BYOD @ BTC

2020

Where Learning Counts

Blackheath & Thornburgh College

Welcome to Bring Your Own Device (BYOD) at Blackheath & Thornburgh College. This development sees students in the Senior School bringing a mobile device to support their learning from the commencement of Semester 2, 2020. At BTC, the term mobile device refers to a laptop or similar device.

We would ask that appropriate devices already purchased, or to be purchased, adhere to the schools specifications found in this information package and through our website.

Students will be led through a coordinated device connection program by our team in the first two weeks of Term 3 in preparation for the launch. The school recognises that learning is personalised, active and interactive and that the introduction of a BYOD program adds value to the learning, rather than simply expanding access to ICT with no learning improvement.

The key benefits we seek in the use of technology are:

- student ownership of their own learning
- aligning school students to secondary schools within Queensland
- providing students with the appropriate skills to be effective learners and ultimately effective employees/employers
- smooth transition between home and school
- real-time student access to information
- easier student access to online learning materials

In Semester 2, 2020, students from Year 7-12 will be required to bring a school-approved device to support their learning. With classroom teacher approval, students may use their devices to access online resources and collaborate with other students. By allowing students to use their own technology at school we are hoping to increase the access all students have to the technology they need to succeed.

This document seeks to inform and provide you with some further information about the type of device appropriate for your students to bring to school. All information provided within this document needs to be read in conjunction with the ICT Network Systems Acceptable Use Policy that will be issued to students of Blackheath & Thornburgh College (BTC).

Information contained within this document includes:

- **Section 1** - Frequently Asked Questions (FAQ) about BYOD
- **Section 2** - BYOD Guidelines
- **Section 3** - Device Specifications when selecting a device
- **Section 4** - Permission Form to be returned to the school.

Once you have read the material contained in this document and you still require further information, please do not hesitate to contact the Office on 07 4787 5100 or enquiries@btc.qld.edu.au .

What are the benefits of a BYOD Program:

- School student ownership of their own learning
- Smooth transition between home and school.
- Real-time student access to information.
- Provides easier student access to online instructional materials
- Supplements school resources and equipment.

How will my child be using their device during the school day?

Students will use their registered devices to complete in-class activities, check school learning systems and school related messaging/daily notices, complete homework, collaborate in real time, research for projects, access websites with curriculum related content, keep track of classroom assignments and record journal entries and other approved learning activities.

This is a technology-rich world and students are immersed in digital technology in their out-of-school lives. The use of devices in the classroom will evolve over time as students and teachers become more familiar and therefore will be able to optimise the advantage of their use to support teaching and earning in the classroom, wherever that classroom may be.

Staff and students will collaborate and use the device as a tool that develops the student as an information seeker, analyser and evaluator, problem-solver and decision maker. They will use programs to create ways in which to communicate their findings and become publishers of their own work.

Students will not use the device 100% of the school day. It will be used as a supplementary learning tool to enhance the students' knowledge. It will not be used to replace traditional learning.

Will learning outcomes be evaluated differently?

Students will continue to be evaluated against the Queensland and/or the National Curriculum. The devices complement the existing school curriculum by providing digital learning tools that link in with planned classroom activities. Wireless access points at school will foster collaboration and teamwork, allowing students to search for information together and share the learning experience.

What about handwriting?

Handwriting will continue to have a place in the classroom as well as the use of the keyboard.

Will children be safe carrying BYOD devices?

Overseas and Australian research has shown that insurance companies have reported very few incidents while students travel to and from school. Students should be specifically warned not to take devices out in public, and to carry them in a protective cover, which should be placed in their school bags. It is also recommended to take out a warranty, or replacement insurance within your House and Contents Insurance.

Will the student files on the device be private?

The school may from time to time request access to the browser history and/or caches on an individual's device as well as any and all files belonging to the student that reside on the laptop as well as stored on web based drives. Students and parents need to be aware that files stored locally or on school established web based drives are not private.

What about security/theft/damage?

Devices are the sole responsibility of the student. School accepts no responsibility for the security or safety of the device. Students are responsible for the security of the device and should use security measures to secure their devices. Teachers and other staff will not store or hold onto devices.

School IT Technicians or teachers will not support, repair or troubleshoot student devices. It is the responsibility of the individual to insure their device. It is strongly recommended that families investigate insurance options such as personal Home and Contents Insurance Policies as the school does not accept responsibility for loss, theft or damage.

If classes are to be outside of classrooms for lessons, students may choose to place their bag and device in the locked classroom provided or to take the device with them as they currently do with their phones and bags.

What is the policy on charging personally owned devices while at school?

It is expected that personally owned devices come to school with a full charge. The school is not responsible for the provision of necessary power to charge devices during the school day. Uncharged devices or poor battery performance will lead to a student's inability to participate in some class activities. Students will receive consequences for not being prepared for class if this occurs.

