Bring Your Own Device (BYOD) Program
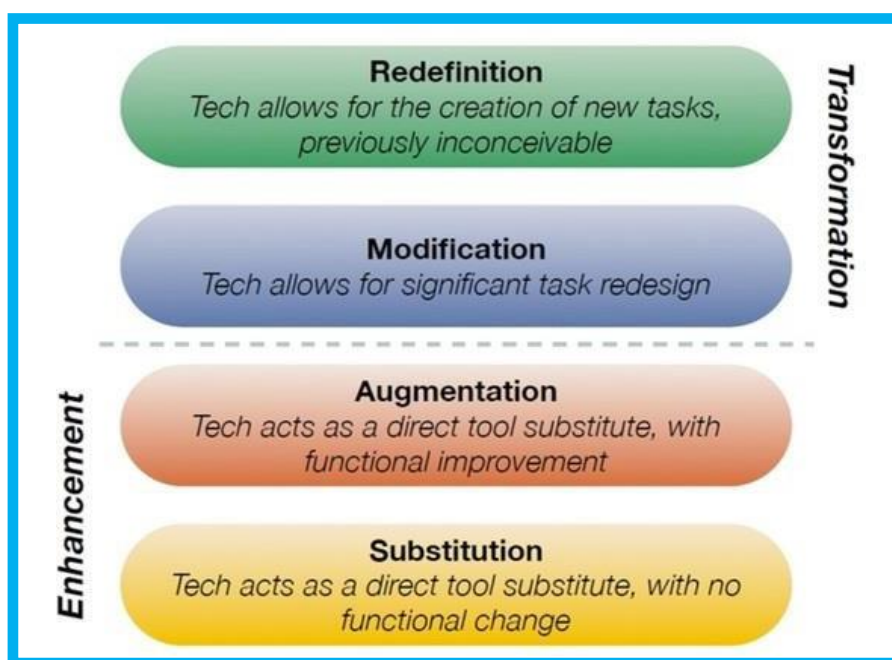
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St Francis' ICT Vision Statement

The St Francis of Assisi School Community will develop the knowledge, skills, practices and attitudes to nurture students in becoming discerning and responsible digital leaders. Our staff will be confident and dynamic leaders of technology.

Our mission as a school is to be:
- Using technology through an inquiry-based approach
- Developing critical and creative thinkers
- Being an effective collaborator
- Understanding of the importance of digital responsibility
- Providing opportunities to be creative and original
- Developing problem solving skills and abilities

Critical to the success of the St Francis of Assisi Catholic Primary School 1:1 Bring Your Own Device (BYOD) program is the pedagogy used to create an environment that accommodates diverse student needs. We acknowledge that the successful implementation of any technology program is reliant on quality professional learning linked to the Australian Professional Standards for Teachers. When students use their own personal devices, it can also create links between learning at home and school.

The **S**ubstitution, **A**ugmentation, **M**odification and **R**edefinition (SAMR) model offers a method of highlighting how computer technology can impact teaching and learning. It also shows a progression that adopters of educational technology often follow as they progress through teaching and learning with technology. 'Substitution' and 'Augmentation' - accomplish "traditional" tasks that have been enhanced using technology. It is in the next two stages – 'Modification' and 'Redefinition' - where technology can be used to transform learning and involve rich, open-ended, student-centered activities with a wider audience. All levels of the SAMR model are valuable in the learning process, however teachers are encouraged to plan activities in a sequence of learning that include technology enhanced learning from 'Substitution' to 'Redefinition'. It is our belief, based on the current and emerging research that BYOD represents the next step in the transformation of our educational context from one in which technology merely supports the initial stages of learning to one where students are authentic participants and co- creators of knowledge, skills and values.

iPad Requirements

Generation
iPads should be at least an 8th Generation.

