



# ***'Bring Your Own Device'***

## ***for Yr 4-6 students in 2020***

### ***Devices***

#### ***Chromebooks: the preferred device***

As a school we are promoting a minimum of 11 inch Chromebooks. These are the features that we believe make Chromebooks the right choice for our school:

- they have exceptional battery life – up to 8 hrs
- student work is saved to their unique Google account - it is saved as they type so they don't have to worry about losing it
- work is saved online - this means that they can access it on any device by logging into their Google account
- they are small, light, easy to carry and to store
- no other programs are needed to be downloaded to the Chromebook – meaning fewer distractions
- they are relatively well priced compared to other devices

#### ***Chromebooks: purchasing***

You can purchase Chromebooks from all leading retailers.

We have established a positive relationship with PBTech. You are able to utilise the Coatesville School PB Tech BYOD Portal to see our recommended devices and BYOD deals.

#### ***Laptops or other devices***

Students will be permitted to bring laptops but only if they are relatively new and capable of utilising Google Apps effectively. But the device must come charged and be able to stay charged for the day. We do not recommend that students bring iPads due to some limitations with Google Apps and an inability to run some programs.

#### ***Students without own device***

Each class in Tui and Kahu Teams have some school-purchased Chromebooks available. But these are limited and students will need to share these.

Each class also has some school iPads for children to use. (These have specific uses including being high quality multimedia devices).

#### ***Students sharing their 'BYOD'***

Children are not allowed to share their device with others. They are the sole user of their device.

### ***Learning***

#### ***Digital Classrooms: Use of Devices***

Devices, either school owned or BYOD, are used to support the Coatesville School Learning Model. Students will make use of devices for direct and indirect activities. Direct, being students are directed to activities by their teacher which support practise and sharing of learning or may at times be used for indirect learning whereby students are directing their own learning and doing some extra research to support their learning.

In Literacy, devices may be used for publishing writing which has been drafted in books or practise activities to support reading, writing and spelling. Therefore, students generally use devices for



approximately one hour of the two hour block as necessary. At other times, students may be involved in a guided lesson, conferencing with the teacher or peer, or reading and writing practise in a book. In Maths, devices may be used for practising or sharing something they have learnt. Again, they will use devices for up to 20-25 minutes. At other times students may be working with a teacher, doing hands on activities or practise in their maths books.

### ***Balance between Digital tools and Handwriting***

It is crucial that children learn how to correctly form letters and numbers. Students will need to demonstrate a fluent legible handwriting style otherwise they will continue to practise their skills until this is established.

All students will still be expected to work in books on a daily basis, whenever necessary to ensure they have balance with their work output and to ensure that their writing skills are maintained.

### ***Use of devices during break times***

We believe in helping children to recognise and achieve balance in their lives. With this in mind, break times will be device-free. This includes before and after school (while on school grounds).

### ***Use of devices at home***

There is no set expectations for how much devices are used at home, it is up to the individual family to decide what's best.

### ***Students printing from devices***

If your child wishes to print then they must share this with the teacher who will do it for them. However, as the children are able to share their work so freely via Google Apps with peers, teachers and parents, they should not need to print things off very often.

## ***Procedures***

### ***Security of devices during the day***

During break times and when devices are not being used students are required to put their device away in the class storage unit.

Students are not allowed to access classrooms during break times.

Any breaking of school rules will be addressed quickly.

### ***Liability for loss or damage***

We will investigate any incident and will contact parents to discuss any findings & responsibility.

Any students who breach school rules will be dealt with according to our school's behaviour plan.

Devices should be covered by parents in their home and contents insurance.

### ***Technical support***

If you have any problems with your device we may offer some technical assistance but if it is a major issue you will need to take it back to the place of purchase.

### ***Charging for student devices***

Devices need to arrive at school fully charged at the beginning of each school day. Students will be unable to use a device that has gone flat during class time as the use of cords around the room provides a safety hazard. Students may be given the opportunity to charge devices at Morning tea and Lunchtime.

### ***BYOD User Agreement***

All students who want to BYOD must complete the agreement and return it to school. Students will be unable to use their device at school until this is returned. Students that breach this agreement will lose the right to use their device in accordance with the school policies.



## Coatesville School 'Bring Your Own Device' (BYOD) User Agreement Form

To the parent/caregiver/legal guardian, please:

- **Read this page carefully** to check you understand your responsibilities under this agreement
- **Sign** the appropriate section on this form
- **Return this form** to your child's teacher
- A copy of this use agreement will be available on our school website

**I understand that Coatesville School will:**

- Provide adequate storage for devices once they are inside the classroom
- Provide guidance for students on the effective use of devices for learning
- Monitor students and their effective use of devices for learning
- Ensure no students use devices during break times, before or after school (on school grounds)
- Investigate any damage to devices and communicate the findings
- Ensure the cyber-safety user agreement is understood fully by students

**My responsibilities:**

- I will ensure that my device is kept safe and secure until arrival in the classroom, and after leaving the classroom with it
- I will ensure that I am the only person to use my device at school
- I will follow the school BYOD device rules for using my device during school hours to enhance my learning
- If I need any support with using my device I will communicate this to my teacher immediately
- If my device is damaged or not working I will communicate this to my teacher immediately
- I will ask permission from a teacher before printing
- I will ensure all aspects of the cybersafety use agreement are followed at all times
- I understand and accept that if I am found misusing my device or breaching the terms of the Cyber Safety agreement that I will have my device removed for a period of time.

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**I have read this 'BYOD User Agreement Form' and I understand the responsibilities outlined.**

Date:

Name of Student:

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Student's Signature:

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Name of Parent/Caregiver/Legal Guardian

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Signature of Parent/Caregiver/Legal Guardian

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Serial Number of Device:

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