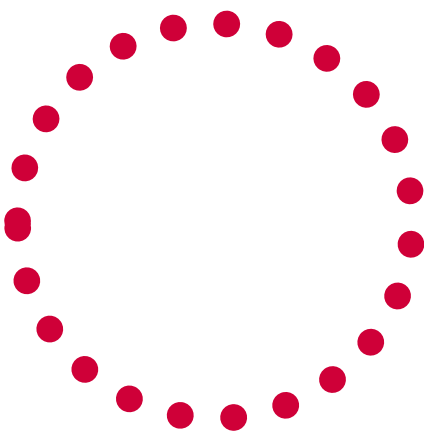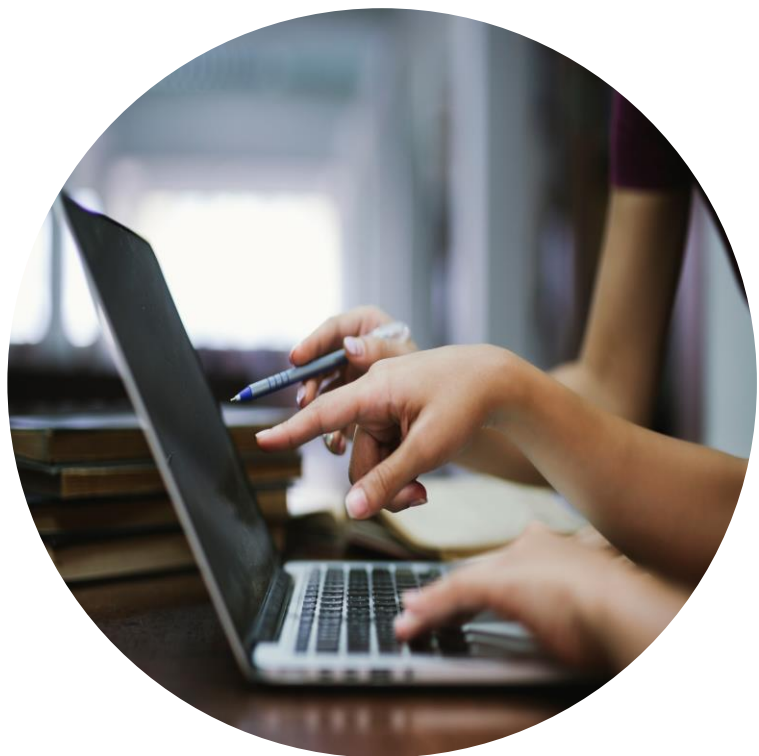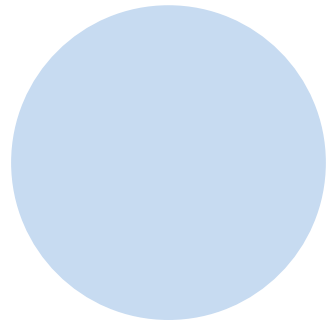# Tullimbar Public School

Bring Your Own Laptop

Policy and Procedures

TULLIMBAR PUBLIC SCHOOL

BRING YOUR OWN LAPTOP (BYOL) POLICY

Audience – Executive, Teachers, Administration Staff, Parents/Carers, Students

Version 2 – 22 August 2023

At Tullimbar Public School, our goal is to enhance student learning outcomes and establish a solid foundation for academic success. Recognising the educational value of digital technologies, we strive to equip our students with the skills and knowledge necessary to become innovative lifelong learners focused on the future. By implementing the Bring Your Own Laptop ("BYOL") policy, Tullimbar Public School empowers students and provides them with valuable learning opportunities through technology. This policy serves as a guide for student device usage and online services within our school.

Tullimbar Public School's BYOL policy aligns with the BYOD policy of the New South Wales (NSW) Department of Education, which allows students to use their personal mobile electronic devices at school to connect to the department's Wi-Fi network. For further information, please refer to the NSW Department of Education's BYOD Policy at https://education.nsw.gov.au/policy-library/policies/student-bring-your-own-device-policy-byod

LAPTOPS

Tullimbar Public School currently offers learning opportunities utilising Chromebooks and laptops. Please consider the following criteria when determining if your laptop is suitable for classroom learning:

- The Department's Wi-Fi network operates on the **802.11n 5Ghz standard**. To connect successfully, laptops must support this standard.
- Lightweight and compact laptops weighing less than 1.6kg are ideal. A 10" screen is excellent for meeting learning requirements, while 11" to 14" screens are recommended for students in years 7 to 12. Each laptop must have a protective case to minimize the risk of damage.
- Laptops with a minimum of 4GB RAM ensure greater productivity during multitasking. Therefore, laptops with 4GB RAM are recommended.
- Security software is advised to protect students' work from malware and other viruses.

