

## **BYOD POLICY**

### **Information and Student Agreement – 2023**

#### **Bring Your Own Device (BYOD) Information**

Shell Cove School recognises the need to prepare our students for a rapidly-changing world, where technology plays a critical role in personal, social and professional lives. Staff at Shell Cove School have taken great strides to integrate device use into all aspects of teaching. BYOD is an important step in ensuring all Stage 2 and Stage 3 students are working with 21st century learning capabilities.

#### **Important Information**

**Purchasing** - Parents/Carers can now access the EduCom Parent Portal for BYOD purchases at <https://www.educomit.com.au/k12> Passcode - BYOD. There will be a handful of standard accessories available through the company. EduCom will ship direct to the customer via Toll Express (freight will apply - \$15 flat fee), and *normally* orders are received within 2 days of placing the order.

**iPad Case** - Students must have a keyboard for school activities. If purchasing an iPad for BYOD please purchase a protective case with a keyboard attached. There are some for sale in our BYOD purchasing portal (see above link).

**Apple ID** - Students MUST be logged into their device (tablet) using their OWN Apple ID, they cannot share an id with a parent or carer. Follow this link to find out how to set this up - <https://support.apple.com/en-au/HT201084>

#### **Frequently asked questions**

- Do I have to purchase through the Educom portal?** No. Parents/Carers and students are free to purchase devices from any retailer, but must ensure the specifications of the device meet the school's requirements. There are only a handful of devices available through the portal by design. Allowing a smaller selection of choices between the low, medium and high price points makes it easier for parents/carers, students and teachers who will all be using the same group of devices. This enables staff to assist students more effectively in the classroom.
- What specifications does the iPad or laptop require?** All iPad and laptops on the Educom portal meet our specifications, but any Windows, Chromebook or Apple Devices with dual band 5GHz wireless, a 64GB solid state drive and 9.7inch screen are sufficient. A carry case and small keyboard is also suggested.
- Is BYOD designed for all students?** All students from Year 3 – 6 are welcome to bring their own device and use it as part of the learning in the classroom. As we push towards a more technology supported curriculum, we strongly encourage all students in years three to six to bring a laptop/tablet to class to support their learning.
- What software will teachers be using at school for class work?** Depending on the class, a variety of software will be used in the classroom, ranging from word processing, maths extension and research. All students now have access to Google Classroom where staff can issue and receive student work of all media types. Students can access all Google products using their login name.surname@education.nsw.gov.au.
- I'm concerned about device security** The school does not own the device or warranty the device. If you are concerned the device is going to be broken, lost or stolen, you may wish to consider specific accidental damage insurance for the device. You can specifically list the item on your home contents insurance, or you can purchase an Accidental Damage Protection plan for your device. You may also consider using a device locator service. These services include the "Find my iPad" service built into Apple iOS devices. Internet access on the device will be filtered at school and students will be prohibited from connecting to other networks while at school.
- Do I have to buy a new device each year?** No. The lifecycle of a device that is cared for is approximately four years.
- What type of device can we bring?** A range of devices in a range of price categories meet the Device Specification. You should carefully consider all your options for purchase and lease/rent-to-buy. Consider also that a good quality device could comfortably last four years. Additionally, it's possible you already own or use a device which meets the Device Specification, in which case just bring that.

#### **Information Regarding BYOD at Local High Schools (current as of December 2022)**

We understand that purchasing devices can be costly. To make it easier for our parents/carers, we have compiled a list of devices that local high schools use, current as of January 2020. This may make it easier for you when deciding which device to purchase.











- Warilla High School – Warilla High School do not recommend a specific device.
- Corpus Christi – Students attending Corpus Christi must have an Apple Mac laptop. They suggest current Macbook Air or Macbook Pro models with Retina display.
- Shellharbour Anglican College – Students in Year 7 – 10 attending Shellharbour Anglican College are required to have an Apple iPad: Minimum 32G.
- St Joseph's Catholic High School – Must be an Apple device. St Joseph's High School accepts ipads and laptops for students in Year 7 - 9. When students are in Year 10 - 12, they are required to bring a laptop to school. The recommended Apple iPad device is iPad 9.7-inch (6th Gen).

## Shell Cove “Bring Your Own Device” Program Device Specification

### Hardware Requirements

Form Factor	iPad, Tablet, Laptop, Chrome Book or convertible device. A tablet device must have a physical keyboard available with separate keys for A-Z and 0-9. A separate bluetooth device is sufficient to meet this requirement. <b>Note 1</b> – The device should have a camera and microphone. <b>Note 2</b> – Shell Cove has made the decision that mobile phones /smart phones will not be part of the BYOD program.
Physical Dimensions	Minimum Screen size 9.7 inch
Operating System	Windows, Apple, MacOS or Android
Processor	Dual Core or better
Memory	RAM: Laptops 4GB/Tablets 1GB
Wireless Compatibility	Wireless connectivity required. Devices that connect via the 802.11 wi-fi standard, on the dual band both 5 GHz, 2.4 GHz frequency devices will connect.
Battery Life	5 hours or more
Storage	Minimum 64GB storage on device. Students are recommended to make use of a storage device such as Google Drive to save work. These accounts are found through the student's DET login and allow unlimited storage.
Protective Casing	Students are required to store their device in a suitable protective case, <u>with keyboard attached</u> . A scratch/impact/liquid-splash resistant case is recommended. A screen protector may also be advisable for touch screen devices.
Highly Recommended	Accidental loss and breakage insurance.

### Software Requirements (APP Requirements)

Software	Please note all recommended Apps are free. There is also a free student download for most of the software solutions (word, etc.) through your student's DET portal login.	
Web Browser	Google Chrome or Safari	
Note Taking / Word Processor	 Google Docs and or Microsoft Word	
Spreadsheet	 Google Sheets	
Presentation	 Google Slides	
Additional Apps Required	 Google Chrome  SeeSaw Class  Google Earth  Google Classroom	 Jamboard  Notes  Minecraft Education
Set-Up Required	Before coming to school, parents/carers need to ensure that the student has their own Apple iPad ID set up. Please note that students cannot share an Apple ID with a parent or other family member. Students must be signed into their own google account and NOT that of a parent/carer.	

## Electronic Device Policy

For Personal 802.11 (Wireless Network Capable) Digital Devices brought from home for school use.

### Introduction

Our BYOD policy is based on trust in and respect for the learner, our desire to better individualise learning and the educational belief that it is our role to assist each young person gradually take control of their own learning.

This policy covers the appropriate use of electronic devices at Shell Cove Public School (SCPS) as well as appropriate use of the network resources, internet and email system provided at SCPS. All of these have the potential to be incorporated into lessons, opening exciting new approaches to learning.

### Shell Cove School acknowledges that:

- Students may need to be in possession of an electronic device at school for reasons relating to their safety in travelling to and from school, these need to be handed into the front office.
- A decision to use an electronic device will be under the explicit direction and supervision of the classroom teacher.

### Electronic devices include:

- Portable devices.
- Network, Internet and email usage

PORTABLE DEVICES - Laptops, iPads, tablets and other similar devices.

1. Students are not permitted Mobile Phones or Smart Watches at school. Phones are to be left at the Administration Office before school and picked up at the end of school.
2. **Students should not use any device to contact a parent/carer during school hours. All such calls or messages should be made from the School Administration Office. Emergency contact should only be made through the Administration Office.**
3. The device is the student's responsibility. SCPS will not accept any responsibility for the security, loss or damage of the device while in the student's possession.
4. Students are responsible for the care, safety and security of their device at all times. They must keep personal passwords confidential and never allow others to use their personal login credentials. These details are permitted to be shared only with parents/carers and staff of the SCPS.
5. Any phone internet connection, such as 3G, 4G, YesG or NextG, must be switched off if possible and the device priority pointed to the school's wireless network. Accessing the internet independently of the school's proxy servers (i.e. by personal ISP) is not allowed in order to ensure cyber safety.
6. Students must promptly report cyber threats, or receipt of inappropriate content or messages.
7. Students need to be aware that use of internet and online communication services is monitored, can be audited and traced to specific users. They must not engage in threatening, bullying or harassing online behaviors either at school or at home.
8. Students will access and complete the SCPS Cyber Safety Induction (linking to content in the Cybersmart program provided by ACMA, the Australian Communications and Media Authority) under the supervision and direction of the class teacher.
9. The devices are only to be used in accordance with teacher instructions and only used for educational purposes.
10. The school will support the students to manage their individual devices by providing a lockable storage space for use during recess and lunch breaks; however, the final responsibility will rest with each student. Devices are to remain locked in classrooms during recess and lunch. They may not be used during the morning session, recess or lunch.
11. The student will assume responsibility for entering the school proxy server details (provided by the teacher) as required into their device network settings in order to access the internet through the school's cyber safety filters. Internet access through the school's wireless network will be provided to students free of charge. Teachers will train students in connecting their devices.

# Shell Cove Public School

## Care for yourself, others and our school



12. Students should not use the device to record images, video or sound (unless under explicit teacher instructions).
13. Students should not use the device for accessing, downloading or sending inappropriate, offensive or prohibited material.
14. Students agree to only view, listen to, or access, school appropriate content on their devices while at school. Due to copyright, content such as music is not to be transferred to other devices or the school's computer network.
15. If needed, staff retain the right to 'inspect' devices to maintain safety.

### NETWORK, INTERNET AND EMAIL

1. SCPS provides filtered internet access for students across the school for use in class. This internet service is filtered by the NSW DoE and is intended for research and learning and communication between students and staff.
2. The Internet is to be used for educational purposes.
3. Students are not to access, download or distribute inappropriate offensive or prohibited material.
4. Students will not download any material that represents a breach of copyright law.
5. Students will not use Wi-Fi to connect devices to unfiltered internet.

### Email Usage:

NSW DoE provides each student with their own email address and webmail service. This is accessible through the DoE student portal. The use of this service is outlined in the DoE's internet and email usage policy.

### **Consequences of a breach of this policy may include:**

- Confiscation of the device for collection from the Teacher, Deputy Principal or Principal at the end of the school day.
- Confiscation of the device until such time as a parent/carer is able to attend school to collect the device or pending an interview between the student, parent/carer and the Deputy Principal or Principal.
- Loss of internet and network privileges for a period of time.
- In cases of bullying, harassment or threatening behavior, school-based management (detentions, meetings, suspensions) as well as outside agencies such as the police will be involved.
- In cases of refusal to hand over a phone, school-based discipline will be followed.
- Recording of inappropriate activities will be dealt with as a serious breach of the school's behavior systems.

### **Devices confiscated will be:**

- Turned off by the student.
- Placed in an envelope with the student's name marked on it.
- Taken to the Deputy Principal or Principal and locked in the school safe. Device can be picked up at the end of the school day or when student is leaving for the day.
- The school Deputy Principal and Principal retain the right to be the final arbitrator of what is, and is not, appropriate content. Consequences for breach of this policy will be determined by the principal and may include banning an individual student from bringing their device to school.

<b><u>First Offence</u></b>	<b><u>Second Offence</u></b>	<b><u>Third Offence</u></b>
Sentral entry & warning. Student to collect at the end of the day.	Sentral entry, pre-suspension letter and lunch detention. Parent/Carer to collect device.	Suspension for Continued Disobedience. Student is banned from having device at school for remainder of term.

# Shell Cove Public School

Care for yourself, others and our school



## Shell Cove Public School Bring Your Own Device (BYOD)

### Student Agreement

**Agreement** - Students who wish to take advantage of the BYOD policy must read this agreement, together with the Electronic Device Policy, in the company of a parent/carer.

- I agree that my use of the Department's internet will be primarily for learning.
- I agree to only ever use my own portal/internet log-in details and never share those with others.
- I agree to not hack or bypass any hardware and software security implemented by the Department or my school.
- I agree not to take photographs or record staff and students unless given permission.
- I agree to not knowingly search for, link to, access or send anything that is; offensive/inappropriate threatening, abusive or defamatory, considered bullying behavior and/or access social media in class
- I agree to report inappropriate behavior and material to my teacher.
- I agree to stay safe by not giving out my personal information to strangers.
- I understand that my activity on the internet is recorded and these records may be used in investigations, court proceedings or for other legal reasons.
- I understand that I am responsible for the safe keeping of my device and any damage to or theft of my device is not the responsibility of the school.

Permission, if granted, will be for the current school year only and does not necessarily transfer to future school years. This policy will be reviewed as necessary in collaboration with Stage 2 and Stage 3 teachers, parents/carers and students.

### SHELL COVE PUBLIC SCHOOL BYOD AGREEMENT

I have read and I agree to the above BYOD Student Agreement:

\_\_\_\_\_ in the presence of \_\_\_\_\_  
Student Name Parent/Carer Name

\_\_\_\_\_ Parent/Carer Signature  
Student signature

\_\_\_\_\_ Date  
Student Class