



# Black Hill Primary School

## BYOD (Bring Your Own ) Policy

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### Help for non-English speakers:

If you need help to understand the information in this policy, please contact the school on

03 53324544

This policy works in conjunction with the Department of Education's 'Acceptable Use Policy' for DET Digital Technologies (DT) resources, as well as Black Hill Primary School's 'DT Acceptable Use Agreement', 'Internet and Network Usage Policy' and 'Student Code of Conduct'.

### Aims:

The focus of the BYOD program at Black Hill Primary School is to provide tools and resources to support learning. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future. The individual use of technology is a way to empower students to maximize their full potential and to prepare them for further studies and future education leading into the workplace.

Technology immersion does not diminish the vital role of the teacher. On the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning integrates technology into the curriculum anytime, anywhere.

The policies, procedures and information within this document apply to all devices used at Black Hill Primary School.

### **Intended Use:**

This BYOD Policy has been developed to inform Black Hill Primary School's community (Students, Staff, Parents and Administration) of the roles and responsibilities of maintaining a responsible, safe and effective BYOD program.

### **Who Does This Policy Apply To?**

This policy applies to all users at Black Hill Primary School's BYOD.

- Students;
- Staff;
- Parents/Caregivers; and
- Principal Administrators

### **What /s Does This Policy Refer To?**

For the purposes of this policy, the term 'devices' refers to the use of the Apple (tablet) range of products (iPad) and Windows laptops as recommended.

### **Minimum Requirements**

Black Hill Primary School understands that our families are unique and their financial access to a set may differ. The Black Hill Primary School BYOD Program allows students to use device that can utilise the latest operation. The devices must:

- have enough storage to install the selected applications set prior to the commencement of the school year by Black Hill Primary School,
- be Wi-Fi capable (we do not require devices to connect to telecommunication services via sim); and
- be secured in protective casing to ensure accidental damage is minimised.

Black Hill Primary School encourages parents/caregivers to organise the use of a later model as these s will ensure compatibility and supportability for a longer period of time.

### **Equity And Access**

Black Hill Primary School understands that the BYOD Program may be a financial burden on some families. For families opting to not participate in the BYOD Program, the school will have s available which will provide students equal access at school to technology. These s will be available to use during school hours, but will not be sent home with children. Special financial circumstances may be discussed with the principal.

### **Technical Support**

As part of the BYOD Program, Black Hill Primary School will provide assistance in helping students with:

- connecting to the school's network and internet;
- installing applications where necessary.

All other technical support, warranty issues and insurance matters will need to be managed by parents or care givers.

### **Accidental Damage and Theft**

The school is unable to provide accidental damage or theft cover for 3rd party (student owned / teacher owned) s and shall therefore not be liable for any damages or theft that occurs on the school's premises unless:

- the was under the direct care of a staff member.

Black Hill Primary School strongly encourages parents/caregivers to source accidental damage and theft insurance from an external insurance provider.

### **Internet and Network Usage**

All students, staff and parents are expected to adhere to Black Hill Primary School's 'DT Acceptable Use Agreement' as well as the 'Internet and Network Usage Policy' which can be found on the school's website.

### **Student Responsibilities**

As part of the Black Hill Primary School's BYOD Program, students will ensure that they:

- use their devices in a responsible and ethical manner;
- bring their device to school fully charged;
- obey general school rules concerning behaviour and communication in line with the school's 'Code of Conduct';

- protect their s by contacting their teacher/administrator about any security problems they may encounter;
- report any behaviour that is not in line with the school's 'Code of Conduct' to their teacher;
- report any damages that may occur to their teacher immediately;
- use the internet in a safe and appropriate manner (as set out by the school's 'DT Acceptable User Agreement' and 'Internet and Network Usage Policy') and will report any inappropriate or offensive material to their teacher so that the administration can block those sites; and
- respect and look after all devices, including their own, other students' and the school's devices.

### **Student Activities Strictly Prohibited**

- illegal installation or transmission of copyrighted materials;
- any action that violates the school's 'Code of Conduct' or public law;
- sending, accessing, uploading, downloading, or distributing offensive, violent, profane, threatening, pornographic, obscene, or sexually explicit materials;
- accessing and using internet/app-based games within class time that are not deemed educational by the teacher without prior permission;
- use of messaging services and social media within school time;
- gaining access to another students' accounts, files and/or data;
- giving out personal information, for any reason, over the internet;
- participation in fraudulent or other illegal behaviour;
- vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of personal, other students or the school's range of technology;
- participating in any form of bullying including, and not limited to, texting, emailing, posting and accessing other students' s; and
- not using Black Hill Primary School's web filter to access restricted internet sites at school.

### **Student Guidelines**

#### **Device Identification**

Student devices will be labelled in a manner specified by the school. They can be identified in the following ways:

- a record of the devices' serial number on the school's database;
- clear labelling of the device and all accessories (Parent/Caregiver responsibility).

#### **Storage of devices**

When students are not using their devices, they should be stored in a classroom, in a secure storage location designated by their teacher. Students are encouraged to take their s home at the end of each day, regardless of whether or not they are needed. devices should not be stored in a vehicle as they can overheat or get stolen. devices are not to be stored in school bags during the day, or taken out of the classroom during lunch or recess.

#### **Transporting your**

When students are transporting their s in and around the school (for example to a specialist subject), they should ensure that the device's casing is closed and that they are carrying it with two hands. Students should never run with these s as this may lead to damage if the it is dropped.

### **Devices left in unsupervised areas**

Under no circumstances should devices be left in unsupervised areas (including, but not limited to, school grounds, open building spaces, specialist areas, library, offices, unlocked classrooms or toilets). Any devices left in these areas is at risk of being stolen or damaged. If a device is found in an unsupervised area, it will be taken to the office. Violations of this section may result in loss of device privileges and/or other privileges (see 'Breaking the DT Acceptable Use Agreement').

### **Screen Care**

The device's screen may be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen or corners of the device.

Students need to ensure that they do not lean on, or place anything near the device that could place unwanted pressure on the device's screen.

### **Devices Left at Home**

If students leave their device at home, they are responsible for getting the course work completed as if they had it present.

### **Sound, Music, Pictures, Games or Programs**

Sound must be muted at all times, unless permission is obtained from the teacher. Students may use headphones when a teacher deems it suitable. Private music files, apps, and games are strictly not to be accessed at school. Inappropriate media may not be used as a screensaver or background photo. Apps, Videos and photos must be suitable for G audience. Presence of guns, weapons, pornographic materials, suggestive images, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in removal of content and disciplinary actions.

### **Saving to the device/backups**

Students may save work to the device. It is also advised that students use iCloud (internet storage), Google Classroom and Google Apps (internet Storage) or iTunes (sync to home computer to back up the information on their device. Students will hand in assignments as specified by the individual teacher. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work and any issues should be reported to the teacher or tech staff.

### **Inspection**

Students may be selected at random to provide their device for inspection. Inappropriate content will be removed in consultation with parents. Students who refuse to remove inappropriate content will not have use of their device at school until it has been removed (see 'Breaking the DT Acceptable Use Agreement').

**Evaluation:** To be reviewed as part of the school's three year review process.

<b>Created date</b>	<b>November 2016</b>
<b>Consultation</b>	Staff, Parents, School Council Policy Sub-Committee and ICT Curriculum Team
<b>Endorsed by</b>	Black Hill Primary School Council
<b>Endorsed on</b>	October 2022
<b>Next review date</b>	October 2025

This policy was last ratified by School Council in: