MUDGEERABA
STATE SPECIAL SCHOOL

Laptop   **iPad**   **iPod**   **Communication Devices**

B.Y.O.Dx

Bring Your Own Device (x) Program

BYODx AT MUDGEERABA SPECIAL SCHOOL

The purpose of the Bring Your Own Device (BYOx) policy at Mudgeeraba Special School is to provide protocols to facilitate access for students to electronic equipment during the course of the school day that enhances their communication, welfare and learning. This policy reflects the importance the school places on students being safe, respectful and responsible whenever they are using personal technology devices.

BYOx devices include (but are not limited to) privately owned devices such as mobile phones, Voice Output Devices, MP3 players, iPods, iPads and/or laptops.

The key reasons why Mudgeeraba Special School are allowing students to bring electronic equipment to school, and are implementing a BYOx policy, are as follows:

1. *To further compliance with national educational policy expectations*

National policy as articulated through the "Melbourne Declaration" and the Australian Curriculum all increase the emphasis on ICT in education.

The Melbourne Declaration and the Australian Curriculum place an emphasis upon building innovative capabilities of students within and across discipline boundaries. As a means towards facilitating this, ICT skills have been established as a 'General Capability' within the Australian Curriculum. This means ICT it is expected to be embedded seamlessly across the disciplines of the entire curriculum. The integration of a student technology program at Mudgeeraba Special School will go a long way to facilitating that integration across all curriculum areas. Literacy has a particular focus for students at Mudgeeraba Special School as electronic devices can assist in the development of students' expressive and receptive language skills.

2. *To improve engagement of our students through culturally relevant methods*

A majority of Australian children over the age of 12 are now more likely to own a mobile phone, and they use it to perform a range of functions including accessing the Internet, to navigate their way to new destinations using Global Positioning Systems (GPS), to video friends and relatives, to take photos and to listen to music. From time to time, they may even use their mobile phone to make phone calls. (*ACMA 2009; Moyle & Owen 2009; Roy Morgan Research 2006*)

To put technological change into the perspective of our current students, it is worth examining how old these students were when certain technologies were launched.

> **1998** Google
> **2001** Our Year 8s were born
> **2001** Wikipedia
> **2001** iPod
> **2003** MySpace
> **2003** 3G mobile phones
> **2004** Facebook
> **2005** YouTube

Our students have only ever known a world with Google, Wikipedia, Facebook and mobile phones with high speed Internet.

3. To enhance student responsibility

The final significant objective of the BYOx policy is to use it as a vehicle to promote and allow students to demonstrate increased responsibility for their learning and property.

Technology has the opportunity to be a significant and easy distraction for a disengaged student, however, we also believe that it has equal potential as a tool of engagement and partnership. Students will have the opportunity to be 'off task' without the teacher noticing, but they will also have the opportunity to partake in their learning, collaborate with their teacher and peers, and learn important life skills of self-discipline and focus.

Mudgeeraba Special School's expectation will be for students to act responsibly with technology.

STUDENT SAFETY

Mudgeeraba Special School believes the teaching of cyber safety and ethical online behaviour is essential in the lives of students and is best taught in partnership between home and school. 21st Century students spend increasing amounts of time online learning and socialising. These online communities need cybercitizens who do the right thing by themselves and others online, particularly when no one is watching.

Safe and ethical behaviour online is explicitly taught at Mudgeeraba Special School and support at home is requested. It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others and publishing inappropriate images.
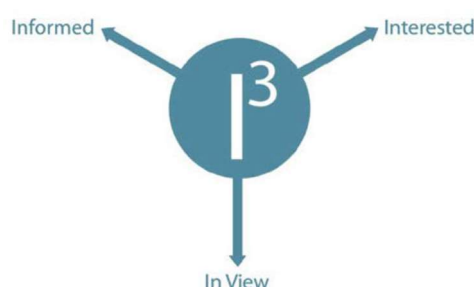
Suggestions for parents

Use of the device after hours should be subject to the parental supervision present in the home. The school does not accept responsibility for monitoring the manner in which the device is used after hours.

