Bring Your Own Device (BYOD)

Information Pack

Ver 3.0 - May, 2024

FROM THE PRINCIPAL

Dear Parents & Carers,

We look forward to your child taking part in the Bacchus Marsh Primary School 'Bring Your Own Device' (BYOD) program. This program values every student having responsive and flexible access to cutting edge digital learning technology. It will also enhance teacher opportunities to engage their students in quality e-learning activities in class and empower them to develop as responsible digital learners preparing to enter a technology-rich world.

This booklet contains a range of information that will hopefully answer many of the questions you may have about this program. Please do not hesitate to make contact if you would like more information.

Regards,

Ms Melinda Williams
Principal

SUMMARY - WHAT YOU NEED TO DO

1. Read through this booklet.

2. Obtain a notebook computer (device). *See 'Getting a Device' for details.*

3. Return the signed BYOD Usage Agreement.

4. Ensure your son/daughter brings the device to school fully charged every day and follows the BYOD Usage Agreement. See *'Using the device' for details.*

1. GETTING A DEVICE

Purchase a device from Learning with Technologies, via the Bacchus Marsh P.S. Purchasing Portal: https://bmps.orderportal.com.au

- The device will be delivered directly to the school in two shipments in 2023. One at the beginning of November and another at the beginning of December.
    - ❏ Order by 1ˢᵗ October 2024 to ensure delivery to the school by early November.
    - ❏ Order between 1ˢᵗ of October to 1ˢᵗ of November 2024 for early December delivery to school.
    - ❏ Order after 1ˢᵗ of November and your device will be shipped ASAP but will most likely be received at the beginning of the 2025 school year.
    - ❏ You can order at any time throughout the school year (2024 & 2025) and the device will ship ASAP after the above cutoff dates.
- Once the devices are received by the school they will be connected to our network and then you will be contacted to pick up the device. Please be aware once the school receives the devices it can take several weeks before they will be ready for collection.
- The device listed in the purchasing portal has been tested to ensure it works correctly on our school network. The devices come with a 3 year onsite standard education warranty - covers drops, liquid spills, and structural failures - 1 year on battery (An optional warranty extends the battery cover to 3 years and comes at additional cost.) No cost applies for repairs. Unlimited repairs but if the whole unit is replaced the education warranty ends and the regular 12 month manufacturer warranty comes into effect.
- An optional protective case is available with all devices. All students are strongly recommended to have a case for their computer. If you choose not to purchase the case from the portal, please feel free to arrange an alternative case.
- PLEASE NOTE: Purchases made through the portal are private financial transactions between you and LWT. Bacchus Marsh P.S. **does not** receive any commission or other benefit for your purchase via the portal.

Purchasing Options:
- LWT order portal (Buy it now/Lay-Buy/Buy with finance): https://bmps.orderportal.com.au.

- Lay-by through LWT - Option to do this through the above order portal. 'Buy it now' fill in all details at final payment choose 'Layby' Option (Device will only be shipped once full payment is made)

- Purchase Elsewhere -

  ## *__Device must be the same as on the LWT Order Portal*__
    - Lenovo 100w Gen 4 - 11.6" Non-Touch (1366x768), Intel N100 8GB RAM, 128GB SSD

      or
    - Lenovo 500w Yoga Gen 4 - 12.2" Touch Screen (1920x1200) Intel N100 8GB RAM, 128GB SSD, Garaged stylus

      or
    - Lenovo 500w Yoga Gen 4 - 12.2" Touch Screen (1920x1200) Intel N100 8GB RAM, 256GB SSD, Garaged stylus

- <u>The Neighbours Place</u> - No Interest Loan Scheme for people on lower incomes, contact details and for more information contact: 5367 6222, Web: **www.nils.com.au** or email: **tnpnils@iinet.net.au**

__2. COLLECTION, AGREEMENTS & PREPARING THE DEVICE__

Collection of the Device

1. If purchased through LWT, the device will be delivered straight to BMPS. If purchasing through an alternative provider you will have to deliver your device to BMPS during school hours, for imaging and connection to the school network.
2. Parents will be contacted regarding device collection dates once the device is set up on our network, if you are unable to attend on a collection day, the device will be stored securely in our office awaiting pickup by a parent/carer.
3. Student Username and Password will be with the device.
4. <u>User Agreements</u> & <u>Google Drive information forms</u> will be handed out and explained clearly to the parent/carer and student at the time of collection to minimise any confusion regarding our high expectations of appropriate use of the device. These can also be found on the school website https://www.bacchusmarshps.vic.edu.au/
5. Following a serious and responsible discussion at home the User Agreement must then be signed and returned before the device can be used at school.

