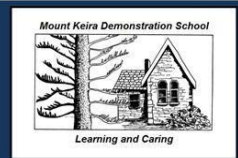


# Mount Keira Demonstration School



2nd March 2020

Dear Parents/Caregivers

## **Mount Keira Demonstration School:**

### **Student Use of Digital Devices and Online Services Policy and Agreement form.**

This year we continue our *Student Use of Digital Devices and Online Services Policy*. This includes school provided devices and 'Bring Your Own Device' (BYOD). This agreement covers student use of [digital devices](#) (personal or school provided) and [online services](#) at Mount Keira Demonstration School.

The following policy and agreement refers to **school provided** devices for Kindergarten to Year 6 and our **BYOD (personal device)** agreement for Years 3 to 6.

#### **BYOD Agreement**

Your child is invited to bring a suitable learning device such as a **laptop** or **tablet** to school for learning purposes as well as utilise the technology systems and devices we have at school. We understand that devices can be costly and do not expect students to bring a device to school. The school will also continue to provide quality devices for student learning needs.

**NOTE:** Mobile phones and iPods are NOT to be brought to school at any point in time. This type of device is not suitable for students to complete tasks on and is not part of our Technology Policy.

Please take the time to read our *Student Use of Digital Devices and Online Services Policy* which has been developed according to NSW Department of Education guidelines. If you would like your child to participate in our technology programs, please read carefully and complete the attached *Student Use of Digital Devices and Online Services Consent and Student Agreement Form* and return to your classroom teacher at your earliest convenience.

If you decide to bring a device to school, **please make sure it meets our minimum specifications** which are laid out in this booklet.

If you have any questions, please feel free to contact us.

Yours Sincerely

Tenae Carroll  
**Principal**

Kate Gehrke/Abbey Ford  
**IT Coordinators**

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# ***Student Use of Digital Devices and Online Services Policy***

The following key terms have been adopted for the NSW Department of Education *Student Use of Digital Devices and Online Services Policy*.

**Bring your own device** is an optional program where parents and carers can provide personal digital devices for use at school

**Digital citizenship** refers to the skills and knowledge a person needs to effectively use digital technologies in a positive way so they can participate in society, communicate with others, and create and consume digital content.

**Digital devices** are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets and other devices.

**Digital literacy** is the set of social, emotional and technological skills and competencies that people need to understand to use digital devices and online services, and to expand their opportunities for education, employment and social participation, including entertainment.

**Educational purpose** is any use approved by school staff that supports student learning, wellbeing and educational outcomes.

**General capabilities** are the broad collection of knowledge, skills, behaviours and dispositions described within the Australian curriculum and NSW syllabus.

**Image-based abuse** occurs when inappropriate images are distributed, or threatened to be distributed, without the consent of those pictured. This includes real, altered and drawn pictures and videos. This is a crime in NSW.

**Online bullying** involves using technology such as the internet or mobile devices to bully someone. Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. Bullying behaviour can also involve intimidation, victimisation and harassment, including that based on sex, race, religion, disability, or sexual orientation.

**Online safety** is the safe, responsible and respectful use of digital media, devices, other technology and online services.

**Online services** are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media and other online spaces.

**Reasonable adjustment** is a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students.

**School-related settings** include school grounds, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This connection may exist in situations where: there is discussion about school taking place outside of school hours; a student is wearing their school uniform but is not on school premises; a relationship between parties commenced at school; students are online in digital classrooms; and where online contact has flow on consequences at school and duty of care requires the school to respond once an incident is reported.

**School staff** refers to school personnel who have some level of responsibility for implementing policy and the school digital devices and online service procedure. This includes principals, senior staff, teachers, non-teaching staff, school administrative staff, volunteers and contracted staff engaged by schools.

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# ***Student Use of Digital Devices and Online Services Policy and Bring Your Own Device (BYOD) Agreement***

## **1. Rationale.**

The aim of this policy is to ensure that all students from Mount Keira Demonstration School have access to technology for educational purposes and to develop 21<sup>st</sup> Century learning skills in each student.

Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments, at school and at home, should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments, and prepare students for life beyond school.

## **2. Student Use (school provided and/or BYOD)**

Student use of digital devices and online services in schools is intended to enhance learning, wellbeing and educational attainment. Digital devices and online services can help students develop the skills needed for digital literacy, creativity, critical thinking, problem solving, interpersonal relationships and collaboration.

The Department provides guidelines, procedures and safe and secure technology-related resources, equipment and infrastructure to help protect students from harm and create environments where students can benefit from using technology.

Students must use digital devices and online services in safe, responsible and respectful ways.

## **3. What is BYOD? Years 3 to 6 ONLY**

BYOD defines how staff, students and members of the school community can use their own devices or those supplied by the school to interact with the technologies used within the school grounds. This policy reflects the current practices of the wider community to have access to information when required.

