



**ST MARK'S CHURCH SCHOOL 2019**

**Bring Your Own Device Policy**



# BYOD Policy

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## INTRODUCTION

### Why Bring Your Own Device (BYOD)

St Mark's Church School believes that 21<sup>st</sup> Century instruction is necessary for 21<sup>st</sup> 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 21<sup>st</sup> 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 and programs 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 will sign a Digital Citizenship Agreement and a Cyber Safety Agreement. These are both located in the student diaries for the student, parent and 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. This agreement must be signed before a student is allowed access to a device at school.

## 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 Suite 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 & malware protection, filter, tracking device, etc.) to my child's device?**

Virus & malware protection for PC's is required. Device location software is not required, but is always a good idea. St Mark's uses and recommends Family Zone Cyber-safety software to help monitor and protect your student's device while accessing the Internet.

### **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.

## APPENDIX B

### STMARK'S CHURCH SCHOOL BYOD FAQs – STUDENTS

#### **Are devices compulsory?**

Yes. Devices are compulsory from Years 3-8. Please see Appendix C for device specifications and recommendations. There are additional devices on site, however, they may not always be available for loan. Years 1 & 2 have access to shared class Chromebooks during the school day.

#### **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 Student BYOD from the list. When prompted for a password the class teachers will enter the current password to be connected.

**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 Student 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 Student BYOD** network in school.

**I need to save my work in my network folder. Why can't I access this resource?**

You are on the SMCS Student 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 your own hard drive or Google Docs. As a Google school most work is saved, accessed and managed by staff and students using Google Classroom or Hapara.

**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 join the SMCS Student BYOD wireless Network. If work requires printing the class teacher will access and print it via Hapara or Google Classroom. This is at the discretion of the teacher. Any other printing must be done at home.

**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. **All BYOD devices need to have Chrome installed and all students must be logged into their school google account at all times.**

**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

### 2019 BYOD Device Specifications

- Devices are compulsory from Year 3 onwards.
- Students in Years 5 - 8 are encouraged to have a laptop device rather than a Chromebook, as some software used in the Upper Primary is not compatible with Chromebooks.

Our guidelines for device selection are as follows:

	<b>Year 5 - 8</b>	<b>Year 3-4</b>
<b>Minimum Specs</b>	Windows Laptop	Chromebook
Operating system	Windows 10 (Not 10S)	Google Chrome
Wireless	802.11ac	802.11ac
Minimum Screen Size	11"	11"
Minimum Storage Capacity	64GB SSD (128 preferred)	16Gb plus cloud storage
RAM	4GB	2GB
Minimum Battery Life	7 hours	7 hours
Required Accessories	Headphones	Headphones
Suggested Accessories	Protective case/cover/sleeve	Protective case/cover/sleeve
Device examples:	Lenovo Ideapad 330s HP x360 Acer Aspire 3 / Swift	Lenovo ThinkPad Yoga HP Chromebook Acer Chromebook

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).
- 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 also available for this purpose. Please ensure that any parental controls still allow access to Chrome.