



## BYOD Plan 2023 - Overview

### BACKGROUND

Merredin College's commitment to digital learning has not changed from that of previous years. Our school values the importance of being connected with our community and developing students that can interact with respect as informed citizens on a global scale. We identified the need for digital devices to "build skills in the use of ICT as a tool for learning and as a classroom pedagogy to enhance student learning." It was important that we improved access to digital devices to increase digital skills. In Primary we currently have a computer lab, a trolley of 30 iPad mini devices as well as a number of iPads in each classroom for PP-Year 6. State school funding does not allow us to fund a 1:1 ratio for upper primary students which is current best practice so we will be continuing the implementation of BYOD for Year 4 and Year 5 in 2023. Currently in Secondary, students are accessing computers through 2 computer labs shared by all year groups as well as class sets of iPads in some Learning Areas. We will be continuing the implementation of BYOD with our Year 7, 8, 11 and 12s in 2023 with this continuing up through Year groups in subsequent years i.e. in 2024, BYOD will cover Year 4, Year 5, Year 6, Year 7 and Year 8, Year 9, Year 11 and Year 12; in 2025, BYOD will cover Year 4 to Year 12.

### WHAT IS BYOD?

Bring Your Own Device (BYOD) is being offered at Merredin College as a pathway supporting the delivery of 21st century learning. It is a term used to describe a personally owned laptop or tablet that meets Merredin College's minimum specifications and can be connected to the Department of Education and Training (DET) information and communication (ICT) network for teaching and learning. BYOD is an initiative that allows students to have their own personal technology devices and bring them to school to use them for educational purposes to meet their learning needs, in a safe and secure manner as set out in school policies while under the direction of their classroom teacher. If a parent should choose to opt out of the BYOD program and not provide a personal device there will be some access to a range of shared school owned devices for use in the classroom to ensure access for all students. The school expects that all classes involved in the BYOD Program have a majority of students with their own devices with a minority of students requiring to share access to school owned devices as well as computer lab time.

### BENEFITS OF BYOD

Specific benefits include:

- Allows for personalised learning
- Improved collaboration
- Give students greater choice and more independence
- It creates a model for lifelong learning
- Smooth transition between home and school
- Provides easier student access to online instructional materials
- Promotes sustainable paper free classes
- Supplements school resources and equipment
- Normalisation of technology
- Prepares our students with the knowledge and skills to function as responsible digital natives in a digital world.

### ADVANTAGES OF A WINDOWS DEVICE

- A seamless transition between primary and high school.
- A wealth of apps that relate to specific curriculum-based learning.
- Access to information on the Internet when they need it through wireless connectivity.
- Access to rich media including digital stories, images and video.
- Provides simple yet sophisticated text, audio and video-based communication facilities for collaboration with peers, teachers and experts in a local, national or global context.
- Ability to personalise learning and provide work targeted at the correct level for students.
- High student engagement both independent and collaborative.

*learning close to home*

## PURCHASING A DEVICE

You can choose to use a device that you already own, or purchase a new or used device. ***You may visit any vendor of your choice to make your purchase.*** Second hand devices are allowed; however, they must meet the minimum specifications outlined by the school. Merredin College has an online portal set up and available for purchases through JB Education and Winthrop Australia. These vendors are offering reduced prices for schools.

## MINIMUM SPECIFICATIONS

Windows Laptops will need to meet specific requirements in order to be connected to the school network. Please see specifications below:

### Specifications:

- 11 inch Display
- Intel Core i3-1115G4 Processor
- 8GB RAM
- 128GB SSD
- 720p HD Camera
- WiFi Access
- Bluetooth
- USB, HDMI, Headphone and Microphone ports
- Windows 10 Pro National Academic Operating System

**JB Education Portal:** [www.jbeducation.com.au/byod](http://www.jbeducation.com.au/byod)    **Parent Code:** BYODMC2023

**Winthrop Education Portal:** <https://sales.winaust.com.au/shop/merredin>

**Wheatbelt Tech – Merredin:** Drop into the store and talk to Steven Cervantes

*There is no benefit to the school for your purchase from any of these vendors. These have been set up for parent convenience. Parents are welcome to purchase from any vendor and potentially take advantage of Christmas sales.*

## EQUITY & ACCESS

BYOD at Merredin College involves a staged roll-out of technology usage across the school. This structured approach is to allow us to tailor the program to ensure the best possible teaching and learning outcomes for students. It is anticipated that BYOD will be rolled out with Year 4 – Year 6 being involved by 2024 and Year 7-10 by 2025. The school will offer shared school devices in the classroom. These devices will be pre-booked by teachers and accessed on a planned basis. School owned devices will not be permitted to go home with any student. There are many options to support families:

- Payment plan through the provider/vendor
- Short term use of school owned devices allocated on a day-to-day basis while at school
- Please approach the Principal if genuine financial hardship is restricting your ability to provide your child with a device.

