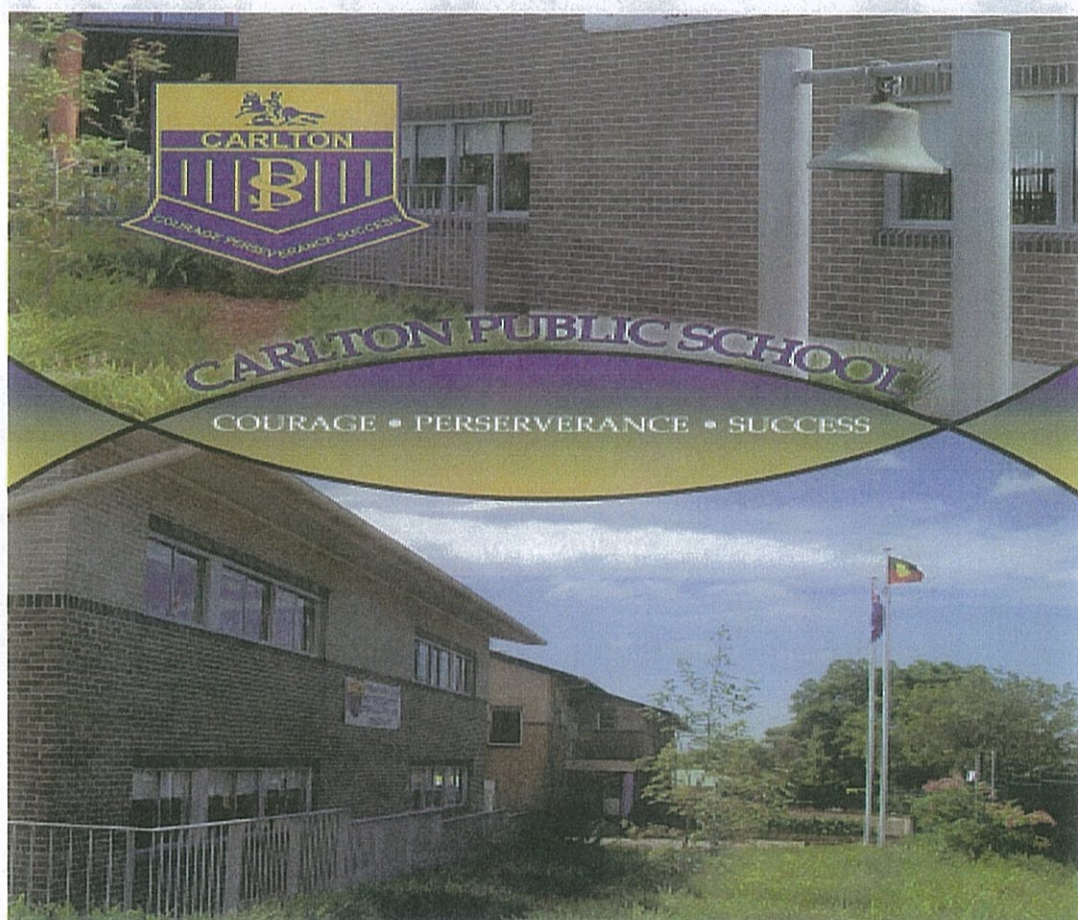




Education

Bring Your Own Device

Carlton Public School



Contents



**“Use technology to enhance your content
-- not the other way around.”**

Paulette Williams, Technology-Integration Specialist

edutopia.org

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Rationale

This strategy statement sets out requirements for student use of personal mobile electronic devices with the capability of connecting to the school's Wi-Fi network at Carlton Public School. The implementation section includes purposes, principles, options and responsibilities for Carlton Public School teachers, students and parents/caregivers.

The purpose of this strategy is to clarify what is considered acceptable and unacceptable student use of Information and Communication Technologies (ICT), including the internet, shared network drives, laptops and mobile devices.

Carlton Public School embraces student use of ICT in the belief that it enables students to learn in a multitude of different and powerful ways with great efficiency.



Carlton Public School

Bring Your Own Device

Carlton Public School, in consultation with its community, will allow 2 Year 6 Pilot Classes to bring their own personal mobile electronic devices to school for the purpose of learning. School-developed guidelines and procedures for BYOD have been communicated to staff, students, parents and caregivers.

Strategy statement

The school network, web sites, email and electronic learning systems have been implemented with educational purpose in mind. Students will be permitted to use personal wireless devices for their own personal learning. However, all content stored on, or accessed from, the device must fit within the values of Carlton Public School and this policy.

