



# Valentine Public School

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*Connect Respect Inspire*



## VALENTINE PUBLIC SCHOOL

Bring Your Own Device (BYOD) and Technology Integration Policy 3-6

### Purpose

The purpose of this policy is to provide a consistent framework for the safe, responsible and respectful use of personal devices in our school, and adhere to the policies, framework and research highlighted below.

The Valentine Public School BYOD and Technology Integration Policy is underpinned by the Alice Springs (Mparntwe) *Education Declaration* (Education Council, 2019), the *Digital Maturity Framework* (DoE, 2021), *Information and Communication Technology Capability learning continuum* (ACARA, 2021), the *SAMR Model of classroom technology integration* (Puentedura, 2018), the *Student use of digital devices and online services guide* (DoE, 2020) and *Growing Up Digital Australia* (Gonski Institute, 2021)

As outlined in the Valentine Public School 2021-2024 School Improvement Plan, our school is committed to delivering an innovative, challenging curriculum that allows students to learn at the point of challenge. Students are immersed in teaching and learning that enables them to develop the skills and attributes necessary for current and future global changes in both job markets and society (Riddle, 2015). To support the successful implementation of BYOD and students' wellbeing, all teaching staff will engage in teacher professional learning around the work of Pasi Sahlberg and the Gonski Institute's '*Growing Up Digital Australia*'.

### Scope

This policy covers student use of BYOD in school related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. The policy covers the use of school-provided and personal devices and all online services including, but not limited to, Google Suite.

Devices will be used in an educational context to access platforms that include coding and computational thinking, digital publishing and creation, as well as for research. Devices will be used as one of many tools for learning in the classroom.

### Our School's Approach

Our schools approach to BYOD and Technology is underpinned by current educative research, best practice in ICT Integration and DoE policies and frameworks.

Current educative research highlights advances in technology and an increasingly-connected global world, pose new challenges and demands on existing education systems (Riddle, 2015, Buchanan, Burrige, & Chodkiewicz, 2018). New and emerging economies, and innovative job markets, compel educative bodies and stakeholders to rethink the vital knowledge and skills that students will require to flourish in future and evolving societies (McQueen, 2018). It is widely acknowledged that in order to best prepare students for the rapidly changing world ahead of them, the skills and attributes the education system endeavours to cultivate must be future focused (Prensky, 2018, Apple 2012). (Riddle, 2015) expresses that the importance of digital literacy in educating students is paramount, and that we need to expand simplistic views of literacy to encompass emerging digital forms. These skills and attributes, inclusive of critical and creative thinking, collaboration, computational thinking and global connectedness, are often referred to as future focused skills (Reinsfeld, 2020).



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## Exemptions

The use of student devices at Valentine Public School is confined to the learning environment and the use of digital devices is not permitted at recess and lunch.

Our school's recommended and preferred student device is a Chromebook due to its speed of performance, user friendly orientation and online safety features. In some circumstances, the use of another device may be encouraged depending on a student's learning needs or adjustments. Reasonable adjustment and exemptions will be considered on an individual basis by the principal.

To support equitable access to technology within our school, we have an additional allocation of Chromebooks available to students and families who are unable to provide a personal device.

## Consequences for inappropriate use

Students participating in the BYOD program at Valentine Public School, parents/carers and students, must adhere to the conditions outlined in this policy and the BYOD Student Agreement.

Where the school has reasonable grounds to suspect that a device contains data that breaches the BYOD policy or BYOD Student Agreement, they may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, further action may be taken including referral to the police. School disciplinary action may also be appropriate.

The principal retains the right to determine what is and what is not appropriate use of a device within the bounds of NSW privacy and other legislation.

## Responsibilities and obligations

### For students

- Be safe, responsible and respectful users of digital devices, online platforms, and support their peers to be the same.
- Respect and follow school rules and procedures.
- Communicate respectfully and collaboratively with peers, school staff and the school community.
- Behave in the ways that reflect our school values of Connect, Respect and Inspire.
- Use devices only for educational purposes as outlined by the class teacher.

### For parents and carers

- Support their child/ren by modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online platforms.
- Support implementation of the school BYOD and Technology Integration Policy, including its approach to resolving issues regarding inappropriate use of technology.
- Where able to, provide digital devices that meet school specifications and complete the BYOD Student Agreement with your child/ren.

### For the principal and teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:
  - Establishing classroom expectations for using digital devices and online services, in line with this procedure and departmental policy.
  - Identifying strategies to ensure that all students are able to engage in classroom activities including the use of school provided devices when required.
  - Reading and abiding by the Terms of Service for digital platforms used in teaching, including those limiting use by age.



