

# Pascoe Vale Primary School

**One to One  
Bring Your Own Specified  
Device Program  
2021**

## **GUIDELINES**

# School vision

*At Pascoe Vale Primary School, our Information Communication and Technology (ICT) vision, will be a fundamental component of teaching and learning. State of the art technology and professional learning will equip students and teachers with transformative skills and develop students that are innovative and confident users of ICT in an ever changing digital world.*

The schools 1:1 Bring Your Own Device BYOD (Specified) program gives our students the opportunity to enter a new world of curriculum possibilities, enabling increased engagement and involvement in their learning. Learning experiences across the school are purposefully designed to develop the attributes of a life-long learner. In this way, each student learns to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be an engaged, robust, 21st century citizen capable of shaping our future.

The intent of this program is to provide our students with "anywhere, anytime" inclusive, engaging learning.

# Ownership model

Pascoe Vale Primary School has determined based on the teaching and learning needs of our community that our 1:1 Device Program model is a Bring Your Own Device BYOD This device is specified by the school. Parents may purchase the specified device from any supplier they wish and is your device to own. Any device purchased by parents through their chosen supplier is the property of the purchaser, not Pascoe Vale Primary School.

# Bring Your Own Device (BYOD) and Specified Devices

Pascoe Vale Primary School implement a 1:1 learning model based on the teaching and learning needs of our community. As per the *Personal Devices- Parent Payments and Access* document by the Department of Education and Training (DET), Pascoe Vale Primary School's 1:1 learning model is:

- Bring Your Own Device (BYOD) - Students bring in their own device that is purchased or leased directly by families. This includes:
  - **Specified device/s only as defined by the school.**

*A list of the school's specified devices is attached under the "Specified Device List 2021" Section of this document. This document also outlines the minimal technical specifications set out by Pascoe Vale Primary School.*

# Parent Community

When introducing the 1:1 BYOD program at Pascoe Vale Primary School, the school community was consulted to provide feedback and advice on the proposed 1:1 BYOD program. The discussion included:

- the educational benefits
- the rationale and guidelines for the preferred device
- the proposed costs and any options of the program
- the minimum technical specifications required for devices
- providing opportunities for viewpoints of parents to be expressed
- seeking out and considering the views of different groups of parents (such as parents of children with special needs, or parents who may have difficulty paying for the device)
- addressing concerns raised by parents before finalising the decision-making process

All the points discussed were taken into consideration before finalizing and implementing the 1:1 BYOD Program at Pascoe Vale Primary School which was approved by School Council.

## Parent Payment Guidelines

Pascoe Vale Primary School will not require parents to pay for the following items as they are either centrally funded by the Department or are considered to be part of free instruction:

- Any software provided by the Department.
- Any technical support funded by the Department.
- Internet use required for the standard curriculum program or any internet service funded centrally by the Department.
- Wireless network access.

Schools can request payments from parents under three categories: Essential Student Learning Items, Optional Items or Voluntary Financial contributions. These can fall under the following categories:

- Essential Student Learning Items – items and services that the school deems essential to student learning of the standard curriculum. Where a school determines that personal devices are an essential student learning item, they must put in place processes and practices that align with the six principles of the Parent Payments Policy.
- Optional Items - these are items or services that the school deems are optional and offered in addition to the standard curriculum. Students access these on a user pays basis.

## Affordability and Participation

Parents/ Guardians have two options in terms of participation of the Pascoe Vale Primary School 1:1 BYOD program. The options are:

**OPTION 1:** Parents/Carers **do not** participate in this program at all. Your child will ***NOT BE*** disadvantaged in their learning. They will be provided with a device from the bank of devices in the 3-6 area when devices are required.

**OPTION 2** Parents/Carers can opt into this program at any time throughout the year and purchase one of our pre-selected devices from any source they wish.

The cost of devices has been consulted with the school community and are offered as a range of appropriate, specified options. See “*Specified Device*” Section of booklet.

To offset costs families may:

- Use a family device on the pre-selected specified device list that can be shared among siblings at Pascoe Vale Primary School
- A range of specified devices are made available at various prices to fit into a set budget
- Pascoe Vale Primary School has a bank of devices with the required capabilities that will be provided to students to use at school at no cost to parents. *These devices will **not** be considered 1:1 as they will not be available to all students at all times. Device use will be scheduled to coincide with learning goals and planned for accordingly.*

# Non-specified devices

Non-specified devices that are purchased will not be connected to the school network to ensure quality and consistency of service to all students for the following reasons.