*BYOD is an optional strategy for students in Year 3 to Year 6. School provided devices are available for students K-6.*

## **4. Key reasons for implementing BYOD at Mount Keira**

Devices are already an integral part of most 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).

“By providing appropriate supervision and support we can help students develop cybersafety awareness and digital citizenship skills. By allowing students access to the same devices at school and at home, learning opportunities can extend 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).

21<sup>st</sup> Century Learning

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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 present work, calculate, photograph, video and edit across a range of different subjects.

### Using the cloud

The NSW Department of Education and Communities has provided access for all students to Google Apps, an extensive suite of online software that allows students to collaborate online. This 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 students can afford to bring a device of their own to school.

At Mount Keira Public School we have invested substantial funds 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 have access to alternative tools that will allow them the opportunity to complete the allocated task.

### **References:**

NSW DoE *Student Use of Digital Devices and Online Services Policy*

<https://education.nsw.gov.au/content/dam/main-education/en/home/about-us/strategies-and-reports/our-reports-and-reviews/review-into-the-non-educational-use-of-mobile-devices-in-nsw-schools/Policy.pdf>

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

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.

Hampton Park Public School BYOD trial 2015

# ***Student Use of Digital Devices and Online Services including BYOD Implementation Actions and Responsibilities.***

Students' safe, responsible and respectful use of digital devices and online services is the shared responsibility of students, parents, carers and school staff.

## **1. Students-ALL:**

- will use digital devices and online services in safe, responsible and respectful ways.
- must follow teachers' directions as to the appropriate use of their devices in class.
- may bring their own devices to school and may access the Department's Wi-Fi network (students in years 3-6.)
- prior to using or bringing a device for the first time, students must read and sign the Student Use of Digital Devices and Online Services Student Agreement which sets out the responsibilities and expectations relating to the use of personal devices.

BYOD (Year 3 to 6 ONLY)

- devices must meet the device specifications as outlined by the school.
- responsible for the care and maintenance of their devices, including data protection and battery charging.
- devices which do not meet the device specifications will not be permitted to access school networks and services.

## **2. Parents-ALL:**

- recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- support the implementation of the school procedure, including its approach to resolving issues.
- take responsibility for their child's use of digital devices and online services at home.
- prior to using or bringing a device for the first time, parents must read and sign the Student Use of Digital Devices and Online Services Student Agreement which sets out the responsibilities and expectations relating to the use of personal devices.

BYOD (Year 3 to 6 ONLY)

- insurance of a device is the responsibility of the parents/carers and can be covered via home and contents insurance. The school encourages parents to add a portability clause to their policy, so that the device is covered whilst outside the home.

## **3. Teachers-ALL:**

- model appropriate use of digital devices and online services in line with departmental policy.
- maintain a positive school culture which includes and promotes safe, responsible and respectful use of digital devices and online services.
- respond to and report any breaches and incidents of inappropriate use of digital devices and online services.
- use of devices in class is at the discretion of the teacher.
- responsible for supervising students in the safe use of devices online.

BYOD (Year 3 to 6 ONLY)

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- Teachers will not be expected to provide technical support for students' devices or operating systems.

#### 4. School-ALL

- ensure students have access to computing resources.
- The Department will provide internet access at no cost to students enrolled in the school whilst at school.

#### 5. Mount Keira Demonstration School BYOD Responsibilities.

Mount Keira Demonstration 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 pool of devices for the use of students who do not have access to their own device.
- provide a Student Use of Digital Devices and Online Services Student Agreement to list the responsibilities and expectations of each student.
- ensure a copy of the Student Use of Digital Devices and Online Services 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.
- provide ongoing professional development for staff.

Whilst every measure will be taken to lock classrooms, we cannot guarantee a safe storage of personal devices throughout the day.

#### 6. Inappropriate Use and Confiscation (school provided and/or personal device)

Any breach of the student device (school supplied devices and/or BYOD) use contract will be dealt with using the 3 Strike Rule:

1st Strike - No device for 1 week (5 school days)

2nd Strike - No device for 1 term.

3rd Strike - No device for the remainder of the year.

Where the school has reasonable grounds to suspect that a device contains inappropriate data which breaches the *Student Use of Digital Devices and Online Services Policy and 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. See 3 Strike Rule.

**I will keep an electronic or paper copy of this policy and agreement for my personal records.**

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# ***Student Use of Digital Devices and Online Services***

## **BYOD Device Requirements (Year 3-6 ONLY)**

Any device chosen by a student for school purposes must enable the student to complete the normal activities set as part of their education.

Please make sure your device meets our minimum specifications.

If you are unable to understand any of these features please talk to our staff.