Preparing the Device

1. Ensure the device is functioning correctly, and your son/daughter is comfortable using it.
2. Ensure there are no passwords which will prevent your son/daughter from using the computer, other than those given out by the school.
3. <u>Label the device with the student's name</u>.
    - It's usually best to put an identification sticker below the keyboard, and another on the outside of the lid.
4. Ensure the device is fully charged.

3. USING THE DEVICE

Alongside the classroom teacher the IT Technician will:
- provide students with their school username, and help them set their password.
- help students connect to the school's wireless network.

DAILY USAGE:
- Students must charge their device at home each night. For student and teacher safety, devices must not be charged in class.
- Students must bring the device to school every day. Students should carry the device inside their school-bag to reduce the risk of theft.
- Students place their device into their classrooms allocated netbook storage space each morning and when not in use.
- Students must follow teacher instructions when using the device, and must only use it for school-related purposes while at school (see '*BYOD Usage Agreement*').
- Students are not to use their device before/after school, as well as during Recess and Lunch. Students may only use the device in their classroom under direct teacher supervision for educational purposes. No student is to take or use their device outside of their classroom unless directly supervised and instructed to by a teacher.
- Students should keep regular backups of any files not kept on their Google Drive. Teachers will generally not accept technical problems as an excuse for late/missing work.
- Students may print only when agreed to by their teacher as classrooms are only given a limited printing budget per term.

4. TECHNICAL SUPPORT PROCEDURES

NOTE: As these devices are not owned by the school, the school technician and teachers can only provide general advice and support. It is the responsibility of the student and their parent/carer to ensure repairs are carried out correctly.

WARRANTY REPAIR CLAIM - (if required and purchased through LWT)
If problems are persistent you may need to lodge a warranty repair claim.

1. Log a warranty claim with LWT via their website (www.lwt.com.au) select 'Support' then 'Log a Service Job' or via phone (1300 556 788).
2. Bring your device to your child's classroom teacher and provide them with your warranty reference number, the classroom teacher will take it to our IT Office for repairs to take place.
3. Your child will then have access to the schools shared bank of computers whilst repairs are undertaken.
4. Our Technician will send an email to the classroom teacher when the repairs have been completed and the device is ready for pickup.

If you need to lodge a warranty claim during school holidays, follow step 1 and request a repair at your home.

SOFTWARE ISSUES
If a program or background software is not functioning correctly.

1. Raise the issue with the classroom teacher who will try and troubleshoot the problem.
2. If unable to solve, the teacher will send the Netbook to our school technician who will troubleshoot.
3. If unsuccessful, the technician will completely re-image the Netbook. Parents will be notified before this occurs in order to ensure any personal data is removed first. When this occurs, all data (photos, videos, documents, etc.) will be erased and the eduStar software package will be re-installed.

5. FREQUENTLY ASKED QUESTIONS (FAQ)

Why is this program being implemented?

BMPS aims to develop the knowledge, skills and attitudes necessary to be engaged and capable 21st Century citizens. A key component of this is technology, which most students will regularly use in their future careers.

When every student has access to a computer, they can also participate in unique educational tasks which would otherwise be impossible. These tasks will enable greater collaboration between students and teachers, and enhance their learning opportunities.

Who is LWT?

LWT (Learning with technologies) is a preferred Department of Education supplier of IT to schools. They provide an online portal for BMPS parents to purchase the appropriate device.

What happens if I choose not to participate?

If, for whatever reason your child is unable to bring/have a personal device. The school will provide a 'shared' bank of netbooks for usage throughout the day. Please be aware this will not be on a 1:1 ratio. No student will be disadvantaged by using a school netbook or choosing not to participate in the BYOD Program. Classroom teachers plan carefully around the accessibility and expected use of technology in order to enable all students to engage in planned learning.

Which students participate in the program?

As of 2024, the Grade 4,5 & 6 cohorts are part of the program, with each new Grade 4 cohort being part of our BYOD program at BMPS.

Do I need to install software/anti-virus?

No, all school software such as Microsoft Word etc and anti-virus will be installed, loaded and managed by BMPS. Please note that Anti-Virus software does not guarantee against all computer viruses. These software licenses will expire after not being used on the BMPS network for 3 months.

Can students continue to use their BYOD computer at home? Are there any restrictions on how it can be used outside of school?

Yes students can use their Netbooks at home, however we discourage students from installing software which may distract them (e.g. games). Students will be able to connect to your home Wi-Fi if you choose. Parents are reminded that the school cannot directly control or filter the content which students may access using their home Internet connection.

If a student brings a device to school which contains inappropriate content, they will receive serious consequences. If teachers suspect a student's device contains content which violates the BYOD Usage Agreement, they will ask the student for more information and/or contact the student's parent/s.

Will students still use pen and paper in class?

Definitely! The computers are not intended to be a replacement for students writing notes or completing handwritten tasks. Rather, they are an additional tool to enable new ways of learning.

How will students keep the computers safe from theft and damage?

Students will be required to store their device in an allocated secure storage area in their classroom when the device is not in use. It is the student's responsibility to ensure that their device is carefully placed in this space. The school does not take any responsibility for the loss or damage of any personal items, including electronic devices (computers, phones, etc.).
The school's insurance does not cover theft/damage to BYOD devices, we suggest purchasing your own insurance cover. Classrooms and netbook storage areas are also required to be locked when there are no students or staff in the room. No student will be allowed to use or carry another student's device at any time unless directly asked by a member of staff. Students should avoid using the computer in public places (in the yard/outside of school), as this may make them a target for theft or accidental damage.

Can I charge my computer at school?

No. Students must charge their computer overnight at home. If their charge runs low during the day, there are limited charging stations available within the classroom during lunchtime and recess. Students must not charge their computers whilst in class, as the cables can cause a safety hazard.

What if someone else damages my computer, or uses my computer to access/store inappropriate content?

Each student is responsible for their own computer, and we strongly encourage all families to purchase insurance cover for their devices. The school will investigate any claims of damage or misuse, but cannot guarantee that they will be able to identify the person responsible or recover the repair costs from them.
A student should not allow anyone else to use their computer, as the owner of the computer will be held responsible if their computer is found to have accessed or stored inappropriate content.

What if I lose my data?

Each student is responsible for backing up their own data (Utilising Google Drive will nullify most of this problem). BMPS takes no responsibility for the loss or corruption of student data, even when the computer is being worked on by IT Technicians. Teachers will generally not accept technical problems as an excuse for late or missing work unless specified earlier than the due date.

What about screen time?

Devices will be used for educational purposes only at school within classrooms NOT Entertainment. Educational screen time has many benefits as opposed to screen time for entertainment purposes. BYOD at school will be for educational purposes and not for gaming, playing, watching YouTube, or any other form of general entertainment.

What happens when my child finishes at BMPS with the device? Can it be reused and handed down?

The school will need to remove the school image when the student finishes at BMPS, leaving the device with the version of Windows it initially came with and any education software will be removed. If a device has been immaculately cared for, and is no longer needed, we have trialled reintegrating them and this may be discussed on a case-by-case basis going forward. Unfortunately devices won't automatically be appropriate to be handed down to younger siblings coming into Grade 4 as the device may be outdated, slow and struggle to hold the battery life it once did.

6. ONLINE SAFETY - TIPS FOR PARENTS

1. Computers should be used in a central, communal area of the house – not a private place like a bedroom.
2. Ask your child to show you the places they use online. Make this a regular, ongoing conversation.
3. Discuss strategies your child could use if they were upset by something sent or posted online.
4. Set time limits around any device usage. Even when working on school content, students should take regular breaks away from the computer.
5. Reach an agreement with your child about the levels of personal information they can share online. It is important that private information such as their full name, address and images is kept private.
6. Encourage your child to think before they post information online. They should be aware that once information is posted online it can be difficult to retrieve it.
7. Reinforce 'stranger danger' messages and encourage your child to question who they trust online, as there is a chance that people may not be who they say they are. This can at times be difficult, as the concept of friends online can include people your child does not actually know offline.
8. Remind your child about the importance of keeping their password a secret. More often than not, accounts are 'hacked' by someone known to the account holder using a password they have obtained from the account holder.
9. Make sure your child's online profiles (if they have any) are set to private so that their personal information is kept secret.
10. Try not to use the removal of technology as a solution if your child has problems online. Research shows that the main reason young people don't report online problems such as cyberbullying is because they believe their parents will take their access away.
11. The Inform and Empower program has significantly enhanced schoolwide eSafety practices by providing comprehensive resources and training to both students and educators. It fosters a collaborative and proactive approach to digital safety, equipping individuals with the knowledge and skills necessary to navigate the online world responsibly.

The Office of the eSafety commissioner, Inform & Empower and Alannah & Madeline foundation provides further cyber-safety information for parents:

https://www.esafety.gov.au/

https://www.informandempower.com.au/

https://www.esmart.org.au/news/

7. BRING YOUR OWN DEVICE (BYOD) USAGE POLICY

BACKGROUND:
Bacchus Marsh Primary School believes that Digital Technologies can provide significant benefits to students' educational opportunities. Furthermore, the teaching of Cybersafe and responsible online behaviour is essential to the lives of our students and is best taught in partnership between home and school.

The goal of this User Agreement is to ensure that students use technology at school in a safe and responsible manner. Further details are available in the '*BYOD Program - Information for Parents and Students*' booklet.

BRING YOUR OWN DEVICE (BYOD):
Selected year levels participate in our school's BYOD program. As part of the program, all students in these year levels are expected to:
- Bring their device into the classroom at the beginning of each day and ensure it is safely and securely stored.
- Ensure their device is working correctly.
- Ensure their device is charged every day and has sufficient battery power to work throughout the day.
- Ensure their device does not contain any inappropriate, offensive or any other content which they would not be comfortable for a teacher or parent to see. Students are expected to show any content on their device to teachers if requested.
- Only use their device for school-related educational purposes while at school.
- Only use their device under the supervision of a teacher whilst at school.
- Keep their device secured in the classroom's designated storage area when not in use.
- Take full responsibility for the safety and security of their device at all times.
- Use their device in accordance with the 'Using Technology' section of this policy (see below).
- Fulfill the expectations of students outlined in the Information Booklet.
- Allow the school to re-image their device for any reason (full memory, virus etc), this will delete any personal files and downloads that have occurred and re-install the schools software package only.

The school does not take any responsibility for the loss or damage of any personal items, including electronic devices (computers, phones, etc).

USING TECHNOLOGY:
Students will use their device to access electronic resources (including the internet) at school. Parents/carers should be aware that the nature of the internet means that full protection from inappropriate content can never be fully guaranteed. The school uses two layers of filtering to ensure inappropriate content isn't accessible, the schools own firewall along with the Department's firewall.

If a student does not follow this agreement, or fulfill their obligations as explained in the Information Booklet, their rights to the use of their device may be taken away or removed completely and parent meetings may be required before the student is allowed to use the device at school again. Each breach will be dealt with on a case by case basis and involve the Classroom teacher, BYOD Coordinator and Principal if necessary. Please be aware that some online activities are illegal and may be reported to police.

In cases where the student has been responsible for damage to technology owned by the school or another student, the student and parents may be asked to pay for the damage to be repaired.

WHILE AT SCHOOL, STUDENTS MUST:

- Fulfill their obligations under this policy and the BYOD Information Booklet.
- Only use technology for school related educational purposes while at school.
- Not download, display, save, print or transmit any inappropriate or offensive material (eg: violent, obscene language, nudity, etc). If such content is accidentally accessed, students must leave the site immediately and notify the teacher in charge.
- Not bring inappropriate or offensive digital content to school.
- Follow all teacher directions regarding the use of technology.
- Only taking photos, sound or video recordings of people when they have received that person's consent and it is under the direction of a teacher.
- Keep their passwords safe, by never revealing it to anyone except a parent, teacher or IT Technician.
- Respect others and communicate with them in a supportive manner; never writing or participating in online bullying.
- Protect the privacy of themselves and others by never posting or forwarding personal details or images without prior consent.
- Handle technology with care and notify a teacher if any of the school's or own technology is damaged or requires attention.
- Never interfere with the school's network systems and security settings.
- Never access the data of another user or attempt to login with a username or password that is not their own.
- Not attempt to download or install unauthorised software (including games) onto school/personal devices.
- Not use online 'chat' facilities or social networking websites, except under the direction of a teacher.
- Not deliberately damage hardware or make changes to the configuration of a device.
- Not use any other internet connection other than the connection provided by the school

8. OTHER QUERIES

If you have any other questions or queries please do not hesitate to contact the school and speak to the Principal, Ms Melinda Williams, Assistant Principal, Mr Daniel Morris or BYOD Co-Ordinator, Jonathan Heywood.

- Phone: (03) 5367 2745
- Email: bacchus.marsh.ps@education.vic.gov.au