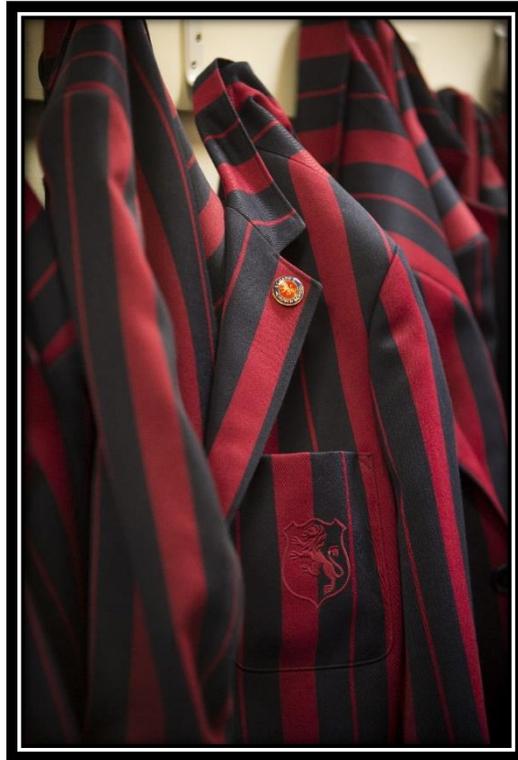




ST MARK'S CHURCH SCHOOL 2018

Bring Your Own Device Policy



BYOD Policy

Policy Contents:

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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/hybrids. Essentially the D could be a B for "Browser" as students mainly use devices to access different websites through a browser.

NETWORK/INFRASTRUCTURE

WIRELESS INFRASTRUCTURE

The wireless infrastructure is regularly tested and upgraded to provide students and staff with a robust, reliable and secure network

Network Administration

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

Q&A AND PARENT COMMUNICATION

Q&A Parent & Student

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

Parent Education Information Sessions

The Parent Education Information sessions are designed to educate parents on BYOD and Digital Citizenship. These sessions are also a good opportunity to discuss how parents can support their child in this process.

POLICY & PROCEDURES

School Board Policy

St Mark's Church School have a policy on BYOD. All students and parents will sign a Digital Citizenship Agreement and a Cyber Safety Agreement. These are both located in the student diaries for the class teacher to sign.

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.

APPENDIX A

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.

What type of device should I buy my child?

See school recommendations on **Appendix C**

APPENDIX B

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

Printers are networked differently in the school and will not be available when you log in to the SMCS-BYOD network. Creating work within one of the folders created through Hapara dashboard will allow your teacher to be able to see this and print it if it is necessary. 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.

APPENDIX C

ST MARK'S CHURCH SCHOOL BYOD SPECIFICATIONS

Device Type	Windows Laptop	Apple Mac Laptop	Windows Tablets/Hybrids	Chromebooks
St Mark's Recommendations	Years 4-8	Years 4-8	Years 4-8	Years 1-8
Operating System	Windows 7 Windows 8.1	OSX 10.9 (Mavericks) OSX 10.10 (Yosemite)	Windows 7 Windows 8.1 Windows RT	Google Chrome
Wireless	2.4GHz or 5GHz 802.11g/n	2.4GHz or 5GHz 802.11g/n	2.4GHz or 5GHz 802.11g/n	2.4GHz or 5GHz 802.11g/n
Min Screen Size	11"	11"	10"	11"
Min Storage Capacity	64GB	64GB	16GB + Cloud Storage	16GB + Cloud Storage
RAM	Min 2GB Rec 4GB	Min 2GB Rec 4GB	2GB	2GB
Minimum Battery Life	5 Hours	7 Hours	6 Hours	7 Hours
Required Accessories	Headphones	Headphones	Bluetooth Keyboard Headphones	Headphones
Suggested Accessories	Protective Case/Cover/Sleeve	Protective Case/Cover/Sleeve	Protective Case/Cover/Sleeve	Protective Case/Cover/Sleeve
Device examples & information	HP Pavilion x360 Toshiba Satellite Range Acer Range	MacBook Air MacBook Pro	Microsoft Surface Tablets ASUS Transformer Book	HP Chromebooks Acer Chromebook ThinkPad Yoga

FACTORS TO CONSIDER:

- SSD vs HDD – A SSD (Solid State Drive) is less susceptible to failure. However, they are more expensive than a traditional HDD (Hard Disk Drive).
- Device sizes and weight– Larger laptops are generally more powerful than Notebooks and can be easier to use. However, they are bulkier, heavier and therefore more difficult to carry to/from and around school.
- Laptops can be used to install some specific coding and robotics software.
- Virus Protection - Ensure that the virus protection is installed and kept up to date.
- Parental Controls – You can activate parental controls on most types of devices. Specialist apps and programs are available for this purpose.