- Non-specified devices will not have continuity or service contingencies upon breakdown.
- Non-specified devices may not cater for the software or specifications required to run a successful 1:1 BYOD program.
- The school is unable to provide technical support to connect non-specified devices.
- It is ineffective and impractical to plan learning activities with an unknown device capability and potential compatibility issues

# Optional peripherals

The school will not provide any additional peripherals as part of the 1:1 BYOD specified device program. However, parents or students may purchase these outside of the program. Program support and warranty will not apply to peripherals. Peripherals may include:

- USB mouse
- Stylus Pen
- Hard case
- Keyboard

# Guidelines for participation

- All specified devices that are purchased will be installed with a school wireless certificate for access to the school's network.
- Prior to the devices being connected to the school's network, parents **must attend** an E-Smart information session and agree in writing to the terms and conditions of the program.
- Students will participate in an induction program to ensure they are familiar with their roles and responsibilities.

# Role of parents

A parent induction program will be offered, running for 60–90 minutes and will be mandatory before a student's device will be connected to the school's network.

The induction program will cover:

- care and maintenance of the device
- roles and responsibilities
- restrictions
- policies and procedures for participating in the school's 1:1 program
- liabilities
- signing of Acceptable Use Agreement For Internet And Digital Technologies

# Insurance and Warranty

Insurance and warranty will not be supplied/purchased by Pascoe Vale Primary School. Insurance and/or warranty is to be purchased/organised through your chosen supplier or through contents insurance. Insurance is optional, however if you choose not to buy insurance or warranty you will be subjected to the full costs involved for maintenance and repairs.

The school's insurance policies do not cover personal devices of staff or students.

Families are encouraged to investigate including the device in their existing home and contents insurance. Depending on the policy, it may cover accidental damage at school and on the way to and from school. As a school we encourage families to investigate this independently.

## Caring for Device

Students and parents must take full responsibility for the care of the device. Pascoe Vale Primary School takes no responsibility for accidental damages, theft or hardware malfunctions.

Suggestions for the care of your device:

- Always store the device in a protective case if available.
- Avoid storing it in schoolbag without a protective case – pressure from books can damage the device.
- Do not store anything additional to the device within its case (e.g. cords, papers or disks), as this may damage the screen.
- Never leave your device in a car or in an exposed area where it can be stolen or overheated.
- Never leave the device in unsupervised areas during the school day. Devices left unsecured may be confiscated to avoid exposure to theft.
- See Appendix 1 for Guidelines for students on *Caring for their Device*.
- Ensure water bottles are not stored with the device.

## Office 365

All students involved in the 1:1 BYOD Program will have access to an Office 365 account. This account grants access to the Microsoft Office Suite to be used online or downloaded as installed software to your device. ***The download and installation of the Microsoft Office Suite must be completed at home unless previously arranged with the school.***

Office 365 requires parental/carer consent. An Office 365 *Consent Letter* will be sent home to new families and students in grades 3-6 which needs to be signed and returned to school.

## Internet usage

Use of devices by students is governed by the Acceptable Use Policy that students and parents agree to for use of ICT within the school. Parents should familiarize themselves with the Acceptable Use Agreement for Internet and Digital Technologies to further support their adherence outside of the school environment.

- *Appropriate use of the internet service within the school network is closely monitored by a filtering system which allows for inappropriate content blocking by a regularly updated list of categories and sites. This does not apply to use of devices outside of the school network. Education and support are important for maintaining acceptable use of devices, particularly in relation to internet access.*

Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources.

Cyber Safety Resources for parents and teachers are available at:

- Australian Communications and Media Authority : Cyber smart website : <http://www.cybersmart.gov.au/>

## Virus protection

Viruses have the potential to severely damage and disrupt operations within the school and DET's computer networks. As students have the right to add to the software on their devices and connect to the internet from home, they should take all steps to protect the school and DET's computer network from virus attacks.

We recommend students:

- Protect their devices from virus attacks by scanning for viruses at least weekly.
- Consider running virus scans regularly after accessing the internet or personal mail or opening a file from a removable media source. Carry out the scan before returning to the school and connecting to the school network.
- Not open any files attached to suspicious or unknown emails.
- Exercise caution when downloading files from the internet. Save the files to the device hard disk and run the virus scanner on the file before opening them.
- **Delete chain and junk emails. Do not forward or reply to any of these.**
- Never reply to spam. Spam email messages can contain viruses that notify a third party of the legitimacy of an email address and then add the recipients to the spammer's database. They can also consume a large amount of disk space on the server, which slows computer networks.
- Be aware that USB and similar devices may also carry viruses.