WiFi Only Option
We recommend the WiFi only models, as there are no re-occurring monthly charges since the devices can only use available wireless networks. While at school, the WiFi devices will be able to access the school network. We do not recommend purchasing the 4G/5G enabled iPads as you will be enabling your child to have connectivity via a mobile phone plan. If your child brings a 4G/5G enabled iPad to school, we will require that the 4G is turned off and that only the WiFi is used while on school grounds.

Hard Drive Size
The school recommends the 64 GB model.

Hard Protective Cover
Our experience shows that the best way to avoid damage to the iPad is to invest in a suitable cover. All iPads therefore are required to have a **robust cover** for use at school.

Headphones
Students are required to have working **headphones** for learning tasks that require careful listening.

Keyboard (optional)
While not a must, some students have found the use of **Bluetooth keyboard** covers to be useful when typing.

Apple Pen or Stylus (optional)
Apple Pencil is a digital stylus that allows students to annotate, write and draw. Other forms of styluses can also be purchased by parents.

The 1:1 BYOD program will require students to purchase their own iPad for use at school and home. Families are free to make their own decisions about where to purchase their iPads and the price point they would like to purchase at. JB HiFi have special offers to buy through their portal for St Francis of Assisi Catholic Primary School families.

At St Francis we ensure there is a low-cost option and an advanced option. Neither price point is preferred, please make your decision around what works for your family and your budget. It is also possible to choose from both options. Please see our website under Digital Technologies and click on 'JB Education Order Form' to login into JB Education to view current options and prices.

Equity
If you have difficulty meeting the costs involved in this program, please contact the Jason Baker (Principal) to discuss the matter. As a Catholic school we are committed to ensuring every child has access to a device regardless of the family's financial position. A limited number of school managed iPads will be available for students to use at school should a family choose not to participate in the program. These iPads will be kept at school overnight.

Management of the device

iPads are intended to be used at school each day, and therefore students are responsible to bring their iPad, **fully charged**, unless specifically instructed not to do so by the teacher. Although iPads are personal devices, **academic content and apps take precedence over personal files**, music, photos, and all non- educational apps (including games).

Apps
At St Francis we will be downloading all the apps required at school to the iPad with the use of JAMF. Students have the ability to add their own apps through the App Store at home.

Maintenance
We ask that the iPad is well maintained, reviewing, and removing old and unwanted media and updating the iOS regularly.

Insurance
BYOD iPads are not covered by school insurance, and we recommend you insure your device.

Internet Filtering
At St Francis internet traffic is filtered by the Catholic Education Western Australia's (CEWA) filter system. This function is only available at school, within the St Francis Wi-Fi. However, it is recommended that parents and caregivers enable the restrictions tab in iPad settings to disable features that are not relevant for your child such as Messages or Facetime and disabling the play of explicit content in the music tab. Please note that there are no internet filters that are 100% effective.

The use of social media including **any messaging is not permitted during school hours (including parent to child messaging)**. The user agreement negotiated within classrooms includes consequences for misuse of technology. Education will be provided for children on processes to follow when they encounter inappropriate material at school, and is recommended to be discussed at home.

In the school's agreement usage policies and student agreements, it is stipulated that ALL technology use is to be always supervised by a staff member, and students are required to use technology ONLY when selected and instructed by the supervising teacher. **Students are not to access their device during break times or before or after school when on school grounds.**

This policy extends to *internet searching* and students are required to obtain specific permission from the supervising teacher, including detail on what search terms are being used, when locating information. When accessing the Wi-Fi network at school, students use their school logins and passwords to ensure that their network history, including internet usage, is filtered, and monitored by CEWA.

JAMF
At St Francis of Assisi we use JAMF to manage school iPads and distribute apps for use within lessons. At St Francis of Assisi we use JAMF to manage school iPads and distribute apps for use within lessons. All school apps on the iPads will be uploaded by the school.
JAMF allows us to:
- Control the use of non-educational Apps that are being used at school, such as Facebook, YouTube, TikTok or Netflix.
- Block/control the students from installing Apps
- Block specific websites

Responsibilities of Students

Students must at all times use their device and the school network in a responsible manner. All students are required to sign an Acceptable Use Agreement in Pre-Primary and Year 4 (Appendix A) and parents are asked to sign to acknowledge the terms and conditions of this. The completed agreement will be kept on file.

