BRING YOUR OWN DEVICE

SCARBOROUGH PUBLIC SCHOOL

PARENT INFORMATION

WWW.SCARBOROUG-P.SCHOOLS.NSW.EDU.AU

INTRODUCTION

BRING YOUR OWN DEVICE TO SCHOOL IN 2017

Dear Parents,

It is with great excitement that we embark on our Bring Your Own Device (BYOD) trial for students in years 5 and 6. Your child will be invited to bring a suitable computer to school for learning purposes. After conducting our survey of parents in 2015 it became clear that BYOD was supported within our community for those students who wished to participate. To ensure equity for all students, the school will continue to purchase devices for those who do not participate in this program. Students can join the program at any time, once a device has been purchased. To assist you in this process, we have aligned our BYOD policy to our local high school, Bulli HS so you can be assured that devices used at Scarborough PS will meet the requirements for Year 7.

Please take the time to read our BYOD Policy which has been developed according to NSW Department of Education guidelines. If you would like your child to participate in this trial, please complete the attached *BYOD Trial Consent Form* and *Student Agreement* and return to your classroom teacher once your device has been purchased.

If you decide to purchase a new device for next year, **please make sure it meets our minimum specifications** which are laid out towards the end of this booklet. **In some cases, we will accept older devices after consultation with me first to ensure suitability.**

If you have any questions, please feel free to contact us on 4267 2153 or by email at chris.hopkins1@det.nsw.edu.au

Kind regards,

Chris Hopkins
Principal

WHAT IS BRING YOUR OWN DEVICE (BYOD)?

BYOD (Bring Your Own Device) refers to students bringing a personally-owned electronic communication device, e.g. tablet, laptop) to school for the purpose of learning. Scarborough Public School recognises the need to prepare students for a rapidly-changing world where technology plays an increasing role in students' everyday lives.

THE RESEARCH

WHY BRING YOUR OWN DEVICE?

DEVICES ARE ALREADY A PART OF STUDENTS' LIVES

For a majority of our students, computers and portable devices such as phones and tablets are already integral to the world in which they live. We need to ensure that these devices are also a tool for learning (not just for play) and that they also make learning an integral part of student's lives. Many schools have banned student devices but instead could benefit from teaching students how to use technology properly and safely. By providing appropriate supervision and support we can help students develop cybersafety awareness and digital citizenship skills. BYOD also "allows students access to the same devices at school and at home, it can extend learning opportunities to times and places outside of the classroom" (Horizon Project, 2013) and "allow students to work with technology with which they are already comfortable and familiar" (Horizon Project, 2013).

21ST CENTURY LEARNING

BYOD recognises that our students are 21st Century learners who need to be equipped with the skills to learn in a world where technology is embedded in everything we see and do. Schools need to support this essential learning by establishing systems that support the development of these skills. BYOD is about the meaningful integration of technology into students' daily lives and developing the critical knowledge to use these tools effectively and appropriately. An environment where all students have access to their own devices opens up new possibilities for collaborative and online learning, carefully structured and supervised by the teacher. Students will be able to use their device as a means to communicate, calculate, photograph, video and edit across a range of different subjects.

PERSONALISED LEARNING

In an environment where all students have access to collaborative devices, students can take control of their own learning. In this scenario, teacher becomes a manager of learning, providing the support for students to obtain knowledge, rather than the direct source of information. Many studies have shown (and this is evident in our own school) that access to computer devices for learning increases student motivation and engagement.

USING THE CLOUD

The NSW Department of Education has provided access for all students to Google G-Suite (Google Apps), an extensive suite of online software that allows students to collaborate online as well as Microsoft Office 365. These types of web-based software provides new possibilities for our students, including the ability to work together on a single document at the same time. The cloud also has the advantage of being accessible from anywhere with internet. This means that assignments from the classroom can be continued at home seamlessly.

