GYMEA BAY PUBLIC SCHOOL
Forever Flourishing

Dear Parent/Carer,

Gymea Bay Public School recognises the need to prepare our students for a rapidly changing world, where technology plays a large role in our personal, social and professional lives. After careful consideration and in consultation with the school P&C, Gymea Bay Public School made the decision to offer all students the option of using personally-owned devices within our school learning environment. As of the commencement of 2014, Stage 3 students were permitted to bring an iPad tablet to school and are using them in class to enhance their learning. We called this program "BYOD" - Bring Your Own Device. This was opened to Stage 2 in 2017.

The Gymea Bay Public School BYOD program has had a dramatic impact on the learning of students in Years 3 to 6 with the majority of parents and students agreeing in surveys that the use of technology has added value to the overall education of Stages 2 and 3 students at Gymea Bay.

We recognise that just like uniforms, supplies and extracurricular activities, an iPad for student use represents a significant investment for many families. This purchase is optional and the school provides access to various forms of technology for student use at school if required.

Attached are the relevant BYOD school strategy guidelines, BYOD student agreement, preferred device specifications and FAQ on the BYOD program.

Our objective with this initiative is to promote greater independence, increased academic engagement and a higher level of skill development for all students. Our goal is to prepare your child to compete, connect and collaborate as an ethical citizen in a future-focused learning environment.

We appreciate your ongoing support and participation in the BYOD strategy. If you have any questions about the program and/or use of student-owned iPad devices, please feel free to contact either myself or your child's class teacher.

Hendrika Green
Principal
5 December, 2018

'Bring Your Own Device' Program Years 4-6
Preferred Device Specifications 2019

BYOD is not mandatory. It is optional. If you are considering purchasing a device, the device should meet the following requirements.

Devices have been selected to maximise teaching and learning. Using these devices will enable the teachers to implement their lessons smoothly and effectively in an interactive and engaging way.

Devices that run iOS 12.1 or above, the teachers will be able to use apple classroom to share information with the students, lock the students to one app during lessons and monitor which apps the children are using and when during the day.

The staff have selected apps that are beneficial to the student learning.

We would appreciate if students could get all of the apps listed below.

Operating System: iOS 12.1 or above

Device Type: iPad Air, iPad Generation 3 or later (anything after iPad 2)

NOT iPad Mini

Additional recommendations: 'Find my phone' app (in case of loss/theft), headphones and a sturdy case.

Below is a list of apps that will be beneficial to student learning. Additional apps may be requested later in the year.

App List:

- Book Creator (paid version)
- iMovie
- Pages
- Garage Band
- Hopscotch
- itunes U
- Keynote
- Google Earth
- Swift Playgrounds
- Numbers
- Chatterpix Kids
- Epic
- Kahoot
- Padlet
- Pic Collage
- Socrative Student
- Clips
- HP Reveal
- WordMania
- Toontastic 3D
- Class See-Saw
- FlipGrid
- Popplet (paid version)
- Nearpod
- Matific
- Google Chrome
- Strip Designer (paid version)

Hendrika Green
Principal
20 February 2019

NSW GOVERNMENT | Education

Gymea Bay Public School

Bring Your Own Device (BYOD):-

A Guide for Parents and Students

Contents

Rationale

This strategy statement sets out requirements for student use of personal mobile electronic devices with the capability of connecting to the school's Wi-Fi network at Gymea Bay Public School. The implementation section includes purposes, principles, options and responsibilities for Gymea Bay Public School teachers, students and parents/caregivers.

The purpose of this document is to clarify what is considered acceptable and unacceptable student use of Information and Communication Technologies (ICT), including the Internet, shared network drives, laptops and mobile devices. Gymea Bay Public School has long been renowned for being a leader in implementing cutting edge classroom ICT. Gymea Bay Public School embraces student use of ICT in the belief that it enables students to learn in a multitude of different and powerful ways with great efficiency.

Gymea Bay Public School Bring Your Own Device

Gymea Bay Public School, in consultation with its community, will allow students to bring their own personal mobile electronic devices to school for the purpose of learning. School-developed guidelines and procedures for BYOD have been communicated to staff, students, parents and caregivers.

Strategy statement

The school network, web sites, email and electronic learning systems have been implemented with educational purpose in mind. Students will be permitted to use personal wireless devices for their own personal learning. However, all content stored on, or accessed from, the device must fit within the values and teaching and learning of Gymea Bay Public School and this policy.

The use of personal mobile devices at Gymea Bay Public School will:

- Deepen learning
- Be personalised and student-centred; and
- Meet the expectations of teachers, students, parents and caregivers within the school.
- Meet the expectations of evolving 21st skills.

Implementation

Equity of access

If technology is considered an asset in the teaching and learning of the curriculum, then all students will need to have access to devices, as well as the opportunity to engage in educationally sound uses of the devices.

To accomplish this, the Gymea Bay Public School has decided to commit to a BYOD model that involves:

1. Ensuring that students have access to:
- The provision of school-owned devices to be used during class for those families who couldn't afford a personally owned device.
- The provision of computer technologies throughout the school and classrooms to enable student access to curriculum and subsequent technologies.
2. Ensuring that teachers are ready to integrate the effective use of technology into the curriculum.

While the school BYOD model could advance equity of access, they also have the potential to introduce new inequities. For example, students who have Internet access at home will benefit more from 24/7 access to devices than students who do not have Internet at home.

Network access

If the BYOD model is to be a success, the technological infrastructure must be configured and enhanced to meet the needs of the

personally owned devices on a scale probably not seen in the school in the past.

Examples of the type of policy considerations and procedures that arise related to network access for personally owned devices include:

- Security and Internet filtering (as per DoE standards) that will apply to devices logged into the school network.
- Providing opportunities for student access to the network and Internet before and after school.
- Dissemination of information on programs outside the school that could support home or community access. Those programs might include information on community centres and public libraries where access is available.

An issue that is beyond the purview of the school authority, yet directly affects levels of learning, is student access to the Internet from home.

BYOD readiness of Gymea Bay Public School
The success of the BYOD implementation at Gymea Bay Public School will be determined, in part, by the school's commitment to 21st century learning, the

BYOD model and the preplanning and readiness of the school.

The extension, updating or applicability of these policies on readiness in an effort to advance the effective uses of personally owned devices might include:

A vision combined with the Gymea Bay School plan
Revising/updating the vision for learning in the school to include the personalisation of learning, advanced through personally owned devices for all learners.

School improvement processes
Using the process for school improvement to translate the vision into practice at the schools. Such work should address leadership, school learning environments, school culture, professional development, educator competencies, expectations for integration of personally owned devices into unit/lesson design, redesign of assessment to capture 21st Century skills and ICT skills.

Digital content/resources
Policies may be required that discuss the acquisition of digital resources.

Technology readiness
Ensuring that all school infrastructure/networks are

optimally configured to ensure success with personally owned devices.

Funding
Schools need to allocate funding for all aspects of BYOD implementation. Part of the process might include the repurposing of existing budget items (such as textbooks or printing) to investment in digital resources.

Monitoring, evaluation and review
The role of students
While the staff at Gymea Bay Public School will make every effort, the students are responsible for preventing the loss or damage of their device.

Students are responsible for their own behaviour and actions. They are careful and respectful when using Gymea Bay ICT facilities and devices.

Students understand and respect that there will be times when their parents and teachers wish for them not to make use of ICT. At school, learning will occur that does not require the use of a device. At home there will be times when parents wish for their children to 'disconnect' from schoolwork or socialising with friends.

Students understand and respect the need for staff and parents to check

what they have been doing with the device. These checks will be conducted randomly throughout the whole school year.

Students are 'cyber-smart' and take reasonable precautions to avoid online dangers, as outlined on the Cybersmart website (www.cybersmart.gov.au). Specifically they are familiar with:
- Avoiding unwanted contact;
- Cyberbullying;
- Protecting personal information;
- Trusting online friends;
- Offensive content;
- Identity theft.

The role of parents/guardians
Parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow. Gymea Bay Public School expects that those standards will be in accordance with school rules, this strategy and other DoE policies.

The role of teachers
Teachers will embrace student use of ICT in the belief that it enables students to become more powerful and efficient learners. They will provide guidance and instruction to students regarding appropriate use.

Teachers will make every attempt to ensure that loss and/or damage is minimised.

Unacceptable use
When using ICT, students should be aware of the issues relating to privacy of both themselves and others. Students should take the utmost care when using ICT equipment as it is easily damaged and expensive to replace.

Explicitly, students should not:
- Capture or distribute voice recordings, still images or video footage of any person without their permission;
- Access, create or distribute offensive material;
- Post personal details about themselves or others in electronic public spaces;
- Share their user name or password with others;
- Play games without permission;
- Delete their internet history;
- Use personal 3G internet to access web content that has been restricted by the school.

Disciplinary Actions
Generally, staff including executive staff will ensure that appropriate consequences are put in place for inappropriate student behaviour in relation to use of ICT.

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'Bring Your Own Device' Program: Student Agreement

The Gymea Bay Public School Bring Your Own Device program aims to improve student learning experiences both in and out of the classroom. Gymea Bay Public School does so with the expectation that students will make good decisions with regard to their personal use of technology.

Students who wish to take advantage of the BYOD program must read this agreement in the company of an adult unless otherwise excused by the principal. This page is to be signed and returned to the school.

By signing at the bottom of this page students agree to the following behaviours:
- I agree that my use of the Department's internet will be primarily for learning,
- I agree to only ever use my own portal/internet log-in details and never share those with others.
- I agree to not hack or bypass any hardware and software security implemented by the Department of Education or my school.
- I agree to not use BYOD to knowingly search for, link to, access or send anything that is;
    - offensive
    - pornographic
    - threatening
    - abusive
    - defamatory
    - considered bullying behaviour
- I agree to report inappropriate behaviour and material to my teacher.
- I agree to stay safe by not giving out my personal information to strangers.
- I understand that my activity on the internet is recorded and 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 agree that use of my device during school activities is at the direction of the teacher.
- I have read the student responsibilities in the attached appendix and agree that I will abide by them.

Name of student: .... Roll class: ....

Signature of student: .... Date: ...... / ...... / ....

Name of parent/carer: ....

Signature of parent/carer: .... Date: ...... / ..... / ....

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL

Bring Your Own Device Student Agreement

Agreement:

i. We have read the following 4 pages of the Bring Your Own Device **Student Agreement.**

ii. We understand our responsibilities regarding the use of the device and the internet.

iii. In signing the agreement, we understand and agree to the Bring Your Own Device **Student Agreement:**

We understand that failure to comply with the Bring Your Own Device Student Agreement will invoke the school's standard discipline procedures and/or the actions outlined in clause (5).

Purpose

The Gymea Bay Public School Bring Your Own Device (BYOD) program gives freedom for students to bring technology to enhance their own educational needs. Gymea Bay Public School will facilitate this in accordance with the BYOD Strategy. However students and parents must be aware of and consent to the program's boundaries.

1 Scope and Definitions

1.1 Parties
This agreement is between Gymea Bay Public School, a student currently attending or who will be attending Gymea Bay Public School, and his parent or carer.

1.2 "Student" and "Students"
Reference in this agreement to Student or Students means a student currently attending or who will be attending Gymea Bay Public School and binds his parent or carer.

1.3 "Bring Your Own Device Student Agreement"
This agreement may be referred to as the Bring Your Own Device Student Agreement or BYOD Student Agreement.

