

Bring Your Own Device (BYOD) Program Policy 2021

Rationale

In recent years, there has been a significant increase in the use of technology in all areas of life. This has occurred in schools, being driven by a number of factors including a new curriculum with a strong focus on Information Communication and Technology (ICT) capability, the vast availability of information on the Internet and increasingly high quality online teaching and assessment programs which allow for access regardless of location. The availability of laptop devices within the classroom allows for the development of these key skills whilst also maximising learning time.

Implementation

1. Target Groups

Following a successful trial in 2020, the BYOD Laptop Program will be offered to all students in Years 4-6 from 2021.

2. Device Requirements

The BYOD Laptop Program strongly encourages the purchase of a specified laptop computer. The device is selected by the school and available for purchase through the purchasing portal. We see a number of advantages to specifying the model including simplicity and familiarity for teachers and other staff to support students in their use of the device, ensuring equity for all students in that their devices are the same and ensuring that the device has an appropriate mix of affordability, functionality and durability.

The 2021 device and specifications are as follows:

Lenovo 11e 5th Gen Celeron

11.6 inch HD, LED, Anti-Glare, Non-Touch Screen

Intel Celeron N4120, Quad Core, 4M Cache, up to 2.4 GHz Processor

Intel UHD Graphics 600

4GB DDR4 2400MHz onboard

128GB SSD M.2 PCIe

Intel Dual Band Wireless-AC 9260

Bluetooth

720p HD Camera

3 cell 42Wh Battery

3. Cost

The 2021 BYOD Laptop will cost \$543.07 plus postage. Purchasers will have the opportunity to choose from a range of additional purchases including extended warranty, insurance and accessories (case, headphones and mouse).

4. Equity/Access

Any student who does not have a personally owned laptop will have access to a school laptop for all activities during which they are required. For the purpose of the trial, students using school laptops will use the same laptop for all activities requiring one, so effectively, they will have a sense of 'ownership' over the device. When deciding whether or not to purchase, we encourage all families to make the decision that is most appropriate for their family.

5. Technical Support

Upon delivery to school, the BYOD laptops are connected to our network and Office 365 is set up by a staff member. We have an ICT contractor, who attends the school on a fortnightly basis, whose services would extend to troubleshooting for the BYOD laptops. At the time of policy publication, our IT contractors are also Lenovo warranty agents and easily able to arrange repair or replacement of malfunctioning devices, whilst under warranty.

6. Storage

The BYOD Laptop Program requires that devices are delivered to and stored at school to ensure:

- 1) The safety of the device.
- 2) That devices are not left at home.
- 3) That the device is always charged ready for use.
- 4) That the potential for unmonitored use at home does not negatively impact school use.

Devices are stored in locked cabinets in the classroom. Classrooms are kept locked whenever the teacher is out and alarms set each evening. CCTV installed throughout the school acts as a further deterrent.

7. Damage/Theft

As they are owned by parents, the BYOD laptops are not covered by school insurance. Parents may choose to cover them under their home/contents insurance, or can select an insurance option when purchasing through the JBEducation portal. We do make every effort to keep them safe though.

Utilisation

Prior to commencement and over the course of the program, students will develop increasingly refined skills in ICT. A scope and sequence will be developed.

Code of Conduct

To participate in the BYOD Laptop Program, parents, students and teachers agree to adhere to the following expectations.

Teachers will:

- Ensure that students in their class have been given permission by administration before they access their laptop at school.
- Supervise students when using laptops.
- Monitor student use of the internet and other programs.
- Communicate with parents to show how the laptops are integrated into teaching and learning.

Students will:

- Accept primary responsibility for their laptop.
- Ask permission before accessing their laptop.
- Ensure their laptop is plugged in to charge at the end of each school day.
- Be required to create a passcode with their teacher to secure a lock on their device.
- Ensure their teacher knows their passcode at all times.
- Ensure that their security codes are kept private from other students.
- Demonstrate care and respect for their laptop and those of others.
- Alert the teacher if their laptop is broken or malfunctioning.
- Only use their laptop under adult supervision.
- Exercise responsible behaviour when using the laptop.
- Use personal and recommended headphones with their laptop to prevent disruption.
- Be governed by the School's Internet Use and other related policies.

Parents will:

- Be responsible for the maintenance, repair or replacement of the laptop.
- Ensure the required programs are loaded to the laptop at the beginning of each school year and updated as required.
- Be aware of how their child is using the laptop at home.
- Support the school in their delivery of consequences for inappropriate use of the laptop at school.
- Understand that school insurance will not cover personal student laptops, therefore it is important that the laptop is insured through the parent's personal home and contents insurance or other insurance.
- Need to contact their insurance company if the laptop is damaged or stolen at school.