



NARELLAN VALE PUBLIC SCHOOL

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2020 BYOD (Bring Your Own Device) Procedure

Purpose

Narellan Vale Public School has a school vision which states 'At Narellan Vale Public School our vision is for every student to be known, heard and valued. There is a collective responsibility to support and prepare future ready learners.' In order to strive towards this vision, the school has a strong focus on integrating technology in the classroom. Many students possess devices that give them access to information and resources 24/7. These tools are ideal for student focused learning and the 21st century skills of communication, collaboration, creativity and critical thinking. Narellan Vale PS have developed a BYOD policy in line with the Department of Education (DoE) policy. Students wishing to participate must follow the responsibilities stated in the school's 'Acceptable Use Agreement'. This agreement must be completed by the student and parent/carer before a device can be used at school.

Devices

The term 'device' means privately owned wireless portable electronic equipment including iPads, laptops, chromebooks and other tablets. These devices need to be compatible with the current DoE wireless 5Ghz network and proxy server. **Mobile phones and smartwatches are not acceptable devices at Narellan Vale PS.**

Narellan Vale Public School BYOD Program Acceptable Use Agreement

1. ***Signing this agreement demonstrates parents and students will support the school's vision for technology integration in the classroom and will ensure devices are brought to school every day as an important learning tool.***
2. Security and use of the device is at all times the responsibility of the student. The school cannot be held responsible for any damage to, or theft of the device. Any insurance is the responsibility of the parents/carers.
3. Smartwatches (e.g. Apple watch) are not permitted as a BYOD device. They should only be used for time telling purposes. If such devices have cellular data, they are classified as a phone and need to be handed in at the office before school.
4. The device should:
 - be brought to class fully charged, ready for use
 - be kept up to date (regular operating system updates will ensure access to all programs)
 - be clearly labelled with the student's name and cannot be easily removed
 - not be left unattended
 - be stored securely in the classroom when not in use (e.g. locked in classrooms/storerooms during lunch & recess)
 - be stored in a secure, safe location when used outside school or during transportation
 - be kept on silent throughout the day and have notifications switched off
5. Students must not use the school's internet service to download any data files (including documents, music/video files) or apps except under the direction of their teacher.
6. The school accepts no responsibility and cannot guarantee support for any apps, data etc., installed onto the device. The school is under no obligation to provide technical support.
7. Students are required to use the school's wireless internet and any internet connection such as 4G/3G must be switched off upon entering school grounds.
8. Mobile phone, text, smartwatch and camera use by students during the school day is still prohibited by this policy.
9. Students must keep their passwords confidential.
10. Students are not to message other students or parents whilst on school grounds. If found to be communicating with others, the student(s) will have their device/smart watch confiscated and parents will be contacted.
11. The device should be left in a general home area for charging and updating overnight. The school does not encourage the device being left in a student bedroom overnight.

"A collective responsibility to support and prepare future ready learners."

12. The school supports parents in setting a deadline for finishing the use of the device in the evening.
13. The school supports appropriate cyber safety practices (see school cyberbullying policy) for parents and students:
- We encourage parents to regularly check the contents of their child’s device and their internet use to ensure that only appropriate websites are being used.
 - Internet browser history on devices is not to be cleared by students.
 - Students may only take photos, videos or audio recording of an individual or group with their permission and after permission from the teacher.
 - Students are expected to follow all teacher directions including when to use the device (as per the school discipline policy). Students must provide their device to teachers upon request.
 - Narellan Vale Public School staff reserve the right to access the data on a student’s device to check and/or delete inappropriate data when necessary. The principal or delegate has the right to confiscate a device in order to investigate inappropriate use. All internet use is recorded by the DoE.
 - Students must report any inappropriate behaviour or material to their teacher.
 - Students must not hack or bypass any hardware or software security implemented by the DoE.
 - Students must not copy, transmit or retransmit any material that is protected by copyright, without permission from the copyright owner.
 - Students must not let anyone use the device other than their teacher or parents/carers.
14. Virus protection (where appropriate) should be installed and settings should not be disabled. Devices must continue to maintain the latest service packs, updates and antivirus definitions.
15. Parents/carers are responsible for ensuring that the operating system and all software on the device is legally and appropriately licensed.
16. The school prefers the use of Apple devices, however Windows devices with a screen size minimum of mini tablets are also accepted (phones and iPods have limited applications and are not to be used).
17. We encourage the following apps to be downloaded onto the device: SeeSaw, Google Apps including Google Drive, Docs, Slides and Sheets. These apps will be used in class on a regular basis. Google Apps for Education (G-Suite can be accessed and downloaded free of charge via the students Department of Education portal.

Student Agreement

Student Name: _____ Class: _____

I have read the Narellan Vale Public School BYOD and acceptable use policy with my parents. I agree to follow the rules contained in this agreement and I will bring my device to school every day as an important learning tool. I will use my device in ways that are appropriate, meet school expectations and are educational.

I understand that failure to follow this agreement may result in the suspension of the BYOD privilege and further disciplinary action being taken if appropriate.

Student Signature: _____ Date: _____

Parent/Carer Agreement

I have read the Narellan Vale Public School BYOD and acceptable use policy with my child. I give permission for my child to participate in the program and use their portable device at school. I understand the school will not be held responsible for any damage or loss of the device.

I understand that failure to follow the agreement may result in my child having this privilege suspended or revoked and further disciplinary action being taken if appropriate.

Parent/Carer Name: _____ (please print)

Parent/Carer Signature: _____ Date: _____

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