1.4 "Device"
Reference in this agreement to Device means an electronic device brought by a student to Gymea Bay Public School pursuant to the school's Bring Your Own Device strategy and this BYOD Student Agreement

2 Equipment

2.1 Custodianship
The device brought to school pursuant to this strategy must be able to be brought on every school day and be solely for the student's to use throughout the school day.

2.2 Choice of equipment
The device must meet all the requirements of the Device Specification. This includes meeting any required physical device characteristics and having the listed software installed. The Device Specification is a separate document available from Gymea Bay Public School.

3 Damage or loss of equipment

3.3.1 Students bring their own device for use at Gymea Bay Public School at their own risk.

3.3.2 For the removal of any doubt, Gymea Bay Public School will not be responsible for any loss, theft or damage to:

(a) the device

(b) data stored on the device

while the device is at school or during a school-related activity, absolutely, in negligence or otherwise. All due care will be made by the school to limit loss, theft or damage.

3.3.3 Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

3.3.4 In circumstances where a device is damaged by abuse or malicious act of another student ("the other student"), reimbursement may be required. The Principal will, having regard to all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student.

3.3.5 The above clause does not bind students to the determination of the Principal.

3.3.6 In accordance with clause (6.4) below, students should not bring peripheral equipment, including power charges and cables to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

4 Standards for equipment care

Students are responsible for:

(a) Taking due care of the device in accordance with school guidelines.

(b) Adhering to the Department of Education and Communities' policy *Online Communication Services: Acceptable Usage for School Students* (PD/2002/0046/V04).

(c) Backing up all data securely. All electronic data and resources used for school coursework must be stored on another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.

5 Misuse of equipment and communication systems

5.1 Standard school discipline procedures apply for misuse of the device contrary to this BYOD Student Agreement or other school rules.

5.2 Examples of action the school may take in cases of misuse include:

(a) the device is taken away by a teacher for the remainder of the lesson

(b) the device is taken away by a Assistant Principal, Grade Supervisor or Deputy 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 pursuant to the Bring Your Own Device policy is revoked

(d) conventional discipline procedures including detention or suspension where deemed appropriate pursuant to the school's discipline procedures.

6 Acceptable equipment and communication system use

6.1 Use of the device during the school day is at the discretion of teachers and staff. Students must use their device as directed by their teacher.

6.2 The primary purpose of the device at school is educational.

6.3 Students must bring their device to school fully charged.

6.4 Students should avoid bringing peripheral device equipment to school with the device. Peripheral equipment includes:

(a) chargers
(b) charging cables
(c) docking cradles, with the exception of a docking cradle that includes a keyboard integrated into the peripheral
(d) external pointing devices, such as computer mouses
(e) adapters for the connection of video output or data transfer

6.5 While at school, all material on the device is subject to review by school staff.

6.6 Students are to connect their device to the designated school (DEC) wireless network only. Students are not to connect their device to other wired, wireless or cellular networks whilst at school.

6.7 Students are not to 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.

6.8 Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the Department of Education policy *Online Communication Services: Acceptable Usage for School Students*

(PD/2002/0046/V04). Extracts are provided below. This strategy forms part of this Bring Your Own Device Student Agreement.

6.9 The policy *Online Communication Services: Acceptable Usage for School Students* (PD/2002/0046/V04) applies to the use of the device and internet on the device:
(a) at school
(b) where in connection with a school-related activity or school-related program, including coursework, outside school.
Note: The complete *Online Communication Services: Acceptable Usage for School Students* (PD/2002/0046/V04) policy is available for viewing at: https://www.det.nsw.edu.au/policies/general_man/general/accep_use/PD20020046.s html

Extracts: *Online Communication Services: Acceptable Usage for School Students:*

Access and Security
Students will:
• not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
• ensure that communication through internet and online communication services is related to learning.
• keep passwords confidential, and change them when prompted, or when known by another user.

- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- never knowingly initiate or forward emails or other messages containing: a message that was sent to them in confidence:
    - a computer virus or attachment that is capable of damaging recipients' computers.
    - chain letters and hoax emails.
    - spam, e.g. unsolicited advertising material.
- 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.
    - false or defamatory information about a person or organisation.
- ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the NSW Department of Education and Communities.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

7 Privacy and Confidentiality

7.1 Students will:
- never publish or disclose the email address of a staff member or student without that person's explicit permission.
    - not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

8 Intellectual Property and Copyright

8.1 Students will:

• never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.

• ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.

• ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

9 Misuse and Breaches of Acceptable Usage

9.1 Students will be aware that:

• they are held responsible for their actions while using internet and online communication services.

• they are 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.

• the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

10 Monitoring, evaluation and reporting requirements

10.1 Students will report:

-any internet site accessed that is considered inappropriate.

-any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education..

Digital Help for Parents

with children who are boldly going where no parent has gone before!

The recent explosion of personal technology and wireless internet means that the 'generation gap' that used to refer to different tastes in music or fashion, now represents a dramatic difference in the experiences of education. Parents today are faced with classrooms that bear little resemblance to their own schooling, leaving them feeling somewhat powerless when it comes being part of their children's digital lives.

Where can parents turn for help in understanding what their children are exploring so fearlessly? What advice can support parents?

Give your kids a head start in this connected world

We want to help parents to keep up with the opportunities and challenges of raising happy, healthy, well-balanced children in a connected world... one question at a time.

http://quib.ly/welcome

Age: 1- 18

About Cybersmart

Designed to support and encourage participation in the digital economy by providing information and education which empowers children to be safe online.

Cybersmart is a national cybersafety and cybersecurity education program managed by the Australian Communications and Media Authority (ACMA)

http://www.cybersmart.gov.au/parents.aspx

Age: 1- 18

Digital Life

This free online newspaper frequently publishes article that relate directly to the wellbeing of young people and the use of technology.

Sage advice from Mem Fox – Sample article

2018/2019 Gymea Bay Public School BYOD Frequently Asked Questions

Q. Do I have to purchase an iPad?

A. No. BYOD is not mandatory. It is optional. The school has the capacity to supply a limited number of iPads and other technology for student use in each classroom.

Q. Can I bring another device to school other than an iPad (for example an Android tablet)?

A. Teaching and technical IT staff at the school cannot guarantee they will be able to support and troubleshoot issues if a student chooses to bring devices outside those recommended by the school.

Q. What happens if my child's device is lost or stolen?

A. Since the inception of BYOD in 2014 no student owned iPads have been lost or stolen at school. Any damage or loss to a device that a student brings to school will be the student's responsibility. The school will not accept responsibility for any loss or damage. Families may choose to consider purchasing insurance and/or extended warranty for the device.

Q. Can the device be charged at school?

A. Most classrooms have the capacity to charge devices if required however students should make sure their devices are fully charged every day. It is recommended that devices should last 5 hours without being charged.

Q. Will there be a place at school for devices to be stored when they are not being used?

A. When students are not in class either before or after school their devices should be stored in their bags. When students are not in class their devices will be locked securely inside the classrooms.

Q. Will there be an internet filter applied when the device is used at school?

A. While at school, students will be restricted by the NSW Department of Education (DoE) filtered internet service. All social media sites and inappropriate sites are blocked while students are at school. Students will be instructed not to access their own networks while at school. No creation of hotspots' will be permitted at school.

Q. Will I be able to put on my own apps or programs onto my device, other than the ones the school has asked for?

A. Yes. Parents and students are allowed to install their own apps, programs, iBooks and other publications on their devices. These are at the discretion of parents and students. Be aware of the amount of storage these take up and may affect the amount of work they can complete and save in class.

Q. Do students still have to bring exercise books to school?

A. Yes. An iPad device is another tool for learning just like all other equipment. Students will still be required to bring writing materials in addition to their device.

Q. Do students have to bring their devices every day to school?

Yes. The device is part of a student's equipment set for learning. Students will be expected to bring their device fully charged to school every day.