

# Bring your Own Device (BYOD) Guidelines & Procedures



## Learning and Teaching

St Pius School strives to build a community of high quality learning and teaching. Our 'Vision for Learning and Teaching' articulates our beliefs and practices. We strive to Live, Love and Learn together as a faith community of life long learners.

### Rationale

At St Pius we provide high quality learning opportunities that encompass the richly diverse aspects of all life experience.

*"Bring your own device (BYOD) refers to technology models where students bring a personally owned device for the purpose of learning. A personally owned device is any technology brought into the school and owned by a student (or the student's family), staff or guests." (Alberta Education, 2012)*

By implementing Bring Your Own Device (BYOD) at St Pius, we will assist students to engage with and keep abreast of the demands of the contemporary learning environment. We strive for learning that is purposeful and meaningful. We aim to enhance not only what we do in the classroom, but how we give students the skills and experiences that will prepare them to be lifelong learners and responsible digital citizens in an online world.

### Aims

These guidelines aim to provide parents/guardians of the St Pius community with information regarding the process of BYOD from 2015.

### Guiding Principles

Staff at St Pius are committed to establishing supportive learning environments where every child is able to achieve success in learning.

Decisions regarding BYOD are informed by our school's *Strategic Renewal Plan* and *Teaching and Learning Policy* documents.

We acknowledge current research into contemporary learning, 21st century learning skills and digital citizenship.

*"21st century education integrates technologies, engaging students in ways not previously possible, creating new learning and teaching possibilities, enhancing achievement and extending interactions with local and global communities." MCEETYA – Contemporary Learning: Learning in an Online World (2005)*

Informed selection of 1:1 devices will complement the existing school curriculum by providing appropriate digital learning tools to compliment and enhance more traditional learning tools.

Access to 1:1 devices will provide individual access to technology, which will support teachers and students at St Pius to meet ICT capabilities in the Australian National Curriculum. When planning, teachers refer to Australian Curriculum and ICT Capability as a starting point, in conjunction with consideration of the learners if the use of the iPad for a particular activity is purposeful, meaningful and supports the learning intention. Teachers will consider balance of screen time with physical activity and other ways of learning.

We believe that 1:1 devices will enhance teaching and learning at St Pius by providing greater flexibility for student collaboration, creativity and differentiation of the curriculum.

## Our commitment

### St Pius Primary School will:

- Inform parents of the Bring Your Own Device (BYOD) policy when they enrol their child;
- Include the Bring Your Own Device (BYOD) policy statement in the school handbook;
- Inform parents at key stages of the implementation process by holding parent information sessions and sending home key documents and parent notes;
- Include a BYOD tab on the school website to communicate with parents and wider community (e.g. parent communication, FAQs, PDFs);
- Provide professional development opportunities and planning time for staff to enhance pedagogy and practice;
- Encourage responsible behaviour by students when using technology;
- Provide support for the school community regarding digital citizenship and cyber safety e.g. Parent Information sessions, staff professional development with key Brisbane Catholic Education Officers, scope and sequence of learning intentions for students in P-6, link to CyberSmart <http://www.cybersmart.gov.au/> on school website;
- Communicate responsibilities and expectations for students and their families prior to *Bootcamps*;
- Ensure a copy of the *BYOD Parent Agreement* is signed by parents/guardians prior to *Bootcamps*;
- Communicate minimum device specifications and accessories. (e.g. device, case, headphones);
- Send home 'at home' work booklet prior to *Bootcamps*;
- Provide a wireless network with a filtered internet connection to which students can connect their device;
- Lock classrooms where BYOD programs are in place (e.g. 1Y and 1G), when there is no teacher present;
- Make provisions for lockable storage within classrooms for devices when they are not in use;
- Ensure iPads will not be used during lunch breaks unless it is under their classroom teacher's direction, to complete a learning activity.
- Provide advanced notification when 1:1 devices (e.g. iPads) will not be required at school. (For example Athletics Carnivals, Cross Country Carnivals, Swimming Carnivals, Splash and Swim P-1 and excursions.) ;
- Coordinate Apps purchases. Apps for use in the 1:1 iPad Program will be purchased by the school using the *Apple Volume Purchasing Program* and deployed using a management system such as *Meraki*. Apps will be owned by the school. The school can retrieve the apps when no longer required and redistribute them to other users;
- Review the *Bring Your Own Device (BYOD) Guidelines and Procedures* annually.

## Our expectations

### Parents/guardians will:

- Purchase a device and accessories that meets the device specifications as outlined by the school;
- Encourage their child to be responsible for the care and use of their device, including transporting their device to and from school each day and charging it each night;
- Reinforce appropriate use of device during the school day, including following the instructions given by teachers and not using their device before or after school;
- Accept that all devices brought to school are their child's responsibility and the insurance for the device is the responsibility of the parent's /carer. Consequently parents / carers will...
  - Check with their insurance company that their child's device is covered and are aware of any replacement restrictions or conditions within their insurance policy. (e.g. Is the device covered? What is my excess? How many times can I make a claim?)
  - *1:1 iPad program*: Strongly recommended that parents/guardians purchase AppleCare+. Please read terms and conditions carefully prior to purchase: <http://www.apple.com/support/products/ipad.html>

- Attend *Bootcamp* – which is an essential, non-negotiable learning opportunity to prepare your child’s device for use at school;
- Clearly name / identify iPad, case and accessories, as directed by the school;
- Prior to the *Bootcamp* evening read *BYOD Guidelines and Procedures*, and *1:1 Program Handbook (including FAQs)*, and sign the *Parent Agreement* which outlines the responsibilities and expectations relating to the use of their child’s device at St Pius;
- Attend to any ‘take home’ tasks in a timely manner. For students participating in the 1:1 iPad program, families will be provided with an “at home” work booklet prior to the *Bootcamp* evening. Parents and students complete the activities in this booklet once their device is purchased. This booklet is returned to school before *Bootcamp*.

*For the 1:1 iPad program:*

- Respond to an invitation email to join the school managed distribution program *Meraki*;
- Download distributed apps as required;
- Use an email address that is **not linked to an existing Apple ID** to create a NEW Apple ID for your child’s device;
- Do not link credit card details to your child’s Apple ID.

**Students will:**

- With their parents/guardians guidance, acknowledge the expectations and responsibilities in the BYOD Policy;
- Transport their device to and from school in a safe manner (e.g. water bottles on the outside of your school bag and the device in the school bag);
- Charge their device each night;
- Under adult supervision, access the school Wi-Fi network, as part of the learning program;
- Follow teacher’s directions as to the appropriate use of their devices in class;
- Not use their device before or after school, unless instructed by a teacher or their parent/guardian;
- Remember that the device is theirs and not let others use it;
- Place their device in the lockable storage provided, when their device is not in use;
- Be supported to make responsible choices online and encouraged to report any inappropriate content.

**Associated Documents**

*BYOD Parent/Guardian Agreement*

*Device Specification and Accessories Letter*

*1:1 iPad Handbook including FAQs*

*At Home Booklet – 1:1 iPad Program - **Currently being finalised***

*BYOD Acceptable Use Agreement (Yrs 1-3 and Yrs 4-6) - **In development during 2016***

**References:**

Alberta Education. (2012). *Bring your own device: a guide for schools*. Edmonton: Alberta Education. <http://education.alberta.ca/media/6749210/byod%20guide%20revised%202012-09-05.pdf> (Accessed 12/11/2014 12:52 PM)

MCEETYA – Contemporary Learning: Learning in an Online World (2005)

*St Pius Vision for Learning and Teaching.*