

BYOD Protocol - 2023

This protocol works in conjunction with the Department of Education's 'Acceptable Use Policy' for DoE Information, Communication and Technology (ICT) resources, Internet and Network Usage Policy and Social Media Policy, as well as Camden South Public School's BYOD Agreement - 2023

Rationale

The focus of the BYOD Program at Camden South Public School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century students is the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for further studies and the workplace.

Learning results from continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. On the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrate technology into the curriculum anytime, anyplace.

The protocols, procedures and information within this document apply to all iPads used at Camden South Public School, including any other device considered to come under these protocols.

Camden South Public School's eLearning Vision

eLearning provides support and enhances student learning in an ever-changing, global community. It is flexible, personalised and develops 21st competencies by being embedded into the core principles and practices of teaching and learning at Camden South Public School.

Intended Use

These BYOD Protocols have been developed to inform Camden South Public School's community (Students, Staff, and Parents) of the roles and responsibilities of maintaining a responsible, safe and effective BYOD Program.

Who Does this Apply to?

These protocols apply to all stakeholders in Camden South Public School's BYOD Program for Years 3 - 6 students at Camden South Public School including:

- Students;
- Staff;
- Parents/Carers.

Classes Included in the BYOD Program

In 2023, all students in Years 3-6 have the opportunity to be involved in the BYOD Program at Camden South Public School.

Minimum Device Requirement

Camden South Public School understands that every one of our families is different and their financial access to a set device may differ. Therefore, the Camden South Public School BYOD Program allows students to use a device that can utilise the latest operation system and support the installation of the most recent applications with at least 32GB storage.

The device must:

- Have enough storage to install the selected applications;
- Be Wi-Fi capable (We do not require devices to connect to telecommunication services via sim); and
- Ensure accidental damage is minimised through being secured in protective casing.

Equity and Access

Camden South Public School understands that the BYOD Program may be a financial burden on some families. For families opting to not participate in the BYOD Program, the school will have some devices available which will provide student access to technology, however these devices may be shared with other students within the class.

Technical Support

As part of the BYOD Program, Camden South Public School will offer a limited technical support program that will assist in helping students with:

- Connecting to the school's network and internet;

Due to the device being owned by the student and family, all other technical support and warranty issues will need to be sourced by the student's family from an external source.

Accidental Damage and Theft

The school does not provide accidental damage or theft cover for 3rd party (student-owned / teacher-owned) devices and shall therefore not be liable for any damages or theft that occurs on the school's premises unless:

- The device was under the direct care of a staff member.

Therefore, Camden South Public School encourages parents/caregivers to source accidental damage and theft insurance from an external insurance provider.

Roles, Responsibilities and Guidelines

Students of Camden South Public School are encouraged to utilise technology, including iPads, to enhance their learning experiences wherever possible. We know that eLearning compliments many areas of the curriculum and want to make the most of this, however we also know that to do so, all stakeholders must be aware of their roles and responsibilities.

Evaluation

These protocols will be reviewed annually to ensure relevant information is updated and maintained.

Student Responsibilities

As part of the Camden South Public School's BYOD Program, students will ensure that they:

- Use their iPads in a responsible and ethical manner;
- Their iPad is charged, has enough storage space and is kept in secure casing to enable daily use;
- Obey general school rules concerning behaviour and communication in line with the school's 'Code of Conduct';
- Protect their devices by contacting their teacher/administrator about any security problems they may encounter;
- Monitor activity on their accounts and report any behaviour that is not in line with the school's 'Code of Conduct';
- Secure their iPads into a designated area within their classroom when the devices are not in use to help protect their work and information;
- Report any damages that may occur to their teacher immediately so that the teacher may investigate and inform the administration and parents of the child(ren) regarding the circumstances;
- Only update operating systems and applications at home
- Use the internet in a safe and appropriate manner and will report any inappropriate or offensive websites to their teacher so that the administration can block those sites; and
- Respect and look after all iPads, including their own, other students and the school's iPads.

Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials;
- Any action that violates the school's Code of Conduct or public law;
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials;
- Accessing and using internet/app-based games within class time that are not deemed educational by the teacher without prior permission; This includes, but is not limited to, airdrop and browsing photos, videos and memes. It is strictly prohibited to access any apps that are recommended 13+. This includes, but is not limited to, Snapchat, Instagram, TikTok and Whatsapp.
- Use of messaging services (Eg messenger, iMessage etc) from when students enter the grounds until teacher supervision has ceased without the prior permission of the teacher supervising the student;
- Gaining access to other students' accounts, files and/or data;
- Giving out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in fraudulent or other illegal behaviour;
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of personal, other students or the school's range of technology;
- Participating in any form of bullying via social media

Student Guidelines

General Precautions

- The iPad is the student's property and should be treated with respect and care;
- Students must ensure their iPad has a protection screen cover at all times. Only use a clean, soft cloth (or screen cleaner) to clean the screen and do not use cleansers of any type;
- iPads must never be left in a backpack or any unsupervised area;
- Students are responsible for keeping their iPad charged for school each day (a good tip is to pop in on the charger when you brush your teeth at night and then take it back off when you brush your teeth in the morning); and
- Students must keep their iPad in protective casing at all times.

Storing Your Device

When students are not using their device, they should be stored in a classroom, in a secure storage location designated by their teacher. Students are encouraged to take their devices home at the end of each day, regardless of whether they are needed. Devices should not be stored in a vehicle as they can overheat or get stolen. Devices are not to be stored in school bags during the day or taken out of the classroom during lunch or recess unless permission is granted by a teacher for a specific educational purpose (not gaming). Please do not store your device in a place that is experiencing extreme hot or cold conditions (E.g. car in Summer or Winter) as extreme heat or cold can cause severe damage.

Transporting Your Device

When students are transporting their devices in and around the school, they should ensure that the casing is closed and that they are carrying it with two hands. Students should never run with these devices as this may lead to damage if the device is dropped. Students should avoid carrying their device in their backpack, as other items may place unnecessary pressure on the device and damage may occur.

Devices Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas (including, but not limited to, school grounds, open building spaces, computer lab, specialist areas, library, offices, unlocked classrooms or toilets). Any device left in these areas is at risk of being stolen or damaged. If a device is found in an unsupervised area, it will be taken to the office. Violations of this section may result in loss of privileges and/or other privileges.

Screen Care

The device's screen may be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen or corners of the device. Students need to ensure that they do not lean on, or place anything near the device that could place unwanted pressure on the screen.

Charging Your Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. In cases where use of the device has caused batteries to become discharged, students may be able to connect their devices to a power outlet in class.

Sound, Music, Pictures, Games or Programs

Sound must always be muted unless permission is obtained from the teacher. Students may bring headphones to use when a teacher deems it suitable. Music is allowed on the iPad and can be used at the discretion of the teacher. Music with explicit language is not permitted on the device at school and will need to be removed from the iPad at a teacher's request. Internet games that are not deemed as educational content are not to be downloaded or played at school. Inappropriate media may not be used as a screensaver or background photo. Apps, Videos and photos must be suitable for G audience.

Presence of guns, weapons, pornographic materials, suggestive images, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in removal of content and disciplinary action.

Device Identification

Student devices will be labelled by a manner specified by the school. Devices can be identified in the following ways:

- A record of the devices' serial number given to teacher and a copy of kept at home;
- Clear labelling of the device and all accessories (Parent/Caregiver Responsibility);
- and optional (for iPad):
- Installation of the Apple Find My Device app.

Network Connectivity

Camden South Public School makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the School will not be responsible for lost or missing data.

Additional Software

The device may only have content that is G rated at school, this includes applications. Students will be asked to delete any apps that contain violence, age specific social networking (Facebook, Snapchat, Instagram, Tiktok), sexual content, inappropriate language etc.

