



# HIGHVALE PRIMARY SCHOOL

## BYOD (Bring your Own Device) Acceptable Use Agreement

**Ratified by School Council: August 2013**

**Review date: August 2016**

This Agreement is to be read in conjunction with the *Highvale Primary School's 'eLearning Policy', 'BYOD Information Booklet' and 'Acceptable Use Agreement'.*

### **Rationale:**

To inspire and enable our students and school community to be responsible, creative and innovative users of ICT, bringing learning to life through engaging, interactive, anytime, anywhere learning.

The BYOD program is designed to provide Year 5&6 students with opportunity to use their personal iPad 2, 3, 4 or Mini (herein referred to as 'device') to support learning. The device is purchased by the student's parent or carer who retains complete ownership of the device. Prior to use at school, parent or carer consent must be provided through acceptance of the conditions as described in the '*BYOD Acceptable Use Agreement*' and the '*eLearning Acceptable Use Agreement*'. These should be read in conjunction with the '*eLearning Policy*'.

### **Aim:**

To enhance opportunities for students to find, explore, analyse, exchange, present and create using personal learning devices in conjunction with school-owned hardware and school server and network resources.

### **Benefits:**

The Highvale Primary School purpose and ICT vision is supported through the effective use of eLearning technologies. Research based, contemporary teaching practices used by teachers are optimised in a technology rich environment.

The opportunity to participate in the BYOD program enhances technology provision and conjures:

- Heightened student engagement – students enjoy using devices and find the instantaneous nature of them easy and engaging.
- Purposeful learning – students use devices authentically in real world learning situations.
- Ease in creativity – there are many ways to creatively use the devices such as movie making, researching, Apps, videos, sound files, music, and eBooks.
- Innovative thinking and creativity – students multitask and make their own choices on different ways to use the devices to support their learning.
- Enhanced organisation – everything is in the same place, students can use calendars and reminders to assist in organisation. They can organise their thoughts and explain their thinking using an array of apps including mind maps, graphs and eBooks.
- Real time communication between individuals and communities – students can ask questions of each other and of their teachers and are not bound by the bell times.
- Opportunities for multitasking and flow - students can use multiple apps, which 'flow' together to complete challenging tasks.
- Anywhere, anytime learning – devices can be used anywhere there is a wi-fi connection.
- The simple use of multiliteracies for learning – students can read, watch, and listen to the multiple form of literacies used in today's world, including web sites, eBooks, web casts, movies, videos, spoken books, radio and more.

As well, participation in the BYOD program offers:

- Instant access – the device switches on instantly and is ready to go.
- Extended learning beyond the physical classroom – students can use their devices to learn in the playground, in specialist classes, and outside of school.

**Respect**

**Responsibility**

**Honesty and Integrity**

**Commitment**

- Opportunities to enhance learning between school and home – students can share what they create with their parents, guardians, siblings, cousins, grandparents, and family friends.
- Interactive and easy to share technology – what is happening on the screen can be mirrored to the interactive whiteboard in class by using the Apple TV, allowing students to share their work instantly with their teachers and classmates.
- The use of child friendly technology – devices are highly visual and easy to use.
- Strong links to our School values – in particular students are provided with the opportunity to develop their personal **responsibility**, use **respect**, act **honestly** and **commit** to the BYOD agreement.
- Strengthened transition between Year 6 to Year 7– many secondary schools expect all students to have their own device. Using one now will assist in a smoother transition to using one in secondary school, as they will be familiar with using them innovatively and effectively.
- Greater opportunities for explicit and personalised teaching – device apps and websites can be tailored to individual needs, challenging students at various points in multiple tasks.

### **Implementation:**

See the '[\*BYOD Information Booklet\*](#)' for further information.