We recommend that a simple three step rule - the 3 I's of Internet safety (see below).

Be:

Informed,

In View, and;

Interested.

Informed

Be informed about the risks and benefits of Internet access. Understand about instant messaging, forums and personal spaces like Twitter and Facebook. We stress to the students the Internet is anonymous and you never know who you are speaking to, that personal spaces are open and easily accessible to all and personal information should never be published for the whole world to see. We stress students should not publish schedules of their activities or exchange information.

In View

Where possible have your son's or daughter's device in view. Try to keep Internet activity in an active and well visited part of the home. It is easier to be informed and interested when you can see the sites they are surfing, the friends they are making and talking to or the spaces they are creating. It also limits access to inappropriate and unacceptable sites.

Interested

Be interested in what your child does on their computer and who they are talking or chatting to. We encourage parents to ask their children to show you their spaces and their work. Discuss with them the risks of revealing personal information like their name, address or exchanging photos. Explain to them the dangers of meeting in person the "friend" they have met on the net. This quote from BBC News is very appropriate: "*Children are wary of strangers but if you have spent months getting to know someone then they aren't a stranger anymore*" (*Educational Origami, 2010*)

ACCEPTABLE USE

At school the devices are mostly used to support communication, teaching and learning. At home, however, they are often used differently. It is important to discuss with your child the differences between what usage is acceptable at school and what usage is acceptable at home.

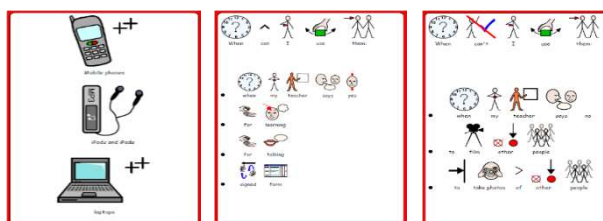### *Privacy implications of recording images, videos and sounds*

The recording of both images and sounds can breach other student's rights under the Privacy Act. Sometimes students feel embarrassed telling their peers they don't want their image or voice recorded. The use of such images can be instantly transmitted by SMS and/or posted online. The Privacy Act says the posting and sharing information online or in any other way requires consent. This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to.

It is for this reason Mudgeeraba Special School obtains a signed authority from parents to use student images for promotional and other purposes. The same requirement for consent applies to images captured by other students. Students who distribute recordings of other students without consent shall face disciplinary action. All citizens need to respect the rights of others to privacy, and students are no exception.

Using equipment and resources properly for educational purposes as directed by teachers

It is important to realise there is a time for fun and a time for work. Students may often see the use of electronic devices as 'free', but there can be a cost to the school for downloading via the network, printing etc. Students should seek guidance from their teachers for these tasks.

At Mudgeeraba Special School, students will be provided with the visual supports (right) to assist them with knowing when their device may or may not be used.
A full copy of these visual supports may be requested from the school.

Keeping away from offensive sites

In school settings, filters block out a lot of inappropriate content, but these filters are not always fool proof. **Students who deliberately seek out inappropriate content, or use technology that bypasses filters, will invoke the Mudgeeraba Special School's Responsible Behaviour policies** and their parents will be immediately informed.

Following copyright procedures

All music, information, images and games on the Internet are owned by someone. Copyright is a legal term and there are laws to enforce that right.

By downloading copyright content (such as music, movies, TV shows etc) through illegitimate means (Torrent sites, USB Gaming Sites etc), students can risk bringing a virus or spyware to the computer or system. These can damage a computer system or provide hackers with personal details.

Password Security

Computer facilities are for the use of all students, so due care should be taken at all times when using these resources, or when using personal devices on the school network. Students need to keep their password secret and not gain access to other students' login details.

