

Policies

Digital Technology BYOD (Bring Your Own Device) Policy

Status: December 2015
Education Sub-Committee

Rationale:

Rolling Hills Primary School is committed to creating a 21st century learning environment. During the school day, students and staff will be able to access our wireless network with their personal devices to maximise learning time with technology. (Unless indicated otherwise, the term personal device/s refers specifically to iPads to ensure consistency and manageability for staff and infrastructure.) With classroom teacher approval, students may use their personal devices to access the internet and collaborate with other students through emails, blogs and collaborative learning spaces.

Aims:

- To enable more students to access digital devices on a regular basis
- To ensure maximum learning through digital devices
- To build on students' current digital technology practices
- To provide the students with a differentiated curriculum through the use of digital devices
- To promote the safe and acceptable use of personal devices
- To ensure access to digital technologies allows thorough implementation of the Victorian Curriculum.

Guidelines:

- Access to the Department wireless network, including the internet, will be made available to students and employees for instructional and administrative purposes in accordance with administrative regulations.
- Use of the system will be permitted if the use:
 - Imposes no tangible cost to the Department.
 - Does not unduly burden the School or Department network resources
 - Has no adverse effect on an employee's job performance or on a student's academic performance or other students' capacity to learn without distraction
- Access to the Department electronic communications system is a privilege, not a right. All users will be required to understand and follow all administrative regulations governing the use of the system and will agree in writing to comply with such regulations and guidelines. Non-compliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with Rolling Hills Primary School Acceptable Use Policy and Department policies.
- For families opting not to participate in BYOD, the school will have devices available which will provide students appropriate access to technology during school hours.
- This policy is to be read in conjunction with other RHPS policies, including the Rolling Hills Privacy Policy, the Digital Technologies & Personal Devices Acceptable Use Policy and the Cyber Safety Policy.

Implementation:

- Students will be required to sign in their personal devices at the beginning of the day and sign them out at the end of the day, using a register within the classroom.
- Students will bring their devices to school each day, fully charged.
- Any personal device brought to school must be clearly labelled with the student's name and grade.
- Personal devices will be locked in classrooms during recess and lunchtimes and will not be permitted to be taken into the school yard.
- Students will use their personal devices in responsible and ethical manner and will use the internet in a safe, appropriate manner.
- Unauthorised downloading or uploading will result in suspension of privileges.
- Taking of photos, blogging, participating in unapproved social media, interacting with other students' social media is strictly forbidden without teacher permission.
- Students will be responsible for their own personal devices. The school will take no responsibility for any lost/damaged or stolen devices.
- It is not compulsory for students to bring their own personal devices. It will remain the discretion of the parents whether or not the students bring their devices to school.

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- The Department does not hold insurance for personal property brought to schools and will not pay for any loss or damage to such property. Families will therefore require their own insurance for personal devices brought to school.
- This policy will apply to all school contexts including school excursions, interschool sport, camps, excursions and extra-curricular activities.
- Students will not be permitted to download data, including apps at any time without the school or teacher's permission. Parents will be notified of any apps to be downloaded onto personal devices at the beginning of the year each term, and as required.
- Staff will be able to utilise their own personal devices to supplement the School's devices to increase displays and to be role models for 21st century learners.

Evaluation:

The Digital Technology BYOD Policy may be reviewed annually due to the rapid developments in technology, with a major review undertaken every 3 years by the Education Sub-Committee of School Council, or as required.

References:

School Policy Advisory Guide

<http://www.education.vic.gov.au/school/principals/spag/pages/spag.aspx?Redirect=1>

Acceptable Use Agreements and Consent

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/loiconsent.aspx>

Supporting Documents: BYOD (Bring Your Own Device) Agreement

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BYOD (BRING YOUR OWN DEVICE) AGREEMENT

Any parent who wishes their child to use a personally owned electronic device within Rolling Hills Primary School must read and sign this agreement and submit it to the classroom teacher.

1. The student is to bring their iPad to school each day, fully charged.
2. The student is to take full responsibility for his/her personal device and is to keep it with him/herself at all times, with the exception of recess and lunchtime, where devices will be kept in a secure location. The school does not take any responsibility for the security of personal devices throughout the day.
3. The student is responsible for the proper care of his/her personal iPad, including any costs of repair, replacement or any modifications needed to use the device at school.
4. 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, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
5. Violations of any Department policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
6. The student may not use the device to record, transmit or post photos or video of a person or persons at school or affiliated school programs such as excursions, camps, etc. without the express permission of a teacher.
7. The student should only use his/her personal device to access relevant files and websites.
8. The student will use the school and Department's secured wireless network.

DEPARTMENTACH AND RETURN THE SECTION BELOW TO CLASSROOM TEACHER. RETAIN THE INFORMATION ABOVE.

BRING YOUR OWN DEVICE PERMISSION FORM

Student's name _____ Teacher _____ Grade _____

I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of network and/or device privileges, as well as other disciplinary action.

Student's Signature

Date

As a parent, I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed these with my child and he/she understands his/her responsibilities in using a personal device.

Parent's name _____

Parent's Signature

Date