## Non-school applications and files

Software, including music, movies and games will be allowed at school for academic and recreational reasons, provided copyright obligations are met. Personal music files may be stored on the device.

Downloading music, games and videos from the internet during school hours is prohibited except when directed by a staff member. Students are permitted to listen to digital music and/or participate in games on their device while at school when given permission by a teacher for an educational purpose. Crude or explicit music or images will not be permitted at any time at school.

It is the student's responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements.

### *Further Information*

Copyright is a significant issue with the increased access and availability provided through 1:1 BYOD Specified Device Program. Refer to the following for resources.

- The National Copyright Advisory Group (CAG) has developed the Smartcopying Website: <http://www.smartcopying.edu.au/scw/go> to provide a comprehensive guide to copyright issues affecting Australian schools.

## Technical support

- The school will provide basic technical support regarding issues with server and internet connectivity.
- Students are to inform their classroom teacher or the 1:1 BYOD Specified Device Program coordinator immediately of any problems and follow recommend procedures for logging computer issues & problems.

## Power supply management

**All Devices are to be fully charged at home ready for the start of every school day.**

- Students **MUST** organise charging of devices at home on a daily basis, as use of power cords at school involves numerous practical and safety issues.
- No additional chargers will be supplied at school
- If fully charged the devices' battery will last for the duration of a typical school day.

# Backup / recovery

Students will be responsible for their own backup of critical data at all times. This may be through one or more of the following options: a USB, external drive, or on the school server. Student work may be periodically backed up on the school server during the school day.

## References

- DET Using Technology to support teaching.
- DET Acceptable Use Policy
- DET Personal Devices – Parent Payments & Access (School Policy Advisory Guide)
- 1:1 BYOD Specified Device Program guideline
- Parent Payment Information Letter and Policy 2020

# The school's support for responsible and ethical use of technology

Pascoe Vale Primary School uses the Internet as a teaching and learning tool. We see the Internet and mobile technology as valuable resources but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Internet and Mobile technology responsibly at school. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed.

At Pascoe Vale Primary School we:

- Have a cyber-safe and responsible use program across the school.
- Reinforce the school code of conduct values and behaviours when using technology and the internet.
- Have protocols that promote safe use of the Internet.
- Provide a filtered Internet service.
- Provide supervision and direction in Internet activities and when using technologies for learning.
- Utilise mobile technologies for educational purpose. e.g. podcasts and photos from excursions.
- Work towards setting tasks that ask your child open questions, so they can't copy and paste all answers from the Internet.

# Advice for Parents

Please keep this as a resource to use at home.

At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The Internet can be lots of fun.

If you have the internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip, telling the wrong people personal information, have long been issues for young people. These are all behaviours which are now present online. These are not “Virtual” Issues. They are real and can **harm and hurt**.

At home we recommend you:

- Make some time to sit with your child to find out how they are using the internet and who else is involved in any online activities.
- Ask them to give you a tour of their “space” if they are using a site which allows them to chat, publish photos, play games etc.
- Always get them to set the space to “Private” if they use a social networking site like Facebook, Instagram, or Kik –They are then in control of who contacts them and who accesses their information. They can block out anyone at any time. Be aware of terms and conditions of many sites that require participants to be 13 years or over. Devices should not be used for sites where students must be over 13 years of age.
- Have the computer with internet access in a shared place in the house – **not your child’s bedroom.**
- Negotiate appropriate times for your child’s online activities and use of mobile phones.
- Ask questions when your child shows you what they are doing:-
  - How does it work and how do you set it up? Can you block out people?
  - Who else is sharing this space or game - did you know them before or “meet” them online?
  - What do you know about them?
  - Why is this so enjoyable – what makes it fun?
  - Can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?
  - What are you doing to protect yourself or your friends from these potential dangers?
  - When would you inform an adult about an incident that has happened online that concerns you? Discuss why your child might keep it to themselves.
- Many students say they will not tell an adult they are in trouble or ask for help because:
  - They might get the blame for any incident.
  - They don’t think adults “get” their online stuff – it is for ‘kids’ only.
  - They might put at risk their own access to technology by either: admitting to a mistake or highlighting a situation that might lead a parent to ban their access. (Even to protect them)

## Support information for parents around the agreement.

**When I use technology, both at school and at home I have responsibilities and rules to follow.**

Pascoe Vale Primary School sees the education of safe and ethical cybercitizens as essential in the lives of its students and as a partnership between home and school.

