



St John Vianney's Primary School

St. John Vianney's is a vibrant, welcoming community. With Christ as our centre, we strive to develop the full potential of each person.



Bring Your Own Device Policy (BYOD)

CE Related Policies

Catholic Education Media Usage policy
Catholic Education Social Media Policy
Catholic Education Copyright Policy
Computer Facilities and External Networks – Acceptable Use by Students Policy
Offshore Data Hosting Policy and Subscription Guidelines
Principles of Pedagogy – Archdiocese of Canberra and Goulburn

Introduction:

The purpose of this Policy is to clearly outline, to all stakeholders, the school's expectations in relation to students bringing their own portable learning devices to school following the implementation of a BYOD Program.

Development of this policy has been in consultation with staff, students, parents and the Catholic Education Office. The Policy has been developed to inform all these key stakeholders of their roles and responsibilities.

Rationale:

A Catholic school is not simply a place where lessons are taught; it is a centre that has an operative educational philosophy, attentive to the needs of today's youth and illuminated by the Gospel message. A thorough and exact knowledge of the real situation will suggest the best educational methods. The Religious Dimension of Education in a Catholic School n.22

Learning experiences for students at St John Vianney's are shaped by the goals in the Melbourne Declaration (MCEETYA 2008), that all young people in Australia should be supported to become successful learners, confident and creative, active and informed citizens.

In effective schools, teaching and learning is underpinned by high expectations of achievement, to which all students are entitled, and is realised through the transformative pedagogies of teachers. A number of significant pedagogical approaches underpin all dimensions of teaching and learning at St John Vianney's.

We are aware of the need to be vigilant in continuing to search for ways which will ensure that our school Vision corresponds with what happens on a day to day basis in our community. The Vision supports our philosophy, allows us to remain true to our goals and provides us with excellent tools for planning our teaching and learning sequences. Teachers are therefore supported to adopt contemporary, evidence based teaching strategies that are demonstrably effective in meeting the needs of all students.

At Saint John Vianney's, the Vision for teaching and learning is **BUILD, BELONG, BECOME, BELIEVE.**

Inclusion of a BYOD (Bring Your Own Device) Program is founded in our vision for students. We call this the 4Bs of Learning:

- **We BUILD knowledge and connections**
- **We BELONG to supportive communities**
- **We BECOME critical thinkers**
- **We BELIEVE we can achieve anything**

It is also founded in our vision for pedagogy, which is inextricably linked to the Principles of Pedagogy Document produced for our Archdiocesan schools. At St John Vianney's, we call this the 4Bs of Teaching:

- **We BUILD contemporary learning environments**
- **We BELONG to collaborative communities**
- **We BECOME life-long learners**
- **We BELIEVE that the child is at the centre of teaching and learning**

We believe this entails having a positive educational environment which is best described as supportive, encouraging, motivational, dynamic, inspirational, respectful, affirming, challenging, authentic, optimistic, future focussed and constructive – for both students and teachers. We see ourselves as a community of learners with the common goal of creating and engaging in learning through connections with peers, communities and the world.

At St John Vianney's, our aim is to support students to:

- be curious learners who are engaged and enthusiastic
- take responsibility for their own learning
- be connected and collaborative learners
- take risks and ask questions
- make links between their existing knowledge and new learning
- link learning with authentic tasks
- support one another and celebrate achievements
- be responsible learners.

A BYOD program, alongside school provided access to technologies, enables the school to:

- implement the *Australian Curriculum: Technologies*;
- embed the *Australian Curriculum General Capability: Information and Communication Technology (ICT)* across all aspects of the curriculum;
- increase equitable access and participation for all students in all aspects of the curriculum;
- prepare students for ethical participation and active citizenship in the digital world of the future.

The BYOD Program and the use of technology in the learning environment, partnered with excellent pedagogy, facilitate the students' achievement of the 4Bs of learning and of the standards in the Australian Curriculum.

In the context of a Catholic school community, all participants in the BYOD Program are expected to be responsible in terms of what content is used or shared and to keep in mind that behaviour, in both the digital and real world, must at all times demonstrate a Christ-centred respect for the dignity of each person.

Policy:

St John Vianney's has chosen to allow laptops, iPads, android tablets and Chromebooks (without a cellular connection) as part of this program with the following considerations:

- These devices have the capacity to run Google Classroom and other educationally appropriate applications;
- Devices can be new or used as long as they meet the minimum operating requirements;

- Students can access school owned devices if their personal devices do not have camera or video capabilities or if they accidentally leave their devices at home;
- In consultation with the Principal, students who are unable to participate in the BYOD program for financial reasons can be provided with a school device to engage in learning experiences and be able to access all the resources in the same way as their peers;
- These devices are accepted at surrounding high schools and colleges in which our students enrol post primary school;
- Devices without cellular connection assist in maintaining a safe digital environment.

The students can bring any new or used laptop, android tablet, ipad, Chromebook (not a phone or device with a cellular connection) that meets the criteria below:

Screen size	The minimum screen size is 9:7 (e.g. ipad) to assist with viewing and working with particular digital material.
Battery Life	Minimum of 2 hours battery life.
Wireless capability	Wi-Fi, 802.11 a/b/g/n (b,g,n use the 2.4GHz band, a,n use the 5GHz)
Internet Access	No GSM devices (i.e. no devices that access the internet through their own 3G or 4G capacity). This is to ensure that students access the internet at school using the secure and filtered BYOD network.
Protection	The device must have a protective cover suitable for travelling in school bags as well as use in the classroom.
Some device specific recommendations	<i>Laptops:</i> Minimum 2GB RAM, though 4 GB RAM is recommended for longevity of the device. Preferred camera built in though not necessary. <i>Ipad:</i> An ipad 2 or newer. (Please note that ipad2 has been discontinued as of March 2014. They may have limited functionality and support for the devices will be limited in the future). An operating system of Apple iOS7 or newer. <i>Tablets:</i> Minimum 16GB storage with 512MB RAM.

Procedures:

Proper Care and Handling of the device

- Devices are not to be used near liquids or extreme heat
- Devices should not be left in plain sight or in public places
- When a student stores their device in their bag (i.e. to and from school) they are to make sure to avoid other objects that might damage the screen such as any object with hard, sharp corners, as well as drinks and food stuffs that may leak in the school bag.

Accessories

The school will provide a bank of headphones for student use. However, if a student wishes to bring in a personal set, they are free to do so. Further accessories which may be desired, such as an external keyboard, will need to be provided by parents.

Apps

A list of Apps the students need is presented at the beginning of the school year (App Store or Google Play). Teachers will inform parents throughout the year of any further apps that are needed. Each family will need to have their own device specific account and be responsible for the installation of the required Apps to the student's device.

Financial Matters

- A device will be supplied by the family (at their cost) to students in Years 5 and 6. The device remains the property of the family. The students will bring their own device to and from school. The device must be one of the following: laptop, iPad, android tablet or Chromebook and meet the minimum requirements as specified in the Handbook for Parents.
- In cases of genuine financial hardship where a device cannot be supplied by the family, students will have use of a school owned device. However, the device will remain the property of the school and will not go home with the student.
- If a family is facing financial hardship, an appointment needs to be made with the Principal to discuss the matter in confidence.

Damage to the device

- Parents are responsible for the prompt repair and or replacement of damaged devices.
- Parents are responsible for ensuring the device is always in good working order – both hardware and software – and that the device is fully charged in readiness for the school day.
- Parents may choose to add the device to their home contents insurance or add insurance when a new device is purchased.
- It is a requirement that a sturdy, durable, robust case be purchased for the device.

Technical Support

As part of the BYOD Program, St John Vianney's Primary School will offer limited technical support to students in the following forms:

- Connecting to the school's network and internet;
- Airprint functionality at school.

If families have any difficulty in setting up devices, the school will provide support upon request.

Safety and Security

St John Vianney's is very conscious of cyber safety and places a strong emphasis on students learning about and understanding appropriate use of technology. At the beginning of the program, students will take part in cybersafety classes and learn about appropriate digital citizenship through achievement of an eSmart Digital Licence.

The safety of students and the security of a student's device are paramount. The school has control over how the device is handled at school. Before school each morning students are responsible for placing their bags containing the devices into the device storage area. The devices are stored away during breaks and may only be used for specific purposes with teacher permission and supervision at these times.

