



# ENGADINE WEST PUBLIC SCHOOL

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8 February 2022

## Bring Your Own Device (BYOD)

### 2022 Stage 3

Dear parents/carers,

Engadine West Public School runs a successful BYOD program, providing diverse and transformative learning opportunities for students. Knowledge of safe use of technology and ethics are becoming increasingly necessary. BYOD empowers students and gives them ownership over their own learning. The teacher becomes a manager of learning, rather than a direct source of information. This allows for greater differentiation and a more personalised learning approach for every student.

We maintain high expectations of our Stage 3 students as they prepare for high school. Safely taking a device to and from school encourages their growing independence and need for increased responsibility in a safe and supportive learning environment.

Students are to bring their devices to school every day. A list of required and suggested apps is attached. Please contact the school should your child not be able to bring a device. There are some devices available for use at school only.

We encourage you to read the procedures and discuss these with your child before signing the *user agreement*. Your child is permitted to bring their device to school once the *user agreement* has been returned to their class teacher.

Kind regards

Stage 3 teachers

Sue Roach  
Principal

## Educational Apps for Devices

### Required Apps:



Google Drive



Google Docs



Google Sheets



Google Classroom



Google Chrome



Google Slides



Google Earth



Seesaw



Canva



Prodigy



EPIC books for kids



Chatterpix



Google Maps



Stop Motion



Kids Listen



iMovie  
(iPad only)



Garage Band  
(iPad only)

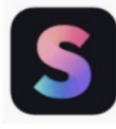
### Recommended Apps:



Green Screen by Do Ink  
(iPad only)



Khan Academy



Splice  
(iPad only)

## **BYOD Frequently Asked Questions**

### **What happens if my child's device is lost or stolen?**

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.

### **Can the device be charged at school?**

Most learning spaces do not have the capacity to charge devices. Students should make sure their devices are fully charged every day. It is recommended that devices should last over six hours without being charged.

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

Devices will be stored in the classroom during school hours. Lockable storage inside classrooms is provided.

### **Will there be an internet filter applied when the device is used at school?**

While at school, students will be restricted by the Department of Education filtered internet service. All social media sites and inappropriate sites are blocked while students are at school. It is worth noting that no filter system is perfect given the dynamic nature of the internet, so we work with our students on keeping safe online. In the unlikely event inappropriate content is accessed at school, students are advised to inform the teacher. URLs of inappropriate content are passed on to Department IT service for action. Our BYOD program provides an opportunity to explicitly teach students safe and ethical online practices. There are many websites that promote and support the safe and appropriate use of the internet for children of all ages. Please look at the following sites and talk with your children about what they are also learning at school.

<https://esafety.gov.au/education-resources/iparent> [www.staysmartonline.gov.au](http://www.staysmartonline.gov.au)

### **Will I be able to put on my own apps or programs onto my device?**

Yes. Parents and students are allowed to install their own apps and programs on their devices. These are at the discretion of parents and students. Make sure the device has the required/school requested programs and apps installed.

### **Do students still have to bring books and pens to school?**

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

### **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.

### **What if my child does not have a device to bring to school?**

There are some school devices available for student use. Students must take the time to carefully log in and out of these devices for every learning activity and are not permitted to take them home. These devices are shared by the seven classes across Stage 3 and are not always available for every lesson.

### **Should I be concerned about overuse of technology?**

All activities, no matter how educational or healthy, can lead to unhealthy outcomes when engaged excessively. Excess of food can lead to obesity, exercise to exhaustion or injury, reading to eye strain. Technology is no exception. In all activities, therefore, moderation in use is important. We do not require the students to use their devices all the time. They are an important tool for learning, however, it is our expectation that students engage in a healthy balance of school activities.

# Engadine West Public School

## School Digital Devices and Online Services Procedures

The Engadine West PS School Digital Devices and Online Services Procedures reflect and align with:

- [NSW Department of Education policy on Student Use of Digital and Online Devices](#)
- Accepted School practices and requirements (listed below)

“Primary students must not use digital devices during class, at recess and at lunch unless approved by a principal or teacher” – policy statement and our standard procedures relate to this policy statement (Parts 1 &2).

