# BYOD Program 2016

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BYOD Introduction

This year Ballarat High School implemented the first part of our BYOD program with BYOD devices in years 7 and 8 in the form of iPads. We were very pleased to see the majority of our 500 students walk in at the beginning of the school year with a BYOD device. We would like to acknowledge the commitment from parents in supporting the school to create a modern and relevant learning environment.

In 2016 our current year 8s will take their iPad into year 9, and our incoming year 7s will come in with iPads – extending the iPad program from years 7 to 9. We will continue the BYOD device arrangements with preferred suppliers. Parents continue to have the option of purchasing a device from a supplier of their choice or through a package that has been negotiated by the school with extended insurance and warranty.

In 2016 our BYOD program extends to students in years 10 – 12. A number of senior students have already brought a device in and we have connected them to our network, which has been a successful initiative in widening senior access to technologies that suit the needs of the individual students. It has also showed us that a variety of devices suited to the individual needs to students is the best option for our senior students and has helped to shape our approach to Senior BYOD.

Full details of the program can be found in the ‘10-12 BYOD (Laptop) Program Details’ section of this document.

We continue to emphasise the need to have insurance and strong protective cases/covers. A selection of suitable devices are available via the purchasing portals, simply go to the Ballarat High School Website, look for the BYOD/iPad device tab at the top of the page and follow the links.

We also continue to promote the importance of parents and families ensuring the online safety and wellbeing of their children. The school runs a number of cyber-safety initiatives at various year levels which are more effective when they are reinforced with support and guidance from home. For advice go to esafety.gov.au and click on the ‘eSafety Information’ tab.

If students, parents or carers have any further questions please feel free to contact the school on 53389000

Regards,

Jack Marshall
ICT coordinator
Ballarat High School
The Learning Environment

Benefits of the BYOD device in the Classroom:
To be successful when using technology in education, it is important to focus on engagement, creativity, inquiry-based learning and differentiated instruction. The BYOD device and other digital learning devices are a critical part of the learning process. By having student owned devices we are able to create a more seamless transition from home to school where students are easily able to review key concepts, refine assignments or complete homework with the same tools they know and learn in the classroom.

Learning Styles
Modern digital devices provide a platform for a wide range of audio-visual media including books, movies, music, games, and web content. The auditory, kinaesthetic and visual capacity of the devices appeal to a variety of different learners and learning styles. Modern digital devices enable personalised learning by giving learners the responsibility and ownership to choose how they learn, when they learn and where they learn; as well as developing their organisational skills.

Creativity
A vast number of Applications allow all types of learners from different age groups to be creative by expanding the learning experience both inside and outside the classroom, from interactive lessons to study aids to productivity tools. The use of Video, Music, Art and Multimedia production software provides opportunities for all learners to show their creative nature and skills.

Accessibility
Learners have access to the world 24/7 (subject to internet access). Students don’t need to carry a huge number of textbooks, dictionaries, thesauruses or atlases. Modern digital devices have accessibility built-in, they feature voice over for selected text, screen zoom and adjustable text sizing and can also support wireless Braille displays and international Braille tables.

All Ability
Modern digital devices are easy to use but can do incredibly complex things. Students with very limited skills are able to access them to complete simple tasks but can seamlessly increase the complexity of their activities as their learning journey continues. They are designed to be used by anyone, at any age from pre-school through to adult life. It is especially useful for learners who have learning difficulties. Modern Digital Devices can improve the progress of learning for everyone, regardless of ability, and are often used in special needs settings. This makes them a powerful tool.

Motivation
Students expect to work in a learning environment that reflects the world they live in and the workplaces they see adults working in. Using current technologies which they know are essential to the modern workforce helps them to see the connection between what they do in the classroom and what they plan to do in the future.
7-9 BYOD (iPad) Program Details

Obtaining an iPad
You may elect to purchase your own iPad independently or use an iPad you already own. The iPad must be an iPad 2 with 32gb or higher. 16 Gigabyte iPads do not store enough data to work effectively.

The school recommends an iPad Air or Air 2 32Gb wireless model but we can accommodate other models.