### **Hardware**

- Student owned devices must comply with school specific BYOD specifications.
  - Students may bring to school one of the following parent purchased devices: iPad 2, 3,4 and Mini
- The school recommends purchasing new devices (iPad 4+ or Mini are the recommended devices when purchasing new iPads)
- Each device is the responsibility of the owner. This includes purchasing, insurance for loss and damage, maintenance and repairs.
- Students may not bring to school chargers or USB cables.
- Students may bring their own personal ear bud headphones, which are not to be shared with other students.

### **Expected and General Use**

- Students will only use a personal device for learning purposes as directed by the teacher.
- Students will act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful.
- Students are not permitted to play games at any time while at school. Consequences will apply if a student is found to be using their device inappropriately at school.
- Students are to ensure that non educational material (eg. music, movies, games) stored on their device does not limit the capacity of their device to store school related material.
- Students are responsible for their own device at all times – both inside and outside.
- Students are responsible for bringing their device to school each day.
- Students must bring their device to school fully charged, as charging facilities are not available to students at school.
- 'School hours' commences at the time the student enters the school grounds and ceases when the student exits the school grounds.
- Students are responsible for all information and content on the device which needs to fit in with the *Acceptable Use Agreement* and the *eLearning Policy*.
- Devices must not be left on the ground, on a chair, or outdoors (except with direct supervision from the class teacher). Devices must be stored in tubs when not in direct use. Rooms will be locked when not being used so devices are kept secure.
- Students will not take devices outdoors without the direct permission of a teacher during class time.
- Staff have the right to look at any application or file on the device at any time.
- Students must use their designated school email whilst at school.
- Devices must be loaded with all core apps as listed on the school website. Staff will communicate to students any new apps which need to be downloaded. These will be added to the school website. Students must download all apps at home.
- Students must personalise their home screen and lock screen with a picture of their name so that their device is easily identifiable.
- Students must have their device locked with a pass code to prevent unauthorised access to the device. The student is required to provide their classroom teacher with this access code, which will be recorded in a central database. The student must notify their classroom teacher when the pass

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code is changed. The pass code should be known and recorded by the parents/guardians of the student.

- The device will be connected to the school's Wi-Fi network using an encrypted authority certificate, which is managed and installed by the technician and/or eLearning team. When the student leaves the school it will be removed from the device.
- Students must keep the privacy of other students in mind when using their device, and not take or store photos or videos of other students without the permission of their teacher.

#### iTunes and Apps

- An iTunes account is necessary to download applications to allow the device to function.
- The term 'purchases' applies to both free and paid apps, as well as other paid content, such as music, videos, and paid add-ons to apps.
- Parents will be provided with instructions to create an iTunes account and to download the required apps for school use. The school recommends creating a separate account for the student's device which is funded by prepaid iTunes store cards rather than an attached credit card. Alternatively, use an existing Apple ID not attached to a credit card, rather funded by prepaid iTunes store cards, for making app purchases.
- By using the iTunes software (apps) a user agrees to be bound by the terms and conditions of the Software License Agreement.
- By using the iTunes store website a user agrees to be bound by the terms and conditions of use that apply.
- A user is entirely responsible for maintaining the confidentiality of information held in the user's account, including the user's password and for any activity that occurs under the user's account as a result of failing to keep this information secure and confidential.
- Any additional applications purchased will be the responsibility of the parent/guardian and reflect the behaviours promoted in the *Acceptable Use Agreement*.
- The school recommends parents use their own email address (as opposed to a student email address) when creating an iTunes account so that they can track the usage of apps and other purchases.
- Parental controls should be set on the iTunes account and password protected to ensure they stay in place. These controls are found in iTunes menu>Preferences>Parental>Age Restrictions.
- There will be a "core set" of apps which students will be expected to purchase. The School will make every effort to source appropriate free apps, however some will incur a small cost. Parents can purchase these apps using their iTunes account or an iTunes card. The approximate annual cost is \$30.00.
- Students may download other apps and songs onto their devices as long as its use does not impact on the space available for educational resources and apps