Inspection

Students may be selected at random to provide their iPad for inspection. Inappropriate content will be removed, students who refuse to remove inappropriate content will not have use of their device at school until it has been removed.

Parent / Carer Responsibilities

Parents/Caregivers are an important part of Camden South Public School's BYOD program and can assist in ensuring the safety of our students is maintained. As part of this, we ask that all parents/caregivers:

- Talk to their children and establish standards and values that their child(ren) should follow when using their device and accessing the internet and applications at home. Similar to discussing what is acceptable when accessing other sources of media such as television, phones, movies and radio (The school advises that usage at home is always supervised);
- Understand that the child and parent hold full responsibility for the device and Camden South Public School is not liable for any mistreatment, breakages, vandalism or loss of the device. The only exception to this is where the damage or loss occurred whilst under the direct care of a staff member;
- Consider taking up accidental damage and theft insurance (offered by most retailers) to be covered in the unlikely case their child's device is damaged.
- Make sure the device is clearly labelled with their child's name and that they too, have also recorded the serial number of the device;
- Ensure that their student's device is synced/backed up and the required apps are installed on the device ready for educational use;
- Understand that students under the age of 13 may not take part in age-restricted social networking sites such as Facebook, Snapchat, Instagram, Tiktok without the consent of a parent/caregiver; and

Parent / Carer Guidelines

All parents/caregivers are encouraged to carefully read the school's acceptable use agreement with their child(ren) and implement some (if not all) of the terms listed in the home setting as well. Upon reading the document, the required permission needs to be sent back to school to be stored on our database.

School Responsibilities

The school provides the foundation of the BYOD Program and has an essential role in ensuring not only educational value, but also social responsibility and safety is developed by its students. As part of the program Camden South Public School will:

- Ensure all staff are trained and are familiar with the processes pertaining to the BYOD Program;
- Train teachers of the BYOD program about cyber-safety and to allow curriculum time for teachers to teach about being cybersafe to their students;
- Provide filtered internet access to its students and monitor student use in line with the school's policies;
- Seek to block materials considered offensive, profane, threatening, pornographic, obscene, or sexually explicit;
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School Responsibilities (continued)

- Educate and assist students with research and device use to ensure compliance with the school's ICT Acceptable Use Agreement;
- Educate students, staff and parents on safety guidelines for duration of use, posture, rest periods, stretching, noise and other environmental hazards (as outlined by the Department of Education)
- Develop a section on the school's website that will provide parents/caregivers with 'How To' guides to assist in using the devices at home; and
- Ensure that staff will carefully select online content for students to use and at times allow students to create accounts to log on to appropriate educational resource sites with permission.

BYOD Agreement – 2023

Years 3 – 6

General Understandings

Camden South Public School places a high value on the development and maintenance of positive, healthy and respectful relationships and a supportive environment for all members of the school community.

The Responsibility and Expectations of Digital Citizenship

It is the expectation that students will be responsible digital citizens when participating in the BYOD Program, using the school's ICT and their home or mobile devices. Students will be supported in developing digital citizenship through understanding the ethical, cultural and societal issues related to Information and Communication Technologies.

Students will practice responsible use of ICT and develop positive attitudes towards ICT that foster lifelong learning, personal growth, collaboration and productivity. As part of their digital citizenship students are required to read and agree to the Acceptable Use Agreement.

Acceptable Use Agreement

Students from Year 3, 4, 5 & 6 are invited to be part of the BYOD Program. All students and parents/carers are required to read, understand and sign an Acceptable Use Agreement at the commencement of Term 1, 2022. This governs the requirements and expectations under which students use the school computers, access the network and internet. This is a standard expectation, not only from Camden South Public School but also the Department of Education.

Parents/carers must be quite clear about the expectations within this Agreement. The school will, of course, support students to understand how to care for their devices and to understand how to be responsible digital citizens.