“Exemptions may be granted for educational purposes.” – policy statement and our adjusted procedures relate to this policy statement (Part 3).

### **Accepted Engadine West Public School practices and requirements for Student Digital Devices and Online Services (Non BYOD Part 1 and Part 2)**

#### **Part 1: Standard School Procedure: Student Digital Devices**

The school does not condone students bringing digital devices to school and accepts no responsibility for loss or damage to private property. The exception to bringing devices to school is for approved learning adjustments or BYOD which forms a separate agreement, an authorised adjustment (refer to Adjusted Procedures Part 3).

If a student has brought in a digital device to school it is to be turned off and handed in at the front office when first entering the school.


A digital device is any electronic device that can receive, store, process and share digital information, e.g. desktops, laptops, tablets, smartwatches and smartphones. Digital devices are the tools we use to connect to the internet or communicate with other people. Examples of current Student Digital Devices include:

- Mobile phones
- Smart connected watches and wearables capable of taking photos, recording, texting and communicating online.
- Tablets, laptops
- Any device capable of texting, being online, taking photos or recording.

Upon first entering the school all students are required to place their digital device, usually phones, in the storage box at the front office, and sign in these devices.

Students then retrieve their devices from the storage box at the end of the day or when leaving school, having signed them out.

It is the students’ responsibility to ensure their daily signing in and out of their device and to place and retrieve their digital device from the storage box.



It is the school's responsibility to supervise this process and make available the storage box and sign in / out sheets for the students' digital devices and to lock the storage box away.

Students infringing on these conditions, including not turning off the device, will have their privileges revoked as well as face potential disciplinary action.

### **Part 2: Standard School Procedure: Online Services**

The school's practice is to have all students engaged and focused upon their learning. No student is permitted to use the online service to communicate by text, email or through apps, in any form to parents, friends, known or unknown people or sites. Students infringing on these conditions will have their privileges revoked as well as face potential disciplinary action.

Student emailing is limited to their teachers, for their projects and learning areas.

The school values and teaches safety, respect and learning. Every student receives lessons in safety, respect and learning and this includes online safety, cyber bullying, and child protection as part of our Personal Developmental Health and Physical Education (PDHPE) and Positive Behaviour and Learning (PBL) programs.

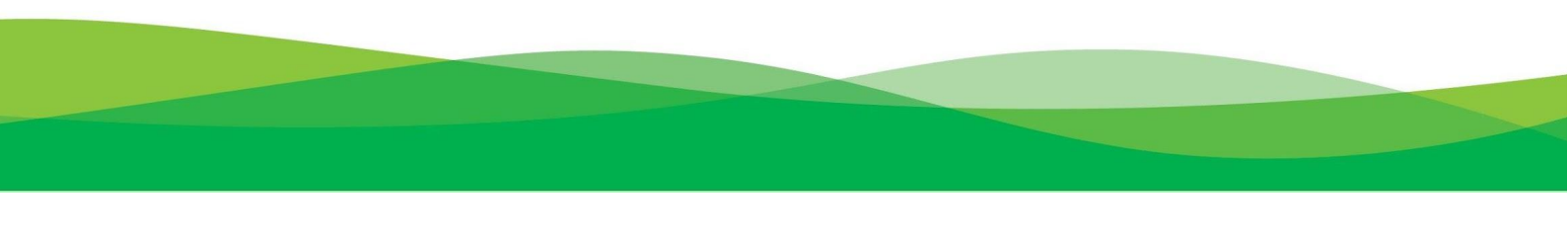
### **Part 3: Adjusted Procedures: Authorised Adjustments to the Standard Procedure**

#### **1. Student Learning Support Needs:**

Students requiring student digital devices and / or online services support as specified in their individualised learning plan (ILP) and approved by the school's learning support team and principal are permitted to take their devices directly to class or use their online support in school as specified by their ILP.

#### **2. Stage 3 Students using BYOD**

Students of Stage 3 engaging in the school's BYOD program receive a separate agreement and may take their approved BYOD equipment to their learning environments. Students are bound by this separate procedure, which is attached.





