
- Ask their teacher to look after their own device
- Capture or distribute voice recordings, images or video footage of any person without their permission especially when it's not used for school work
- Access, create or distribute offensive material
- Play games without permission
- Use personal WIFI networks
- Post any pictures of students, staff or school activities to social media

- Delete the browser history
- Put their device on the floor

Disciplinary Actions

Generally, classroom teachers and executive teachers will ensure that appropriate consequences are put in place for inappropriate student behaviour in relation to Technology. We will use the Student Responsibilities Document and the Student Use Agreement in line with the South Coogee Wellbeing Policy to address any issues.

Acceptable Devices

iPad and iPad mini are preferred due to their compatibility with the school wireless system and their inbuilt protections against viruses. South Coogee Public School has advised parents it would be extremely useful for students to have a keyboard to help develop their touch typing skills.

Monitoring, Evaluation and Review

This policy has been developed in Term 1, 2016. It has been developed by our Technology committee and presented to the executive for discussion before being presented to staff at a staff meeting, our Year 5 and 6 students during class time and our community through the Digital Citizenship committee and the P&C meeting. It will be reviewed and adapted through the digital citizenship committee as necessary throughout 2016 as we implement and develop our BYOD program.

Ratification and Review

- This policy was developed and ratified by the South Coogee PS school staff and community in Term 1 – 2016
- Reviewed Term 3 2016 by Technology Committee
- 2017 adjustments made of feedback of teachers and parents. Presented at first P&C meeting in 2017