EQUITY

The implementation of a BYOD program can have significant effects on the overall access to devices for all students. We understand that not all parents wish their children to bring a device of their own to school. At Scarborough Public School we have invested substantial funds, thanks to our P&C, in the purchase of many laptops and mobile learning devices for student use. By encouraging students to bring their own device to school, this lessens the competition for school-owned devices and ensures greater access for everyone. Students without their own device will not miss out.

> "LEARNING BECOMES EASIER TO ACHIEVE, AS IT IS MORE COLLABORATIVE. STUDENTS CAN INTEGRATE THE DEVICE INTO THEIR DAILY LIVES"
> (CLIFFORD, 2012, P. 2).

> "SUCH DEVICES, IN THE HANDS OF EVERY STUDENT, AFFORD SEAMLESS LEARNING OPPORTUNITIES THAT BRIDGE THE FORMAL LEARNING IN SCHOOLS WITH THE INFORMAL, OUTSIDE OF CLASSROOMS AND SCHOOLS"
> (ALBERTA EDUCATION, 2012, P. 5)

> 'STUDENTS WHO DO NOT HAVE PERSONAL TECHNOLOGY DEVICES HAVE GREATER ACCESS TO SCHOOL OWNED TECHNOLOGY TOOLS WHEN STUDENTS WHO BRING THEIR OWN DEVICES TO SCHOOL ARE NO LONGER COMPETING FOR THAT ACCESS'"
> (BARSEGHIAN, 2012).

Content adapted from:

NSW DEC. (2013). BYOD Literature Review 2013. Sydney: State of NSW, Department of Education and Communities, T4L Program - Information Technology Directorate.

References:

Alberta Education. (2012). Bring your own device: a guide for schools. Edmonton: Alberta Education.

Barseghian, T. (2012, September 12). Privacy, Equity, and other BYOD Concerns. Retrieved from http://blogs.kqed.org/mindshift/2012/09/privacy-equity-and-otherbyod-concerns/

Clifford, M. (2012, October 18). Bring Your Own Device (BYOD): 10 Reasons Why It's a Good Idea. Retrieved from http://newsroom.opencolleges.edu.au/trends/bring-your-own-device-byod-10-reasonswhy-its-a-good-idea/#axzz2OWWT5Vjb

Horizon Project. (2013). NMC Horizon Project Project Short List 2013 K-12 edition. New Media Consortium. Austin Texas: New Media Consortium.

CONCERNS ABOUT BYOD?

BYOD & PUBLIC EDUCATION

Fundamentally, Scarborough Public School as a public education provider is committed to ensuring that all of our students have access to the same quality learning and opportunity to achieve outcomes. It is for this reason that Scarborough Public School has developed an Equity Policy as part of our BYOD program. The Equity Policy is contained within this document and includes measures such as loan school devices for classroom activities.

MAKING THE RIGHT CHOICE

There are many factors to take into consideration for parents and families buying a device for their child. A range of devices in a range of price categories will meet the important specifications that we have set. Specifications include Windows and Apple Devices. Our recommendations are just a small representation of what is available. You may choose a laptop or a convertible tablet. While we do not prefer an iPad as your device of choice, if this is the device that you may already have, then you are welcome to bring it to school. A Bluetooth keyboard may be useful. The device may have a touch screen or it may not. The weight of the device is important, as is durability, with students carrying their device to and from school each day. An affordable, good quality and well maintained device should hopefully last Year 7 students until the end of Year 9 or 10. There are various options to buy or lease devices through leading retailers. **PLEASE REFER TO OUR SPECIFICATIONS GUIDE. In some cases, we will accept older devices after consultation with me first to ensure suitability.**

It is very important that we stress that the school does not manage, support, own or warranty the device - it's your device.