Code of Conduct

WHILE AT SCHOOL STUDENTS WILL:	MUDGEERABA SPECIAL SCHOOL WILL:
• Register their device with IT support by recording and submitting signed documentation and MAC address.	• Maintain and provide access to registered devices.
• Arrive at the school with fully charged devices.	• Offer some support for a limited number of devices to be charged.
• Have material and all equipment well labelled with your name and phone number.	
• Remember to build in time for rest from screen time.	
• Report issues or concerns with technology to staff for resolution.	• Communicate with Parents regarding issues with the device.
• Take care of all IT resources whether owned by the school or other students, and be held accountable for deliberate damage.	• Act to discipline breaches of deliberate damage.
• Take care of the device and provide it with a protective case.	
• Be responsible by using the lock up facilities (classroom cupboard) in the school to protect their equipment.	• Provide lockup facilities (classroom cupboard) and locked classrooms for safe storage of equipment.
• Not share passwords or private information with others.	• Teach students how to be Cybersmart.
• Choose to use appropriate sites for learning mindful of Mudgeeraba Special School values.	• Provide appropriate choices in apps and programs that represent good value and maximise learning and presentation experiences.

Procedures for device use at school

It is acceptable for students to use electronic equipment on the understanding that:

- devices can be used as an alternative/augmentative communication system
- through discussions with the class teacher the devices will only be used to enhance purposeful and planned learning activities.
- mobile phone and other personal electronic devices should be restricted. This includes but is not limited to, games devices (e.g. PSPs, Gameboys) laptop computers, PDAs, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), and devices of a similar nature.
- mobile phones and electronic devices, particularly those with the capacity to record images/footage will only be used if deemed appropriate to enhance the learning program. Photos of school locations, community buildings, objects or footage of participation in activities to illustrate task requirements are an exception. This is considered acceptable in order to support a student's communication, work experience or independent living skills. This footage will be used in accordance with the MSS ICT Consent to Media and Images Release Form.
- mobile phones, MP3 players, iPods, iPads and private laptops may only be used in a learning space if the teacher gives permission for their use and with approved consent as per the Parental Declaration Form.
- mobile phones and other electronic equipment are used at their owners' risk. No liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the department's negligence.

It is not acceptable for students to:

- use electronic equipment to film other students or staff at school, while travelling to and from school, or while participating in school related activities.

Teachers will:

Apps	• communicate with families regarding any apps suggested for download.
Behaviour	• ensure behaviour requirements are adhered to by students when using mobile phones or other electronic equipment as per the Department Policy: SCM-PR-003: Appropriate use of mobile telephones and other electronic equipment by students. If devices are deemed to be used inappropriately they will be removed by school staff. They will be made available for collection from the school office at the end of the school day.
Respect	• ensure that the device is used for the student to whom the device belongs to and not used by their peers without sufficient permission from the student.

What about student logons?
Protecting your identity and the use of your device is important, and students will be instructed how to build on the great skills they have already been using to secure their passwords and will continue using good practice guides for not sharing password information.

What about devices with 3G capability?
We recommend devices brought to Mudgeeraba Special School do not access any 3G connection while at school. At home, the home connection can be used but at school the school Wi-Fi will meet all searching needs and provide filtering and monitoring.

What about lock up at the Mudgeeraba Special School?
Staff will allow students to bring their device into the classroom at 9:00 a.m. to enable them to be secured, if required.

Will the device be safe at school?
We recommend each device has its own protective cover that protects the item at all times.

What IT support will there be?
Class teachers will assist where they can and will communicate any issues with a device to parents. Limited assistance will also be available through the school's technical support team. Parents are advised to carry hardware insurance in case of hardware malfunction.

What if the device breaks?
Repair of devices is the responsibility of parents.