What applications/software will be used in the classroom?

Wherever possible, classroom lessons will be tailored for the technology that all students have access to. If applications are required which are deemed to be too expensive for students, School will still provide labs for subject specific software eg IT subjects, ITD, Creative Industries subjects. As part of the Google suite, students can will have access to a range of cloud based tools for word processing, presentations and design.

What happens if the device breaks while in school?

The student will put the device away and take it home at the end of the school day where the student and parent can troubleshoot the device. School has limited hot swap laptops that can be loaned to the students.

Will the device be protected with Internet Content Filtering?

To facilitate instruction and practice internet safety, School's internet connection is protected by an internet content filter. Students must use the School's WiFi Internet connection with their BYOD device while on the school campus.

Section 2 - BYOD Guidelines

BTC has drawn from successful BYOD School to develop guidelines that are designed to maximise the use of personally owned computing devices as instructional tools.

Approved Devices and Registrations

- In 2020, for Years 7-12, it is required that students bring a laptop style device. Specifications are outlined in this document.
- Devices must be labelled with the student's name. BTC is not responsible for any device loss or theft and will not disrupt the school day looking for lost devices. Do not engrave your device as it may invalidate the manufacturer's warranty.
- All devices must be registered with the BTC wireless system.

Printing

- Print centres will be set up around the school to cater for any printing requirements. Students will still receive a printing balance at the beginning of the year. When this is exhausted students will need to top up' their account at the office and receive a receipt for verification.
- Students are charged 25 cents for a coloured copy and 10 cents for a black and white copy.

Supporting Learning

- All use of personal devices should support student learning and it will be at the discretion of the teacher as to when and how devices will be used. Students should have their teachers' permission before using their personal devices.
- Students can be asked to leave a device at home or have it receipted at the office if it is causing difficulties in the learning and teaching environment. If a teacher makes a professional judgement then the student will be told to take the device to Administration and they will receive a receipt. The student will then be able to collect the device at the end of the day. Teachers will make contact with home if this occurs.
- At a teacher's direction, the use of earphones will be allowed to be used with sound based resources.
- Students will be managed to ensure that they take sufficient breaks away from technology during the day.

Charging

- Devices should be brought to school fully charged.
- Students are not to bring peripheral devices such as chargers, docking cradles or cables to school.

Care of Device

- Students are responsible for any device they choose to bring to school. Teachers will not store or hold onto devices.
- Under no circumstances are students to leave a device unattended and the following Guidelines have been developed to protect students. When devices are not in use the students can leave them in a storage space, such as the allocated classroom, which will be locked by the teacher. This includes occasions when undertaking co-curricular activities. Students must always take home their devices overnight. They are to never leave them in their desks or in a classroom space. Students should also ensure that their device requires a password to access their device.
- The school is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair. BTC teachers and administrators will not disrupt the school day looking for lost devices.
- Students are to take care of their device(s) by carrying it in a protective case especially between classes.
- Students are to keep their device with them and are not to lend it to others.
- Students are not to touch other students' bags or devices.

Technical and Application Support

- BTC cannot provide technical assistance for hardware or software problems that may occur with personal devices. Such assistance remains the personal responsibility of the student as a private matter. If the personal device malfunctions during a lesson, the student is required to continue with his/her learning promptly in a conventional manner.
- If you do end up having an issue with a device, please approach the store you purchased the device from for technical assistance.
- If a device requires repair, it is expected that the repair will be carried out immediately. A small number of loan (older) laptops will be available for short term student loan during school time. If parents wish to obtain a loan device they must contact the College Administration Staff to obtain the necessary form/s. College Administration will pass this onto the IT Department for processing and making the device available. This may take up to 48hrs.
- Troubleshoot your own device - ask your parent for help, not your teacher.
- Know which apps will work for which purposes. Teacher advice should be given here.
- Staff will provide assistance with password resets for access to WiFi and online resources.

Misuse of Equipment and Communication Systems

- Personal devices must be kept out of sight or secured throughout break times. It is important that students balance the use of mobile technology with the need to socialise with their peers without technological interference.
- Students will use their wireless connection exclusively for educational purposes. Activities such as downloading inappropriate files via programs or playing networked computer games via the internet or the wireless network is not permitted.
- Use of the device for non-learning and teaching use (i.e. Facebook, instant messaging) will NOT be permitted during school time.
- Cyberbullying is an intentional, repeated behaviour by an individual or group to cause distress or undue pressure to others using technology. Cyberbullying includes communications that seek to threaten, humiliate, intimidate, control or put another person or persons down. Cyberbullying is part of BTC's anti-bullying approach and must be reported immediately.
- Standard school behaviour management procedures apply for misuse of any BYOD device. While at school, all material on the device is subject to review by school staff. Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

Section 3 - Specifications of the Device

Blackheath & Thornburgh College will be using the following as a guideline for 2020 which permits the use of personal electronic devices in our school.