What is the 'Quick Start' Digital Learning Licence? It is students working with their classroom teacher and teacher librarian to learn how to use their device safely and effectively, to learn about issues such as plagiarism and how to work safely and responsibly online. **We want our students to be responsible digital citizens.**

In mid-term 2, and again in term 3, library sessions will host a 2 session 'Quick Start' induction to get students connected and working safely and then continue through a formal program to make sure that our students are true 'digital citizens'. The following Digital Citizenship sites contain information and learning activities for students, teachers and parents to familiarise themselves with and will be utilised as part of the school's induction program with students.

- http://www.digitalcitizenship.nsw.edu.au/
- https://www.esafety.gov.au/education-resources/classroom-resources/digital-citizenship

The Office of the Children's eSafety Commissioner defines digital citizenship as 'confident and positive engagement with digital technology.' Furthermore, it emphasises three key principles that should guide students:

1. ENGAGE positively.
2. KNOW your online world.
3. CHOOSE consciously.

BYOD POLICY

Scarborough Public School
Bring Your Own Device (BYOD) Policy

Scarborough Public School values the importance of technology in assisting students with their learning. The promotion of technology is fundamental to the school's educational philosophies.

By implementing Bring Your Own Device (BYOD), Scarborough Public School will assist students in developing digital literacy, fluency and citizenship while preparing them for the high tech world in which they will live, learn and work. It will empower students and give them direct involvement in the way they use technology in their learning. It will also allow teachers to continue to employ technology in the classroom while building on the experiences gained in the previously supported model.

Objectives

1. To encourage the bringing of a computing device to school by all students in Years 5 and 6
2. To provide a safe environment in which students can achieve Objective 1
3. To ensure a minimum standard of device compatibility
4. To enable students to use technology to enhance their learning
5. To provide the opportunity for teachers to continue to tailor lesson delivery so that students can use their devices in class
6. To teach students essential digital citizenship skills (e.g. netiquette, cyber safety) in preparation for high school and beyond.

Actions

(1) Students and Parents/Carers

- Students may bring their own devices to school and may access the department's Wi-Fi network.
- The device must meet the device specifications as outlined by the school.
- A device which does not meet the device specifications will not be permitted to access school networks and services
- The department will provide internet access at no cost to students enrolled in the school
- Students are responsible for the care and maintenance of their devices, including data protection and battery charging.
- Prior to bringing their device for the first time, students and their parent/caregiver must read and sign the BYOD User Charter which sets out the responsibilities and expectations relating to the use of personal devices.
- Students must follow teachers' directions as to the appropriate use of their devices in class.

(2) Teachers

- Teachers should encourage and facilitate the use of students' devices in their classrooms where they deem appropriate. Use of students' own devices in class is, however, at the sole discretion of the teacher.
- Teachers will be responsible for supervising students in the safe use of devices online.
- Teachers will not be expected to provide technical support for students' devices or operating systems.

(3) Scarborough Public School

Scarborough Public School will:

- Not accept any liability for the theft, damage or loss of any student's device. Students who bring their own devices onto school sites do so at their own risk.
- Not provide hardware or technical support for devices.
- Maintain a BYOD Equity Policy to ensure all students have access to computing resources.
- Maintain a pool of devices for the use of students who do not have access to their own device.
- Provide a BYOD Student Agreement to list the responsibilities and expectations of each student, displayed in all learning areas in the school.
- Ensure a copy of the BYOD Student Agreement is signed by each student and their parent/ caregiver.
- Publish a device specification that outlines the requirements of the BYOD program devices, including but not limited to:

    - Form factor
    - Physical dimensions
    - Network connectivity
    - Operating system
    - Processor
    - Battery life

- Provide a wireless network with filtered internet connection to which students may connect their personal device.

Where the school has reasonable grounds to suspect that a device contains inappropriate data which breaches the BYOD Agreement, staff may temporarily confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, further action may be taken including referral to the police. School disciplinary action may also be appropriate.

