



15 December 2020

BYOD- Bring Your Own Device Program

Dear Parents/Caregivers,

Cronulla South Public School has as an option a BYOD (Bring Your Own Device) program across Year 3, 4, 5 and 6 classes. Our vision is to encourage creative and innovative learning opportunities for students using BYOD as a tool to facilitate and maximise learning.

BYOD (Bring Your Own Device) refers to student's bringing a personal technology device to school to use for educational purposes under the direction of a teacher. For the purposes of BYOD, 'device' refers to a privately owned wireless laptop. This will also ease transitions into high school where students are required to bring their own laptop. Please Note: Cronulla South Public School has made the decision that **mobile phones/smart phones/smart watches and tablets will not be accepted** as stated in the attached **Digital Devices Use in School Policy**.

Students will be able to connect **compatible** devices to a filtered DoE internet service which will provide safe and secure internet access for students.

There are many reasons to go BYOD at Cronulla South Public School. These include:

- Increased access to online resources.
- Increased access to develop the skills to use technology efficiently and effectively.
- More personalised and differentiated learning is available, eg. Using Google Classroom as a platform and a variety of apps to produce quality pieces of work, adjusted to individual learners' needs.
- Allows students more control of their learning.
- Develops student organisation skills and sense of responsibility.
- Creates future focused learning environments that can increase student engagement.
- Eases transition to high school where students are required to use laptops more frequently.

Equity is integral to the BYOD initiative at Cronulla South Public School. **This is an opt in program** for students who are able to bring in a device. Bringing a device for BYOD is **not** compulsory and devices will be made available at school for students who are unable to provide their own. However, students will not be allowed to take the school devices home and this is where the advantage of having your own device comes in. BYOD also provides a level of responsibility to students and gives them the opportunity to look after a device and manage things like charging. The school will be providing help to parents on how to ensure that devices are kept safe as well as to ensure that the devices .

Michelle Waring
3-6 Assistant Principal

Dr Neil Lavitt
Principal



BYOD Device Requirements

Wireless connectivity:

The department's Wi-Fi network installed in primary schools operates on the **802.11n 5Ghz standard**. Devices that do not support this standard will not be able to connect and cannot be included in the BYOD program.

Operating system:

A legal and licensed version of a supported operating system as well as appropriate anti-virus software (if applicable) must be installed.

Currently supported operating systems include: PC Windows 10. Mac OSX 10.14 or above. Or Chrome OS.

Software and apps:

School-based requirements. All software and apps should be fully updated.

Battery life:

The battery of the device should be capable of lasting a minimum of 6 hours during constant use without charge.

Memory and RAM:

Windows and MacOS computers should have at least 4Gb of RAM and 128Gb of storage space. A Chromebook will require at least 2Gb of RAM and 16Gb of storage for it to work correctly.

****Please note:** Should you wish your child to continue to use their device into high school, the current minimum specifications for BYOD devices at Cronulla High School are: 64 bit with at least 8GB of RAM as well as a Solid State Drive (SSD) with a minimum 256GB storage. **

Hardware features:

Camera and microphone.

Ergonomics:

Reasonable sized screen (between 11" and 14") and a sturdy keyboard *to enable continuous use throughout the day*.

Other considerations

Casing: Tough and sturdy to avoid breakage.

Weight: Lightweight for ease of carrying.

Durability: Durable and strong.

Accessories

Carry case: Supply a carry case or skin to protect the device.

Insurance and warranty: Be aware of the terms of insurance policies/warranties for the device. The school will not accept responsibility for loss or breakage.

Back-up storage: Consider a portable hard drive as an appropriate source of back-up storage for essential documents.



Bring Your Own Device Parent and Student User Agreement

As a Cronulla South Public School student, I understand and will abide by the above requirements. I further understand that any violation of the above may result in the loss of my network and / or device privileges as well as further disciplinary action according to Cronulla South Public School procedures.

As a parent, I understand that my child will be responsible for abiding by the above conditions. I have read and discussed the agreement with her/him and she/he understands the responsibilities she/he has in the use and care of her/his personal device both at school and traveling to and from school.

I give permission for my child _____ of class _____ to bring the following device to school each day.

Device serial number _____

(Usually located on the back of the device).

Date: ___/___/___

Student name _____ signed _____ in the presence of

Parent name _____ signed _____.



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BRING YOUR OWN DEVICE (BYOD) STUDENT AGREEMENT

Students must read and sign the BYOD Student Agreement in the company of a parent or caregiver.

I agree that I will abide by the Cronulla South Public School Digital Devices Use in School Policy and that:

- I will connect only to the department's Wi-Fi network while at school.
- I will use my device during school activities at the direction of the teacher.
- I will not attach any school-owned equipment to my mobile device without the permission of the school.
- I will only ever use my own portal/internet log-in details and will never share them with others.
- I will stay safe by not giving my personal information to strangers.
- I will not hack or bypass any hardware and software security implemented by the department or my school.
- I will not use my own device to knowingly search for, link to, access or send anything that is:
 - Ø offensive
 - Ø pornographic
 - Ø threatening
 - Ø abusive or
 - Ø defamatory
 - Ø considered to be bullying.



NSW Department of Education

BRING YOUR OWN DEVICE (BYOD) STUDENT AGREEMENT

- I will report inappropriate behaviour and inappropriate material to my teacher.
- I understand that my activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.
- I acknowledge that the school cannot be held responsible for any damage to, or theft of my device.
- I understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
- I have read the Cronulla South Public School Digital Devices Use in School Policy document and agree to comply with the requirements.
- I have reviewed the BYOD Device Requirements document and have ensured my device meets the minimum outlined specifications.
- I have read and will abide by the NSW Department of Education Online Communication Services – Acceptable Usage for School Students
<https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students>

Date: ___/___/___

Student name

in the presence of: _____

Parent/caregiver name

Student signature

Parent/caregiver signature



Digital Devices Use in School Procedures – Updated for 2021

Purpose

This procedure guides student use of digital devices and online services at Cronulla South Public School. Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, Respectful ways that make them active learners.

Scope

This procedure provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing. This procedure covers student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school-provided and personal digital devices and all online services.

Our School's Approach

Cronulla South Public School will restrict the use of digital devices by primary school students during class, at recess and at lunch unless: use is approved by a teacher or principal for an educational purpose; an exemption applies; or use of digital devices and online services is required for medical reasons or for reasonable adjustments made as part of a student's individual education plan. Cronulla South Public School is under no obligation to provide storage facilities for devices, it is recommended that parents sending BYOD devices obtain insurance as an extension of the home warranty insurance that covers damage or theft of their child's device while in transit to school or while on school grounds. Students are not allowed to use digital devices in the following spaces under any circumstances: playground during recess and lunch or before and after school, hall during assemblies (except when filming events or demonstrating during a performance), toilets, while on excursions or when representing the school in sport or other extracurricular activities.

Students are asked not to bring phones or smart watches to Cronulla South Public School. We understand that when older children are walking home, it may be necessary for them to use a phone or communication device outside of school. If this is the case, the phone or watch needs to be submitted to the school office where it will be kept safe until pickup at the end of the school day or when picked up by a parent/carer. Phones or smart watches or other internet or mobile connected communication devices brought to school and not submitted to the school office will be confiscated until the student's parents/carers can attend a meeting to discuss the breach of school procedure. The school is responsible and liable for the confiscated devices.

The only exemptions to this rule are those already agreed to or applied for through written communication to the school. These cases are usually only accepted for medical reasons. To help students in years 3 to 6 whose families wish them to participate in the Bring Your Own Device program (BYOD) to demonstrate their responsible use of technology. Students are required to read and sign a student BYOD agreement that outlines the school expectations around appropriate and inappropriate use of technology. In signing, students acknowledge the school's expectations and accept the identified consequences for any breaches of the student agreement. Note that the BYOD device program excludes the use of mobile phones, 3G, 4G or 5G connected computers or smart

watches, cameras and other internet enabled devices.

Exemptions

An exemption from parts of this policy or the school procedure can be requested from the Principal by parents, carers, school counsellors and other student support staff, and, if required, students themselves. This may cover times when or places where use would otherwise be restricted. Except where required by law, the school Principal has discretion to consider and approve exemptions and to choose which parts of the school procedure the exemptions applies. The exemption may be ongoing or for a certain time period.

Consequences for inappropriate use

- The student is referred to the Assistant Principal or Principal.
- The student's digital device is confiscated by a staff member.
- Confiscated devices are held in the principal's or Assistant Principal's office until a parent or carer collects the device.
- Suspension and possible Police and/or Child Wellbeing involvement for serious incidents.

Contact between students and parents and carers during the school day

Should a student need to contact a parent or carer during the school day, they must approach the school office and explain the reason. The Office will relay their request to the teacher who will in conjunction with a member of the school executive decide whether this is warranted. The school office will facilitate this contact. It should be emphasised that during school hours, parents and carers are expected to only contact their children via the school office.

Responsibilities and obligations

For students

- Be safe, responsible and respectful users of digital devices and online services, and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.

For parents and carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the 2018 School Community Charter (<https://education.nsw.gov.au/public-schools/going-to-a-public-school/school-community-charter>).
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.
- Provide digital devices that meet school specifications where a school is participating in a bring your own device program and complete any related paperwork.

For the principal and teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes: establishing agreed classroom expectations for using digital devices and online

services, in line with this procedure and departmental policy; identifying strategies to ensure that all students are able to engage in classroom activities including strategies to accommodate students without a digital device; reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age; and educating students about online privacy, intellectual property, copyright, digital literacy and other online safety related issues.

- Model appropriate use of digital devices and online services in line with departmental policy.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes: reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements; working with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse; and following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
- If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.
- Participate in professional development related to appropriate use of digital devices and online services.

For non-teaching staff, volunteers and contractors

- Be aware of the department's policy, this procedure and act in line with the conduct described.

Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

Communicating this procedure to the school community

Students:

- The school procedure will be discussed at a whole-school assembly.
- Classroom teachers will inform their students about this new procedure.

Parents and carers:

- Parent and carer preferences will be explored via a parent information evening or P&C meeting.
- Parents and carers will be advised via the school newsletter.
- This procedure can be accessed electronically via the school's website and in hardcopy at the school's administration office.

Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaints process. If the issue cannot be resolved, please refer to the Department's guide for making a complaint about our schools (<https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions>).

Review

The principal or delegated staff will review this procedure annually.

Appendix 1: Key terms

- Bring your own device is an optional program where parents and carers can provide personal digital devices for use at school. Any decision to adopt a bring your own device program is made by the principal in consultation with a school community. All digital devices used in schools are covered by the Student Use of Digital Devices and Online Services policy. Schools retain discretion to determine the specifications of personal devices to be used at school.
- Digital citizenship refers to the skills and knowledge a person needs to effectively use digital technologies in a positive way so they can participate in society, communicate with others, and create and consume digital content.
- Digital devices are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones and other devices.
- Digital literacy is the set of social, emotional and technological skills and competencies that people need to understand to use digital devices and online services, and to expand their opportunities for education, employment and social participation, including entertainment.
- Educational purpose is any use approved by school staff that supports student learning, wellbeing and educational outcomes.
- General capabilities are the broad collection of knowledge, skills, behaviours and dispositions described within the Australian curriculum and NSW syllabus.
- Image-based abuse occurs when intimate, nude or sexual images are distributed, or threatened to be distributed, without the consent of those pictured. This includes real, altered and drawn pictures and videos. This is a crime in NSW.
- Online bullying involves using technology such as the internet or mobile devices to bully someone. Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. Bullying behaviour can also involve intimidation, victimisation and harassment, including that based on sex, race, religion, disability, or sexual orientation.
- Online safety is the safe, responsible and respectful use of digital media, devices, other technology and online services.
- Online services are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media and other online spaces.
- Reasonable adjustment is a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students.
- School-related settings include school grounds, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This connection may exist in situations where: there is discussion about school taking place outside of school hours; a student is wearing their school uniform but is not on school premises; a relationship between parties commenced at school; students are online in digital classrooms; and where online contact has flow on consequences at school and duty of care requires the school to respond once an incident is reported.
- School staff refers to school personnel who have some level of responsibility for implementing policy and the school digital devices and online service procedure. This includes principals, senior staff, teachers, non-teaching staff, school administrative staff, volunteers and contracted staff engaged by schools.

