



# **BYOD Program Information**

**And**

**ICT Policy**

November 2021

## **BYOD Program Information and ICT Policy**

Have you ever wondered why, in an ever-changing world of new opportunities and expectations, the one thing that people want to stay the same is the way we educate our children? In tomorrow's exciting and challenging world and workplace there are jobs which we have yet to create and the skills required of the emerging workforce by business leaders are very different from those of even five years ago. Our challenge as educators is to prepare your child for a whole new employment landscape where digital flexibility and higher order thinking support the more traditional requisites of sound literacy and numeracy skills.

In a world where students are exposed to greater levels of technology than ever before at home, with their friends and eventually in the workplace, it would seem strange that we would not want them best prepared to be responsible and creative users of technology in the place where they spend much of their young life. At Bateman Primary we do not intend to dilute excellent teaching practices but instead plan to enhance them to future-proof our students in ways that only technology can provide. To do this, students require access to current and reliable technology and programs.

Bateman Primary introduced a voluntary BYOD Program in 2019 with the introduction of iPads and associated educational Apps. All teachers have been on a three year learning journey on how to best integrate tablet technology into their classrooms to maximize learning for students and we will commit to continuing this professional growth in 2021 and beyond.

Every initiative has the capacity to have issues, and one involving the use of technology more so, which is why we have developed this policy for all student and parents who wish to take part in this voluntary program.

Please take the time to read the conditions of this program and consider the benefits to your child of being part of it before agreeing to participate.

Should you have further questions please don't hesitate to contact Cath Parry or myself or attend one of our parent information sessions where we will demonstrate the power of this program in engaging students with their future.

Marc Lockett  
PRINCIPAL

November 2021

# BYOD Program Information and ICT Policy

## Contents

Vision Statement .....	4
Minimum Specification Requirements.....	4
Eligible Students .....	4
Ethical, Legal and Responsible Use of Notebooks .....	4
Responsibilities of Parents/Guardians .....	5
Responsibilities of Teachers and the School .....	5
Responsibilities of Students .....	6
Damage, Vandalism and/or Loss of Notebooks.....	7
Technical Support .....	7
Misuse and Breaches of this Policy .....	7
Consent Form .....	7
Appendix A – BYOD Program – Acceptable Use Agreement .....	8
Appendix B – Permission for Internet Access .....	9
Appendix C – Making the most of your child’s iPad – Health tips.....	10

## Bateman's ICT Vision Statement

The Bateman School Community will develop the knowledge, skills, practices and attitudes to nurture students in becoming discerning and responsible digital leaders. Our staff will be confident and dynamic leaders of technology.

Our mission as a school is to be:

- Using technology through an inquiry based approach
- Developing critical and creative thinkers
- Being an effective collaborator
- Understanding of the importance of digital responsibility
- Providing opportunities to be creative and original
- Developing problem solving skills and abilities

## Minimum Specifications Required

Only devices meeting the minimum specification provided by the school will be able to be connected to the school's network. Whilst at school, students must connect to the school's network (this allows access to the Internet and other network facilities).

- iPad 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> generations with Wi-Fi, 128G
- **Must be able to operate iOS 15**
- Hard, protective cover
- Device to be clearly identifiable

Whilst the iPad Mini may meet the recommended storage and operating system, the smaller screen size is not optimal for all apps in the classroom and does not meet the requirements of NAPLAN Online. Therefore, from 2020 for new students – iPad Minis will not be able to be used

**The recommended size for an iPad in an educational environment is 128GB. Items that can be stored on the iPad include Apps, photos, videos and other media. 128GB will enable students to store their work on the device without having to manage the content externally. 32 GB should be sufficient however, please understand that this will require regular storage management.**

It is anticipated that a new iPad will have a useful life of around 3+ years

At all times the device is owned by the students and parents.

## Eligible Students

To be eligible to participate in this BYOD Program:

- Students and parents will need to agree in writing that they will abide by the terms and conditions outlined in this policy.
- Students will need to ensure that they use the school network, including Internet connection, responsibly.

## Ethical, Legal and Responsible Use of Devices

In agreeing to take part in this program, students are agreeing to use their device in an ethical, legal and responsible manner at all times – ie at school and also at home.

Students and parents must ensure that:

- The BYOD Program for Students Policy is adhered to.

- Comply with all laws that apply to the Internet, communications and copyright (eg cyber bullying and plagiarism will not be tolerated).
- Privacy and security (of the student and others) will be respected, unauthorised personal information will not be shared and no attempt will be made to access personal information of others.
- Illegal copies of software, games, music files etc are not to be installed/downloaded on the device for use or sharing at school.

## Responsibilities of Parents/Guardians

Parents will need to supply the device for students to use during school hours.

It is recommended that parents have access to the device and may like to utilise the parent app “Family Zone” to monitor their child’s usage.