## DEVICE PROTECTION

The school will provide support to help ensure the care and security of the device. Ultimately, each student is responsible for taking care of and securing the device and accessories in accordance with school policy and guidelines. Responsibility for loss or damage of a device at home, in transit or at school belongs with the student and their family. Advice should be sought regarding the device being included in home and contents insurance policies. It is advised that accidental damage and warranty policies are discussed at point of purchase to minimise financial impact and disruption to learning should a device not be operational.

## DATA SECURITY AND BACK-UPS

Merredin College staff will be supporting students with the implementation of appropriate and responsible digital protocol. Each student will learn to be responsible for the backup of all data. While at school, students may be able to save data to the school's network, which is safeguarded by a scheduled backup solution or in many cases work will be saved to the cloud when working in the Google Classroom space. Students are also able to save data locally to their device for use away from the school network.

## DIGITAL CITIZENSHIP

Students will be expected to adhere to the Acceptable Use Agreement and Student Code of Conduct. Students and their parents sign these agreements on enrolment. These documents are accessible on the school website.

**Note:** Students' use of internet and online communication services may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use. Students should be aware that they are held responsible for their actions while using the internet and online communication services.

## LOADING APPS & UPDATING DEVICES

Parents and students will be responsible for overall maintenance of the device at home, but technical support is available from school if the need arises. The school will provide information sessions and assistance as required to help parents with this aspect.

### 3/4/5G ENABLED DEVICES

The reason why we do not want external controlled internet access is that by students going through our school wireless, they are also going through WA Department of Education's Internet web filters, helping protect our students from accessing inappropriate content. If your child's device has these services, please ensure they are disabled.

### VIRUS PROTECTION

No computer is immune to viruses or spam so it will be mandatory that all students protect themselves through virus protection programs or apps. Virus protection will need to be regularly updated and scans carried out. If a device is found to have out-of-date or no antivirus at all, it will be removed from the network until anti-virus protection has been updated. Microsoft Defender Antivirus is built into Windows10. It provides comprehensive, built-in protection—at no extra cost.

### RESPONSIBILITIES:

#### STUDENT

Students are expected to fulfil the following obligations:

- Have their device fully charged and ready to use every day.
- Take responsibility for care of the device, eg. keeping it in its case throughout the day to avoid physical damage, not leaving the device unattended. The school does not accept responsibility for damage, theft or loss of the device.
- Respond to teacher direction regarding use of their device.
- Manage their time, use and battery life of their laptop so that at school it can be used productively for educational purposes.
- Leave their laptop in their locked classroom when not in use (this includes lunchtimes).
- Use the device responsibly, appropriately and respectfully in accordance with the Acceptable Use Agreement.
- Keep passwords private; protect the device by ensuring it requires a login when not in use.
- Use of school Wi-Fi only, not 3G or 4G.
- Obtain permission before photographing, videoing, recording or sharing any content concerning any other person.
- Abiding by intellectual property and copyright laws (including software/media piracy)
- At all times being mindful of both their own digital reputation and that of the school.
- Ensure that software is regularly updated to ensure the device is an effective tool for learning.
- Back up important work and files regularly (this can include the use of Cloud storage).

*Consequences of misuse or failure to fulfil these obligations will be applied and dealt with as a behavioural issue. This may include withdrawal or restriction of BYOD privileges.*



#### PARENTS AND CAREGIVERS

- Acknowledgement that the core purpose of a device at school is for educational purposes
- Applying monitoring of student internet usage outside of school when not connected to the school's network
- Encourage and support appropriate digital citizenship and cyber safety with students (see eSafety website)
- Ensure installation of required software
- Provide a protective backpack or case for the device
- Consider and acquire adequate warranty and insurance of their child's device
- Understanding and signing the 1:1 student Acceptable Use Agreement

#### SCHOOL

- Implement BYOD program induction — including information on connection, care of device at school, workplace health and safety, appropriate digital citizenship, and cyber safety
- Provide quality network connection at school to cater for effective classroom access
- Provide safe storage of devices between classes and when not in use
- Provide adequate internet filtering while the device is at school
- Provide technical support and additional devices to allow 'hot-swapping' of devices to ensure uninterrupted learning
- Some school-supplied software e.g. Microsoft office 365
- Printing facilities
- Preparation and co-signing individual Acceptable Use Agreements
- Provision of support – student, parents, and teachers.