EQUITY POLICY

Scarborough Public School
Bring Your Own Device (BYOD) Equity Policy

Rationale

The Scarborough Public School Bring Your Own Device (BYOD) program, like all BYOD programs in an education setting, inherently imposes a financial cost on students and their families by requiring them to supply a device. At the same time, the Scarborough Public School BYOD program can only function if all students have access to appropriate technological resources in all their classes. Scarborough Public School takes seriously the role of public education in ensuring all students have access to the same learning outcomes. The purpose of the BYOD Equity Policy is to establish the framework for the BYOD program to provide this for all students, irrespective of their families' financial means.

Objectives

1. To facilitate and promote the bringing of a computing device to school by all students in Years 5 and 6 for use in their education.

2. To ensure equity in the BYOD program and its implementation.

3. To ensure all students have access to appropriate technological resources in their classes.

4. To provide a framework through which family requests for assistance can be managed fairly and consistently.

Actions

(A) Scarborough Public School

Scarborough Public School will:

1. a. Endeavour to provide appropriate technology resources to all students through the digital wireless network, computer labs and Library resources for printing.
   b. Ensure the BYOD Program's Device Specification is designed so that a range of devices in capability and cost are suitable.

2. Provide some devices for students who do not purchase their own device through the loan of a School Owned Device during class time.

3. Provide prioritised access to digital devices for families who do not purchase a BYOD device.

(B) Students and Parents/Carers

There are 2 options available:

1. Consider your options for the purchase or lease of equipment that meets the Device Specification.

2. For families or do not provide a device themselves the following would apply:
   - Priority or reserved access to desktop computers in computer labs or the Senior or Junior Libraries during class time, free periods, before school or during breaks.
   - Loan of a laptop or other device for a particular lesson or activity where practical.
   - Loan of a laptop or other device for a particular day where practical.

TRIAL CONSENT FORM

GOT YOUR DEVICE AND READY TO BEGIN? PLEASE RETURN THIS FORM.

Bring Your Own Device Trial at Scarborough Public School

Dear Parents,

Technology has become an essential part of education here at Scarborough Public School (SPS). In the past, the use of computing devices not owned and managed by the school has been forbidden during the school day. With many students now owning mobile computing devices and frequently using these devices for their school work at home, we recognise the need to allow students to use their own technology at school. In an effort to empower students to take control of their own learning, we are investigating an option that would allow students to use personal technology devices for educational use while at school.

To this end, we are trialling a Bring Your Own Device (BYOD) program. Students in the first phase of this investigation will be able to bring their own mobile computing devices to school for use in their classes. Please see the attached BYOD Specification Sheet to see what devices will be permitted.

It is important to note that a secure, filtered internet connection will be provided for students to use for educational purposes. At no time will they be able to use their device except for teaching & learning. Students and parents will need to be aware of the Department of Education policies regarding information technology and online communication, which can be found here under the 'Computer & Internet' section: https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students?refid=285776

Please also read the school's own BYOD Policy document, and have your child read and sign the attached BYOD student agreement and return to their classroom teacher.

The student is solely responsible for any equipment that he/she brings to school. Scarborough Public School is not liable for damaged, lost, or stolen equipment. All devices that will be used on the school Internet connection must first be approved by a the Computer Coordinator (Chris Hopkins). SPS staff will be unable to provide technical support for personal devices brought to school.

For more information, please contact Chris on 4267 2153 or email: chris.hopkins1@det.nsw.edu.au

Regards,

Chris Hopkins

Principal & Computer Coordinator

Trial Consent Form

Please return this form once your selected device has been purchased and your child is ready to bring it to school.

I hereby consent to _____ of class _____

participating in the Scarborough Public School BYOD trial which will run for the duration of terms 2 to 4, 2017.

Device Make:_____ Device Model: _____

Device Serial Number: _____

Signature of Parent/Guardian _____ Date _____

STUDENT AGREEMENT
PLEASE READ AND MAKE SURE YOUR CHILD UNDERSTANDS OUR EXPECTATIONS

Scarborough Public School
Bring Your Own Device (BYOD) Student Agreement

Students must read this agreement in the company of their parent/carer unless excused by the Principal.

