

CRAIGIEBURN PRIMARY SCHOOL

Digital Technologies and BYOD Policy

Rationale

Craigieburn Primary School strives to provide an education where deep learning, critical thinking and authentic learning experiences are a norm within every classroom. The model of school supplied devices is no longer feasible where one class of approximately twenty five students share ten devices between them.

Craigieburn Primary School has always placed their students at the centre of every decision made and the current model cannot realistically meet the demands of a 21st Century Learner. In order for the school vision to be realised, we must place greater emphasis on enhancing the way we use digital technology to improve the learning of students and teachers.

Through the implementation of a 1-to-1 program, our students will be empowered to have greater agency and voice in their education and to determine the way the technology is used to enhance their learning. They will develop a sense of digital citizenship and demonstrate an increased awareness of how technology is conducive to the application of skills which are essential in achieving success in a modern-day technology-based society.



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1.0 OVERVIEW

1.1 PURPOSE

To ensure that all students and members of our school community understand:

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning
- (b) the purpose and benefits of having a 1-to-1 personal device program
- (c) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (d) the school's commitment to promoting safe, responsible and discerning use of digital technologies
- (e) the importance of educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- (f) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- (g) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- (h) the purpose of the Acceptable Use Agreement Policy and its implications
- (i) the renewal and ratification process of the BYOD policy

1.2 SCOPE

This policy applies to all stakeholders in the School's BYOD Program including students in year levels 3, 4, 5 and 6 or any other student who has been granted with special documented consent by Craigieburn Primary School. This includes:

- students
- teachers and support staff
- school administrators
- parents/guardians, and
- Principals.

Staff, volunteers and school councillors will adhere to the following codes of conduct, policies and agreements relevant to their respective roles. These include:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#)

- [Social Media Use to Support Student Learning](#)
- [Craigieburn Primary School Child Safety Code of Conduct](#)
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

1.3 DEFINITIONS

For this policy, the term ‘devices’ refers to the use of any personal device that meets the specifications of the program and school infrastructure. The terms ‘digital technologies’ are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

1.4 VISION FOR DIGITAL LEARNING AT CRAIGIEBURN PRIMARY SCHOOL

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students’ particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Craigieburn Primary School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school’s vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

2.0 POLICY

2.1 PERSONAL DEVICES AT CRAIGIEBURN PRIMARY SCHOOL

Craigieburn Primary School operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of notebook computers.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Craigieburn Primary School has made special arrangements with JB HI-FI who offer discounted prices for the lease or purchase of devices for our students. Craigieburn Primary School can refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own, rather than use what is provided for free by the school.

Students are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students must ensure that it suitable and compatible.

2.2 SPECIFICATIONS

Any Netbook devices must meet the following specifications:

- Windows 10 (Pro or Education) or later Operating System (Windows 10S is not permitted)
- dual-band (both 2.4Ghz and 5Ghz) wireless cards that meet 802.11AC standards
- an Intel Celeron or above processor (we recommend Core i3 or above)
- at least 4GB RAM (we recommend 8GB)
- 128GB or above SSD (Hard drive capacity).

2.3 GENERAL CARE

Students must ensure that they appropriately care for their device in the following ways:

- Devices are the student's property and should be treated with respect.
- Only use a clean, soft cloth (or dedicated screen cleaner) to clean the screen and do not use household cleaning products.



- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must never be left in a backpack, unlocked car or any unsupervised area.
- Students are responsible for keeping their devices charged for school each day. (Device chargers are not to be brought to school.)
- Students must always keep their devices protected from damage. This means using a protective case when carrying them.
- Store peripheral devices (e.g. mice and USB drives) in separate compartments to devices themselves.
- secure devices in designated area within the classroom when devices are not in use

2.4 CHARGING YOUR DEVICE'S BATTERY

Devices must be brought to school each day with a fully charged battery; it is expected they will be charged each evening. In cases where the use of the device causes batteries to become discharged, students will not be able to connect their device to a power outlet in the classroom without teacher consent.

Consent will only be granted

- in emergency circumstances or
- when students are participating in NAPLAN assessments whereby power loss may interfere with timely task completion.

2.5 DEVICE SECURITY AND ANTIVIRUS

While the school strongly suggests all families use antivirus software, it is the families' prerogative to select the software that best suits their needs.

Access to the internet is filtered by the Department of Education's Internet Service Provider to help safeguard students from inappropriate content. It is recommended that parents explore their options for parental controls on devices to ensure content accessed at home is appropriate for the age of their child. Resources and information are available at www.esafety.gov.au/education-resources/iparent.

2.6 ACCIDENTAL DAMAGE OR THEFT

The Department of Education and Training does not have insurance for the personal property of staff, students and visitors. Accordingly, Craigieburn Primary School does not provide accidental damage or theft cover for 3rd party (student-owned / teacher-owned) devices and shall not be liable for any damage or theft that occurs on the school's premises unless the device is student-owned and was under the direct care of a staff member. Direct care refers to use by a staff member at the time of damage/loss.

Craigieburn Primary School strongly encourages parents/guardians to source accidental damage and theft insurance from an external insurance provider.

Following these requirements will reduce the risk of accidental damage.

Students need to ensure that they take their devices home at the end of each day. Devices should never be stored in a vehicle as they increase the risk of break-ins. Devices are not to be stored in school bags during the day or taken out of the classroom during lunch or recess unless permission is granted by a teacher for a specific educational purpose (not gaming). Please do not store your device in a place that is likely to experience extreme hot or cold conditions (e.g. in a car) as these temperatures may cause severe damage.

