



## **BYOD Procedure**

Brooklyn School is implementing a Bring Your Own Device (BYOD) programme for Years 7 and 8 students in 2017.

This policy details the expectations necessary in implementing a BYOD programme.

### **General**

1. BYOD is available to all students in Year 7/8 from 2017 by way of invitation.
2. BYOD is optional.
3. Students opting not to bring a device will not be disadvantaged. The school is committed to fund devices for students to use from within Board of Trustees operational funding.
4. Year 7/8 students are allowed to bring a device from home. We recommend a chromebook in 2017.
5. All devices must be Wi-Fi capable.
6. Devices must be used for a learning purpose.
7. A device bought from home is for the use of the student who brings it.

### **Home Based Responsibilities**

1. Devices must be taken home each day and fully charged at home overnight.
2. The primary applications are free Google applications. All other required applications will be requested by the school and are the responsibility of parents to download and fund.
3. A protective bag is recommended. You may also wish to send a headset/earphones and mouse for your child's private use.
4. The device must be covered by the owner's insurance.
5. The school cannot be held responsible for the loss or damage to the device.
6. Software upgrades are the responsibility of parents.

### **Digital Safety**

1. All internet is routed through the Network for Learning which is a managed network. This means it is custom built for schools and therefore filters content and limits search terms to safe searching content.
2. A comprehensive internet safety agreement has been developed, taught, reviewed by students and signed by parents. This agreement outlines the protocols for internet and email usage and is based on the Netsafe Agreements made available for use in schools. The conditions of the school's Digital Citizenship Agreement apply. Students who fail to follow this Agreement will have their privileges revoked.
3. All students in BYOD classrooms will use GoogleApps for Education. Your child's class teacher will use a unique dashboard on their own computer that enables access to all student work and communication on students' individual devices. This means the teacher is able to monitor and review the digital work and communication of each student.
4. Public indexing of digital content posted by students or staff is turned off. This means that search engines will not be able to index and search across this information.
5. Student email addresses are publicly addressable although not published publicly.

## **Digital Life**

1. All students will have access to Google Apps for Education. This will give your child access to online learning opportunities such as Google documents, spread-sheets, presentations, surveys, drawing tools, learning blogs and e-mail. By having an account within the security and control of the Brooklyn School Domain, children can work collaboratively on documents with their peers and also continue working on projects from home. These are advantages we want to make good use of therefore we aim for all Year 7/8 students to have a public blog and private portfolio of learning.
  - a. Public blog- In order to engage students in developing the skill of managing themselves in a public space and to maximise the advantage of online student collaboration we aim for all Year 7/8 students to have a public blog. This aims to share excellent learning and discovery. Students will be encouraged to interact with each other's blog.
  - b. Protocols apply to all publishing of information on blogs. (See protocols).
  - c. While a public blog is our preference we support parents being able to set the level of their child's public digital life. Permission will be sought for a public blog. Students without permission will experience all digital life as - 'invitation only'. Those with an invitation will be: other students (as agreed with the student), adults outside the school (as provided by parents) and Brooklyn School staff (as provided by the class teacher).

## **Protocols**

- No child will be identified by surname or have their home address/telephone or email address published.
- Only first names will be used.
- Photos of individuals are permissible but must be appropriate to a school setting.
- The class teacher has oversight of all blogs and comments through the teacher dashboard. All comments to a blog are approved before being published.
- Blog entries should be sufficiently generic to avoid communicating personal information that might identify individuals

## **Connectivity**

1. All Year 7/8 students will have a Google Apps for Education account. This provides access to the Google Apps for Education software.
2. Students will connect to the BYOD Wi-Fi network while at school using a single BYOD dedicated password. This network is open between 8.30am and 3.30pm.
3. 3G/4G access is prohibited. This ensures that all internet traffic is filtered through our managed network.
4. The school will resolve technical issues that ensure the device can function in the school environment however all other technical issues are the responsibility of parents to resolve.

## **Administration Permissions**

1. The school uses Google email. This is a hosted cloud service through the Brooklyn domain.
2. Administrator privileges are given to each student's class teacher, the BYOD e-Learning leader, and school technician.

## **Archiving**

### **Upon request:**

1. Students that leave Brooklyn School will have ownership of the account transferred to their family; or
2. Archived (suspended) for 1 year then deleted.

**Storage**

1. Each classroom will have a locked facility to store the devices when they are not in use. It is the student's responsibility (under teacher guidance) to ensure they put their device in the storage facility.
2. Children are not allowed to use their device at morning tea or lunch. They will be locked away during these times.

**Registering for BYOD**

1. All devices are required to be registered with the school by submitting the BYOD User Agreement.