This page is to be signed and returned to the computer coordinator. By signing at the bottom of this page students agree to the following behaviours:

- I agree that my use of the NSW Department of Education (NSW DoE) internet will be only for learning.
- I agree to only 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 NSW DoE or my school.
- I agree to not use BYOD to knowingly search for, link to, access or send anything that is not in line with DoE policy.
- I agree to report inappropriate behaviour and material to my teacher.
- I agree to stay safe by not giving out my personal information to anyone.
- 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 and discretion of the teacher.
- I agree that my device will only be used at school and not during travel to, or from school.

Date: _____ / _____ / _____

Student Name: _____

Student Signature: _____

In the presence of:

Parent/Carer Name: _____

Parent/Carer Signature: _____

STUDENT RESPONSIBILITIES

WHAT IS EXPECTED OF OUR STUDENTS WHEN PARTICIPATING IN BYOD?

Fully equipped and charged, 'ready to go'	Students must bring their device to school each day and must make sure that their device is charged and ready for a day of school activities. (Devices cannot be charged at school)
Operating system, software and antivirus	Students must make sure they have a licensed operating system and software will appropriate anti-virus protection.
Security - theft and damage	Students are responsible for the transporting, storing and protection of devices at school and at all times. They must be conscious of where their bag is at all times. The school and DoE are not responsible or liable for any damage or loss done to devices. **Devices will remain in classes during lunch and recess.** Students must bring their device to school in a protective case or sleeve. Devices can be left overnight at school if parents prefer, at their own risk.
Being Digitally Responsible	Devices may be confiscated from students if the school has reasonable grounds to believe that the device has data or evidence that indicate that students have breached their User Charter.
Insurance and warranty	Students and families are responsible for arranging their own insurance and must be aware of warranty conditions and requirements.
Using the device as instructed and prepared with writing book	Students must follow teacher instruction about appropriate usage of the device which will be used alongside classroom books where handwriting will still be expected. Maintaining the ability to write in a sustained and legible manner is critical and research confirms the importance of the relationship between the mind and writing in student thinking and revision.
Maintenance and support	Students are solely responsible for backing up their work on a regular basis, and for the upkeep and maintenance of their devices, including regular updates.
Device usage times	Students are not permitted to use their devices on public transport or at any time on their way to, or from school. They will not be used during lunch or recess unless undertaking teacher-mandated tasks.

WHICH DEVICE?

PLEASE MAKE SURE YOUR DEVICE MEETS OUR MINIMUM SPECIFICATIONS.
DON'T UNDERSTAND THE JARGON? TALK TO US!

NOTEBOOK COMPUTER

These are our preferred BYOD devices for older students and include standard notebook computers and 2-in-1 Convertible Laptops (such as the Lenovo Yoga or Surface Pro).

For minimum notebook specifications, please read below.
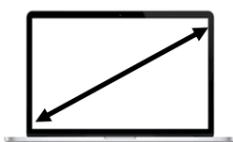
APPLE IPADS

iOS devices are not our preferred choice of device for older students but will be accepted **as long as the device is running the current iOS operating system**, iOS 10.

Note: iPad 2s and iPad Mini's are no longer able to run the current iOS 10 and are not suitable.

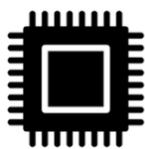## HARDWARE SPECIFICATIONS - NOTEBOOK COMPUTER

SCREEN SIZE
- 10 - 14″ screen size
- 12″ is a good compromise between portability and usability
- Anything larger than a 14″ screen will be too heavy

OPERATING SYSTEM
- Microsoft **Windows 7** or newer
- Apple **MacOS X 10.7** or newer

PROCESSOR
- Preferred processors are **i5 or i7** (i3 is acceptable)
- Atom and Celeron processors are cheap but are often too slow

BATTERY LIFE
- Advertised battery life of **6 hours or more**
- Classrooms cannot accommodate students charging in class, so battery needs to last a typical school day.

