

CARLTON GARDENS PRIMARY SCHOOL

BYOD

INFORMATION PACK 2018



Why BYOD?

1:1 BYOD programs are part of an international move towards individualising learning, which can increase independence and self-initiated learning in students and extend their learning beyond the classroom. Students who have their own devices have been found to take greater pride and ownership over the knowledge they create. Carlton Gardens Primary School has decided to undertake a BYOD program.

Reasons We Are Undertaking a 1:1 BYOD Program.

- To improve student achievement
- It is not financially viable to provide every student in grades 3-6 with their own devices.
- To provide equity of student access to these digital resources at school, and helps us continue to enhance and transform the quality of teaching.
- Students don't have to worry about having their work deleted by other students on shared devices.
- We want students to have access to technology whenever they need it, rather than waiting for a time when ICT is available.
- Digital Literacy skills are essential for 21st Century Learners.
- Devices will be used as tools, helping students develop skills in information analysis and evaluation, problem solving and decision-making.
- Students will be able to continue working on projects at home.
- It provides the opportunity to teach Cyber Safety in a controlled and regulated environment .

The Aims of the program are:

- To allow students to use an approved device to access the Carlton Gardens Primary School wireless network for educational purposes,
- To enable students to use technology to further their learning in structured lessons and independently at home,
- To enable students to develop skills and behaviours reflective of responsible digital citizens,
- To harness student connectivity to personal devices for the purpose of developing 21st century teaching and learning skills and for fostering digital literacy, fluency and social responsibility in a safe environment, and
- To ensure the smart, safe and responsible use of devices at Carlton Gardens Primary School

What is Carlton Gardens Primary School's BYOD Policy.

During 2017 we would like **all grade 3-5** students to bring an iPad to school. **Grade 6** students may use a Mac, PC or iPad that meet the school's minimum specifications. These devices will be utilised in student learning.

These devices will not replace pencil and paper, they will work in conjunction with them.

** The full policy is provided later in this pack*

Equity and Access

Carlton Gardens Primary School understands that the BYOD Program may be a financial burden on some families. For families opting not to participate in the BYOD Program, the school will have some devices available which will provide equal access for students at school to technology. These devices will be available to use during school hours but will not be sent home with children.

Parent Responsibilities

It is the responsibility of parents and guardians to

- Create or provide access to an Apple Account to install apps.
- Ensure parental restrictions are put on a device.
- Provide a device that meets the minimum Device Specification Guide.

Student Responsibilities

As part of the Carlton Gardens Primary School's BYOD Program, students will ensure that they:

- Use their devices in a responsible and ethical manner;
- Bring their device to school **fully charged**; (Due to OH&S Concerns devices will **not** be able to be charged at School)
- Follow the school's ICT Acceptable Use Policy;
- Report any behaviour that is not in line with the school's ICT Acceptable Use Agreement to their teacher;
- Store their device appropriately in a designated area within their classroom when the devices are not in use to help protect their device, work and information;
- Report any damages that may occur to their teacher immediately;
- Use the internet in a safe and appropriate manner (as set out by the school's 'ICT Acceptable User Agreement') and will report any inappropriate or offensive material to their teacher so that the administration can block those sites;
- Respect and look after all devices, including their own, other students' and the school's devices.
- May not use devices to record, transmit, or post photographic images or video of a person or persons during school hours or during school activities, unless otherwise allowed by a teacher.

STUDENT ACTIVITIES STRICTLY PROHIBITED

- Illegal installation or transmission of copyrighted materials;
- Any action that violates the school's 'ICT Acceptable Use Agreement' or public law;
- Sending, accessing, uploading, downloading, or distributing offensive, violent, profane, threatening, pornographic, obscene, or sexually explicit materials;
- Accessing and using internet/app-based games within class time that are not deemed educational by the teacher without prior permission;
- Use of messaging services and social media within school time
- Gaining access to another students' accounts, files and/or data;
- Giving out personal information, for any reason, over the internet;
- Participation in fraudulent or other illegal behaviour;
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of personal, other students or the school's range of technology;
- Participating in any form of bullying including, (and not limited to) texting, emailing, posting and accessing other students devices; and Not using Carlton Gardens Primary School's web filter to access restricted Internet sites at school.

DEVICES

Grades 3-5

Grade 3-5 students are only allowed to bring an **iPad** to school. They are able to bring any iPad that is able to run **iOS 10.3** and Swift Playgrounds. **Jail Broken devices are not acceptable to use as part of CGPS's BYOD Policy**

Why an iPad?

- The ability to enable parental restrictions easily,
- That it is a stable platform that works well within our existing school infrastructure,
- Parents have complete control over what apps can be installed to the device,
- It is an all in one device,
- It allows us to integrate our existing Google infrastructure.
- Apps are secure
- Devices can be tracked with Apple's Find my Device
- An iPad is a powerful tool that can be easily utilised by students.
- Apple provides a 2 year accidental damage policy for a small additional cost.

Grade 6

During 2017 and 2018 Grade 6 students are able to bring either a iPad, Windows based PC or a MacBook. In 2019 all students will be expected to have an iPad.

PURCHASING a device

Parents are welcome to purchase a device from any retailer that they would like. The school has a partnership with JB Hi-Fi that allows devices to be purchased through a web portal at a discounted price and then be delivered to the school at the beginning of the 2017 school year. Devices purchased through this portal can also be be picked up from any JB Hi-Fi store at any time.

This portal is available at www.jbeducation.com.au/byod . **Our school code is CGPS2018.**

Finance

12 Month interest free finance is available to JB Hi-Fi customers. This can be applied for during the checkout process.

Breakage & Theft

We recommend that families purchase Education Applecare+ for iPad when purchasing their iPad. This includes coverage for up to two incidents of accidental damage from handling of your iPad, each subject to a service fee. It also covers damage to chargers and power cords.

We do not offer insurance for theft or loss because this is covered by most home and contents insurance and can be an unnecessary cost.

Connecting to the Schools WiFi

At the start of the 2018 school year students will be given an individual login that will allow them access to our schools eduSTAR wireless network. Teachers will help students to ensure that they can access the internet on their device.

Parental Restrictions

We ask all parents to enable Parental Restrictions on their child's iPad. Restrictions allows parents to restrict accessing the iTunes store, iBook Store, Installing apps, Deleting apps and In-App Purchases. You can also prevent students from listening to music and podcasts with explicit lyrics, and a number of other options.

Location Services - Ensure that location Services is enabled for the Find My iPhone app

Siri- Ensure that students have explicit language turned off when using Siri.

Make sure your Restriction Passcode is different to your screen lock passcode

Apps and Apple Accounts

Parents will be required to provide access to or create an Apple Account for students so that they can install apps onto their device. This account should be in the parent's name. **Parents should NEVER give students access to the password for this account** to ensure that they cannot make purchases or install apps without your permission. Parents should also ensure that Touch ID is turned off for iTunes purchases.

We ask that parents install the apps from the CGPS iPad App list before the devices are brought to school. **The app list is included later in the document.*

Students should not have any Social Media apps on their iPad, these include:

- Facebook
- Twitter
- Snapchat
- Musically
- Periscope
- Vine
- tumblr

**All these apps require users to be older than 13 in their Terms & Conditions. Students with these apps installed will not be able to bring their device to school until they are removed.*

Accessories

We recommend that all iPads have a **heavy duty case**. Parents buying devices from JB HiFi will have the option to purchase a cover in the checkout process.

All students are receiving a set of Moki Noise limited ear buds as part of their book pack. If your child wants to bring a set of headphones we would *strongly recommend that they were volume limited due to the risk of permanent hearing damage in young children.*

Mail

All student will be provided with a school Google account. We have been using these school Gmail accounts within the school for the past four years. These accounts also allow the students to use the various Google apps to collaborate within the classroom.

Cyber Safety and Acceptable Use









Our school's BYOD program allows our school to introduce safe ICT practices in a relatively controlled environment. We require all parents and students to sign an Acceptable Use document before they can use any form of ICT within our school.










At the beginning of 2017 students participating in lessons that look at the safe use of ICT. These lessons will cover not giving out personal information, cyberbullying, safe and appropriate online language, what to do if a student feels unsafe, protecting your online identity and not placing yourself in dangerous situations.










We will also be running a Cyber Safety night for parents during Term 1 in 2017. This night will look at the risks using ICT at home, what to do if your child feels unsafe online and unsuitable applications.














CGPS iPad App List

App	Icon	Required/ Recommended	Price
Pages		Recommended	Free
Numbers		Recommended	Free
Keynote		Recommended	Free
Garageband		Recommended	\$7.99
Podcasts		Required	Free
Find iPhone		Required	Free
iMovie		Required	Free
Google Drive		Required	Free


App	Icon	Required/ Recommended	Price
Chrome - web browser		Required	Free
Google Docs		Required	Free
Google Sheets		Required	Free
Google Translate		Required	Free
Google Classroom		Required	Free
Google Slides		Required	Free
Scanbot		Required	Free
QR Scanner		Required	Free
Swift Playgrounds		Required	Free

App	Icon	Required/ Recommended	Price
Explain Everything		Recommended	\$14.99
Book Creator for iPad		Required	\$7.99
Reading Eggs		Required	Free
Mathletics		Required	Free
IXL - Maths & English		Required	Free
Class Dojo		Required	Free
Seesaw Class		Required	Free
Animate Anything		Required	Free
Kahoot!		Required	Free

App	Icon	Required/ Recommended	Price
Recap!		Required	Free
Touchcast Studio		Required	Free
Touchcast External Camera		Required	Free
Quizziz Student		Required	Free
Scratch Jr		Required	Free
Aurasma		Required	Free
Green Screen		Recommended	
Celtx		Required	Free
Paper by 53		Recommended	Free

App	Icon	Required/ Recommended	Price
Stop Motion Studio		Recommended	Free
Tellagami		Recommended	Free

** Please be aware that teachers may need to apps during the year. We will endeavour only add free apps but there may be a small cost required.*

	Carlton Gardens Primary School Bring Your Own Device Policy (BYOD)	Authorisation 2016 Review 2019
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Rationale:

At Carlton Gardens Primary School we aim to develop lifelong learners who are innovative and confident users of ICT in an ever-changing digital world. 1:1 BYOD programs are part of an international move towards individualising learning, which can increase independence and self-initiated learning in students and extend their learning beyond the classroom. Students who have their own devices have been found to take greater pride and ownership over the knowledge they create.

Aim

- To allow students to use an approved device to access the Carlton Gardens Primary School wireless network for educational purposes,
- To enable students to use technology to further their learning in structured lessons and independently at home,
- To enable students to develop skills and behaviours reflective of responsible digital citizens,
- To harness student connectivity to personal devices for the purpose of developing 21st century teaching and learning skills and for fostering digital literacy, fluency and social responsibility in a safe environment, and
- To ensure the smart, safe and responsible use of devices at Carlton Gardens Primary School

Implementation:

Carlton Gardens Primary School will:

- Implement an Equity Program to ensure students have access to a computing resource;
- Provide a BYOD User Agreement to list the responsibilities and expectations of each student and their families in the BYOD program;
- Have a recommended device that can be purchased through a DET recommended provider;
- Have a list of recommended accessories for devices;
- Publish a Device Specification Guide that indicates the minimum requirements for devices;
- Accept no responsibility for loss or damage to, or for maintenance or repair required in a student's own device through any act or omission resulting from the negligence or otherwise of the school, a member of the school staff or of another student.
- Should damage or loss occur to a device as a result of another student's actions. The parents/guardians of the students involved will be contacted immediately. The Principal and the classroom teacher retain the right to deal with these matters on an individual basis and in direct consultation with the families involved;
- Develop guidelines and procedures for BYOD and communicate them to staff, students, parents and guardians through the school website and newsletters;
- Provide a list of recommended age appropriate applications;
- Inform parents that CGPS is not responsible for any possible device charges to your account that might be incurred during approved school- related use;

- Inform students and parents that they should be aware that devices are subject to search by appropriate staff if the device is suspected of a violation of the school rules. If the device is locked or password protected the student will be required to unlock the device at the request of teaching or technical staff;
- Provide filters to a device's connection to the Internet;
- Encourage students to use lock codes or device passwords; and
- Provide students with a monitored Google Account.

Equity And Access

- Carlton Gardens Primary School understands that the BYOD Program may be a financial burden on some families. For families opting not to participate in the BYOD Program, the school will have some devices available which will provide equal access for students at school to technology. These devices will be available to use during school hours but will not be sent home with children.

Student Responsibilities

As part of the Carlton Gardens Primary School's BYOD Program, students will ensure that they:

- Use their devices in a responsible and ethical manner;
- Bring their device to school **fully charged**; (Due to OH&S Concerns devices will **not** be able to be charged at School)
- Follow the school's ICT Acceptable Use Policy;
- Report any behaviour that is not in line with the school's ICT Acceptable Use Agreement to their teacher;
- Store their device appropriately in a designated area within their classroom when the devices are not in use to help protect their device, work and information;
- Report any damages that may occur to their teacher immediately;
- Use the internet in a safe and appropriate manner (as set out by the school's 'ICT Acceptable User Agreement') and will report any inappropriate or offensive material to their teacher so that the administration can block those sites;
- Respect and look after all devices, including their own, other students' and the school's devices.
- May not use devices to record, transmit, or post photographic images or video of a person or persons during school hours or during school activities, unless otherwise allowed by a teacher.

Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials;
- Any action that violates the school's 'ICT Acceptable Use Agreement' or public law;
- Sending, accessing, uploading, downloading, or distributing offensive, violent, profane, threatening, pornographic, obscene, or sexually explicit materials;
- Accessing and using internet/app-based games within class time that are not deemed educational by the teacher without prior permission;
- Use of messaging services and social media within school time
- Gaining access to another students' accounts, files and/or data;
- Giving out personal information, for any reason, over the internet;
- Participation in fraudulent or other illegal behaviour;
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of personal, other students or the school's range of technology;
- Participating in any form of bullying including, (and not limited to) texting, emailing, posting and accessing other students devices; and

- Not using Carlton Gardens Primary School's web filter to access restricted Internet sites at school.