Students must ensure that devices are not left on the floor and are carried safely when in transit. It is recommended that parents insist their child does not change the device password without their knowledge and consent. This is to ensure that parents have access to, and visibility of, what their children are doing on the device and also to ensure that students are not locked out of the device because they have forgotten the password or typed it incorrectly.

Responsibilities:

Expectations – Students will:

- follow the 'Acceptable Use by Students of Technology Policy' set out by the Catholic Education Office
- follow the classroom rules for use of devices set by the school
- be 'on task' in class and aware of the consequences should they not remain 'on task'
- make every effort to bring a fully charged device to school every day
- handle their devices respectfully

- ask permission before handling another person's device and handle it respectfully
- only take their device outside of the classroom with permission from the teacher
- ask permission prior to recording audio and taking photos or videos of anyone
- keep their device in their school bag, and in its case, when travelling to and from school
- secure their devices in a designated area within their classroom when the devices are not in use
- report loss or damage of their device immediately to the teacher or their parents
- adhere to safety guidelines for duration of use, posture, rest periods, stretching, noise and other environmental hazards

Students will use devices for learning purposes and will:

- not text or play unapproved games during school time
- not use social media, including Kik, Instagram, Snapchat, Facebook or any other platform where students breach terms of service i.e age
- only use email for school and educational purposes, including communication with parents
- only use YouTube when instructed by the teacher
- delete media that impedes the device being used for educational purposes
- not delete or tamper with profiles and configurations on their devices
- only wear headphones and listen to music when the teacher gives permission
- not use their devices outside of class time including before school, during lunch time, during recess, during wet weather playtimes or after school except for specific purposes with the express permission of a teacher and under close supervision
- not create, transmit, retransmit or participate in the circulation of content on their devices that attempts to undermine, hack or bypass any hardware and software security mechanisms
- not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner
- not use network services to seek out, access, store or send any material which is offensive, profane, threatening, pornographic, obscene, or sexually explicit
- not participate in any form of bullying via social media (including, and not limited to texting, emailing, posting and accessing other student's devices).

Expectations – Parents will:

- Understand that, whilst all reasonable care will be taken, the school is in no way responsible for replacement of the device due to theft, repairs due to breakage or any other sort of maintenance of the device
- Understand that the school is limited to devices that are supported by Catholic Education on its networks
- Acknowledge that their child's use of the device at school will at all times be subject to the direction of teachers and that failure to follow those directions may lead to the consequences outlined in the BYOD acceptable use agreement
- read and sign the St John Vianney's BYOD Acceptable Use Agreement which sets out responsibilities and expectations related to the use of the device at school
- purchase or provide a device that meets the school's specifications outlined in this policy to ensure it will work within the school network environment
- purchase an appropriate screen protector and a case that protects both the back and front of the device
- speak with their children to establish standards and values that their children should follow when using their device and accessing the internet and applications from home

- understand that the child and parent hold full responsibility for the device and St John Vianney's Primary School is not liable for any mistreatment, breakages, vandalism or loss of the device
- consider taking up accidental damage and theft insurance (offered by most retailers) to be covered in the unlikely case that their child's device is damaged
- understand that students under the age of 13 may not take part in age-restricted social networking sites such as Facebook without the consent of a parent/caregiver and that these sites are not permitted on devices that are brought to school.

Expectations - St John Vianney's Primary School will:

- set appropriate educational tasks to involve the use of devices balanced with other methods of learning
- ensure all staff have access to professional learning with respect to enhancing the curriculum through the use of technologies and are familiar with the processes pertaining to the BYOD Program
- provide a safe place to store students' devices
- provide education on appropriate use of devices, including Digital Citizenship and Cyber Safety
- educate and assist students with research and device use to ensure compliance with the school's Acceptable Use Agreement
- provide filtered internet access to its students and monitor student use in line with Catholic Education policies
- ensure that staff carefully select online content for students to use
- ensure that students only create accounts to log on to appropriate educational resource sites with permission from a teacher
- advise students and parents that activity on the internet is monitored and/or recorded and that these records may be used in investigations, court proceedings or for other legal reasons
- seek to block materials considered offensive, profane, threatening, pornographic, obscene, or sexually explicit
- educate students, staff and parents on safety guidelines for duration of use, posture, rest periods, stretching, noise and other environmental hazards.

Approved by: Principal and Community Council Executive
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