



<b>Policy Document Name</b>	<b>BYOD Agreement – Primary School and OSHC</b>
<b>Date Ratified</b>	July 2017
<b>Date for Review</b>	9 August 2018

## Bring your Own Device (BYOD) Agreement – Primary School and OSHC

***“At Coromandel Valley Primary School, Information, Communication and Learning Technologies are seamlessly integrated and support inquiry based learning that is engaging, meaningful and global.”***

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The way we think about technologies in learning environments is changing constantly. **Learning for Changing Times** means thinking about the skills and dispositions children will need as they enter a future with less predictability and greater challenge than the previous generations.

Coromandel Valley Primary School is harnessing students’ connection to their own personal mobile devices for the purpose of developing 21st century learning skills and for fostering digital literacy, fluency and citizenship in a safe environment.

Children develop and learn in ‘age and stage’ appropriate, contemporary learning environments. We want them to build their responsibility and skills along the way, incorporating the philosophy of the International Baccalaureate. Inquiry, enhanced by digital learning will allow students to better learn skills that enable independent learning.

### Cybersafety

Cybersafety practices are in place, which include child protection education, such as the **Keeping Safe – Child Protection Curriculum**. More information about cybersafety can be found at <https://esafety.gov.au/>

The overall goal of CVPS is to create and maintain a cybersafety culture that is in keeping with our values and with legislative and professional obligations. The User Agreement includes information about user obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches that undermine the safety of the school environment. Where a student is suspected of a criminal offence, this will be reported to the South Australian Police.

All students are required to accept the terms of the school ICT User Agreement. Material sent and received using the school network is monitored and filtering and/or monitoring software is used to restrict access to certain sites.

While every reasonable effort is made by schools and DECD administrators to prevent children’s exposure to inappropriate content when using the department’s online services, it is not possible to completely eliminate the risk of such exposure. At times, there are legitimate reasons for filtering to overridden for specified periods of time. During these times, students are expected to behave responsibly and adhere to cyber safe practices.

DECD cannot filter Internet content accessed by your child from home, from other locations away from school or on 3G mobile devices owned by your child. DECD recommends the use of appropriate Internet filtering software. 3G access to the Internet must not be used at school as it is unfiltered.

Information about Internet security can be found at NetAlert <http://www.netalert.net.au/>





*Please carefully read, sign and return the next two pages.*

## Information, Communication and Learning Technologies BYOD Agreement

Parents/carers play a critical role in developing knowledge, understanding and ethics around their child’s safety and safe practices regardless of the time of day and this includes being cyber-safe. Please discuss this agreement with your child. The following strategies provide a framework to help children to be responsible including staying safe when using Information, Communication and Learning Technologies (ICTs) at school and outside of school hours –

1. each student is responsible for his/her own device, including set up and maintenance
2. devices are to come to school fully charged and ready for use
3. peripheral equipment, including power chargers and cables are not to be used in a DECD workplace unless DECD tested and tagged.
4. families should clearly label all devices with the students’ name. Families should also set a password or passcode to secure entry into each device
5. in settings, the device must be clearly named electronically for easy identification on our network using the following protocol – class code, device name. For example, 5B John’s iPad.
6. tablets/ iPads should have a protective cover and screen guard
7. the technology devices students bring to school are the student’s responsibility
8. school staff assume no responsibility for personal devices if they are lost, damaged, or stolen
9. students are to keep their devices secure at all times and not share or loan them to others
10. personal devices are subject to monitoring
11. students may not use devices for games or personal apps during breaks, before or after school
12. students are reminded that content and apps need to comply with DECD standards of appropriateness. For information on child protection please visit <http://www.families.sa.gov.au/pages/protectingchildren>
13. staff permission must be sought to take photos, audio recordings, and/ or videos while on school property and no photo, video or audio of any individual can be transferred electronically without staff and the individual’s consent (whose photo, video or audio was captured)
14. students are only permitted to access, download from or post to social media sites that adhere to the DECD Social Media Policy **with permission from CVPS staff.**
15. students must not use 3G or 4G to access the Internet as it is not filtered by DECD software.

Type of device: \_\_\_\_\_

Make and model of device: \_\_\_\_\_

Serial number of device: \_\_\_\_\_

Identifying marks/labels/ covers on device: \_\_\_\_\_

Please note, SAPOL suggest engraving personal belongings with a drivers licence number preceded with the letter S for South Australia.

<b>Printed Name of Parent/Carer</b>	<b>Signature of Parent/Carer</b>	<b>Date</b>





## Information, Communication and Learning Technologies BYOD Student User Agreement

1. I will only use devices for my learning during supervised learning time
2. I will go online or use the Internet at school only when staff supervision is present
3. If I am unsure whether I am allowed to do something using ICT, I will ask a staff member first.
4. If I have my own username, I will log on only with that username. I will not allow anyone else to log in with my username and password
5. I will respect the privacy of passwords
6. I will use all devices for positive purposes. I will not use ICT devices to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself
7. I will only attempt to search for things online that I know are acceptable. This would exclude anything that is rude or violent or uses unacceptable language such as swearing
8. I will report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school
9. I will only bring devices to school with parental/carer permission
10. I will store my device in agreed areas and I will never leave my device on the floor or a chair
11. My content and apps will comply with DECD standards of appropriateness
12. I will follow copyright laws
13. I will follow school cyber-safety strategies. If I find anything that upsets me, is mean or rude, or that I know is not acceptable, then I will:
  - not show others
  - turn off the screen
  - inform a teacher straight away
14. I will ask my teacher's permission before I put any personal information online. I will not post any personal identifying information including any of the following:
  - my full name
  - my address
  - my e-mail address
  - my phone numbers
  - photos of me and/or people close to me including those with identifying markers such as school uniform
16. I will not use 3G or 4G to access the Internet as it is not filtered by DECD software.
17. If I'm not responsible my parents/carers will be informed and consequences applied.

<b>Printed Name of Student</b>	<b>Signature of Student</b>	<b>Date</b>
<b>Class &amp; Teacher -</b>		

I have reviewed and discussed this BYOD document with my child. My child understands the expectations and responsibilities associated with the proper care and handling of personal electronic devices and data while at school. My child is clear that the consequences of not upholding his/her responsibilities may result in disciplinary action.

I further understand that any student-owned device brought to school is the responsibility of the student. Coromandel Valley Primary School takes no responsibility to search for lost or stolen devices nor is there any financial responsibility by Coromandel Valley Primary School or its staff for damaged, lost, or stolen personal computing devices.

<b>Printed Name of Parent/Carer</b>	<b>Signature of Parent/Carer</b>	<b>Date</b>