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Sutherland Public School Bring Your Own Device – Practise and Requirements 2022

Practise and Requirements Statement

Sutherland Public School embraces the philosophical and pedagogical approach of life-long learning. Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments, at school and at home, should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments, and prepare students for life beyond school. Student use of digital devices and online services in schools is intended to enhance learning, wellbeing and educational attainment. Digital devices and online services can help students develop the skills needed for digital literacy, creativity, critical thinking, problem solving, interpersonal relationships and collaboration. To that end, staff at Sutherland Public School provide students with opportunities to engage with technology, including websites, email, electronic learning systems and the school network, to support their learning in all areas.

Students in **Years 3-6** have the additional privilege of participating in the Bring Your Own Device (BYOD) program. This allows students to bring their own device to school to engage in learning activities that require technology. Sutherland Public School's Bring Your Own Device (BYOD) Practise and Requirements are implemented to ensure the acceptable and appropriate use of digital devices (personal or school provided) and online services in school-related settings, specifically on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and student conduct. Technology is considered an asset in the process of teaching and learning. Sutherland Public School encourages the use of BYOD however, staff will ensure that all students have access to a device through the provision of school-owned devices for students who are unable to bring their own device.

The purpose of this document is to clarify and facilitate a common understanding between all students, teachers and caregivers of what is acceptable and unacceptable student use of Information and Communication Technologies (ICT), including the Internet, shared network drives and devices.

We have made a short video for families to watch please look on our YouTube page or at this link
<https://youtu.be/9t1bopR0HG4>

Responsibilities and delegations

Students' safe, responsible and respectful use of digital devices and online services is the shared responsibility of students, parents, carers and school staff.

Students

- Students must use digital devices and online services in safe, responsible and respectful ways and support their peers to do the same.
- Students are responsible for preventing the loss or damage of their device. The device is brought to school at the own risk of the student and parent(s). The school will not accept any responsibility for damage or loss while the device is in transit to and from school or while the device is at school.
- Students must update any Apps at home and not during the school day or over the school Wi-Fi.
- Students will only use their device at school for directed learning programs as set by the teacher.
- Students must not use their digital devices before school, during class, at recess and/or at lunch unless approved by the Principal or teacher.
- Students must bring their device to school fully charged and labelled for identification.
- Students must only connect their device to the designated school (DET) wireless network whilst at school.
- Students must not connect their device to other wired, wireless or cellular networks whilst at school.
- Students must not create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.
- Students must not disable settings for virus protection, spam and filtering that have been applied as a Departmental standard.
- Students must keep passwords confidential and change them when prompted or when known by another user.
- Students must not share their password with others or allow others to use their personal e-learning account.
- Students must log off at the end of each session to ensure that nobody else can access their e-Learning account.
- Students must promptly tell their supervising teacher if they suspect they have received a computer virus or spam (unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- Students must seek advice from a trusted adult if another user seeks excessive personal information, asks to be telephoned or offers gifts by email or wants to meet a student.
- Students must never initiate or forward emails that are sent in confidence, contain a computer virus or attachment that is capable of damaging recipients' computers, chain letters or hoax emails.
- Students must never send or publish unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments, threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person, sexually explicit or sexually suggestive material or correspondence, or false and/or defamatory information about a person or organisation.
- Students must not use software, graphics or music that is not associated with the learning task outlined by the teacher.
- Students must understand that all their use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

- Students must never publish or disclose the email address of a staff member or student without that person's explicit permission.
- Students must not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- Students must never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- Students must always acknowledge the creator or author of any material published.
- Students must ensure that any material published on the internet or intranet has the approval of the Principal or their delegate and has appropriate copyright clearance.
- Students will be held responsible for their actions while using the internet and online communication services.
- Students will be held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.

Parents and Carers:

- Parents recognise the role they play in educating their child and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Parents support the implementation of the school procedure, including its approach to resolve issues.
- Parents take responsibility for their child's use of digital devices and online services at home.
- Parents communicate with school staff and the school community respectfully and collaboratively
- Parents must not disable setting for virus protection, spam and filtering that have been applied as a Departmental standard.

Principal, Executive Staff, Teachers and Non-teaching Staff

- Model appropriate use of digital devices and online services in line with Departmental policy.
- Establish strategies and practices consistent with their school's procedures and deliver learning experiences to encourage appropriate use of digital devices and online services
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services
- Support parents and carers to understand the strategies that can be employed to promote their children's safe, responsible and respectful use of digital devices and online services
- Participate in professional development related to this policy.

Unacceptable Use

Unacceptable and inappropriate use of BYOD include:

- Capturing or distributing voice recordings, still images or video footage of any person without their permission.
- Accessing, creating or distributing offensive material.
- Putting personal details about themselves or others in electronic public places.
- Sharing username or passwords with others.
- Playing games without permission
- Using personal 3G/4G or similar internet to access web content that is restricted by the Department
- Using devices to message others during learning periods.

Unacceptable and inappropriate use of BYOD may result in the school's standard discipline procedures and/or:

- (a) The device taken away from the student by the teacher for the remainder of the lesson
- (b) The device taken away by an Assistant Principal for the remainder of the school day and/or until a parent or carer picks up the device.
- (c) Permission for the student to bring their device to school in accordance with the BYOD Practise and Requirements Agreement being revoked.
- (d) Conventional discipline procedures including detention or suspension where deemed appropriate pursuant to the school's discipline procedures.

BYOD Specifications

Our recommended device is a laptop that has the following specifications:

Wireless connectivity – minimum wireless 802.11N Dual Band or AC 5Ghz standard with WPA2 enterprise authentication

Operating system – the current or prior version of any operating software

Memory and RAM – Minimum 8GB RAM, minimum storage of 64GM. Students use Office 365 for most storage of work

Battery life – minimum of 6 hours, 8 hours is recommended if possible.

Screen size – Minimum 11" or up to 14" screen

Software & apps – Dual core processor or better. Microsoft Office 365 is free to download through the Department of Education Portal, as are other software applications

Hardware features – USB ports, Camera & Microphone, touch screen can be useful.

Ergonomics – Tough and sturdy, lightweight, durable and strong.

Other considerations - Carry case or sleeve for safe transporting of the device. You may consider insurance or extended warranty. You may consider cloud back up storage space.

Please sign the below and return to your teacher

Bring Your Own Device – Practise and Requirements Agreement 2022

- We have read and agree to the Bring Your Own Device – Practise and Requirements
- We understand our responsibility regarding the use of the device and the internet.
- In signing the agreement, we understand and agree to the BYOD Practise and Requirements

We understand that failure to comply with the BYOD Practise and Requirements will invoke the school's standard discipline procedures and/or the actions outlined in the 'Unacceptable Use' section of the BYOD Practise and Requirements Agreement.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Teacher Signature: _____ Date: _____