If you have any further questions that need clarification please email the Principal on:
the.principal@mudgeeraspecs.eq.edu.au

Technical Support

Limited support can be provided by our school IT team for personal devices. This support will include:

• restart of the device
• tracking network issues
• isolating sources of concern and communicating these to parents
• charging devices - should the power source be low (charging will be done in the classroom)

Discipline

Non-compliance with Mudgeeraba Special School expectations should be referred to the class teacher and normal discipline procedures apply. Teachers are to temporarily confiscate devices where students are not complying. Devices will be returned at the end of the day.

3G Capabilities

Most tablet providers have devices with 3G capability as an optional extra for additional cost. As 3G internet access cannot be filtered we would prefer that student devices do not have 3G capability as internet access will be through Mudgeeraba Special School's wireless system, which is filtered for safety. Some parents may want to have 3G capability due to limited wireless internet access at home. We would recommend that the 3G card be removed whilst at school.

Please be aware that 3G is not necessary in any device if you own a smart phone that has tethering capability. Please note: you will need to check that your smart phone or 3G plan has sufficient data allowance for student network usage.

Insurance
Purchasing insurance is a personal choice. When purchasing for your device please learn about your options to purchase accidental damage protection for your device. Ensure that this covers your device for accidental damage on and off the school campus. Fire, theft and Acts of God are usually not covered under these programs and we request you to include it in your personal or home insurance ensuring you contact them and are aware of what is covered. The insurance can be purchased with your device vendor or any insurance company. All insurance claims must be settled between you and the insurance company.

Warranty
We recommend that all devices are covered by an extended warranty to last the students' time at Mudgeeraba Special School.
Statistically a computer will require, on average, 2.5 repairs during its 3 year life cycle. This is a computer requiring a hardware repair due to component failure (warranty) or accidental damage (non-warranty). On average 70% of these repairs are warranty and 30% non- warranty.

Repairs and Maintenance
All maintenance for the device, operating system, software and/or apps purchased by the Student/Parent is the responsibility of themselves. Parents/Students should ensure quick maintenance turnaround for BYODx devices.

Student Owned Device User Agreement

Mudgeeraba Special School aims to provide students with the opportunity for more personalised learning and communication by having access to technology both at home and at school. With the privilege of using a device at the school comes the responsibility to use the technology in a manner that is in keeping with our core values.

I understand the following terms and conditions govern bringing my own device to Mudgeeraba Special School:

1. Network and internet access – If applicable, students must log on to the school network upon arrival at school. This will give access to the internet, student emails and student portal. The school network constantly monitors and filters internet usage. Student internet usage at the school is tracked and logged with filtered website and search criteria. The school may block student access to the network. 3G capacity is not encouraged and not necessary. 3G is NOT to be used for internet access whilst on Mudgeeraba Special School property.

2. Power to recharge - Devices should arrive at school fully charged as the school has limited facilities for recharging.

3. Technical support - The school will provide limited technical support through our school technician. The purpose will be to trouble shoot, problem solve if possible, provide user assistance, but not repair of hardware.

4. Insurance and liability - It is strongly recommended that parents insure their child's device for loss or damage. The school accepts no responsibility for the loss or damage of the device.

5. Content - All content including but not limited to file, photos, videos and music must remain appropriate, as deemed by the school, at all times. The school retains the right to review the content of any device under this agreement.

6. Copyright - Parent/Guardian must certify that all content stored on the device is compliant with copyright law and regulations.

7. Responsible use - Any use of a device deemed inappropriate by the school may result in the withdrawal of BYOX privileges and/or receiving other consequences as deemed appropriate by the school.

By signing below, you agree to the contents of the Mudgeeraba Special School BYODx policy and agree to the usage of a personal electronic device by your child during school hours. You give consent for the school to manage and support the personal device as outlined in this policy. This agreement may be subject to review and approval is valid for the school year unless otherwise notified.

STUDENT NAME			
STUDENT SIGNATURE		DATE	
PARENT SIGNATURE		DATE	
YEAR LEVEL		CLASS	
TYPE OF DEVICE			
(Office Use Only)	Approved by:		Date: