Bring Your Own Device (BYOD) Program

Handbook

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Dear families,

At Beaumaris PS we are proud of our approach to 21st century learning and teaching. Our approach is enriched through the use of learning technologies by students in the classroom, and at home to further their learning.

Learning technologies transform learning and provide opportunities for our students to develop the skills and knowledge they will need to thrive in the 21st century.

Literacy and numeracy are and always will be our core focus.

Digital literacy, collaboration, creativity and innovation, critical thinking and problem-solving further enrich and enable deep learning across all areas of the curriculum.

Throughout the school our students are using technology and devices to enhance the learning process. Our students use digital tools as part of their investigations and to engage in authentic learning tasks related to local, national and global issues. Access to digital learning devices anywhere any time immediately enriches and progresses a student's learning.

Anywhere any time access enables students to work collaboratively and independently in online spaces, self-initiate learning and use real-time information, rich digital learning resources and educational software.

Through 1:1 access to high level digital devices, anywhere any time, we believe we can provide opportunities that enable students to develop skills to reach their full potential and to meet 21st century societal and workplace trends and expectations.

Kind Regards,

Sheryl Skewes
Principal

Our Vision and Purpose

As a school, we recognise our students need to develop a range of skills that support them as 21st century learners. We feel with an increased number of devices, ideally a 1:1 environment, that the benefits and opportunities for the teaching and learning of these 21st century skills will be expanded.

Teaching and learning in a 1:1 environment can positively impact across multiple facets of 21st century learning skills and digital literacy skills.

Some of these include:
- Teachers ability to flip and differentiate learning, building our students capacity to self direct and have ownership over their own learning.
- Increased collaboration during partner and group work.
- The development of students' creativity and variety in how they present their learning outcomes.

Beaumaris Primary School is committed to providing our students with the richest possible experiences to develop the skills required in our information based economy, ultimately setting them up for success for life beyond the classroom. Our students need to be given opportunities to solve problems creatively, work with others, communicate via a range of mediums, use their creativity skills to demonstrate understandings, as well as overcoming challenges in creative, imaginative ways.

By introducing a BYOD program into Years 4 to 6, we will be increasing our ability to provide our students with these experiences and innovate, in line with our 21CLD and STEAM goals on our School Strategic Plan.

BYOD Program Overview

- This program will run in Year 4 in 2020, Years 4 and 5 in 2021, and Years 4, 5 and 6 in 2022.
- Students are asked to bring a Lenovo 11e or Lenovo 300e Yoga 11.6" Touch Celeron laptop.
- Students will all have a Microsoft Office 365 account, which is department managed.

Device Information

Students are asked to bring one of the following laptop models:

Lenovo 300e G2 Windows - 11.6" Touch Celeron 4GB 128GB

$682.00 inc GST

11.6" Touch Notebook from Lenovo with Active Stylus

Lenovo 11e Yoga 5th Gen - 11.6" Touch Celeron 4GB 128GB

$740.40 inc GST

11.6" Touch Notebook designed with robustness in mind for education use.

Purchasing through the Learning with Technologies Portal

Families can access the Beaumaris Primary School Learning with Technologies portal page via the following web address:

https://beaumarisps.orderportal.com.au/

Please note the following:
- If purchasing through the LWT (Learning with Technologies) portal, your child's device will be sent to Beaumaris Primary School, where it will be connected to the school network. Students will receive their device early Term 1 2020.
- If you would like to receive the device at home, prior to Christmas, please email the school at beaumaris.ps@edumail.vic.gov.au to notify Ellen Hollowood, who will let LWT know.
- LWT have different payment options available.
- Purchasing through LWT includes a 3 year onsite warranty and 1 year battery warranty. There is the option to purchase a 3 year battery warranty and insurance for accidental damage and theft protection with the Lenovo 11e Yoga, or just insurance for accidental damage with the Lenovo 300e.
- LWT also offers families the opportunity to purchase accessories, such as a protective case.
- If there is a warranty issue with the device, LWT will come to the school to fix it.
- If purchasing insurance for accidental damage and/or theft protection, there is a $100 excess, for three claims over three years.
- Orders need to be placed by Friday 6th December 2019, to receive the device ready for the 2020 school year.