	<b>Required</b>
<b>Type of Device</b>	Students can bring a laptop or tablet to school. The laptop or tablet must meet the required specifications detailed below. Examples of suitable devices are iPads, Windows 8 or Android tablets, laptops and Chromebooks. Students may not use mobile phones for BYOD.  Devices must be running the latest operating system version (Windows, Android, iOS, OSX, Linux and ChromeOS)
<b>Connectivity</b>	Primary schools: The department's Wi-Fi network installed in primary schools operates on the 802.11n 5Ghz standard. Devices that do not support this standard will not be able to connect.
<b>Memory and RAM</b>	Tablets must have a minimum of 1GB RAM. Laptops require a minimum of 2GB RAM. Devices must have a minimum of 8GB storage.
<b>External storage</b>	Please ensure you regularly back up your devices at home.
<b>Battery Life</b>	Minimum 3 hours  Students must ensure they bring their device to school fully charged for the entire school day. No charging equipment will be supplied by the school.
<b>Hardware features</b>	Devices may have a built-in camera and built-in microphone. These features will be used appropriately at all times.
<b>Carry Case</b>	Yes. Keep your devices safe using carry cases, screen guards, etc.
<b>Insurance and warranty</b>	Students and their parents/caregivers are responsible for arranging their own insurance and should be aware of the warranty conditions for the device.

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# **Student Use of Digital Devices and Online Services Consent and Student Agreement Form** *(this agreement includes school and personal devices)*

Prior to interacting with or connecting a device to the department's Wi-Fi network, students must return a Student Use of Digital Devices and Online Services Consent and Student Agreement form.

The Student Use of Digital Devices and Online Services Consent and Student Agreement form must be signed by both the student and their parent/caregiver.

I agree that I will abide by MKDS's Student Use of Digital Devices and Online Services policy and procedure and that:

- I will use the DoE's Wi-Fi network for learning.
- I will use a device during school activities at the direction of the teacher.
- I will not attach any school-owned equipment to my device without the permission of the school.
- I will use my own portal/Internet log-in details and will never share them with others.
- I will stay safe by not giving my personal information to strangers.
- I will not hack or bypass any hardware and software security implemented by the department or my school.
- When going online, I agree to follow these rules.  
**No:** to looking for, reading, sending or linking to any inappropriate material including but not limited to: rude, scary or unkind material.  
**Go:** to a responsible adult if I see any inappropriate material including but not limited to: rude, scary or unkind.  
**Tell:** a responsible adult about anything I receive, send or read that makes me feel uncomfortable.
- I understand that my activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.
- I will have my name clearly visible on the back of my BYOD device.
- I will comply with my teacher's request to shut down the computer or device or close the screen.
- I acknowledge that the school cannot be held responsible for any damage to, or theft of my device.
- I understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
- I have read the Technology Policy/BYOD Student Responsibilities document and agree to comply with the requirements.
- I have reviewed the Technology Policy/BYOD Device Requirements document and have ensured my device meets the minimum outlined specifications.
- I have read and will abide by the NSW Department of Education Student Use of Digital Devices and Online Services policy

Date: \_\_\_\_\_

Student name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

*In the presence of:*

Parent name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

**I will keep an electronic or paper copy of this policy for my personal records.**

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## Appendix 1:

### Department of Education Student Use of Digital Devices and Online Services Policy

This policy provides advice to NSW public school communities in managing students' use of digital devices and online services. It promotes the learning, safety and wellbeing of students and the management of any risk of harm and distraction from the use of digital technology.

#### 1. Policy Statement

1.1 This policy covers student use of digital devices (personal or school provided) and online services in school-related settings, specifically on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students.

1.2 The use of digital devices by primary school students must be restricted during class, at recess and at lunch unless approved by a teacher or principal for an educational purpose, where use forms part of a reasonable adjustment for student learning and wellbeing or where an exemption has been granted for other reasons.

1.3 Secondary school principals, in consultation with their communities, have discretion to make decisions about restricting or permitting student use of digital devices and online services in all school-related settings, including at recess, lunch and during class.

1.4 Every school is required to consider the needs of their students and their school community when developing their school procedure, including the need to make reasonable adjustments and to consider exemptions for individual students.

1.5 An exemption from parts of this policy or the school procedure can be requested from the principal by parents, carers, school counsellors and other student support staff, and, if required, students themselves.

1.6 All school principals, in consultation with their school communities, can make decisions about participation in and implementation of a bring your own device program.

1.7 Every school is required to complete a school digital devices and online services procedure (procedure) that aligns with this policy, accepted school practices and requirements.

1.8 Students, parents, carers, and school staff are to be consulted in the development of their school procedure. Students may be represented by their Student Representative Council and parents and carers by the school's Parents & Citizens association as appropriate.

1.9 Incidents of inappropriate use of digital devices and online services should be managed and reported in accordance with each school's procedures, departmental policy and any statutory and regulatory obligations so that action can be taken to manage the incident, prevent any further incidents and provide support where required.