The use of personal mobile devices at Carlton Public School will:

- Deepen learning
- Be personalised and student-centred; and
- Meet the expectations of teachers, students, parents and caregivers within the school.

Implementation

Equity of access

If technology is considered an asset in the teaching and learning of the curriculum, then all students will need to have access to devices, as well as the opportunity to engage in educationally sound uses of the devices.

To accomplish this, the Carlton Public School has decided to commit to a BYOD model that involves:

1. Ensuring that all students have access to a device through:
 - The provision of school-owned devices to be checked out to students to be used during class for students unable or not permitted to bring their own device.

2. Ensuring that teachers are ready to integrate the effective use of technology into the curriculum through regular professional learning.

Network access

If the BYOD model is to be a success, the technological infrastructure must be configured and enhanced to meet the needs of the personally owned devices on a scale probably not seen in the school in the past.

Examples of the type of policy considerations and procedures that arise related to network access for personally owned devices include:

- Security and Internet filtering that will apply to devices logged into the school network.
- A strategic technology plan that sets implementation expectations.
- Dissemination of information on programs outside the school that could support home or community access. Those programs might include information on community centres and public libraries where access is available.

BYOD readiness of Carlton Public School

The success of the BYOD implementation at Carlton Public School will be determined, in part, by the school's commitment to 21st century learning, the BYOD model and the preplanning and readiness of the school.

The extension, updating or applicability of these strategies on readiness in an effort to advance the effective uses of personally owned devices might include:

A vision

Revising/updating the vision for learning in the school to include the personalisation of learning, advanced through personally owned devices for all learners.

School improvement processes

Using the process for school improvement to translate the vision into practice at the schools. Such work should address leadership, school learning environments, school culture, professional development, educator competencies, expectations for integration of personally owned devices into unit/lesson design, redesign of assessment to capture 21st Century skills and ICT skills.

Digital content/resources

Strategies may be required that discuss the acquisition of digital resources.

Technology readiness

Ensuring that all school infrastructure/networks are optimally configured to ensure success with personally owned devices.

Funding

Schools need to allocate funding for all aspects of BYOD implementation. Part of the process might include the repurposing of existing budget items to investment in digital resources.

Monitoring, evaluation and review

The role of students

While the staff at Carlton Public School will make every effort, the students are responsible for preventing the loss or damage of their device. However, procedures will be put in place for the safe and secure storage of devices.

Students are responsible for their own behaviour and actions. They are careful and respectful when using ICT facilities and devices.

Students understand and respect that there will be times when their parents/caregivers and teachers wish for them not to make use of ICT. At school, a great deal of learning will occur that does not require the use of a device. At home there will be times when parents/caregivers wish for their children to 'disconnect' from schoolwork or socialising with friends.

Students understand and respect the need for staff

and parents/caregivers to check what they have been doing with the device. These checks will be conducted randomly throughout the whole school year.

Students are 'cyber-smart' and take reasonable precautions to avoid online dangers, as outlined on the Cybersmart website (www.cybersmart.gov.au). Specifically they are familiar with:

- Avoiding unwanted contact;
- Cyberbullying;
- Protecting personal information;
- Trusting online friends;
- Offensive content;
- Identity theft.

The role of parents/caregivers

Parents and caregivers are ultimately responsible for setting and conveying the standards that their children should follow. Carlton Public School expects that those standards will be in accordance with school rules, this strategy and other school policies.

The role of teachers

Teachers will embrace student use of ICT in the belief that it enables students to become more independent and efficient learners. They will provide guidance and instruction to students regarding appropriate use. Teachers and the school will make every attempt to

ensure that loss and/or damage is minimised.

Unacceptable use

When using ICT, students should be aware of the issues relating to privacy of both themselves and others. Students should take the utmost care when using ICT equipment as it is easily damaged and expensive to replace.

Explicitly, students should not:

- Capture or distribute voice recordings, still images or video footage of any person without their permission;
- Access, create or distribute offensive material;
- Post personal details about themselves or others in electronic public spaces;
- Share their user name or password with others;
- Play games without permission;
- Delete their internet history;
- Use personal 3G internet to access web content that has been restricted by the school.

Disciplinary Actions

Generally, classroom teachers and executive teachers will ensure that appropriate consequences are put in place for inappropriate student behaviour in relation to use of ICT, as is our current practice.