# Engadine West Public School

## Bring Your Own Device Procedures

To extend and enrich student learning at Engadine West Public School, students have the opportunity to bring their own technology device for use at school. Parents and students wishing to participate in this program must agree to the following conditions. Parents are to read these conditions carefully, together with their child, before signing and returning this agreement to their child's class teacher. Parents will be informed (such as a class note, newsletter, Skoolbag or SeeSaw notification) when the devices can be brought to school.

### BYOD Requirements

- Preferred Screen size = 9.5 to 11 inches (regular iPad/ tablet or Chromebook).  
Minimum Screen Size = 7.9 inches (e.g. iPad mini).  
No mobile phones.  
Maximum Screen size= 12 inches.
- Must have a 3.5mm headphone jack (or permanent adapter attached)
- Latest system software must be installed.
- Minimum battery life of 6-8 hours (in operation).
- School supported OS Wi-Fi connect instructions are iPad, Chromebook, laptop (PC and Mac) and Android.

### Expectations

- It is the student's role to connect the device, not the teacher's. Connection instructions will be explicitly taught to students at school.
- Students may trial pre-existing devices to test if they work on the school's Wi-Fi. That is if families already have a device and are unsure, the student may bring it in and try it out.
- During Term 4, Year 4 students may bring in devices to class to test and prepare for Stage 3 (should they wish).
- If you would like to participate in our BYOD program then both student and parent must read and sign the Parent and Student User Agreement before connecting and using any device at school.
- Please read the student agreement with your child, and sign if you consent for your child to participate.

### Parent and Student User Agreement

#### **Student Responsibilities**

1. The student takes full responsibility for his or her device. While every effort is made to ensure their security, the school and its staff take no responsibility for loss, theft or damage to the device either at school or in travel to and from school.
2. The student is responsible for the proper care of his or her personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
3. The student is responsible for charging their device prior to bringing it to school. It should be capable of running off its own battery whilst at school.
4. The student will use the school's wireless network. Use of 3G, 4G & 5G wireless connections are not allowed. If the device has a SIM card, parents are required to store the SIM at home.
5. The school recommends that parents enable the 'Find My iPad' application and become familiar with its use if using an Apple iPad and recommend similar Apps for the other operating systems.
6. The school recommends that each device is housed in a sturdy case for protection.



### **Storage**

6. The student agrees to take their device home each night and will not store the device overnight at school.
7. Students are responsible for the safe supervision of their device throughout the day.

### **Usage**

8. When at school, the student will only use their device to access classroom related activities.
9. The student will comply with teachers' requests to turn off the device when required.
10. Students should not take photos, video or sound recordings of other students or members of staff without their knowledge and consent. They are not allowed to **share/post** photos, video or sound recordings taken at school without the permission of a teacher.
11. The student will only communicate to teacher authorised uses and sites, such as teacher emails. No student is to communicate or attempt to communicate, including through Apps, to unauthorised people or sites.
12. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated school policies, school rules or has engaged in other misconduct while using their personal device.
13. Violations of school or class rules involving a student's personally owned device may result in the student being banned from using the device at school and/or disciplinary action.

**Please complete and return the following page to your child's class teacher.**



Please return this page to your child's class teacher.

## Bring Your Own Device Parent and Student User Agreement

Bring Your Own Device Student Agreement. Students who wish to take advantage of the BYOD policy 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:

- 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 or my school.
- I agree that I am responsible for the use of the device at school.
- I agree to not use BYOD to knowingly search for, link to, access or send anything that is; offensive, pornographic, threatening, abusive and defamatory or 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.

As a student of Engadine West Public School I understand and will abide by the above conditions. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above conditions. I have read and discussed them with her/him and they understand their responsibilities they have in the use of their personal device at school and in travelling to and from school.

I give permission for my child (name) \_\_\_\_\_ of class \_\_\_\_\_ to bring the following device to school each BYOD day. (Brand name) \_\_\_\_\_

(Model name) \_\_\_\_\_ (Device serial number ) \_\_\_\_\_

\_\_\_\_\_ Student's signature      Date \_\_\_\_\_

\_\_\_\_\_ Parent's signature      Date \_\_\_\_\_