

TOKOMARU SCHOOL



Bring Your Own Device (BYOD) GUIDELINES FOR USAGE

Tokomaru School does not expect parents to go out and purchase digital devices. The school will always provide equipment for any work we do. Times are changing rapidly however and we are aware of many families who have devices at home and who would be willing to allow their children to use them at school to support and enhance their learning.

Before a student can bring their own device to school parents/caregivers must sign the schools BYOD agreement and accept full responsibility for the device. The school accepts no responsibility under any circumstances.

These guidelines are to provide staff, students and students' caregivers with guidelines around how to manage students' use of digital devices (computers, iPads, tablets, etc) at school. Devices are used to support learning anywhere, anytime and allow students to choose how they access their learning - digitally or non-digitally.

REQUIREMENTS

At Tokomaru School we do not believe that mandating a particular device is necessary, and because individual student needs differ, this can be a complex question to answer. We have, however, put together the following minimum specifications for a suitable BYOD device to use at school. These guidelines cover all student-owned digital devices including laptops, netbooks, iPads, tablets etc.

We require:

- Wireless networking capability (Students would use the school's **BYOD** wireless network)
- At least 5 hours of use from one battery charge
- Large screen (90mm X 150mm minimum) enough to work with documents in order to create and edit content
- The ability to run a web browser (e.g. Chrome,) that will allow it to access the Internet and other learning resources (predominantly Google Docs)
- Has software that enables word processing, presentations, spreadsheets, image manipulation, video and audio editing (these can be cloud based)
- Is lightweight, but robust enough to handle daily use
- Handheld devices are great for capturing photos or video, but the small screen means that it is harder to manipulate text or images on them than it is on a laptop or netbook computer (considerations need to be made about appropriate devices for school usage)
- Devices are insured under your home contents policy

Please note that the school accepts no liability for loss, damage or theft to any personal devices.

STUDENT GUIDELINES

- Digital devices must be used only for learning purposes.
- All use of digital devices is covered by our 'Cybersafety Policy 5.3' and supporting 'Cybersafety Policy Student Procedure 5.3.1', as well as '5.3.1a Student ICT User Agreement' which all students agree to when they enrol at Tokomaru School.
- Students are fully responsible for the operation and safe-keeping of their devices. It is the owner's responsibility to repair any malfunctioning/damaged device.
- Tokomaru School does not provide technical services for any student owned device.
- Students are responsible for the back-up of their work.
- Students must keep their device virus-free & free of spyware.
- Devices must be fully charged before coming to school. Students will not be able to charge their devices at school.
- Software must work properly.
- Devices must not have inappropriate stickers, wallpaper/desktop images on them.
- Students must not access or store inappropriate files on devices (as covered in the ICT User Agreement).
- Students must not break Copyright Laws.
- Students must have their device in a protective carrying case.
- Students are responsible for their device.
- Students will use only their own devices (sharing and borrowing will not be allowed).

SCHOOL GUIDELINES

- The school will allow students to use their digital devices as part of their learning where reasonable and appropriate.
- The school takes no responsibility for the operation or safe-keeping of students' devices and does not provide any technical support for student devices.
- The school will provide students who have a digital device with wireless access to the internet. Students will not have file storage on the server or access to it.
- Devices will be kept in the classroom during Morning Tea and Lunch breaks (these can be locked away at break times if requested).
- Students may not use devices for non-learning activities or unrelated usage.
- The teacher will give reminders about device usage. If students misuse their device the teacher may confiscate the device for a rest period. Continued misuse may result in students being banned from bringing a device to school. In these cases parents will be notified.
- In the event of these guidelines being updated, students and parents/caregivers will be notified.

Student:

I _____ understand and agree to follow the Tokomaru School BYOD guidelines.

_____ Date: _____

Signed

Parent/Caregiver:

I _____ understand and agree to follow the Tokomaru School BYOD guidelines. I accept full responsibility for any device my child brings to school.

_____ Date: _____

Signed