Bring Your Own Device (BYOD) iPad : Student Agreement

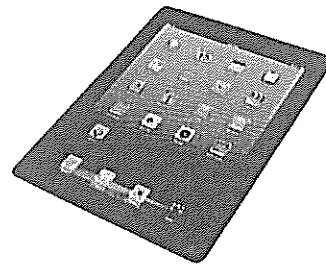
Carlton Public School

The Carlton Public School Bring Your Own Device program aims to improve student learning experiences both in and out of the classroom. Carlton Public School does so with the expectation that students will make good decisions with regard to their personal use of technology.

Students who wish to take advantage of the BYOD program must read this agreement in the company of an adult. This page is to be signed and returned to the school.

By signing at the bottom of this page students agree to the following behaviours:

- ❖❖ 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 not to hack or bypass any hardware and software security implemented by the Department or my school.
- ❖❖ I agree to not use BYOD to knowingly search for, link to, access or send anything that is :
 - Offensive
 - Pornographic
 - Threatening
 - Abusive
 - Defamatory
 - Considered bullying behavior
- ❖❖ I agree to report inappropriate behavior 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 BYOD policy in the attached appendix and agree that I will abide by them.



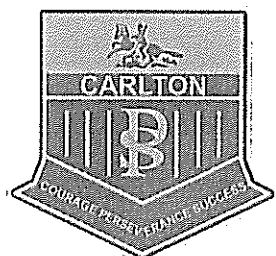
☐ -----

Name of Student: Class:.....

Signature of Student: Date:.....

Name of Parent/Caregiver:

Signature of Parent/Caregiver:..... Date:.....



CARLTON PUBLIC SCHOOL
MOBILE PHONE POLICY AND OTHER DEVICES
Including the use of portable computer games, tape recorders, MP3 players/iPods,
cameras and similar devices.

Revised May 2008

Code of conduct

As a student of Carlton Public School I will not use a mobile phone or other electronic device to:

- disrupt the learning of others
- threaten the safety of others
- make calls without permission during school hours
- break the law
- take part in cyber bullying

In addition:-

- I understand that students who bring electronic devices to school do so at their own risk and the school will not accept any responsibility for any loss or damage.
- The mobile phone or other electronic device is not to be on public display or shown to others.

Type of electronic device applied for: _____

I Class: have read the above code of conduct and understand all points. I agree to respect and keep at all times at while Carlton Public School.

Signed: (Student) Date:

I have read through and discussed the above code of conduct with my child.

Signed: (Parent/Guardian) Date:

CARLTON PUBLIC SCHOOL
MOBILE PHONE POLICY AND OTHER DEVICES
Including the use of portable computer games, tape recorders, MP3 players/iPods, cameras
and similar devices.

Mobile Phones

It is recognised that mobile phones are often given to students by parents, to enhance security of students, as they travel to and from school. Students requiring emergency contact with parents are able to use school phones under supervision.

Mobile phones may contain added features, such as camera, internet access, and these features are also included in this policy.

Students

1. Students who bring mobile phones or other electronic devices to school do so at their own risk and the school will not accept any responsibility for any loss or damage.
2. The school will consider an application by parents, for permission for a student to have a mobile phone at school. A code of conduct, relating to the use of mobile phones, is to be completed.
3. The mobile phone is not to be used during school hours, without the permission of the class teacher or school executive.
4. If a student uses a mobile phone, or any other device, in an inappropriate manner, discipline procedures in accordance with the School Discipline Policy will be followed.

A mobile phone or other device will be used inappropriately if it disrupts the learning environment, threatens the safety, privacy or well being of any person or is in breach of any law.

Staff

1. Staff members are not to use mobile phones whilst engaged in formal duties, however it is recognised there may be special circumstances where it is appropriate for teachers to use a mobile phone.
2. Staff are to turn phones to silent when engaged in formal duties, including staff meetings.
3. If a staff member uses a mobile phone, or any other device, in an inappropriate manner, discipline procedures in accordance with the DET Code of Conduct will be followed.

A mobile phone or other device will be used inappropriately if it disrupts the learning environment, threatens the safety, privacy or well being of any person or is in breach of any law.

Parents

1. Parents are not to contact children via mobile phone during school hours, 8:30am to 3pm. If it is necessary to contact your child please do so via the school office.
2. Parents should not use mobile phones in classrooms. Phones are to be placed on silent.
3. Parents are asked not to make or receive calls during formal interviews with school staff unless an emergency situation arises.
4. If a parent uses a mobile phone, or any other device, in an inappropriate manner, procedures, in accordance with DET guidelines, will be followed.

A mobile phone or other device will be used inappropriately if it disrupts the learning environment, threatens the safety, privacy or well being of any person or is in breach of any law.