

Bring Your Own Device (BYOD) Program Guide

and

Responsible Use Agreement



Copperfield
COLLEGE

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Program Guide

1:1 Learning

Our modern technological society relies almost totally on global information and communication systems, both at work and for leisure. *1:1 Learning* describes a learning environment where every student readily accesses these systems whenever they need them, through a networked digital device. Copperfield College's 1:1 Learning Program helps students learn how to effectively use these devices and systems as part of their learning as well as to help prepare them for their future citizenship in a highly technological world.

Evidence over the past three decades has shown that students are more motivated and more engaged in their learning when they have access to real time information, digital learning resources and collaborative workspaces. By using digital devices students have greater access to exciting learning environments, working and learning with peers and teachers, both in and out of school, developing skills and knowledge relevant to our technology rich world. Devices also have a range of software that can be used for many purposes in all subject areas, assisting student learning and achievement.

Our Program

Copperfield College has a 1:1 Learning environment where students have access to their own digital device to use as a powerful learning tool. This environment is called Bring Your Own Device (BYOD) since students bring a device to school that is owned by students or their parents/carers. Research suggests that most students already own and use digital tools on a daily basis for their educational, social and personal needs. Students in BYOD programs use their personally-owned devices at school as they would at home and it is their responsibility to ensure that the device is kept in good working order. Students are encouraged to use their devices in smart, safe and responsible ways to assist their learning.

A notebook computer is recommended for BYOD for all year levels. Students currently using an iPad for BYOD are encouraged to replace it with a notebook computer as their iPad ages and needs replacement. Parents/carers of students who do not currently own a device are encouraged to read the specifications for suitable devices prior to purchase. Also note the College has a BYOD Portal that can assist the selection and purchase of a suitable notebook computer.

The school will only have a limited number of desktop machines and other computers for students who do not bring their device, so we cannot guarantee access to digital learning resources for these students. Students without a device will not be able to access everything they need for learning. A BYOD device is a vital tool for learning.

Student Use

The College Curriculum includes many uses of digital learning resources. Our 1:1 Learning Program increases the opportunities where these resources can be used in all classrooms, so that students are able to use them when and where they are useful. Students are encouraged to use devices in smart, safe and responsible ways to assist their learning. Copperfield College is a Registered eSmart school.

Students access learning tasks, assignments and notes via the College's network and the Internet while at school, using email, blogs, wikis and other tools, such as Compass and Google. Students are also able to access these resources at home with their device through a home Internet connection. Even without this, students can store projects and homework on devices and submit assignments when they bring their device to school. The use of devices in classrooms will continue to develop as students and teachers become more skilled in the possibilities provided by access to digital resources.

Devices are used as tools, helping students develop skills in information analysis and evaluation, self-management, problem solving, collaboration, communication and decision-making. Students do not spend all their time on their devices. Whether or not the use of a device can support or enhance student learning is the factor that determines if and how long the device will be used.

Recommended Device

The device recommended is a **notebook computer** with the following capacities:

- a minimum processor of an Intel i3 or equivalent, running a recent operating system,
- a memory capacity minimum of 4Gb RAM,
- a hard drive of minimum 250Gb (or 64Gb if it is solid state),
- a screen size of at least 11",
- battery capacity to power the device for the school day,
- wireless capable, so it can connect to the school network, and
- a video/ still camera, microphone and headphone socket.

The device must be capable of being suitable for a student for at least 2 to 3 years.

Purchase Portal

A supplier of notebooks has been identified by the College to assist parent/carer selection and purchase of a notebook computer – see other information about the BYOD Portal in this information pack or on the College Website. This portal provides a range of differently priced options available from an externally sourced retailer of notebook computers for secondary students.

A layby option is available so that parents/carers can progressively pay for a device. Parent/carers are advised to ensure that they are fully aware of any insurance coverage they may have as part of their home and contents insurance. Otherwise the College highly recommends that parents/carers include insurance as part of their purchase since accidental damage of a notebook computer can be costly. Other options can be added such as a carry bag, which is highly recommended, and peripheral devices.

Recommended Applications

Devices need applications for: word processing/ text editing (read and create rtf and docx files), pdf reading and creating, web browsing, presentations (read and create pptx files), calendar and task planning, spreadsheets (read and create csv and xls files), image/ sound/ video recording and editing, multimedia integrating (combine text, images, sound and video, and email (read and create).

Under the Department's agreements with software companies such as Microsoft, the College is able to provide access to a range of applications for all students with a BYOD device. It is intended that these applications will be made available through the BYOD Portal purchase process. Parents/carers and students can also choose to purchase applications to install since they own the BYOD device. There are also many 'open source' software applications that are compatible with Microsoft Office files. These can be downloaded and installed on BYOD devices and often require less storage space.

Any applications and files on any device must not infringe licencing and copyright laws, nor be inappropriate or unsuitable in any way on a device used for educational purposes. Although the school has no responsibility to monitor or manage this on a BYOD device, any device found to contain inappropriate files or applications will be disconnected from the school network and parents/carers will be informed. As with any inappropriate behaviour of any student, inappropriate use will be managed by our student management processes.

Connecting to the School Network and the Internet

The Responsible Use Agreement at the end of this document must be signed by each student and their parent/carer before a device is connected to the school network. A device will be firstly checked by a campus computer technician that it is suitable for BYOD before it is connected to the network. As with any other device on the school network, students are required to use a username and a strong password to connect their device to the school network and subsequently the Internet. Students do not have any permission to tamper with any certificates installed when their device is first connected.