Normal school rules will apply to all inappropriate behaviours and use. Students will need to:
- Bring their fully charged iPad to school every day. It is recommended that the device gets fully charged overnight.
- Transport and always store their iPad in a safe and secure manner, ensuring it is permanently in a sturdy and robust cover.
- Possess a clean iPad and cover, free of any writing, drawing or stickers.
- Report any damage immediately to their parent.
- During class time all data (ie documents, images, files, folders, etc.) is saved on One Drive or the device unless otherwise instructed by the teacher.
- Ensure that images used as wallpaper on the device are appropriate for school.
- Never leave their device unattended.
- Ensure content that is on the iPad is suitable, age appropriate and legal.
- Use their device for their sole usage and purpose, hence, not loan their device to another student.

Students must always ensure that their conduct or use of the device is acceptable, this means that *students are not permitted to*:
- Use the Internet during school time for personal use.
- Use the Internet before and after school. This includes students attending the before and after school care providers (eg. Camp Australia and before/after school sport).
- Remove the device from the classroom during lunch or recess.
- Use the device to defame, embarrass or cyber bully another person.
- Disable the operation of the device or make alterations to the Mobile Device Management (MDM) Profile.
- Disable the operation of **Apple Classroom.**
- Record audio, video or take photos of other students or staff without their permission.
- Distribute any unauthorised media outside of the school without permission.

Students who fail to adhere to this policy and conditions of use during school hours may have restricted access to the school's network (including Internet access).

Responsibilities of Parents/Guardians

Family Zone/ Qustodio

Parents will need to supply the device for students to use during school hours. We recommend that parents have access to the device and may like to utilise the parental control service 'Qustodio' to monitor their child's usage.

Family Zone allows you to:
* Control devices at home.
* Manage screen time
* Block adult content
* Limit social media
* Limit online gaming
* Track all smart devices
* Manage in-app purchases
* Set bed and study times.

Access to the Internet out of school hours will be via the home Internet account and at the cost of the parent/guardian or students.

Screen Time

Children are spending more time with screen media -- and at younger ages -- than ever before. But there really is no magic number that's "just right." Computers, tablets, and smartphones are multipurpose devices that can be used for lots of purposes. Designating their use simply as "screen time. can miss some important variations. The Common Sense Census identifies four main categories of screen time.
* Passive consumption: watching TV, reading, and listening to music
* Interactive consumption: playing games and browsing the Internet
* Communication: video-chatting and using social media
* Content creation: using devices to make digital art or music

Source: *Common Sense Media - How much screen time is OK for my kid(s)?*

Screen Time App

The Screentime app, built into iOS, allows parents to assign time limits on general iPad usage and app types. Setting up Screentime is highly recommended to assist in managing your child's home iPad time. Please find instructions and more information about the Screentime app here https://support.apple.com/en-au/HT208982.

As we encourage a learning partnership, please look out for communications on positive technology learning experiences and information, published regularly in the school Facebook and on the school's website. If you have any queries or questions regarding the iPad program, please feel welcome to contact the school.

Ergonomics

Tablet use is associated with a 'high degree of flexion' in the head and neck; 15-25° beyond a neutral, relaxed posture. This increase will quickly lead to fatigue and discomfort, and over time, injury. By elevating the device and avoiding lap level locations, students can minimise any associated risks. This advice is supplied by The Harvard School of Public Health. Our teachers are aware of the need for good posture whilst using devices in the classroom. We have spent considerable time training our teachers on the correct posture for using devices. Tips supplied by the University of Oxford include:

Correct Posture

- Adopt a good sitting position to avoid straining your arms
- Do not slouch, sit forward or crouch over the iPad; sit up straight with the lower back supported
- iPads are not designed for prolonged use
- Work on a stable base and not on your lap
- Take regular breaks, especially to reposition the head and neck, and to rest the

Support

Monitoring technology use at home can be a challenge. Here are some important tips to assist you with guiding your child on responsible device usage.

