St Mark's Church School (Version 2)

Bring Your Own Device Policy

BYOD Executive Report

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Introduction

Why Bring Your Own Device (BYOD)?

St Mark's Church School believes that 21st Century instruction is necessary for 21st Century learning. Providing students with an environment that fosters and encourages this belief is part of our core values. All members of our learning community hold the responsibility to value technology and achieve technological proficiency to prepare our students for future jobs, which currently may not exist.

Schools must challenge students with rigorous, personalised academic experiences, foster innovation and creativity and embrace emerging technologies. In a 21st Century learning environment, students actively engage in a cohesively integrated curriculum, access information and apply it in solving authentic problems.

Our students are living in a world where they have immediate access to information anytime and anywhere. Many students have personally owned devices that can be used to allow them to learn in their own style and at their own pace. With digital learning, every student can access high quality and rigorous instruction in every subject, thereby maximising their opportunity for success in school and beyond. A decade ago this was just a dream. Today, it can be a reality.

What is the "D" in BYOD?

For the purposes of BYOD, "Device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks and tablets/slates

Network/Infrastructure

Wireless Infrastructure

The implementation of BYOD has required a robust wireless infrastructure. A network evaluation has been, and will continue to be, conducted to determine any and all necessary infrastructure changes and or upgrades that are needed before a full implementation.

Network Administration

The implementation of BYOD requires minor changes in the way network administration is structured. There are several considerations regarding security, accessibility, cloud computing, etc.

Q&A and Parent Communication

Q&A Parent & Student

See attached Q&A's   - *Appendix A & Appendix B*

Parent Education Information Evening

The Parent Education Information Evening is designed to educate parents on BYOD and Digital Citizenship. These evenings are also a good opportunity to discuss how parents can support their child in this process. The first information evening is Tuesday 6 August at 7pm in the Drama Room.

Policy & Procedures

School Board Policy

St Mark's Church School have a policy on BYOD. All students will sign a Digital Citizenship Agreement and a Cyber Safety Agreement. The Cyber Safety Agreement is located in the student diaries.

Sample Personal Device User Policy

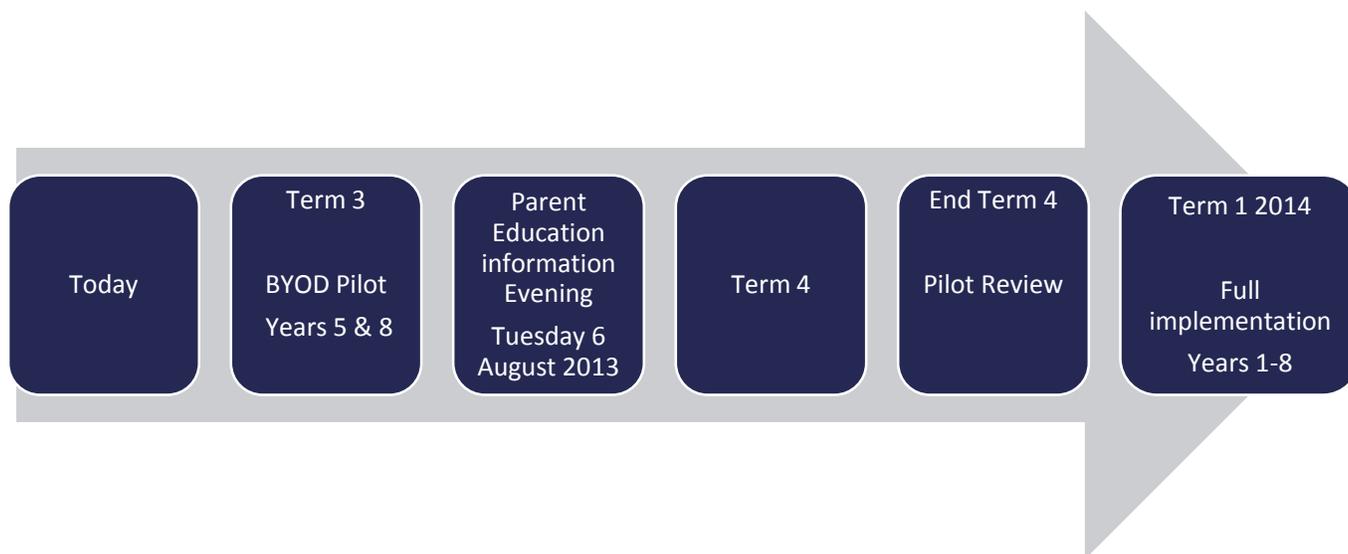St Mark's Church School has a right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to the Digital Citizenship Agreement and Cyber Safety Agreement. The Student Digital Citizenship Agreement and Cyber Safety Agreement will be reviewed and adopted annually.