1.10 If a student, parent or carer has any complaints relating to this policy, they should first follow the school's complaints process. If the issue cannot be resolved, please refer to the guide for students/ parents/ carers about making a complaint about our schools. The Department's Complaints Handling Policy and procedures also provide information and links to other resources to support staff in managing complaints effectively.

#### 2. Audience and applicability

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2.1 This policy directly applies to all NSW public schools and students.

### 3. Context

3.1 The Department provides guidelines, procedures and safe and secure technology-related resources, equipment and infrastructure to help protect students from harm and create environments where students can benefit from using technology.

3.2 Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments, at school and at home, should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments, and prepare students for life beyond school.

3.3 Student use of digital devices and online services in schools is intended to enhance learning, wellbeing and educational attainment. Digital devices and online services can help students develop the skills needed for digital literacy, creativity, critical thinking, problem solving, interpersonal relationships and collaboration.

3.4 For some students, the use of digital devices and online services allows them to fulfil additional roles and responsibilities they have within the family that may intersect with their school life.

3.5 Digital devices and online services may form part of the reasonable adjustments provided to a student to enable them to participate in school on the same basis as their peers.

3.6 Digital devices and online services may cause harm if used inappropriately, such as to bully or intimidate others or gain access to and share inappropriate content.

3.7 The Department does what it reasonably can to provide safe and secure access to school resources, equipment and infrastructure, including internet connectivity, for students at school.

3.8 This policy should be read in conjunction with other relevant departmental policies, procedures and guidelines.

### 4. Responsibilities and delegations

Students' safe, responsible and respectful use of digital devices and online services is the shared responsibility of students, parents, carers and school staff.

4.1 Students:

- use digital devices and online services in safe, responsible and respectful ways, as described in their school procedures and the Behaviour Code for Students, and support their peers to do the same.

4.2 Parents and carers:

- recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services;
- support implementation of the school procedure, including its approach to resolving issues;
- take responsibility for their child's use of digital devices and online services at home; and

- communicate with school staff and the school community respectfully and collaboratively, as outlined in the 2018 School Community Charter.

#### 4.3 Teachers:

- model appropriate use of digital devices and online services in line with departmental policy;
- establish strategies and practices consistent with their school's procedures and deliver learning experiences to encourage appropriate use of digital devices and online services;
- respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements;
- support parents and carers to understand the strategies that can be employed to promote their children's safe, responsible and respectful use of digital devices and online services;
- participate in professional development related to this policy.

#### 4.4 Non-teaching staff, including volunteers and contracted staff engaged by schools:

- be aware of the policy and act in line with the conduct described in it;
- report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

#### 4.5 Principals:

- maintain a positive school culture which includes and promotes safe, responsible and respectful use of digital devices and online services;
- develop and implement a school procedure in consultation with school staff, students, parents and carers;
- inform staff, including new and casual staff, about school-based procedures;
- model appropriate use of digital devices and online services in line with departmental policy;
- respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements;
- support parents and carers to understand the strategies that can be employed to promote their children's safe, responsible and respectful use of digital devices and online services;
- provide teachers and other school staff with support and professional development in appropriate use of digital devices and online services and implementation of their school procedure;
- monitor and periodically review the suitability of their school procedure.

#### 4.6 Directors, Educational Leadership:

- support principals to comply with this policy.

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## **5. Monitoring and review**

5.1 The Director, Learning Design & Development (Educational Services) and Director IT Service Operations and Security (Information Technology Directorate) are responsible for monitoring the implementation of this policy and reviewing its effectiveness at least every three years.

## **6. Policy contact officers**

6.1 Director, Learning Design & Development and Director, IT Service Operations and Security.

## **7. Review**

The principal or delegated staff will review this procedure annually.

## Be SAFE

- Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.
- Only use your own usernames and passwords, and never share them with others.
- Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you or offers you money or gifts.
- Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable.
- Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.

## Be RESPONSIBLE

- Follow all school rules and instructions from school staff, including when using digital devices and online services.
- Take care with the digital devices you use.
  - Make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use.
  - Understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need.
  - Make sure the devices you bring to school have the latest software installed.
  - Take care with the school-owned devices you share with others, so that other people can use them after you.
- Use online services in responsible and age-appropriate ways.
  - Only use online services in the ways agreed to with your teacher.
  - Only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks.
  - Do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.
- Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.

## Be RESPECTFUL

- Respect and protect the privacy, safety and wellbeing of others.
- Do not share anyone else's personal information.
- Get permission before you take a photo or video of someone, including from the person and from a teacher.
- Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.
- Do not send or share messages or content that could cause harm, including things that might be:
  - inappropriate, offensive or abusive;
  - upsetting or embarrassing to another person or group;
  - considered bullying;
  - private or confidential; and/or
  - a virus or other harmful software.