When students are carrying their device from different areas, they must ensure that they hold it carefully with two hands. Students should never run with their devices as this may lead to damage if they are dropped.

Requirements needed to avoid theft:

Under no circumstances should devices be left in unsupervised areas (including, but not limited to, school grounds, buildings, specialist areas, library, offices, unlocked classrooms or toilets). Any device left in these areas is at risk of being stolen.

2.7 SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Craigieburn Primary School, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world. We endeavour to keep all students safe online during school hours.

At Craigieburn Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be safe, responsible and discerning users of digital technologies, including E-smart lessons, Cyber Safety week and eSmart Week
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- actively educate and remind students of the School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technologies for their schoolwork
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service at school to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.
- ensure students monitor activity on their accounts (e.g. Reading Eggs and Mathletics) and report any other inappropriate or unacceptable behaviour
- ensure students only log on to a service and device using their own name and will not use a computer or resource that has been logged in under another name

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify a member of leadership, immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

2.8 SOCIAL MEDIA USE

Our school is committed to keeping all students safe and comfortable. The use of social media by students is prohibited.

Staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

2.9 STUDENT BEHAVIOURAL EXPECTATIONS

When using digital technologies, students are expected to behave in a way that is consistent with Craigieburn Primary School's Student Wellbeing and Engagement policy, and Bullying Prevention policy.

Students are strictly prohibited from participating in activities that are potentially harmful, dangerous or illegal. This includes but is not limited to:

- illegal plagiarism, installation or transmission of copyrighted materials
- any action that violates The School's Code of Conduct or public law
- sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials
- accessing and using internet/app-based games during class time that are not deemed educational or appropriate by the teacher
- use of communication services during school time without the prior permission of the students' direct teacher
- gaining access to other students' accounts, files and/or data

- using any Virtual Private Networking software (VPN) whilst in use at school.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Craigieburn Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. These include, but are not limited to:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- other consequences as outlined in the school's Student Wellbeing and Engagement and Bullying Prevention policies.

3.0 COMMUNICATION

It is imperative that the school community reads, understands and adheres to this policy.

This policy will be:

- available publicly on our school's website
- included in staff induction and child safety training processes
- discussed at staff briefings/meetings as required
- included in our staff handbook/manual
- discussed at parent information nights/sessions
- included in transition and enrolment packs
- included as annual reference in school newsletter
- made available in hard copy from school administration upon request.

4.0 POLICY REVIEW AND APPROVAL

Policy last reviewed	13 th of September 2023
Consultation	21 st Century Learning School Improvement Team (SIT)
Approved by	Principal and School Council
Next scheduled review date	13 th of September 2025

ANNEXURE A: ACCEPTABLE USE AGREEMENT



School Profile Statement:

At Craigieburn Primary School we support the rights of all members of the school community and make a commitment to providing all with a safe and supportive learning environment. This extends to the use of digital technologies and online communities. Our commitment to ensuring safety is underpinned by our expectation of safe and responsible behaviour by all members of the school community.



When I use technology and the internet, I have responsibilities and rules to follow. I agree I will:

- follow all teacher/staff instructions when using equipment and the internet
- use the equipment for educational purposes and only as directed by school staff
- display responsibility by never attempting to access personal files or accounts that belong to someone else (this includes school computers and online services such as Mathletics, Google Apps and Office365, for example)
- keep my friends and I safe by never sharing personal details
- not bring, download or access unauthorised content on technology including (but not limited to) games, images, videos or music
- be respectful towards others in the content, opinions and ideas I upload or post online
- remember that content published on the internet is someone else's property and ask teachers/staff to help me seek copyright permission/list references when required
- think carefully about what I read on the internet and question whether it is from a reliable source
- only use online information to help me complete learning tasks and will not copy information or the work of others as my own
- only capture sound, videos or images of others when it is part of a lesson and I have both their consent and permission from a teacher
- not access and use internet/app-based games during class time that are not deemed educational or appropriate by the teacher
- not use communication services during school time without the prior permission of the students' direct teacher
- never gain access to other students' accounts, files and/or data
- talk to my teacher or another adult if:
 - I need help online
 - I come across content or websites that are not suitable for school
 - I feel uncomfortable about any online activities
 - I am unsure if an app or service is safe for someone of my age

I understand that I am responsible for my own Netbook. I must care for my technology, the technology belonging to others and the school's technology.

In caring for technology, I will:

- ensure I am careful around technology and report any damage to a teacher immediately
- not touch devices that belong to another student
- not purposefully damage any device hardware
- carry the device in an appropriately padded case
- carry the device with two hands
- keep the device away from any food or drink
- never leave the device in any unlocked or unsupervised area.

Agreement

Student:

In addition to the normal school day, this Acceptable Use Agreement also applies during school excursions, camps, and extra-curricular activities.

I understand and agree to follow the terms of acceptable use and the expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school and that any breaches may mean I will not be able to access technology, specific online services or the internet at school.

Student's Name: _____

Student's Signature: _____

Date: _____

Parent/ Guardian:

I have read/discussed the above guidelines with my child and agree to allow my child to use the Internet and email at school.

I also recognise that although the school provides a filtered internet service, full protection from inappropriate content can never be guaranteed.

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____

Evaluation:

This policy will be reviewed as a part of the school's cyclic process or more often if necessary due to changes in legislation or regulations.

Policy last reviewed	13 th of September, 2023
Consultation	21 st Century Learning School Improvement Team (SIT)
Approved by	Principal and School Council
Next scheduled review date	13 th of September, 2025