Students using the school network or the Internet inappropriately will be subject to disciplinary action. Students should always use the Internet safely and not provide personal details, including full names, telephone numbers, addresses, images and passwords. Students should also behave appropriately and be respectful in all their online communications. The use of the Internet at school is continuously monitored, and content is blocked as required. It is a parental responsibility to monitor student access to the Internet at home.

Caring for Devices

The College will not accept any responsibility for loss and/or damage to BYOD devices. It is recommended that students take all due care of their digital device, just as they would for any other personal belongings they bring to school. The device must be kept in working order, so that it can be used for learning every day. A protective case should be used to limit any possible damage.

Please note there is no school insurance for any personally-owned devices brought to school by any student. The College will not accept any responsibility for loss and/or damage to student-owned devices. Parents/carers are encouraged to clarify any insurance coverage by their existing household contents policy with their insurers or to investigate any insurance coverage they feel is needed. Parents should also be clear about any warranty coverage for their device.

The school highly recommends the purchase and use of a bag, cover or case to minimise the risk of damage for a BYOD device. Since the device will be used for learning every day, students are required to bring their device to school fully-charged, in good working order and take care of it when they transport it to and from school and between classes. It is not safe to leave a device at school overnight. Students should take the device home every day to complete homework and charge the battery.

Virus Protection

Viruses have the potential to severely damage and disrupt the operation of any device as well as the school network. Students should take all preventative steps to eliminate the possibility of downloading viruses, regularly run virus scans, particularly after accessing the Internet, using email or opening a file from a removable media source. If a device is found to have viruses on it, it will be disconnected from the school network and further action may occur depending on the situation.

Repairs/ Problems with Devices

All technical issues with personally-owned devices are the responsibility of the student and their parent/carer. When a student has technical issues with their personally-owned device, the school technicians may assist with diagnosis and advice but cannot take any responsibility for the repair or the servicing of any personally-owned device. Campus computer technicians will not attempt to repair any device since this may void any warranty. Advice should be sought from the supplier of the device.

Batteries

Devices should be recharged at home and brought to school fully charged each day. The use of multiple power cords at school is impractical and unsafe and is therefore not permitted. There is no provision in classrooms for students to recharge their devices. Power adaptor cables in a classroom are a tripping hazard which can damage devices and cause injury. Campus computer technicians can help identify problems with batteries, but they cannot do any repairs. Students who fail to bring a fully charged device to school will have failed to meet the conditions of the Responsible Use Agreement.

Appropriate Use

All use of devices in class is subject to teacher direction, and must be for an educational purpose. Students should ensure that there is enough free space on any device for it to function as required for all educational activities. The school reserves the right to observe and access any device when it is connected to the school network at any time to ensure the proper operation of its network.

The College has policies and practices in place to educate students about cybersafety and cyberbullying. The smart, safe and appropriate use of technology is promoted and monitored at school. Copperfield College is a Registered eSmart school, having completed the planning and implementation of school-wide processes to support smart, safe and responsible uses of technology.

Looking After Data

Students should keep multiple backups of their work – on the device, in the 'cloud' or network drives, and on backup drives at home. In the event of a crash, after the device is working again, files can be copied back from backups. The use of online storage and synchronising with home computers is encouraged. Students are encouraged to use Google Drive 'cloud storage' to store day to day copies of assignments and projects, and submit work through their student email in Google Classroom. Teachers will support this use. The storage space on school servers cannot accommodate large files.

Responsible Use Agreement

Student Agreement

By signing this document along with my parent/carer, I agree to:

- follow all teacher instructions with regard to my device, only using it in a classroom according to explicit teacher instructions,
- be a safe, responsible and ethical user whenever and wherever I use ICT resources or any digital device,
- use the Internet for educational purposes, seeking to understand the terms and conditions of websites and online communities and being aware that content I upload or post is my digital footprint,
- use social networking sites safely, responsibly and ethically and only at school when directed by teachers,
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour,
- support others by being respectful in how I communicate with them and never participating in online bullying (including forwarding inappropriate messages or images and other harmful or hurtful behaviour),
- seek teacher permission and permission from individuals before taking photos, or recording sound or videos,
- protect my privacy rights and those of other students by not publishing personal details including full names, telephone numbers, addresses and images,
- abide by copyright procedures when downloading or publishing website content, asking permission to use images, text, audio and video and cite references where necessary,
- think critically about other users' intellectual property and how I use content from the Internet,
- not interfere with network security or the data of another user, nor attempt to log into the network as another user, nor reveal my password to anyone except the system administrator or a teacher
- not knowingly bring to school any inappropriate applications or files infected with viruses on my device,
- be responsible for all care, maintenance or repair of my device,
- charge my device at home so that I do not create any danger or health risk by using chargers at school, and
- bring my device to school every day fully-charged, so that it is available to support my learning.

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This section is to be retained by the College

Responsible Use Agreement

I acknowledge that I have read this Responsible Use Agreement carefully and understand the significance of the conditions. By ticking the check boxes above, I agree to abide by these conditions. I understand that any breach of these conditions may result in disciplinary action and/or reporting to appropriate authorities.

Student Name: **Homegroup/Mentor:**
Student Signature: **Student ID:** **Date:**.....
Parent/Carer Name:
Parent/Carer Signature: **Date:**

Please contact the College on 9307 5555 (Delahey), 9365 4111 (Kings Park) or 9361 3888 (Sydenham) to discuss any matter relating to this agreement.