Appendix 2: What is safe, responsible and respectful student behaviour?

Be SAFE

- Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.
- Only use your own usernames and passwords, and never share them with others.
- Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you or offers you money or gifts.
- Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable.
- Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.

Be AN ACTIVE LEARNER

- Follow all school rules and instructions from school staff, including when using digital devices and online services.
- Take care with the digital devices you use: make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use; understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need; make sure the devices you bring to school have the latest software installed and take care with the school-owned devices you share with others, so that other people can use them after you.
- Use online services in responsible and age-appropriate ways: only use online services in the ways agreed to with your teacher; only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks; and do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.
- Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.

Be RESPECTFUL

- Respect and protect the privacy, safety and wellbeing of others.
- Do not share anyone else's personal information.
- Get permission before you take a photo or video of someone, including from the person and from a teacher.
- Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.
- Do not send or share messages or content that could cause harm, including things that might be: inappropriate, offensive or abusive; upsetting or embarrassing to another person or group; considered bullying; private or confidential; and/or a virus or other harmful software.

Appendix 3: Specifications required for bring your own devices

Wireless connectivity:

The department runs a managed mesh network based on 802.11n and ac and thus the device will require wireless connectivity that supports the 5Ghz bands. 2.4Ghz bands are not supported.

Our network is also managed via transparent proxy server which students are required to authenticate against. This protects students from inappropriate material as well as giving them access to many services.

Operating system and Hardware:

Windows and MacOS computers both will suffice. You tend to get what you pay for though Windows Computers are often cheaper. Always ask for a discount for educational use and look for frequent 10% sales. Many retailers will also match pricing. Chromebooks are cheaper but tend to trade off quality to meet price points.

Software and apps:

There is no need to buy any apps other than an operating system that should come with the computer. For Windows and Mac computers, students have access to free installations of Microsoft Office 365 and Adobe software for free. Chrome browser is required for the use of G Suite which includes Google Classroom. We also recommend you install Google Drive File Stream which is also free. This utility allows a student's Google Drive and Shared Drives to be mounted as if they were part of the system. Combined with the Chrome browser logged in as a users profile, the system allows files and G Suite documents, sheets and slides to be accessed from Windows Explorer or Mac OS Finder. On a Chromebook, G Suite, Office 365 are accessed online in the Chrome browser without the need to install desktop versions.

Battery life:

In general, computers will not be used for more than 2 hours in any one day, however, we find that many children forget to charge devices before they return to school and may use them unplugged at home resulting in them already being depleted. A computer with a good battery life will still have enough charge. We therefore recommend at least a 6 hour battery life with half brightness and general use. Likewise, we recommend that computers be charged at night.

Storage and RAM:

Windows and MacOS computers should have at least 8Gb of RAM and 128Gb of storage space. A Chromebook will require at least 4Gb of RAM and 32Gb of storage for it to work correctly.

Hardware features:

An i3 or i5 based processor is suggested as the minimum for use at school. While there are many cheaper Celeron based computers around, these will be slow and as time progresses, they will become even slower. We always suggest that you think about longevity.

Screen size should be restricted where possible to 13 inches but no smaller than 11 inches. Too big and the computer will be difficult to carry around, and too small and it will be difficult to read and generally the keyboards will become unmanageable.

Accessories and other considerations:

We recommend that you purchase a pair of headphones for personal use in the classroom. This may be to access online applications that give them audio feedback. While students can bring chargers, it will not be possible generally to charge them at school.