The Parent App allows you to:

- Control devices at home.
- Restrict when they use those Apps at home

To find out more information visit the site below:

<https://www.familyzone.com/au/>

Access to the Internet out of school hours will be via the home Internet account and at the cost of the parent/guardian or students.

Parents are aware of the responsibilities and obligations outlined in this policy and to the rules when using online services of the Department of Education (signed on enrolment – See Appendix B).

Parents to liaise with the Mulberry Tree to secure the iPad before and after school.

## Responsibilities of Teachers and the School

Teachers will integrate ICT and digital technologies into their current teaching program to support student learning as outlined in the ***Bateman Primary School Business Plan 2020 – 2022 Focus Area 4: Student Achievement and Progress.***

The teachers at Bateman PS will monitor the use of the devices in class through **Apple Classroom** and ensure that students are aware of the responsibilities and obligations of the outlined in this policy and adhere to the rules when using online services of the Department of Education (signed on enrolment – See Appendix B).

Teachers will develop programs that incorporate the use of the technologies available to enrich the learning experiences of the students and continue to engage in professional learning opportunities, followed-up with coaching and mentoring.

Teachers will continue to ensure that the storage box in the classroom is locked whenever the classroom is vacated. (Relief staff will be given the code from the office upon arrival)

Teachers will ensure rest breaks are undertaken to look after eye health and will guide children on correct posture when using an electronic device. (See Appendix C)

At the beginning of each year, students will complete an online cyber safety program as part of the Western Australian Health Curriculum. ([www.cybersmart.gov.au/kids.aspx](http://www.cybersmart.gov.au/kids.aspx))

Students and staff are required to also be aware of and practice responsible copyright procedures for both print and electronic materials. <http://www.smartcopying.edu.au/>

It is not a requirement that the devices will be used every lesson, the teacher will decide based on the particular task at hand if it is appropriate to use the device during the lesson.

At school we will implement the use of Jamf School (ZuluDesk). Jamf School allows us to:

- Control the use of non-educational Apps that are being used at school, such as Facebook, YouTube, Snapchat or Netflix.
- Block/control the students from installing Apps
- Block specific websites

To find out more information visit the site below:

<https://www.jamf.com/solutions/technologies/apple-school-manager/>  
<https://www.jamf.com/products/jamf-school/>

Teachers will carefully select applications first and foremost for their intended use, while also keeping in mind the cost. The school aims to purchase cross curricular Apps such as *Book Creator*, *Popplet*, *Pic Collage (edu)*, *Clips*, *Chatterpix*, *Graphic Organiser*, *Green Screen by Do Ink*, *iMovie*, *Kahoot* etc...

The school will purchase Apps used for school at a reduced cost to ensure that the Apps are free from advertisements that can pop up during use and are not always appropriate. Free Apps also have limitations of what can be created, compared with the paid App.

## Responsibilities of Students

Students must at all times use their device and the school network in a responsible manner. All students are required to sign an Acceptable Use Agreement in Prep-Primary and Year 4 (Appendix A) and parents are asked to sign to acknowledge the terms and conditions of this. The completed agreement will be kept on file.

Normal school rules will apply to all inappropriate behaviours and use.

Students will need to:

- Bring their fully charged iPad to school every day. Chargers are to be left at home. It is recommended that the device is charged fully overnight.
- Adhere to this policy of the school at all times.
- Adhere to the rules for using online services of the Department of Education.
- During class time all data (ie documents, images, files, folders, etc) is saved on the device unless otherwise instructed by the teacher.
- Ensure that images used as wallpaper on the device are appropriate for school.

Students must ensure that at all times their conduct or use of the device is acceptable, this means that **students are not permitted to:**

- Use the Internet during school time for personal use.
- Use the Internet before and after school. This includes students attending the before and after school care provider.
- Remove the device from the classroom during lunch or recess.
- Secure their iPad inside the room when attending the before/after school care provider.
- Use the device to defame, embarrass or cyber bully another person.
- Disable the operation of the device or make alterations to the Mobile Device Management (MDM) Profile
- Disable the operation of **Apple Classroom**
- Record audio, video or take photos of other students or staff without their permission.
- Distribute any unauthorised media outside of the school without permission

When transporting the devices to and from school and during the school day, students must:

- Ensure that the device is in a protective cover
- Never leave their device unattended.

***Students who fail to adhere to this policy and conditions of use during school hours may have restricted access to the school's network (including Internet access).***

## **Damage, Vandalism and/or Loss of Device**

The students and parents must accept full responsibility for the care and use of their own iPad. Bateman PS does not accept responsibility for theft or loss of the device (in parts or whole) or any accessories. It is recommended that families check the details of their personal insurance coverage for events of loss or damage to the device and if not already covered elect to purchase or include a suitable insurance option for the iPad, recognising that there is risk associated with the BYOD Program.