FAQ

Why do we want to implement a 1:1 program?

We want the best learning opportunities for our students. Beaumaris Primary School classrooms currently use technology where possible. We want all students to be able to use devices whenever they are needed and with purpose, as a tool to support the learning taking place. Digital literacy skills are essential for our children to be successful in the 21st century and we believe we will be better equipped to develop these with an increased access to devices.

Why have we chosen both the Lenovo 11e Yoga and Lenovo 300e models?
- It's ability to be used as both a tablet and a laptop.
- It's sturdy protective casing is more durable and less prone to damages.
- The 11.6 inch screen size has been recommended to suit the needs of our students in Years 4, 5 and 6.
- Longevity of the product over a three year period.
- It is serviceable in a good time frame, particularly the 11e model.
- Battery life.
- The 11e model is in it's 5th generation, and the 300e model is in it's 2nd generation.

Why does the device brought in need to be one of the Lenovo devices the school has selected?

Using the one device form factor, with the same interface and set up, creates consistency across the school for teachers, students and our technician. Consistency means teachers can plan and deliver lessons, guiding students through the same interface and can eliminate predicted issues that may come up. It means teachers are using consistent language and giving clear instructions that all students can follow when using their device.

Why Year 4, 5 and 6?

We feel our students in these year levels are ready to increase their exposure to different tools that support their learning in a digital environment. These students are also at an age where it is reasonable to have high expectations around their self responsibility and management with bringing the device to and from school. We have also taken into consideration that the device's lifespan is typically three years; meaning students will get full use of the device before transitioning to secondary school and their chosen secondary school's technology program.

Beginning this program in Year 4 in 2020, with it then moving into Years 4 and 5 in 2021, and Years 4, 5 and 6 in 2022, means our students will obtain the full three year intended use period of their device and warranty, and the staggered approach allows us to successfully implement this change within our school community.

Is the program compulsory?

The BYOD program will commence at the beginning of the 2020 school year for students in Year 4, where students are asked to bring in their own Lenovo 11e Yoga or 300e device. For students without a Lenovo device, the school will accommodate the use of a school device, but will be limited within its resources and it will be used on a shared basis, as per our current practice. Please note, school devices will not be able to be taken home with students.

Why a Windows laptop, and not an Apple iPad?

After a thorough research process, we feel confident that the chosen laptop models will support the teaching and learning we envision our students using the device for. It is fit for purpose. We also feel it

benefits our students in preparing for secondary school, as a lot of our local secondary schools also elect for students to bring a Windows laptop.

Does the device come home each day?

Yes, the device belongs to you and your family. Your child will be responsible for charging it overnight at home, and transporting it to and from school each day. They may use the device at home for homework tasks. It will be up to each family to set limits and boundaries as to how the device is used at home.

Can my child's device be left at school overnight?

If your child's device is left at school overnight, it will not be covered by our insurance. However, if it is accidently left at the end of the school day, class teachers will ensure it is locked inside the cabinet overnight.

How should my child transport their device to and from school?

Families are strongly encouraged to purchase a protective case for the device. These are also available through our Learning with Technologies portal. The device is to be placed in school bags, and is not to be used in the yard before or after school.

Can my child charge their device at school?

No, it will be an expectation that your child's device is charged overnight in the home. There will not be chargers available at school. If it comes to school with a flat battery, your child will not be able to use their device that day.

What happens if there is an issue with the device?

- If the device is purchased through the Learning with Technologies portal, which includes a 3 year warranty, then warranty issues will be fixed onsite at School. Accidental damage will incur a fee for repair, but again will be fixed onsite at the School
- Warranty on the battery is 1 year, unless you choose to take out extra coverage if selecting the Lenovo 11e Yoga
- Devices purchased with another retailer will be the responsibility of the parent to follow up repairs.
- Accidental damage is the responsibility of the student/family and the school is not to be held responsible.

How can my child protect their device from accidental damage?

It is strongly recommended that all devices travel to and from school in a protective case. Students will be instructed not to leave their laptops on the floor or near food. When the device is not in use, it will be sitting inside the classroom's storage cabinet for the devices.

Do the devices have virus protection software installed?

Yes, virus protection software is automatically installed on Windows 10 devices.

What online filtering will occur when my child is online?

When your child is using their device at school, the device will be connected to the school network. This applies the DET EduSTAR filter, as well as specific sites that we are able to add manually.

How often will they be using the device during the day?

Devices will be used by students as and when required in each subject area. It is not expected that the devices will be in use all of the time, but rather students will use them when needed to support their learning and the learning task. Handwritten tasks are still a priority, and students will still use exercise books. The device does not replace the importance of using pen and paper.

Will my child have access to their device at recess and lunch?

Unless it is for an educational purpose, e.g. Coding Club, then no they will not have access to their device at recess and lunch. It will be locked in the classroom storage cabinet. Students will not be permitted to use their device during wet day timetables.

Where can I purchase the device that my child needs?

You have two options. We recommend purchasing through our chosen supplier, Learning with Technologies, whom we have partnered with. However, you may choose to purchase through a retailer of your choice. Please be aware that if purchased through Learning with Technology, warranty issues will be repaired at the school.

To purchase through Learning with Technologies, you can access our school portal here:

https://beaumarisps.orderportal.com.au/

Can I insure my child's device?

Insurance can be purchased through the Learning with Technologies portal for accidental damage and/or theft protection, model dependant.

Alternatively, you may choose to include your child's device as a nominated item on your house and contents insurance policy. Please discuss this with your insurance provider as some limits, and additional fees may apply.

Can my child attach a mouse to their device?

Yes, if you choose to purchase a mouse for your child's device, that is fine for them to use at school. This is optional for families. The mouse needs to be clearly labelled with your child's name and charged (if required). A mouse can be purchased as an optional extra through the Learning with Technologies portal.

What are the requirements for my child to be able to use their device at school?

Before commencing the BYOD program, students are required to read and sign the BYOD Acceptable Use Agreement. You can also refer to our BYOD Policy to see our expectations. Breaches of the agreement will be addressed on an individual basis.

What learning platform will my child be using on their device?

Your child will have a Microsoft Office 365 account. This is department managed. It is cloud based software that provides students with access to a wide range of programs, such as OneNote, Teams and OneDrive. Students will each have their own username that will follow the format of: studentid@schools.vic.edu.au.

How are the students supported in cyber safety practices?

As an accredited eSmart school, cyber safety programs are taught each year in each year level. We need to teach our students how to use technology in an appropriate, responsible and safe way. Clear expectations will be set for students in regards to computer etiquette and consequences enforced.

Importantly, parents also need to be aware of their child's activities online at home and how they are using the internet and their device. It is the parents responsibility to monitor their child's use of the device at home. We strongly encourage a 'no device in the bedroom' rule, as this makes it difficult to see how they are using the device. Our school is an accredited eSmart school, which provides a guiding framework for schools to manage cyber safety and wellbeing. For more information, please visit www.esmart.org.au.

How can I manage my child's use of the device in the home environment?

This will differ from family to family, however some recommendations are:

- No devices in the bedroom, find a central charging place overnight.
- Follow age restriction guidelines around age limits on accounts for social media, games, etc.
- Have regular conversations about online activity.
- Create a family Acceptable Use Agreement altogether. An example template can be found here: https://www.commonsensemedia.org/sites/default/files/uploads/research/familymediacontracts1.pdf
- Promote a healthy balance between screen time and non screen time. Put time restrictions in place.

Where can I go for further support?

Websites such as thinkuknow.org.au/parents-portal and esafety.gov.au/parents are useful resources for families.

Can my child access social media sites at school?

No, the Department of Education and Training (DET) and Beaumaris Primary School have filtering tools in place when your child's device is connected to the school network. Filtering tools restrict access to sites and apps that are not of educational value or that may be misused by students.

How will students know which device belongs to them?

Before handing the device over to students at the beginning of the school year, a printed name label will be printed and affixed to the device. Each device will also be configured to that user's name/profile. Device serial numbers will also be matched to a name.