#### Device Restrictions

- Apps which are not to be on the device at any time include:
  - Any apps which have a 12+ rating in the iTunes store.
  - Facebook
- The list with core and suggested apps will be listed on the school website which can be checked at any time.
- Parents can disallow students to download 12+ apps by selecting Settings>General>Restrictions>Apps and choosing the appropriate age.
- Students are not permitted to use their devices during recess or lunch, unless being directly supervised by a teacher.
- Students are not permitted to use apps which are inappropriate or not applicable to school learning tasks.
- Students are not permitted to play games or communicate using apps or the web browser on the device.
- Music or videos should only be played on the device under explicit direction of the teacher. Music and videos take up valuable storage on the device. Students are not permitted to listen to music or watch videos during school hours unless it is directly related to their learning activity and they have explicit permission from the classroom teacher to do so.
- Device management software will be utilised by the school to apply restrictions to devices when being used at school as required.

#### Security and Safety of Hardware

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- At all times, students should know the exact location of their device.
- Students are responsible that the device is looked after. Students are responsible for any and all damages or losses that may occur. Like all personal items bought to school, the school has no liability for damage or loss of any personal items bought to school. Parents must ensure the device is insured through their own means.
- Devices that are damaged or fail to function correctly should be taken to a reputable dealer, or returned to the place of purchase, to be evaluated immediately. The school does not offer warranties of any kind and are not responsible for any damages or losses occurring to a student's device.
- Should damage or loss occur to a device as a result of another student's actions, the school will follow procedures as outlined in the Student Engagement and Wellbeing Policy. The parents/guardians of the students involved will be contacted immediately. The Principal and the classroom teacher retain the right to deal with these matters on an individual basis and in direct consultation with the families involved.

#### Suggested Usage Tips

- Purchase a high quality protective cover for your device, and leave your device in the cover even when in use.
- Use a screen protector.
- Use a microfiber cloth to clean the screen – not liquid cleaners.
- Do not leave the device unattended.
- Do not allow anyone else to use your device.
- Do not place books or heavy objects on your device.
- Keep food and drinks away from the device.
- Do not place anything in your school bag that may apply pressure to your device.
- Do not use your device whilst travelling to and from school.
- Install the 'Find My iPhone/iPad' app, which is linked to the Apple ID set up for use in the iTunes store.
- Parents should disable in-app purchases by updating the device's restriction settings. This can be done by Settings>General>Enable Restrictions, then sliding the 'In-app purchases' slider to 'off'.
- Parents should visit the device's settings and set up the device appropriate for a primary school aged student at school. These settings can be found under Settings>General>Restrictions.

#### Data Storage

- The School Privacy Policy states the requirements for the protection of privacy and confidentiality of each School community member. Only non-personal data such as student work can be stored in the designated cloud based service when applicable.
- Student photographs are only to be saved to the cloud service where parent permission has been provided.
- Staff will be required to save applicable data to the designated cloud service to maximise storage space on devices.

#### Inappropriate Use

- Students will be bound by the same guidelines for consequences of inappropriate use as the *Acceptable Use Agreement* which is guided by the Student Engagement and Wellbeing Policy.

#### **Responsibility and Evaluation:**

This policy will be reviewed as part of the school's one-year review cycle.

# Highvale Primary School

## BYOD Acceptable Use Agreement

### Student Section

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

I have read/discussed the Highvale Primary School BYOD Acceptable Use Agreement document.  
I agree to follow the rules contained in the guidelines.

I understand that failure to follow this BYOD Acceptable Use Agreement may result in me  
forfeiting my privilege to use ICT at Highvale Primary School and bring my device to school.

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

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

### Parent/Guardian Section

I have read and discussed the Highvale Primary School BYOD Acceptable Use Agreement  
document with my child.

I understand and acknowledge that my child is responsible for their own device.

The Apple I.D. used on the device is linked to an e-mail account which is controlled by myself.

The device is fully insured for loss and damage through my own means.

I understand that failure to follow this BYOD Acceptable Use Agreement may result in my child  
forfeiting his/her privilege to use ICT at Highvale Primary School and bring his/her device to  
school.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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