Student Digital Citizenship Agreement

See Appendix C

Pilot/Implementation Proposal

Today	Term 3 BYOD Pilot Years 5 & 8	Parent Education information Evening Tuesday 6 August 2013	Term 4	End Term 4 Pilot Review	Term 1 2014 Full implementation Years 1-8

Pilot Classes – Step 1

St Mark's Church School BYOD pilot will begin in Term 3, 2013 and will run for the duration of terms 3 & 4. Years 5 and 8 will be included in this pilot group designed to work through issues in a controlled environment.

Pilot Review – Step 2

Reviewing the BYOD pilot programme will take place towards the end of Term 4, 2013. This will help the school and parents understand what is working and what changes might be necessary, to improve the experience for all parties. Pilot programme teachers, students and parents will be asked to complete surveys for future planning.

Full Implementation – Step 3

All students from Years 1 – 8 will participate in BYOD from Term 1, 2014.

St Mark's Church School BYOD FAQs – Parents

What if my child's device is stolen or damaged? What recourse can I take?
Students bring electronic communication devices to school at their own risk, just like any other personal items. The school will not be held responsible if an electronic device or other item is lost, stolen or misplaced. Some devices have a device locator; it is recommended that you enable this feature if possible.

Can my child only use the school wireless? Or can they use their own 3G or 4G service?
Yes, Students with a personally owned device need to use the BYOD wireless network. At no time are students allowed to use 3G or 4G service for data.

My child is bringing a device to school for instructional purposes. Will they have access to things they normally do with school equipment?
Your child will have access to any of the web-based software the School currently uses (Google Apps for education, library search tools etc.) Software may run differently on different devices for varying reasons.

As a parent am I required to add additional software (virus protection, filter, tracking device, etc.) to my child's device?
Virus protection for PC's is required. Device location software is not required, but is always a good idea.

How will my child's device be used in the classroom?
Schools must challenge students with rigorous, personalised academic learning experiences that foster innovation and creativity. Students will engage in a cohesively integrated IB curriculum, access information and apply it to solve authentic problems in a collaborative manner.

How much instructional time will be spent on devices?
This will vary from class to class and on a day by day basis. It is anticipated that students using their own devices will streamline the integration of eLearning by making the access to devices instant and log on times kept to a minimum.

St Mark's Church School BYOD FAQs – Students

I don't have my own electronic communication device to bring to school. Will I be penalised or miss out on instruction?

No, it is not mandatory for students to bring a device, even if they do own one. When electronic devices are used to enhance learning in the classroom, students without a personal device will be provided access to an appropriate school owned digital device. Keep in mind that learning can be enhanced greatly for the entire class even if only a handful of students have a device!

I have my device with me in class. How do I get on the Internet now?

Most devices will detect a wireless connection when you are near one. Most of the time devices will ask you if you would like to join the network when prompted, choose SMCS-BYOD from the list.

My device is not prompting me to choose a wireless network. Is there another way to connect?

In the settings menu of your device, there is usually an icon for a network, go to this icon and chose SMCS-BYOD from the list or prompt your computer to look for wireless networks in range.

I can't get my device to connect to the network. Can I get some help from someone?

Assistance will be available to help you connect to the SMCS-BYOD network in your school; however, you will need to consult with the School Network Manager for assistance. It is not the responsibility of your teacher or other staff to troubleshoot individual devices during the school day.

I need to save my work in my network folder. Why can't I access this resource?
You are on the SMCS-BYOD network which is separate from the School network for security reasons. It is not the same as the network you would normally access from a school computer. You will not see your network folder, so you will need to save your

work in another place. Some options include a flash drive, your own hard drive, a Learning management system (Ultranet) or Google Docs.