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- Educating students about online privacy, intellectual property, copyright, digital literacy and other online safety related issues.
- Model appropriate use of digital devices and online platforms in line with departmental policy.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online platforms as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes:
  - \* Reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report Hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements.
  - \* Working with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
  - \* Following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
- If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.
- Participate in professional development related to appropriate use of digital devices and online services.

## For non-teaching staff, volunteers and contractors

- Be aware of the department's policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

## Communicating this procedure to the school community

Students will be informed about this procedure through face to face instruction.

Parents and carers will be advised via Skoolbag. This procedure can be accessed electronically via the [school's website](#) and homework hub.

## Complaints

If a student, parent or carer has a complaint under this policy, they should first follow our school's complaint process. If the issue cannot be resolved, please refer to the department's [guide for students/ parents/ carers about making a complaint about our schools](#).

## Review

This policy will undergo an annual review to ensure all mandatory requirements are met and best practice is implemented. This review will be conducted by the principal and delegated staff.



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## Appendix 1: Key terms

**Bring your own device** is an optional program where parents and carers can provide personal digital devices for use at school. Any decision to adopt a bring your own device program is made by the principal in consultation with a school community. All digital devices used in schools are covered by the *Student Use of Digital Devices and Online Services* policy. Schools retain discretion to determine the specifications of personal devices to be used at school.

**Digital citizenship** refers to the skills and knowledge a person needs to effectively use digital technologies in a positive way so they can participate in society, communicate with others, and create and consume digital content.

**Digital devices** are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones and other devices.

**Digital literacy** is the set of social, emotional and technological skills and competencies that people need to understand to use digital devices and online services, and to expand their opportunities for education, employment and social participation, including entertainment.

**Educational purpose** is any use approved by school staff that supports student learning, wellbeing and educational outcomes.

**General capabilities** are the broad collection of knowledge, skills, behaviours and dispositions described within the Australian curriculum and NSW syllabus.

**Image-based abuse** occurs when intimate, nude or sexual images are distributed, or threatened to be distributed, without the consent of those pictured. This includes real, altered and drawn pictures and videos. This is a crime in NSW.

**Online bullying** involves using technology such as the internet or mobile devices to bully someone. Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. Bullying behaviour can also involve intimidation, victimisation and harassment, including that based on sex, race, religion, disability, or sexual orientation.

**Online safety** is the safe, responsible and respectful use of digital media, devices, other technology and online services.

**Online services** are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media and other online spaces.

**Reasonable adjustment** is a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students.

**School-related settings** include school grounds, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This connection may exist in situations where: there is discussion about school taking place outside of school hours; a student is wearing their school uniform but is not on school premises; a relationship between parties commenced at school; students are online in digital classrooms; and where online contact has flow on consequences at school and duty of care requires the school to respond once an incident is reported.

**School staff** refers to school personnel who have some level of responsibility for implementing policy and the school digital devices and online service procedure. This includes principals, senior staff, teachers, non-teaching staff, school administrative staff, volunteers and contracted staff engaged by schools.



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## Appendix 2: What is safe, responsible and respectful student behaviour?

### Be SAFE

- Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.
- Only use your own usernames and passwords, and never share them with others.
- Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you or offers you money or gifts.
- Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable.
- Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.

### Be RESPONSIBLE

- Follow all school rules and instructions from school staff, including when using digital devices and online services.
- Take care with the digital devices you use.
  - Make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use.
  - Understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need.
  - Make sure the devices you bring to school have the latest software installed.
  - Take care with the school-owned devices you share with others, so that other people can use them after you.
- Use online services in responsible and age-appropriate ways.
  - Only use online services in the ways agreed to with your teacher.
  - Only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks.
  - Do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.
- Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.

### Be RESPECTFUL

- Respect and protect the privacy, safety and wellbeing of others.
- Do not share anyone else's personal information.
- Get permission before you take a photo or video of someone, including from the person and from a teacher.
- Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.
- Do not send or share messages or content that could cause harm, including things that might be:
  - inappropriate, offensive or abusive;
  - upsetting or embarrassing to another person or group;
  - considered bullying;
  - private or confidential; and/or
    - a virus or other harmful software.

## Appendix 3: Specifications required for bring your own devices

Our school's recommended and preferred student device is a Chromebook due to its speed of performance, user friendly orientation and online safety features.

Students are highly encouraged to store their personal device in a protection case whilst transporting it to and from school