- Even when children seem to have good technical knowledge, their online behaviour still requires parental monitoring and guidance.
- Spend time online with your child – exploring what they get up to can be fun!
- Keep technology in a shared and visible place.
- Set rules and do your best to stick to them!
- Discuss the amount of time they can spend on technology. Negotiate and persevere
- Keep a balance of ALL types of activities – social, physical, intellectual.
- Encourage reporting and engage in conversation about usage.
- Not all screen time is the same!
- Co-engagement (working together with technology)
- Learning content & context (is the task facilitating learning and thinking?)
- Seek advice and use your supportive network – other parents, teachers & online.

We feel it is vitally important for parents to share your children's Digital Citizenship learning journey, and we encourage your active participation in the modelling and guiding of what is deemed responsible technology-based behaviour. Therefore we have a partnership with Ysafe, Australia's leading cyber security educators. Please visit our site https://stfrancisbutler.onlinesafetyhub.com.au to access information and resources such as:

- IT contracts

- Information and guides

- App and game reviews

- Setting up parental controls

- Support in dealing with issues

Responsibilities of Teachers and the School

Teachers at St Francis focus their efforts on creating lessons where the main aim is content creation; with screen time to be carefully considered when teachers are planning units of work. There is no defined maximum or minimum time-limits imposed onto any teaching tool usage – including iPads, as teachers use their professional judgement when selecting the most appropriate learning tools for each planned lesson. St Francis teachers are however, aware of risks when using technology and employ best practices to ensure that student activity is balanced and all available precautions are in place for safe and engaging use.

Each year students, parents and teachers sign a three-way partnership agreement which covers items such as appropriate use at school and home, non-use of gaming and social media apps at school, use of other students' devices etc. This agreement is seen as a contract between the three parties to ensure that all students' safety online is the number one priority. This will need to be signed by all three parties by week 3 in term 1.

During the school year Digital Citizenship, which includes cyber safety, is addressed as part of 'Personal, Social and Community Health' in the Health and Physical Education curriculum and the Digital Technologies curriculum. It is important that students are equipped with the knowledge and strategies to protect themselves when interacting online. Ongoing education about cyber safety and how to be a responsible digital citizen are an integral part of the 1:1 BYOD iPad Program.

Teachers will integrate ICT and digital technologies into their current teaching program to support student learning. Teachers will monitor the use of the devices in class through **Apple Classroom** and ensure that students are aware of the responsibilities and obligations of the outlined in this policy and adhere to the rules when using online services.

Teachers will develop programs that incorporate the use of the technologies available to enrich the learning experiences of the students and continue to engage in professional learning opportunities, followed-up with coaching and mentoring.

Students and staff are required to also be aware of and practice responsible copyright procedures for both print and electronic materials. http://www.smartcopying.edu.au/

It is not a requirement that the devices will be used every lesson, the teacher will decide based on the particular task at hand if it is appropriate to use the device during the lesson.

Damage, Vandalism and/or Loss of Device

The students and parents must accept full responsibility for the care and use of their own iPad. St Francis of Assisi does not accept responsibility for theft or loss of the device (in parts or whole) or any accessories. It is recommended that families check the details of their personal insurance coverage for events of loss or damage to the device and if not already covered elect to purchase or include a suitable insurance option for the iPad, recognising that there is risk associated with the BYOD Program.

In the event that damage should occur to the device, students will report this to the classroom teacher who will then complete an iPad Incident Report to be sent home with the student. No member of staff will attempt to fix any technical issues, this will be reported to parents/caregivers through an iPad Incident Report.

Technical Support

To enable the efficient and effective use of the iPad during school hours, students will be given access to the school network. Students will be trained and given supporting documentation on how to access school network facilities.