In the event that damage should occur to the device, students will report this to the classroom teacher who will then complete an iPad Incident Report to be sent home with the student. No member of staff will attempt to fix any technical issues, this will be reported to parents/caregivers through an iPad Incident Report.

## **Technical Support**

To enable the efficient and effective use of the iPad during school hours, students will be given access to the school network. Students will be trained and given supporting documentation on how to access school network facilities.

***Technical support will only be available during normal school hours to assist with connection to our network.*** If a student is experiencing a problem with their device it must be reported immediately.

Technical support is not provided for hardware or software problems that may occur with the devices (this could void your warranty). Such assistance remains the personal responsibility of the student as a private matter.

## **Misuse and Breaches of this Policy**

If a student is found to have misused their iPad, there are a range of sanctions that may apply, including, but not limited to:

- Loss of some or all school network privileges for a period of time
- Strike against their Good Standing
- Suspension from school
- Reporting of a criminal offence by the school to the Police

Where there is reasonable cause to suspect that material contrary to this policy and the ethos of the school is being brought to school on the iPad, the school has the right to impound the iPad and conduct a search for the material. Parents will be contacted prior to the search being conducted.

## Appendix A

### BYOD AND COMPUTER ACCEPTABLE USE AGREEMENT YEAR PP - 6

The use of the Internet is an important tool for learning and allows the children access to current, worldwide information and resources. Unfortunately, the Internet also allows access to undesirable and inappropriate material. The purpose of this **BYOD Program Information and ICT Policy** is to ensure students at Bateman Primary School use the Internet in an appropriate manner. Although the school can prevent access to certain sites and students will be under teacher supervision when accessing the Internet, the students themselves must take responsibility for their behaviour. The school will educate the children in acceptable use of the Internet and students will be made aware of the consequences if they choose to use the Internet inappropriately.

**Before signing this form, you must read the BYOD Program Information and ICT Policy which is available on the school website.** Should you have any questions regarding the information and policy, please contact the Deputy Principal, Ms Cath Parry for clarification prior to returning this form. This agreement will commence in Pre-Primary and will be updated in Year 4.

The completion and returning of this consent form is an acknowledgement that the student and parent/guardian nominated has read and agreed to the terms and conditions in **BYOD Program Information and ICT Policy**.

**ANY BREACH OF THIS AGREEMENT MAY RESULT IN CONSEQUENCES AS OUTLINED IN THE POLICY.**

#### STUDENT AGREEMENT

I understand and hereby agree to comply with all requirements as set out in the **BYOD Program Information and ICT Policy** (Pages 5-7) and understand that if breached, appropriate consequences may follow (Page 7).

I understand that I am only permitted to connect one device to the school network and that this device must meet the minimum specifications outlined in the policy (Page 4).

I also agree to the rules of the **Permission for Internet Access** (Appendix B) and understand that if breached, appropriate consequences may follow.

Student Full Name: \_\_\_\_\_ Year: \_\_\_\_\_ Room: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### PARENT/GUARDIAN AGREEMENT

As the parent or legal guardian of the student I/we have read, understood and grant permission for my child to bring their device to school and connect to the school network.

I/We understand that access is granted to students' subject to the restrictions contained in the **BYOD Program Information and ICT Policy** and that if breached, appropriate consequences may follow.

I/We acknowledge that some material available on the Internet may be objectionable, despite attempts to filter for appropriate content. In addition to the **BYOD Program Information and ICT Policy**, I/we have discussed appropriate restrictions and behaviours for the student when accessing or sharing information or material over the Internet.

I/We have discussed the rules of acceptable use of the Internet with my child and agree to an online services account being created. **(It is up to the parent to inform the school if there are any changes.)**

I/We release Bateman Primary School and its personnel from any and all claims and damages of any nature arising from my child's use of our personally owned device.

I/We accept responsibility for damages, repairs, loss or theft to our personally owned device.

Name of Person completing this form: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Signature: \_\_\_\_\_

**Appendix B** – Parents receive this information at enrolment and sign to accept the conditions of use

## **PERMISSION FOR INTERNET ACCESS**

Bateman Primary School has access to the online services provided by the Department of Education. These online services increase the range of teaching tools available to staff and will enhance the opportunities available to students.

Access to these services will involve the school using the student's full name, preferred name, class and year to create a unique online services account.

If you agree to your son or daughter making use of these online services, please indicate on the Enrolment Form so that an online services account can be created.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure.

You should also be aware that general Internet browsing by your child from home or locations other than school is **not** monitored or filtered by the Department since it is not conducted via the Department's online services and that you are responsible for supervision of your child's use of the internet from home.