21<sup>st</sup> Century students spend increasing amounts of time online learning and socialising. These online communities need Cybercitizens who “do the right thing” by themselves and others online, particularly when “no one is watching”.

Safe and ethical behaviour online is explicitly taught at our school and we request that it is supported at home.

It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others, inappropriate language, publishing inappropriate images etc

**Behave in a way outlined in the schools’ Code of Conduct**

The schools’ Code of Conduct is not only the rules of the school but also the desired behaviours and values your school community believes are important for all of the students at your school.

**Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.**

Students love to publish information about themselves and their friends in spaces like MySpace, blogs, Club Penguin etc.



We recommend that they:

- Do not use their own name, but develop an online name and use avatars where available.
- Do not share personal details including images of themselves or their friends online.
- Password protect any spaces or accounts they have and never share that password.
- Do not allow anyone they don't know to join their chat or collaborative space. Use the block feature.
- Are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it). **Once it is published they have lost control of it.**

### **Being respectful online and not participating in online bullying or hurtful behaviour.**

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone's face. Not all altercations are bullying but unacceptable behaviours need to be addressed.

- Being online can make students feel that they are anonymous (however online interactions can be traced).
- The space or chat they use in leisure time might have explicit language and they will feel they have to be part of it.
- Often the online environment has very few adults.
- Participation in bullying or hurtful actions can take many forms in the online world. Forwarding the messages, telling others where to go and see any published images, content which has been deliberately posted to humiliate another person is all part of how a child can participate and contribute to the hurt or bullying of another child
- Deliberate exclusion of another in an online space is another way some students hurt each other online. It is important that the behaviours are discussed as separate from the technologies.

### **Not bringing or downloading inappropriate content or programs, including games on devices being used at school.**

At home it is important that devices that are being used by students at home and school do not contain inappropriate content, and programs including games. Supervision of downloading is essential.

### **Not go looking for inappropriate or offensive sites.**

Filters block a lot of inappropriate content but they are not foolproof. For students who deliberately seek out inappropriate content or use technology that bypasses filters, parents will be immediately informed and the student's internet access will be reviewed with the option of suspension of use for a period of time.

### **Using the internet / mobile technology at school to learn.**

It is important to realise that there is a time for fun and a time for work (even on the internet). Staying on task will reduce risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

### **Remembering that the content on the web is someone else's property so ask a teacher for help to get permission before using information or pictures.**

All music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it.

By downloading a freebie you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts.

**Remember if an offer is too good to be true, the chances are it is a scam or just a way of getting your personal details.**

**Thinking carefully about what is on the internet, questioning if it is from a reliable source and using the information to help answer questions.**

Not everything on the internet is true, accurate or unbiased.

The school is teaching information literacy skills, which enables students to locate, evaluate, and use information effectively on the internet.

Copying and pasting information can help organise arguments, ideas, and information but it is important that your child uses their own thoughts and language to express what they have learnt. If helping with homework, ask open-ended questions. “Tell me about wombats” might encourage him/her to copy and paste facts / images etc about the wombat, but asking the question “What would a day in the life of a wombat be like?” encourages the student to think about different aspects of the animals life and draw together the different pieces of information they might have discovered.

**Talk to my teacher or another adult if I need help or see something I don’t like online etc...**

The internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

Open communication between parents, teachers and students is the best way to keep students safe.

Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online.

If you have any concerns about internet safety contact the school or visit

<http://www.cybersmart.gov.au/Parents.aspx>

# Appendix 1

## Caring for your Device

### Packing away your Device

- Store your device bottom down
- Don't wrap the cord too tightly around the power adaptor because this might damage the cord.

### Handling your Device

- You still need to be careful with your device while it is in your school bag. Always place hard case gently down
- Be careful when putting the device in the car that no other items are on top of it and nothing will roll onto the device

### Operating conditions

- Don't place objects on top of your Device.
- Avoid exposing your Device to direct sunlight or sources of heat such as desk lamps
- Avoid exposing your Device to dust, dirt, rain, liquids or moisture
- Avoid exposing your Device to heavy shock or vibration.

### AC adaptor (Power cord)

- Connect your adaptor only to your Device
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas
- When unplugging the power cord, pull on the plug itself rather than the cord
- Do not wrap your cord tightly around the adaptor box

### Keyboard

- Gently brush your keyboard with a clean dry soft bristled paint brush or similar to remove dirt
- Do not eat or drink near your Device – crumbs and liquids both stop the keyboard from working effectively

### Case cleaning

- Use a non-abrasive cloth
- Spray cleaner on to cloth to moisten, but do not spray the Netbook directly. Rub gently.