WIRELESS
- Dual band Wi-Fi access
- 802.11 G/N/AC

HARD DRIVE
- **128GB** Minimum
- Solid State Drive (**SSD**) preferred to a HDD drive (faster and more stable)
- This is the primary storage that students use for installing apps and storing their personal files

RAM
- **4GB of RAM minimum**, 8GB preferred
- More RAM allows a computer to handle multiple applications running simultaneously

USB PORTS
- At least 1 USB port

HAVE A DEVICE THAT DOESN'T MEET THE SPECS? TALK TO US!
IN SOME SITUATIONS WE MAY ALLOW OTHER SUITABLE DEVICES TO BE USED

IS YOUR DEVICE READY?
ENSURING THAT YOUR DEVICE IS BYOD READY AS WELL AS THE STUDENT...

DO NOT BUY SOFTWARE FOR YOUR STUDENT'S BYOD DEVICE

Some devices will come with software but others will not. There is no need to purchase any software such as Windows or Microsoft Office. A range of commercial software is available to students free of charge from the NSW DoE website - https://doensw.onthehub.com/

Students will have to use their Department email to register for the first time. The following software is only available to students to download on personally owned devices. Students will also be taken through the process with Mr Hopkins, if required..

Free software to download includes:

- Microsoft Windows
- Microsoft Office and Microsoft Office for Mac
- Adobe Creative Suite Design and Web and Adobe Premiere Elements and Photoshop Elements

WHAT PLATFORM WILL STUDENTS AND TEACHERS WORK ON AND COLLABORATE WITH?

While this may vary from lesson to lesson, students will usually have access to Google G-Suite (including Google Classroom) and we would also like to make parents and students aware that each student has their own Google Email and Google Drive in a partnership between Google Apps for Education and the NSW DoE.

HOW DOES MY CHILD ACCESS THEIR SCHOOL GOOGLE ACCOUNT?

It is their portal username followed by **@education.nsw.gov.au**. Students can access Google G-Suite directly through their student portal (http://student.det.nsw.edu.au), which gives them access to a range of Google Apps, including Google Docs, Sheets and Slides. Google Drive, a part of G-Suite is a form of online cloud storage that allows students to work collaboratively anywhere on any device. Microsoft Office 365 is also available to teachers and students.

CHECKLIST ✓

MAKE SURE EVERYTHING IS IN ORDER BEFORE YOU JOIN. FOLLOW THIS CHECKLIST.

- ☐ READ THE SPS BYOD POLICY
- ☐ PURCHASE A DEVICE THAT MEETS THE SPECIFICATIONS (OR DISCUSSED ANOTHER NON-SPEC DEVICE WITH THE SCHOOL)
- ☐ DOWNLOADED THE FREE SOFTWARE
- ☐ PURCHASED INSURANCE (OPTIONAL)
- ☐ PURCHASED A SUITABLE PROTECTIVE CASE
- ☐ READ THROUGH THE STUDENT AGREEMENT WITH YOUR CHILD
- ☐ STUDENT SIGNED AND RETURNED THE STUDENT AGREEMENT, WITNESSED BY PARENTS
- ☐ SIGNED AND RETURNED THE TRIAL CONSENT FORM

COMPLETED?

YOUR CHILD IS READY FOR BYOD!

MORE INFORMATION?
VISIT THE BYOD PAGE ON OUR WEBSITE:
BIT.LY/SPSBYOD

...COMING SHORTLY

LINKS TO FREE SOFTWARE
SETUP INSTRUCTIONS
CONSENT FORMS
FREQUENTLY ASKED QUESTIONS
CURRENT RESEARCH