Students using the online services of the Department of Education must agree to the following rules:

- They will use the school computer only with the permission of a teacher.
- They will follow all instructions from teachers when using school computers.
- They will not let anybody else know their password.
- They will not let others use their online services account unless it is with the teacher's permission.
- They will not access other people's online services accounts.
- They know that they are responsible for anything that happens when their online services account is used.
- They will tell their teacher if they think someone is using their online services account.
- They know that the school and the Department of Education may see anything they send or receive using the email service.
- They will make sure that any email that they send or any work that they wish to have published is polite, carefully written and well presented.
- They will only contact teachers about school work using their school email address. No personal contact is to be made under any circumstances.
- They will use material from Internet sites or other sources only if they have permission to do so.
- If they use material in their work that they have found on the Internet, they will say where it comes from.
- If they see any information on the computer that makes them feel uncomfortable they will tell their teacher straight away.
- They will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- They will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

They understand that:

- They will be held responsible for their actions while using online services and for any breaches caused by allowing any other person to use their online services account;
- The misuse of online services may result in the withdrawal of access to services and other consequences dictated in Schools policy; and
- They may be held legally liable for offences committed using online services.

The student agrees to abide by the acceptable usage agreement for school students.

They understand that if they are given an online services account and break any of the rules in the agreement, it may result in disciplinary action, determined by the principal in accordance with the Department's *Behaviour Management in Schools* policy.

## Appendix C

### HEALTHY TIPS FOR ELECTRONIC DEVICE USE AT HOME AND SCHOOL

Children today are exposed to electronic devices on a daily basis. It is everywhere, and it is here to stay. Your child may already have access to a mobile device or tablet at home; with the new BYOD to school policy at Bateman PS in 2020, they are set to bring their own device to and from school each day for academic learning. It is important to set up healthy habits and routines for electronic usage as early as possible. Below are some tips and tricks that you may find helpful.



#### Set time limits and boundaries

The American Academy of Paediatrics (AAP, 2011) states that children under the age of 2 years should avoid television or media viewing altogether, with children 2-5 years of age limited to no more than 1 hour a day and 5-12-year olds limited to 2 hours of screen time each day (including television, iPads/tablets and gaming consoles). Many children have may reached these limits by the time they finish school.

#### Balance sedentary electronic use with physical activity

Encourage your child to take regular movement breaks. It is recommended that school-aged children get between 30-60 minutes of physical activity each day. If negotiating physical activity breaks with your child is turning into a battle, there are some great resources available that support parents and children to balance active and passive activity time. The “Green Time vs Screen Time” Tool from Nature Play WA is a great one-



[www.natureplaywa.org.au/resources/green-time-vs-screen-time](http://www.natureplaywa.org.au/resources/green-time-vs-screen-time)

#### Consider your child’s posture- setting up a suitable environment

It is important children adopt healthy postures when using electronic devices. Increasingly, children are adopting a c-curve posture, often due to sitting in chairs with devices in their laps without adequate support. Children should:

- sit on an appropriate height chair with lumbar support
- sit with feet flat on the floor
- top of the screen should be at eye level
- tablet covers with stands and supports are highly recommended so hands/arms are free to move
- use a sturdy bag to transport their device- consider the extra weight in backpacks, especially for young children.



Encourage your child to change position while they are using their devices - lying on their tummies or backs can give tired muscles a break. Lying on their tummy also encourages your child to activate their core muscles (neck, back and tummy muscles) which sitting on a couch or bed does not!

#### Avoid eye strain and brain drain!

Daily use of devices, for extended periods of time, can lead to problems with vision. Digital eye strain (DES) encompasses a range of symptoms, including vision stress, dry eye or watery eyes, excessive blinking, muscle fatigue or twitching and blurred vision. Teach your child to recognise the signs of eye strain. Break up your child’s use of devices at home with periods of rest time so their eyes get a break. Natural light/daylight is much healthier for our eyes.

Electronic devices are usually LED-illuminated and emit high levels of blue light, which has been shown to suppress melatonin (which helps regulate our body’s natural rhythms) and disrupts our natural sleep cycle (Guttmann & Guttmann, 2017).

In children, too much blue light exposure from devices can lead to sleep disturbances and tired children in the morning- even if they have still had a good amount of sleep. When you consider that children have likely been exposed to increased levels of blue light throughout the day (interactive whiteboards, iPads/laptops and televisions) reducing the use of screens in the evenings is recommended. Bedrooms should be a device-free zone!

#### Monitor usage and appropriateness of apps

It is recommended caregivers use parental control options on devices and when using the internet. Educational apps used for school are usually more appropriate than fast-paced games and apps, with less rapid-fire changes that affect the visual processing system and the brain.

Caregivers also need to model appropriate screen usage- participate with your child on set homework tasks and consider reducing the amount of screen-time you use at home, particularly around daily routines (mealtimes, reading/homework, just before child’s bedtime).

*Bree Harmsen, Occupational Therapist (Skills 2 Learn Occupational Therapy Services).*