Cyber Safety

Camden South Public School believes that teaching cyber safety and responsible online behaviour is essential and is best taught in partnership between home and school. Students are spending increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online. The school promotes the values of respect and responsibility, expecting students to behave appropriately on line.

At home, we recommend that parents make time to set guidelines around use of devices. Ensure that all Internet activities occur in a shared space– not your child's bedroom. Negotiate appropriate times for online activities and use of mobile phones.

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers can call Parentline on 132 289 or visit <https://www.esafety.gov.au/report>.

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Acceptable Use Agreement

School Statement

At Camden South Public School we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have policies in place that outline the values of the school and expected behaviours when students use digital technologies and the internet.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered Internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Provide parents/guardians with a copy of this agreement.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies they can implement at home to support their child.

Student Declaration

When I use digital technologies, I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords or images.
- Protecting the privacy of others; never posting or forwarding their personal details or images without consent.
- Talking to a teacher, if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms and conditions (e.g. age restrictions, consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about personal details.
- Handling the ICT device with care and notifying a teacher if it is damaged or requires attention.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- Not interfering with the network systems and security, the data of another user or attempting to log into the network with the user name or password of another student.
- Not bringing to school a personal sim card that can connect to the internet.
- Not bringing to school or downloading unauthorised programs, including games.

In addition, when I use my personal devices, I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages).
- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson.
- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

Equipment:

- Students must fully charge their device each night in preparation for use the following day. Power cords must be left at home.
- Parents/guardians and students should be aware that files stored on the device, or on the school's server are not private.
- Access to the devices must be granted to the staff when required.

Damage or loss of equipment:

- All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects. It may not cover accidental, malicious or careless damage.
- Any problems, vandalism, damage, loss or theft of the device that takes place outside of school hours should be managed at home.
- Any problems, vandalism, damage, loss or theft of the device that takes place at school should be reported immediately to the teacher.
- In case of suspected theft, a police report must be made by the family and a copy of the report provided to the insurer, if the family has taken out theft insurance.
- Loss or damage to equipment is the responsibility of the owner.
- When a device is replaced under warranty, its type of replacement will depend on the respective manufacturer's warranty. This is the responsibility of the supplier of the device.
- All queries regarding warranty and insurance should be directed to your supplier.

The student is responsible for:

- Adhering to the school's Acceptable Use Agreement when using the machine at home and school.
- Backing up data securely.
- Maintaining settings for spam and filtering that have been set as a Departmental standard.
- Ensuring that only fully licenced software is installed on the device.

Definition of Digital Technologies:

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (but not limited to):

School and student owned devices (e.g. desktops, laptops, iPads, printers, scanners):

- Mobile phones
- Email and instant messaging
- Internet and Intranet
- Social networking sites
- Video and photo sharing websites (e.g. Picasa, You Tube)

Blogs / Micro-blogs (e.g. Twitter)

- Forums, discussion boards (e.g. Google Groups)
- Wikis
- Video and Podcasts
- Video conferences and web conferences

Acceptable Use Agreement

This page is to be returned to the front office. Students will NOT be given access to any device or permitted to bring their BYOD device until this signed form is received at school.

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, home, during school excursions, camps and extra-curricular activities.

I understand and will abide by the Acceptable Use Agreement. I further understand that any violation of the previously mentioned regulations is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken, as well as any appropriate legal action.

I have read the BYOD Protocols Document including my responsibilities and acceptable usage guidelines.

Student

Your signature on this document indicates that you have read these terms and conditions carefully, understand their significance, and accept your responsibilities as stated.

Student's Name	
Grade	
Student's Signature	
Date	

Parent or Carer

As the parent or carer of this student, I have read the *Acceptable Use Agreement and the BYOD Protocols Document*.

I understand the information included and will support both my child and the school to uphold all rules and expectations outlined.

Parent or Carers Name (please print)	
Parent or Carers signature	
Date	