- It must be a full sized iPad (i.e. not a iPad Mini) and not a iPad 1.
- A 32GB IPad will be sufficient for school, though if a student captures a lot of video, other content apps or music may need to be removed to allow effective operation of school apps.
- We strongly recommend the Wi-Fi only model to reduce cost to parents and to ensure internet usage at the School is filtered.
- all student iPads should be fitted with a robust iPad case (Otterbox Defender) and all students will need a set of headphones.

Purchasing through the Parent Purchasing Portal
Go to the Ballarat High School website and look for the BYOD/IPad tab and follow the links. The site will list the current recommended model/s and also has recommended accessories available. Minor fluctuations in pricing are expected with changes to the Australian Dollar.

All warranty claims for iPads purchased via the CompNow portal are processed via the School’s IT Support Team.

Supplying your own iPad
When supplying an iPad either externally purchased or already owned, Insurance, warranty and repair support are solely the parents’ responsibility.

Important Dates
CompNow are providing a web portal for Ballarat High School families to order their iPads. The portal will be accepting orders from October 6. If there are subsequent changes to the pricing CompNow will contact you. Arrangements can then be made to process any variation in the pricing. There are 2 cut off dates for orders as follows:

1st : order by 29th Nov 2015 for pickup from the school on the 8th Dec 2015 (Grade 6 Orientation Day).
2nd : order by 10th Jan 2016 for pickup from the school on Monday 25th Jan 2016.

Access to School’s Wireless Network
The annual Network Access Charge (NAC) for year 8 and 9 students is $20, the year 7 charge is $50 to cover the purchase of apps to be used over the following three years. The NAC covers the cost connecting the devices to, and maintaining our wireless network. The NAC will need to be paid before student machines are able to access the network.

The School is using a Mobile Device Management application to connect the iPad to the School’s network and to push out free and paid apps. There are only a few steps to take and full instructions will be posted on the School’s Internet iPad page in December.

Book List – Online Resources
Some Learning Areas have other prescribed resources – both printed and eBook. Access to these resources will occur through the booklist process and you will need to submit your book order to Ballarat Books to gain access to these resources.

Students are welcome to install any free apps at home but the paid apps will be installed automatically at the beginning of the school year when the iPad is brought to school.

Although there are many free applications, some applications require a payment and the iTunes store may request that a credit card be attached to the account. BHS does not recommend that this be done and instead recommends that parents purchase iTunes gift cards for this purpose.
10-12 BYOD (Laptop) Program Details

What type of laptop does my child require?
We are not mandating a particular type of laptop. It can be either a Windows or Apple machine, but we do recommend one which comes with a keyboard, rather than just a straight tablet. We are very aware that our Later Years students take a variety of pathways through years 10 – 12 and what one student needs from a machine will be different to another. If a student/family believe that the iPad device is still a suitable device for their student, they will be able to take that through with them, however a quality keyboard case will be required.

What advice/options can you give us about a good machine?
Our Technical Support Team, led by ICT Leader Jack Marshall, are very happy to discuss options that best suit individual needs with parents. We are also working with our 10-12 BYOD partner – Learning With Technology – to provide competitive pricing on a number of models of the Microsoft Surface and other laptops. The advantages of this partnership include not only good prices on good machines, but also the ability to package up accessories, insurance and warranty (partly handled through the school).

What about software?
What we have found with the use of technology in Later Years classes is that while some classes need to use very specific, expensive software – the vast majority don’t. So while we are catering for those classes who need specific high end software through the maintenance of our specialised facilities, for all students we are not mandating any software that needs to be on the machine. We have made extensive use of the Google suite of products (i.e Docs, Sheets, Slides etc) in the school as learning tools, which are available freely and work across platforms. This does not mean that families cannot purchase specific software if they wish – we have found that students are able to easily adapt and use a variety of software across their own machines.

What other costs are involved?
The annual Network Access Charge (NAC) for year 10 to 12 students is $20. This covers the cost connecting the devices to, and maintaining our wireless network. The NAC will need to be paid before student machines are able to access the network. Apart from the machine and the NAC, there are no other additional costs for the Later Years BYOD program.

What about booklists?
The Later Years booklist is a high cost booklist, due to the specialised texts required of VCE subjects. We will be giving families the option of purchasing digital texts where suitable, or purchasing hard copy textbooks. While there may be some stationery items that families can save on, it is not expected that cost savings in this area will be large.