Technical support will only be available during normal school hours to assist with connection to our network. If a student is experiencing a problem with their device it must be reported immediately.

Technical support is not provided for hardware or software problems that may occur with the devices (this could void your warranty). Such assistance remains the personal responsibility of the student as a private matter.

Misuse and Breaches of this Policy

If a student is found to have misused their iPad, there are a range of sanctions that may apply, including, but not limited to:
▪ Loss of some or all school network privileges for a period of time
▪ Suspension from school
▪ Reporting of a criminal offence by the school to the Police

Where there is reasonable cause to suspect that material contrary to this policy and the ethos of the school is being brought to school on the iPad, the school has the right to impound the iPad and conduct a search for the material. Parents will be contacted prior to the search being conducted.

St Francis of Assisi Catholic Primary School

BYOD and ICT Acceptable Use and Code of Conduct

The following is the St Francis of Assisi Catholic Primary School (SFOA) ICT Acceptable Use and Code of Conduct Agreement that relates specifically to the St Francis of Assisi Catholic Primary BYOD iPad Program. As a school, we endeavor to utilise (where possible and practicable) technology to enhance education and prepare our students for the future.

The document's purpose is to ensure that students are aware of their responsibilities when using their iPad at school and home. Before signing this form, you must read the BYOD Program Information and ICT Policy which is available on the school website. Should you have any questions regarding the information and policy contact ithelp@stfrancisbutler.wa.edu.au

The completion and returning of this consent form is an acknowledgement that the student and parent/ guardian nominated has read and agreed to the terms and conditions in BYOD Program Information and ICT Policy.

ANY BREACH OF THIS AGREEMENT MAY RESULT IN CONSEQUENCES AS OUTLINED IN THE POLICY.

STUDENT

The use of an iPad while at school is a privilege and not a right. I understand that if I am in breach of the St Francis of Assisi Catholic Primary School Code of Conduct and Agreement Policy, I may lose my technology resources privilege.

I, _____ have read and discussed this agreement with my parent(s); and accept the terms by which I shall use my iPad at St Francis of Assisi Catholic Primary School. I understand and hereby agree to comply with all requirements as set out in the BYOD Program Information and ICT Policy and understand that if breached, appropriate consequences may follow.

I understand that I am only permitted to connect one device to the school network and that this device must meet the minimum specifications outlined in the policy.

PARENT/CARER

As the parent/carer of _____ , I understand it is my responsibility to report and where appropriate, remind my child of the commitment made to St Francis of Assisi Catholic Primary School when signing this iPad Code of Conduct and Agreement.

I/We understand that is my/our responsibility as parents to monitor and control my/our child's usage of their iPad out of school hours. In the event that my/our child is unwell, restrictions of the iPad will not be made. If my/our child is absent from school for an extended period of time (eg. sickness/holiday) restrictions may be added to the iPad if I/we request them to the school.

I/We release St Francis of Assisi Catholic Primary School and its personnel from any and all claims and damages of any nature arising from my child's use of our personally owned device. I/We accept responsibility for damages, repairs, loss or theft to our personally owned device.

I have read and discussed the terms of the agreement with my child; and will support the school and staff in the implementation of this Acceptable Use and Code of Conduct Agreement.

As the parent or legal guardian of the student I/we have read, understood and grant permission for my child to bring their device to school and connect to the school network.

I/We understand that access is granted to students' subject to the restrictions contained in the BYOD Program Information and ICT Policy and that if breached, appropriate consequences may follow.

I/We acknowledge that some material available on the Internet may be objectionable, despite attempts to filter for appropriate content. In addition to the BYOD Program Information and ICT Policy, I/we have discussed appropriate restrictions and behaviours for the student when accessing or sharing information or material over the Internet.

By signing this agreement, we agree to the above Code of Conduct and responsibility to care of the BYOD iPad.

STUDENT	**PARENT / CARER**
Name: _____	Name: _____
Signature: _____	Signature: _____
	Name: _____
	Signature: _____