I need to print the assignment I just completed, why is there no printer when I try this?

Like the network folders, printers are networked differently in the school and will not be available when you log in to the SMCS-BYOD network. Some network solutions include saving it to a flash drive or printing it from home or another school computer. Keep in mind that using school printers in the classroom or other learning spaces, is at the discretion of the teacher or other school administrator.

My device was stolen when I brought it to school. Who should I contact about this?

Bringing your own devices to school can be useful, however some risks are involved as well. It is always a good idea to record the device's serial number to have in case of theft. St Mark's Church School is not responsible for the theft of a device, nor are they responsible for any damage done to the device while at school. Any time a theft occurs, you should contact a school administrator to make him/her aware of the offense.

Why am I filtered on my own computer? Shouldn't I be able to see what I want to on my own device?

Internet filtering is a requirement of all schools. You own your device, but the network you're using belongs to the school and Internet access will be filtered.

Am I still held accountable under the Cyber Safety and Digital Citizenship Agreements I have signed, even though this is my personal device?

Yes, students using a personally owned device must have signed both the Cyber Safety and Digital Citizenship Agreements.

Digital Citizenship Agreement – SMCS

As a digital citizen, I know that to be a great learner I am allowed to be a risk-taker. I am also aware that I need to consider the following nine areas so that there can be success in all areas of digital citizenship.

Digital Access - I understand that people have different access to technology resources and I will not treat others differently if they do not have the same options.
*This shows that I am **Caring.***

Digital Commerce - I understand the process I need to go through to safely purchase products using technologies.
*This shows that I am **Reflective.***

Digital Communication - I am aware that communication is two way and I know how to communicate in a safe way that shows respect to myself and others. I will treat others as I would like to be treated.
*This shows that I am a **Communicator.***

Digital Literacy - I understand that learning is ubiquitous and I will use the appropriate piece of technology to match the learning activity I am doing.
*This shows that I am an **Inquirer.***

Digital Etiquette - I am responsible for my actions as I use technology and interact with others in the digital community. I am not responsible for comments I may receive that are not appropriate and I will tell an adult straight away.
*This shows that I am **Principled.***

Digital Law - I will follow all rules and regulations of websites and programmes I use, making sure that I am not doing anything against the law.
*This shows that I am **Knowledgeable.***

Digital Rights and Responsibilities - I will use the technology I have available to me in an appropriate manner and I will tell an adult if I come across any information that makes me feel uncomfortable. I understand that all users have equal rights.
*This shows that I am **Open minded.***

Digital Health and Wellness - I understand that my use of technology needs to be balanced with other activities.
*This shows that I am **Balanced**.*

Digital Security - I understand that I need to protect the technology I use, both physically and from viruses or any type of malware.
*This shows that I am a **Thinker.***

I agree to the above

_____   _____
Child's Signature   *Date*

I agree to support this child in following this agreement and to be the best digital citizen they can be.

_____   _____
Teacher's Signature   *Date*

I have read this Digital Citizen Use Agreement and agree to follow it at all times. I am aware of the school's initiatives to promote good digital citizenship and to maintain a cyber-safe learning environment, including my child's responsibilities.
_____   _____
Parents Signature   *Date*

St Mark's Church School – BYOD Recommendations

Devices types allowed to be used are as follows:

1. Laptop
2. Tablets/hybrids and iPads

1. **Laptop Requirements**
   a. Screen size 11" minimum
   b. Battery life 3.5 hours minimum (continuous use)
   c. 2 GB RAM minimum
   d. Operating Systems
      i. Microsoft Windows 7/8
      ii. MAC OSX (Snow Leopard & Mountain Lion)
      iii. Chrome (Chromebook)

2. Tablets/Hybrids
   a. Screen size 9" Minimum
   b. 8 hour Battery Life
   c. 16 GB RAM Minimum
   d. Operating Systems
      i. Microsoft Windows 7/8 RT and Pro Versions (Surface Tablet)
      ii. iPad2 & iPad3, Apple iOS 5. Minimum
      iii. Android

All devices from and including Year 4 will need a full Keyboard whether attached or Bluetooth

All Devices will be required to be charged and ready for use at the beginning of each school day.