What computer equipment will still be available at the school for my student to use?
We currently have a large number of student notebooks which are located in classrooms. In 2016 they will be removed as they are near the end of their life and are no longer funded. We will maintain specialist facilities in areas of the school which require specialised software or highly specified machines (i.e Information Technology, Visual Communication/Arts, Media etc) , and also research facilities in the Library.

What if I can’t afford to buy a device?
In providing parents/students with full choice of the appropriate device the aim is to support parents making choices that suit their circumstances. The school will have a number of laptops available where special circumstances exist. These will be in the form of second hand laptops which are at least 3 years old. We will be able to provide them with a replaced battery at a nominal cost – around the $100 mark. They should suffice in the short term, we would expect students to achieve between 12 – 18 months use from them. They will not provide an optimal experience and would be recommended as a last resort only.
Acceptable Usage Agreement

As part of our school enrolment processes and also through our Learning Advisor program, students and parents will need to sign the Acceptable Use Agreement (AUA) for the use of digital technologies at Ballarat High School. The AUA can be found attached to this document or on the school’s website.

This AUA applies to the use of all electronic devices in the school (includes both personal and school provided devices).

- The use of digital technology is a privilege – not a right.
- Everything you do on the school’s computers is logged.
- You have responsibilities when using digital technologies

Student’s Responsibilities – Cybercitizen

- Protect others and your own privacy online.
- Only use digital technology for educational purposes.
- Use digital technology in an ethical way.
- Cyber-bullying is the same as actually bullying, regardless of whether you know the people involved or not.
- Don’t access violent, obscene or sexual content.
- Don’t damage computer systems (physically or virtually).
- Don’t share your passwords or interfere with other people’s accounts.
- Seek permission from individuals before recording or taking photos of them.
- Use copyrighted content appropriately. Ensure you have the other party’s permission before using or distributing their work.

In relation to the BYOD device specifically, students should also:

- Keep the BYOD device locked in their own locker when they are not able to secure it (for example, when they will be away from their books or bag during sport).
- Keep the BYOD device in its protective case to prevent damage if dropped.
- Take the BYOD device home each night.
- Bring the BYOD device to school fully charged each day.
- Keep their iTunes account password private.
- Understand that in the event of repair work being done on the BYOD device, that all work may be lost.
- Understand that they may install any software that they wish, but this software needs to conform to the BHS AUP. The BYOD device may be inspected at any time by any BHS staff members.

Parents should also understand that:

- The school may check the BYOD device at any time.
- The BYOD device needs to be charged each night ready for school in the morning.
- They are responsible for paying for any damage or loss of the BYOD device; disciplinary measures will be taken if there are breaches of the AUP.
- The data on the BYOD device should be backed up nightly (or as often as is practical).
- Applications can be installed on the BYOD device as long as they are within the AUP.
Network Access Charge

An annual Network Access Charge of $50 (Year 7) or $20 (all other years) is payable by all students. The charge covers the cost of providing access to the School’s wireless network and managing and maintaining the connection of student device. The extra cost at year 7 reflects the initial purchase cost of BYOD device apps required for learning. Students will lose connection to the school network unless this charge is paid by the end of February.

The charge can be paid online via BPAY using the details provided on your statement or in person at the Ballarat High School General Office.

Guidelines for Use at Home

Parents don’t need good computer skills to help children use their BYOD devices. Your interest and encouragement is more important than computer skills. Encourage open use of the BYOD device (or any computer) - not hidden away in a private space like a bedroom. Remind your child to charge the BYOD device overnight to ensure it is ready for school each day. Spend time with your child asking them to show you the places they use online. Make this a regular, ongoing conversation.

Discuss strategies your child could use if they were upset by something sent or posted online. Telling you, not responding and leaving the space straightaway may be some first steps your child could take. Set time limits around BYOD device usage.

Set in place agreed levels of personal information your child can share online. It is important private information such as their name, address, and images are kept just that – private. Encourage your child to think before they post information online. They should be aware that once information is posted online it can be difficult to retrieve it. Remind your child of the importance of keeping their password a secret. More often than not, accounts are hacked by someone known to the account holder using a password they have obtained from the account holder.