- Solid State Drive (SDD) technology is preferred for storage, as it offers lighter, faster, and more reliable performance compared to traditional Hard Disk Drives (HDD).
- A minimum battery life of 7.5 hours per day is required for laptops.
- Convertible and Touchscreen laptops that can function as a tablet and support the use of a pen to enhance learning opportunities.
- Enhanced Service Support: It is recommended to have a three-year warranty with accidental damage protection.

A list of suggested devices will be provided alongside this policy. However, parents/carers are not obligated to purchase any of the recommended laptops.

LOST OR DAMAGED DEVICES

Students are responsible for their devices at all times but are expected to bring them to school daily. The following guidelines apply:

- Students are not permitted to take their devices to the playground.
- Devices should be kept in classrooms throughout the day.
- When devices are in use, students must take care of them and keep them in their cases when moving within the classroom.
- Classroom doors will be locked by teachers when the class is away to ensure device security.
- Before and after school, devices must be securely stored in students' bags.
- Insurance for devices is the responsibility of the parent/caregiver.
- Students should not share their personal devices with other students as the school/or its staff will not be responsible for any mediation between parents/carers.

SOFTWARE

The NSW Department of Education has enterprise software contracts in place to support student BYOL. Under these contracts, students will have access to a range of free software that can be downloaded onto their devices. The software students will have access to and require in the classroom includes:

- Microsoft Office suite, including Word, Excel, and PowerPoint. These programs can be downloaded on multiple student devices.
- Adobe Creative Cloud package, which can be downloaded onto devices.
- Google apps, accessible from any device.

Other software installed by the parent/carer and or students should comply with any DoE/School or government requirements. This software should not impact the programs provided by the DoE for students' education use.

RESPONSIBILITIES

Tullimbar Public School emphasises core values, expecting students, parents/carers, and staff to prioritise safety, responsibility, and respect. The responsibilities for all stakeholders include, but are not limited to:

Students:

- All Stage 3 students are expected to bring a laptop to school every day.
- Students may start bringing their devices from the beginning of Term 3.
- Students must bring their device to school fully charged, updated, with a case/cover, and ready for use. Charging facilities will not be provided due to power cord safety concerns.
- The device must be the student's personal device of choice, meeting the Device Specifications.
- It is the student's responsibility to ensure their device meets all the requirements specified in the Device Specifications. Devices that do not meet the specifications will not be permitted access to school networks and services.
- Before bringing a personal device for the first time, students must read and sign the BYOL Student/Parent Agreement, which outlines the responsibilities and expectations for device usage at Tullimbar Public School.
- Students must always follow teachers' directions regarding appropriate device use.
- Each student is solely responsible for the care and conduct of their device while at school or during school-related activities, as well as during travel to and from school or other school-related activities.
- Students must connect their devices to the designated wireless data network provided by Tullimbar Public School using their individual user account credentials. Students are not to share their login/password. Students must not connect to any other wired, wireless, or cellular networks.
- Students using the internet and online communication services are responsible for immediately reporting any inappropriate behaviour or material to a teacher.
- Students who utilise the internet and online communication services provided by the NSW Department of Education must adhere to the Department's conditions of acceptable usage and be aware of the acceptable usage policy each time they log on.
- All social media apps need to be removed or disabled on the device.

- Before bringing a personal device for the first time, parents/carers must read and sign the BYOL Student/Parent Agreement, which outlines the responsibilities and expectations for device usage at Tullimbar Public School.
- Recognise their role in educating their children and modelling safe, responsible, and respectful behaviours when using digital devices and online services.
- Support the implementation of the school procedure.
- Take responsibility for their child's use of digital devices and online services at home, including monitoring online services with age and content restrictions.
- Communicate respectfully and collaboratively with school staff and the school community, as outlined in the 2018 School Community Charter.
- Provide digital devices that meet the specifications outlined in Tullimbar Public School's BYOL policy and complete any related paperwork.
- Inform the Senior Executive if they encounter difficulty providing a device for their child.

Teachers:

- Encourage and facilitate the use of students' devices in their classes when appropriate. However, the decision to allow students' devices in class is at the teacher's discretion and follows the school's BYOL policy.
- Teachers should apply standard discipline procedures when dealing with device use that violates the Department of Education and Tullimbar Public School's conditions of acceptable usage.
- Deliver learning experiences that promote safe, responsible, and respectful use of digital devices and online services.
- Establish agreed-upon classroom expectations for digital devices and online services in line with this policy and departmental guidelines.
- Identify strategies to ensure all students can participate in classroom activities, including providing alternative systems for students without a digital device.
- Model appropriate use of digital devices and online services according to departmental policy.
- Respond to and report any breaches or incidents of inappropriate device use and online services as required by school procedures, departmental policy, and applicable statutory and regulatory requirements.
- Engage in professional development opportunities related to the appropriate use of
- digital devices and online services.

- Families of students will receive specific information to support the provision of a device.

STUDENT SAFETY:

To support student safety, the Commonwealth Government's Office of the Children's eSafety Commissioner has developed a resource called iPARENT. This resource provides parents and caregivers with information and strategies to help them ensure the safe and secure use of connected devices in their children's lives. iPARENT offers facts, statistics, and guidance on managing technology in the home and keeping children safe online. A parent's guide to online safety can be downloaded from their website at https://www.esafety.gov.au/education-resources/iparent

Additionally, the Department of Education has developed a cyber safety resource for students and parents/carers. This resource aims to empower students, teachers, and parents/carers with practical advice based on current research, guiding them in making informed decisions about children and young people's online engagement and conduct. The information can be accessed at https://www.digitalcitizenship.nsw.edu.au/.

SUGGESTED DEVICES

Please note that all prices are current as at the time of publishing (May 2022)

Laptops between $300 - $600

Acer Aspire 3 15.6-inch i3-1115G4/4GB/256GB SSD Laptop - Silver
NX.AT0SA.005 4710886766360

★★★★★ Add a Review

HOT DEAL

$495 SAVE $100

Available on **24 Months** Interest Free
No Interest. No Deposit. No Repayments.
How it works | Terms & Conditions

Protect your purchase with PRODUCT CARE®

Select a Product Care term ▼

Learn more

ADD TO CART

✔ Free 1 Hour* Click & Collect
✔ Delivery Australia wide
✔ We're here to help

☐ Compare   ☐ Wishlist

🏠 Check store stock   🚚 Delivery

Stores near you :

Get 3 more months! Microsoft   acer

Laptops between $600 - $900

HP 14-inch Athlon-3050U/8GB/256GB SSD Laptop - Natural Silver
51M99PA 196188745397

★★★★½ (33) Add a Review

$697

Available on **24 Months** Interest Free
No Interest. No Deposit. No Repayments.
How it works | Terms & Conditions

Protect your purchase with PRODUCT CARE®

Select a Product Care term ▼

Learn more

ADD TO CART

✔ Free 1 Hour* Click & Collect
✔ Delivery Australia wide
✔ We're here to help

☐ Compare   ☐ Wishlist

🏠 Check store stock   🚚 Delivery

Laptops between $900 - $1200

BRING YOUR OWN DEVICE (BYOD)

STUDENT AGREEMENT POLICY

To facilitate enhanced learning opportunities, students at Tullimbar Public School are permitted to bring their own devices. However, students are kindly requested not to bring iPods, iPhones, or any devices smaller than an iPad.

Before granting permission, parents/carers and students wishing to participate in the program must agree to the following conditions. Parents/carers are advised to thoroughly read and discuss these conditions with their child before signing and returning this agreement to their child's class teacher.

Student Responsibilities:

1. I understand that I am solely responsible for my own device. While the school takes measures to ensure device security, neither the school nor its staff accepts any liability for loss, theft, or damage to the device, whether it occurs on school premises or during travel to and from school.

2. I am responsible for properly caring for my device, including any associated costs for repairs, replacements, or modifications required for its use at school.

3. I will ensure that my device is fully charged and updated before bringing it to school. It should be capable of operating on its battery power while at school.

4. I will connect to the school's wireless network. The use of 3G and 4G wireless connections is prohibited. If my device has a SIM card, I understand that my parents/carers must remove it and store it at home. Additionally, any parental locks on the device should be turned off while at school.

5. I will use a sturdy case/cover to protect my device.

6. I will securely store my device in the classroom during recess and lunch. I understand that I should not take my device into the playground unless it is for class use under the supervision of a teacher.

7. I will take my device home overnight and will not leave it at school.

8. While at school, I will only use my device to access and complete classroom-related activities as instructed by the teacher.

9. I will not take photos, videos, or sound recordings of other students or staff members without their knowledge or consent. Moreover, I will not transmit or post pictures, videos, or sound recordings at school without direct permission from the teacher.

10. I acknowledge that the school reserves the right to inspect my device if there is reason to believe that I have violated school policies, the Code of Conduct, or engaged in misconduct while using my personal device.

11. Any violations of school or class rules involving my personally owned device will be addressed in accordance with Tullimbar Public School's discipline policy.

12. I will not use BYOD to intentionally search for, link to, access, or send anything offensive, threatening, abusive, or defamatory.

13. I will use only my own Portal/Internet login details and never share them with others.

14. I agree to promptly report any inappropriate behavior or materials to a teacher.

15. I understand that I cannot use the device as a personal communication tool during school hours unless directed to do so by my teacher.

16. If I have an external VPN activated on my device, I acknowledge that I will be unable to use my device within the DET network.

17. I will remove/disable all Social Media Apps from my device.

BYOD Student/Parent/Carer/Staff Agreement - 2023

I, as a student, have read and understand this agreement, and I agree to use my device in accordance with the terms stated herein:

_____ _____ _____ _____
Name   Class   Signature   Date

I, as a parent/carer, have read and understand this agreement, and I agree to ensure that my child uses their device in accordance with the terms stated herein:

_____ _____ _____
Name   Signature   Date

As the school representative, I endorse this agreement:

_____ _____ _____
Name   Signature   Date