The school uses Google Classroom and Connect to help keep students engaged and learning, in a safe digital environment. These platforms will enable teachers to:

- Send messages to students or utilise two-way chat facility, perfect for students to ask the teacher questions without alerting their classmates.
- Share work with the class
- Give and receive feedback in real time.
- Monitor work completion



# MERREDIN COLLEGE

A Wheatbelt Independent Public School

## Bring Your Own Device Acceptable Usage Agreement Year 4-12

If you use the online services of the Department of Education you must agree to the following rules:

- I have read and agree to abide by the Merredin College "Bring Your Own Device" Guidelines which have been outlined in recent school newsletters and is available from the front office.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others, nor will I post photos, videos etc without the person's permission.
- I will not give anyone my password.
- I will not let others use my online services account unless it is with the teacher's permission.
- I will not access other people's online services accounts.
- I understand that I am responsible for all activity in my online services account.
- I will tell my teacher if I think someone has interfered with or is using my online services account.
- I understand that the school and the Department of Education may monitor any information sent or received and can trace activity to the online services accounts of specific users.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will not attempt to access inappropriate material online or try to access Internet sites that have been blocked by the school or the Department of Education.
- I will not use or distribute material from another source unless authorised to do so by the copyright owner.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will follow the instructions of teachers and only use online services for purposes which support my learning and educational research.
- I will be courteous and use appropriate language in all Internet communications.
- I will not use the Department's online services for personal gain or illegal activity, to bully, offend or intimidate others or send inappropriate materials including software that may damage computers, data or networks.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

If you use the "Bring Your Own Device" (BYOD) Program you must agree to the following rules:

I will bring my device fully charged. It cannot be charged at school.

- I will not use a device belonging to another student.
- I will display my BYOD registration sticker at all times.
- I understand that the care and maintenance of my device is my responsibility.
- I understand that Merredin College staff are not responsible for providing IT support for my device.
- I understand that teachers are not obligated to provide opportunities for me to use my own device in every class. Some teachers may choose not to use BYOD devices in their classes at all.

I understand that

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account.
- The misuse of online services may result in the withdrawal of access to online services and/or the BYOD Program.
- The use of someone else's device may result in the withdrawal of access to the BYOD Program.
- I may be held legally liable for offences committed using online services.

I agree to abide by the Merredin College "Bring Your Own Device" (BYOD) Acceptable Usage Agreement for school students.

I understand that if I am to use the BYOD Program and break any of the rules in the agreement, it may result in disciplinary action, determined by the Principal in accordance with the Department's *Behaviour Management in Schools* policy.

Name of student: \_\_\_\_\_ Year 4

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

### Permission for students to have an online services account/BYOD Program Participation

The Department of Education's online services currently provide:

- individual email accounts for all students and staff;
- access to the internet, with all reasonable care taken by schools to monitor and control students' access to web sites while at school.
- access to the online teaching and learning services such as web-conferencing, digital resources and online learning activities;
- access to online file storage and sharing services; and
- access to Portal services from home if the home computer is connected to the Internet.

**These services under the BYOD Program will be accessed from your child's own device through the school Wi-fi.**

If you agree to your son or daughter making use of these online services using their own device, please complete the permission slip attached to this letter. You will also need to ensure that your son or daughter reads or understands the acceptable usage agreement, also attached to this letter, before the permission slip is signed. Both signed documents should be returned to school so that an online services account can be created for your child.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure.

You should also be aware that general Internet browsing by your child from home or locations other than school is **not** monitored or filtered by the Department since it is not conducted via the Department's online

### Parents / responsible persons

Do you give permission for your child to have an online services account? **Yes / No (circle one)**

Do you give permission for your child to participate in the BYOD Program **Yes / No (circle one)**

I agree to and understand the responsibilities my child has in using the online services provided at school for educational purposes in accordance with the acceptable usage agreement for school students. I also understand that if my child breaks any of the rules in the agreement, that the Principal may take disciplinary action as provided in policies of the school or the Department of Education.

I understand that under the BYOD program, Merredin College is not responsible for the maintenance or security of the device that my child brings to school.

Name of parent or responsible person: \_\_\_\_\_

Signature of parent or responsible person: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: while every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter Internet content accessed by your child from home or from other locations away from school. The Department recommends the use of appropriate Internet filtering software.*

Office use only: Date processed: / / Processed by (initials):