Try not to use the removal of technology as punishment for online issues. International research shows the number one reason young people give for not reporting online issues, including cyber bullying, is because they believe they will lose access to their online technology and communities. Talk to the school if any issues arise.

FAQ (Frequently Asked Questions)

Who is responsible for BYOD devices?
The BYOD device is your responsibility. The cost of loss or repairs to the BYOD device will be the responsibility of the purchaser. These devices are not covered under the school’s insurance policy and so it is recommended that you insure the device individually. Speak to your home and contents insurer to check whether the device can be covered under your existing coverage or will need further coverage. Insurance is as an option when purchasing through our recommended suppliers via the Ballarat High School website.

Will I use my BYOD device in every class?
Teachers will plan activities using the BYOD device and may direct you to load or use particular applications in class. In addition to this, the use of eBooks, EduMate, accessing the Internet and taking notes are all activities which will occur regularly and at your own discretion. Not every subject will require you to use the BYOD device every lesson, however you are to take the BYOD device to every class.

Where will the BYOD device be kept during the day?
Your BYOD device must be brought to school fully charged every day. During the school day when the devices are not being used (e.g. lunchtime, during PE, etc.) the BYOD devices should be securely stored in their locker. Students should ensure they have an adequate lock on their locker and that no other student has access to their locker. The lock recommended on the booklet has been specifically designed to enhance the security of lockers. We have had a number of issues with low quality locks some of which can be snapped off by hand.
**Will the BYOD device be used during recess/lunchtime?**
No – BYOD devices are to remain in lockers at those times and must not be out in the yard. This will reduce the chance of breakage in an active playground, ensure students have a break from the device which is important to prevent posture problems and eye strain and preserve battery life for class activity.

**What eBooks do we download?**
The eBooks for 2016 will be listed in Ballarat High School Booklist when they are released later in the year. The number of books depends on the year level.

**Won’t my child be writing anymore?**
Please be assured the use of an BYOD device does not mean your child will not be writing. The BYOD device is intended to be an adjunct to their instructional habits, not a replacement for them. While not diminishing our emphasis on traditional skills BHS also promotes 21st century digital skills, without which, students would find it very difficult to gain employment.

**How long will it be before the BYOD device needs to be updated or replaced?**
It is the intention of BHS that the BYOD devices purchased by parents will be kept in service for as long as technically and practically possible. 3 years would be the normal lifetime for an item of technology in a school environment. Warranty and insurance options in the purchasing portals reflect this.

**Will internet access be filtered?**
Yes. All internet access via our network (WiFi and wired) is routed through our filter. It is worth noting that no filter system is perfect given the dynamic nature of the internet. The filtering definitions for our system are updated nightly.

**Will BYOD devices promote poor posture?**
Poor posture and associated strain are generally the product of fixed body position for an extended period of time. Desktop computers and laptops are just as likely to cause strain because they control posture. BYOD devices are more mobile and light, which means they can be used with a wider variety of postures. It is easier to shift positions while remaining engaged.

**Will BYOD devices cause eye strain?**
Looking at any screen (computer, TV or BYOD device) for a long period of time without resting your eyes may cause eye strain. This is commonly called Computer Vision Syndrome and relates to computer and laptop monitors.

BYOD devices potentially reduce the prospect of computer vision syndrome in the following ways:

- Due to its mobile nature, the chance of staring at a fixed focal length for an extended period of time is reduced.
- The brightness of the screen can be easily adjusted to match the lighting conditions.
- It is easy to tilt the BYOD device or change body position to reduce glare.
- BYOD devices with retina displays (all BYOD devices after 2nd generation) may help to address this issue.

**What do you advise about volume levels for headphones?**
As a general rule, the volume levels of headphones should be low enough to hear a person speaking at normal levels when standing one meter away.

**How much does my child need to use their BYOD device at home?**
Some homework, set activities and assessment tasks will require your child to use their BYOD device at home. Outside these things however, it is your decision about when and how your child uses their BYOD device. If you have any doubts about the nature of set work, please contact your child’s teacher.

Our position is: BYOD devices provide an environment or tool for learning; that is its main purpose.

- Students can use it for other purposes but these must be appropriate to the context – school or home – and subject to permission.
- We support parent decisions about the setting of boundaries at home as long as school work can be completed.
- Students do not need games and entertainment apps on their BYOD devices for school. Whether parents allow games and entertainment apps on their child’s BYOD device is a family decision.
What if I need to remove my child’s BYOD device access as a discipline measure?
We understand that this may be required and we will support you where we can. Please contact us about arrangements for ensuring the BYOD device is accessible at school and for school work.

What is the school’s advice about children overusing technology?
It has been noted by some sources that overuse of any form of technology may lead to problems such as sleep deprivation and addiction. Each of these issues are significant problems caused by a range of often complex issues. Our advice is:

- Regular sleep patterns free from disruption of any kind are important to brain function and mental health. This is true of children, adolescents and adults. In some cases it is necessary to remove all electronic devices from the child’s room at bed time.
- Using any form of bright screen technology before going to sleep may impact on melatonin levels. Melatonin is the hormone that controls the body clock, allowing us to sleep. It would appear that bright light creates irregular production of melatonin, changing the body clock and making sleep difficult
- Highly engaging and emotionally rewarding activities release a chemical in the brain called dopamine that positively rewards behavior. Excessive participation in any highly rewarding activity can create addictive style behavior according to some researchers. In all things, therefore, moderation is important.

The school aims for a balanced approach to using technology. There may be a number of classes in a given week where students are directed to leave their devices in their locker so that they can participate in traditional learning activities.

What about after school?
Students must take their BYOD device home each night in order to complete homework and recharge the battery. When travelling to and from school, students should store the BYOD device in its protective case. Don’t put heavy items on top of the BYOD device in the schoolbag as the screen may crack. When travelling by car it is suggested to lock the schoolbag in the boot to ensure it is out of sight if the car is left unattended.

What happens if I leave the BYOD device at home?
Students will be unable to participate fully in certain learning activities.

What happens if my BYOD device needs to be repaired or replaced?
The responsibility for all repairs and replacements lies with the family. Where a student faces an extended period of time without their BYOD device due to damage or loss this should be reported to the Team Leader and the IT Support Team (via email support@ballaraths.net ).

What if the BYOD device is lost or damaged?
Any problems relating to vandalism, damage, loss or theft of the device that happens at School should be reported to the Team Leader. If the device was purchased via a School Portal and involves a warranty issue than the incident should be reported to the IT Support Team (support@ballaraths.net) and the BYOD device handed to them for collection by the supplier.

Other than the BYOD device what else should the student have?
The following items are mandatory for students and if not already owned, MUST be purchased;

- Durable protective cover/bag
- Earphones/headphones.

Can other people use the BYOD device?
While it is a family owned device, the BYOD device is essential for the student’s education, so it is recommended that it is not used by anybody else.

Can the BYOD device be used to play games?
Games are not to be downloaded on the BYOD device at school. Inappropriate, violent or other unacceptable material not in keeping with the Acceptable Usage Agreement and the values of the school must not be accessed or used under any circumstances. The school may require any inappropriate material to be removed from the device.
What is Copyright and Intellectual Property?
Music, information, images and games on the Internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks.

Not everything on the Internet is true, accurate or unbiased. The school is working to teach digital literacy skills, which enable students to locate, evaluate, and use information effectively on the Internet.

It is important that students respect the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from the internet.

The school is actively training staff to detect plagiarism and consequences will apply. At a VCE level these may include the entering of ‘0’ marks against a task, which will impact the students ATAR score, or failing the unit.

How will my child know how to use the BYOD device?
While we realise that many students have knowledge of the BYOD device, some won’t. At the beginning of the school year we will implement a program supporting students in developing their skills in the safe and effective use of the BYOD device.

Where can I get more information?
BHS will keep you informed through the school website, newsletters and email.

How do I keep my kids safe online?
The Office Of The Children’s safety Commissioner is a great place to start. The website provides a links to currently active support networks and comprehensive information with advice for parents, and children of various ages.

The Office Of The Children’s safety Commissioner also has comprehensive advice about reporting eSafety issues.

Links for students:
- Kids Helpline on 1800 55 1800.

Links for Parents/carers:
- www.amf.org.au (Allannah and Madeline Foundation)
- Parentline 132289