Device Selection

There is a huge selection when shopping for computers. Consideration should be given to the following list. We encourage you to read below for further information on each. The school provides a purchase option through JB Education. Suitable devices which adhere to the school's specifications are given on the School Portal, however other options are available for devices.

- **Screen size:** As this is a tool used in the classroom, it is impractical to have a screen that is too small. Be aware that touchscreen devices all offer an on screen keyboard but this can potentially stifle the learning process by not offering enough screen space to 'think'. Minimum screen size of 11 inches is required.

- **Keyboard:** Some students prefer the improved posture and typing experience that an attached or external keyboard can offer. With the more recent trend of touchscreen devices, manufacturers are offering the user more choice than just onscreen keyboards. Keyboards can now connect via Bluetooth or can even optionally attach or detach from the device. For this reason a keyboard is recommended.

- **Portability:** The physical dimensions of the device is an important consideration as your son/daughter will need to carry the device from home to school and then from class to class during the day.

- **Battery Life/CPU:** Quite a few factors influence battery life. The type of processor (CPU) that the device runs tends to be a good indicator. The race is on at present between computer chip manufacturers to deliver chips that deliver great results with very low power output. Optimise battery life through not using it outside of class and minimising the screen brightness.

- **Connectivity:** Students will connect to the SCHOOL network via WiFi. Access to the internet outside this is achieved via your home WiFi network.

- **Storage:** In the past, laptop/pc storage relied on hard drives that used a lot of energy utilising spinning disk. The newer technology solid state drives (SSD) allow for extremely fast boot up times but at present, the size of these drives are limited and expensive. Therefore it is recommended students purchase a 16GB USB for additional storage.

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Other Considerations

- **Padded Carry Case:** The school recommends a separate case to the standard school bag. These are available for purchase at JB Education.

- **Backup Solution:** This could be as simple as an external hard drive for some devices.

- **Virus Protection:** A fact of life unfortunately. Even Apple Macs are not immune to getting viruses. You will be responsible for virus protection.

- **Price:** Price is not just how much something costs, but also how long it will last. A student who takes good care of their belongings may get many more years usage out of an expensive device than a student who is careless with their belongings.

- **Extended Warranty:** Many manufacturers offer an extended warranty for up to three years after the date of purchase to protect against hardware failures/defects.

- **Laptop Insurance:** Used to protect against theft, accidental damage (dropped, liquid spills, falling off the roof of moving vehicles, etc.) The school highly recommends that you review your Home and Contents Insurance policy and refer to the BYOD Information Pack with regards to other insurance options with Vendor.

General Minimum Requirements for All Devices:
- Screen size: 11 inch
- Screen resolution: 1024 x 768
- Minimum 4GB Ram and 128GB Hard Drive (not essential for chromebooks)
- Wireless Connectivity: 802.11 G or N
- Audio/Video: Headphone and Microphone Ports
- No 3G/4G embedded support
- Full QWERTY Keyboard suitable for touch-typing
- At least 2 USB ports (if not full size student must have an adaptor)
- Minimum expected battery life of 6-8 hours
- Robust carry case
- Up to date antivirus
- Student must have Administrator Rights
- Mouse attachment at student's discretion
- 3 year warranty recommended
- Headphone jack or bluetooth connectivity

Section 4 - Personally Owned Computing/Network Device Acceptance of Responsibility and Device Use Agreement

Permission Form

I, _____ parent/guardian of _____

      (Name of parent or guardian)   *(Name of Student)*

understand that School is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at home. I understand that School staff will be unable to store, support or trouble shoot (fix) student owned devices. The student named above will take full responsibility for the device and will appropriately secure all devices when not in use, including during break times.

School uses technological measures such as filtering to promote internet safety. Filtering limits students' ability to access harmful internet sites from any device connected to the School network, but only when this equipment is used in school on the School network. Direct access through cellular networks does not provide the same measures of filtering. Students must only use the school network (not private cellular service) for internet access while on School property.

I have verified that my son/daughter is aware of all aspects of School policies that apply to the safe use and care of their personal device while on School property or while involved in any school sponsored event/activity.

I understand that this program enables students to use their own device to participate in learning and teaching activities in support of the School curriculum. Uses of these devices for unrelated activities beyond or outside the School educational program (for example in the grounds at morning tea or lunch) is not encouraged.

_____   _____/_____/_____

Parent or Guardian's Signature   Date

Student Acceptance:

I agree to adhere to School expectations around the use of technology. When using the school network, my device(s) will be used for the sole purpose of learning.

_____   _____/_____/_____

Student's Signature   Date

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