Parent Responsibilities

It is the responsibility of parents and guardians to

- Ensure that up-to-date anti-virus software is installed on their device.
- Ensure parental restrictions are put on a device.
- Provide a device that meets the minimum Device Specification Guide.

Storage of Devices

When students are not using their devices, they should be stored in a classroom, in a secure storage location designated by their teacher. Students are encouraged to take their devices home at the end of each day, regardless of whether or not they are needed. Devices should not be stored in a vehicle as they can overheat or get stolen. Devices are not to be stored in school bags during the day, or taken out of the classroom during lunch or recess.



Carlton Gardens Primary School BYOD User Agreement

1:1 BYOD programs are part of an international move towards individualising learning, which can increase independence and self-initiated learning in students and extend their learning beyond the classroom. Students who have their own devices have been found to take greater pride and ownership over the knowledge they create. Carlton Gardens Primary School has decided to undertake a BYOD program. This agreement provides covers the use of devices within our school.

We ask that you read this agreement with your child and sign it. Students will not be permitted to bring a device unless both the parent and the student have signed this agreement.

*Please be aware that Carlton Gardens Primary School accept no responsibility for loss or damage to, or for maintenance or repair required in a student's own device through any act or omission resulting from the negligence or otherwise of the school, a member of the school staff or of another student.

Device

Parents and Students will ensure that:

- The iPad is locked with a pass code to prevent unauthorised access to the device;
- The iPad will be **fully charged** when brought to school;
- They're fully responsible for loss or damage to, or for maintenance or repair required in a student's own iPad through any act or omission resulting from the negligence or otherwise of the school, a member of the school staff or of another student;
- No Copyright infringing materials are on the iPad;
- That there are no social media apps on the iPad;
- There is no inappropriate materials on the iPad;
- Parental restrictions be used where available;
- Students are unable to make purchases with their iPad;
- The iPad has protective covers to help reduce the chance of damage;
- The iPad has the required apps.
- The iPad is easily identified by personalising home screens and cases;
- The iPad has tracking software such as, 'Find my iPad' where available;
- The iPad is insured where possible

General Use Guidelines

Students will ensure that:

- That they bring their iPad to school;
- The iPad will only be used for learning purposes as directed by the teacher;
- The iPad is not left in places where it can be damaged such as, on the floor, on chairs or outdoors;
- They will use their iPad in a responsible and ethical manner;
- Follow the school's ICT Acceptable Use Policy;
- Report any behaviour that is not in line with the school's ICT Acceptable Use Policy to their teacher;
- They will store their iPad appropriately in a designated area within their classroom when the iPads are not in use to help protect their device, work and information;
- Will not remove their iPad from the classroom unless instructed by the teacher;
- The iPad is not taken into the school yard;
- They report any damages that may occur to their teacher immediately;
- They use the internet in a safe and appropriate manner (as set out by the school's 'ICT Acceptable User Agreement') and will report any inappropriate or offensive material to their teacher so that the administration can block those sites;
- Other students do not use their iPad to avoid accidental breakages;
- They will not use iPads to record, transmit, or post photographic images or video of a person or persons during school hours or during school activities, unless otherwise allowed by a teacher.
- They don't send, access, upload, download, or distribute offensive, violent, profane, threatening, pornographic, obscene, or sexually explicit materials;
- They don't access and use internet/app-based games within class time that are not deemed educational by the teacher without prior permission;
- They don't use messaging services and social media within school time
- They don't give out personal information, for any reason, over the internet;
- They won't participate in any form of bullying including, and not limited to texting, emailing, posting and accessing other students devices;
- They only use Carlton Gardens Primary School's filtered Internet service; and
- That the iPad is stored securely during recess and lunch.
- That they will not use the iPad whilst eating or drinking;
- They use only their school designated email whilst at school and when communicating with other students;
- They will not play music or videos unless under explicit direction of the teacher.



CGPS BYOD Acceptable Use Agreement

Student Section

Student Name: _____

Grade: _____

I have read/discussed the Carlton Gardens Primary School's BYOD Acceptable Use Agreement document. I agree to follow the rules contained in the guidelines.

I understand that failure to follow this BYOD Acceptable Use Agreement may result in me forfeiting my privilege to use ICT at Carlton Gardens Primary School.

Student Signature: _____

Date: _____

Parent/Guardian Section

I have read and discussed the Carlton Gardens Primary School BYOD Acceptable Use Agreement document with my child.

I understand and acknowledge that children are responsible for their own device.

I understand that I am fully responsible for loss or damage to, or for maintenance or repair required in a student's own device through any act or omission resulting from the negligence or otherwise of the school, a member of the school staff or of another student;

I understand that failure to follow this BYOD Acceptable Use Agreement may result in my child forfeiting his/her privilege to use ICT at Carlton Gardens Primary School.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: