

SUCCESS  
PRIMARY SCHOOL

Personal Owned Device for  
Students

Information and Policy  
2016



**Success Primary School**

Dear Parent/Guardian

The rate of development in technology is such that our lives are changing more rapidly than at any previous time in history. As educators, it is our responsibility to ensure that we prepare our students to participate in a society that will look vastly different to today. Our challenge is to prepare the children of today for a world that has yet to be created, for jobs yet to be invented and for technologies yet unknown.

The current generation of children are growing up with knowledge of, access to and an expectation that technology will be central to all they do. Having access to such technology (and therefore, immediate access to information) is no longer a luxury or extravagance, but an expected part of the lives of today's children.

Success Primary School, is seeking to address the challenges outlined above, by continuing the POD program presented to the community at the beginning of the 2013 school year. For the program to work effectively, it is important that the device selected is suitable for the task, is convenient and portable and most importantly, is adequately backed up by a rapid repair service in the event of a problem.

We are aware that the use of this technology can create a range of problems if not properly implemented and controlled. It is for this reason that we have developed and adopted this policy for all students and parents who wish to take part in this program.

Full details of the terms and conditions of this program are enclosed. Please take the time to read the documents carefully before agreeing to participate in the program.

If you have any queries, please do not hesitate to contact myself or Natalie McRobb to discuss the matter.

Yours sincerely

Sue Knight  
Principal

## *Personal Owned Device Policy for Students 2016*

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## Success's ICT Vision Statement

At Success PS, we envisage using technology to further a learning community where:

- *Students are engaged in a challenging curriculum that is focused on inquiry-based, hands-on learning. Students are comfortable using technology. Students take responsibility for their own educational success.*
- *Teachers use technology to support all learning across the curriculum. They function as coaches, mentors, advocates, and managers of information.*
- *The school becomes an environment where all students and staff have ready access to a full range of current technology, software tools, and applications. The school has knowledgeable staff and external resources (such as parents, community members, business, higher education, and network resources) to further the curriculum goals.*

## Minimum Specifications Required

Only devices meeting the minimum specification provided by the school will be able to be connected to the school's network. Whilst at school, students must connect to the school's network (this allows access to the Internet and other network facilities).

To enable the best education outcomes and connection to our school network, the minimum specifications are:

- iPad 16GB, iPad mini 16GB or Android Tablet 16GB
- Installed educational apps relevant to each year level provided by Success PS
- Hard, protective cover
- Device to be clearly identifiable

At all times the device is owned by the students and parents.

## Eligible Students

To be eligible to participate in this POD program:

- Students and parents will need to agree in writing that they will abide by the terms and conditions outlined in this policy.
- Students will need to ensure that they use the school network, including Internet connection, responsibly.

## Ethical, Legal and Responsible Use of Devices

In agreeing to take part in this program, students are agreeing to use their device in an ethical, legal and responsible manner at all times – ie at school and also at home.

Students and parents must ensure that:

- This POD for Students Policy is adhered to.
- Comply with all laws that apply to the Internet, communications and copyright (eg cyber bullying and plagiarism will not be tolerated).
- Privacy and security (of the student and others) will be respected, unauthorised personal information will not be shared and no attempt will be made to access personal information of others.
- Illegal copies of software, games, music files etc are not to be installed/downloaded on the device for use or sharing at school.

## Responsibilities of Parents/Guardians

Parents will need to supply the device for students to use during school hours.

It is recommended that parents have access to the device and occasionally check the software and other files saved on the computer to ensure that they are legal and ethical and suitable for school.

Access to the Internet out of school hours will be via the home Internet account and at the cost of the parent/guardian or students.

## Responsibilities of Teachers

The teachers at Success PS will monitor the use of the devices in class and provide instruction/guidance to students with regards to their appropriate use.

Teachers will develop programs that incorporate the use of the technologies available to enrich the learning experiences of the students.

It is not a requirement that the devices will be used every lesson, the teacher will decide based on the particular task at hand if it is appropriate to use the device during the lesson.

## Responsibilities of Students

Students must at all times use their device and the school network in a responsible manner. Normal school rules will apply to all inappropriate behaviours and use.

Students will need to:

- Bring their fully charged device to school every day. Charges are to be left at home. It is recommended that the device is charged fully overnight.
- Adhere to this policy of the school at all times.
- During class time all data (ie documents, images, files, folders, etc) is saved on the device unless otherwise instructed by the teacher.
- All data must be backed up weekly by the student (eg on an external hard-drive or to a cloud such as a Sky Drive).
- Ensure that images used as wallpaper on the device are appropriate for school.

Students must ensure that at all times their conduct or use of the device is acceptable, this means that ***students are not permitted to:***

- Use the Internet during school time for personal use.
- Use the Internet before and after school.
- Remove the device from the classroom during recess or lunch.
- Use the device to defame, embarrass or cyber bully another person.
- Disable the operation of the device.
- Record audio, video or take photos of other students or staff without their permission.
- Distribute any unauthorised media outside of the school without permission

When transporting the devices to and from school and during the school day, students must:

- Ensure that the device is in a protective cover
- Never leave their device unattended.

***Students who fail to adhere to this policy and conditions of use during school hours may have restricted access to the school's network (including Internet access).***

## Damage, Vandalism and/or Loss of Device

The students and parents must accept full responsibility for the care and use of their own device. Success PS does not accept responsibility for theft or loss of the device (in parts or whole) or any accessories. It is recommended that families check the details of their personal insurance coverage for events of loss or damage to the device and if not already covered elect to purchase or include a suitable insurance option for the computer, recognising that there is risk associated with a POD option.

In the event that damage should occur to the device, students will report this to the classroom teacher who will then complete an iPad Incident Report to be sent home with the student. No member of staff will attempt to fix any technical issues, this will be reported to parents/caregivers through an iPad Incident Report.

## Technical Support

To enable the efficient and effective use of the POD scheme during school hours, students will be given access to the school network. Students will be trained and given supporting documentation on how to access school network facilities.

***Technical support will only be available during normal school hours to assist with connection to our network.*** If a student is experiencing a problem with their device it must be reported immediately.

Technical support is not provided for hardware or software problems that may occur with the devices (this could void your warranty). Such assistance remains the personal responsibility of the student as a private matter.

## Misuse and Breaches of this Policy

If a student is found to have misused their notebook, there are a range of sanctions that may apply, including, but not limited to:

- Loss of some or all school network privileges for a period of time
- Suspension from school
- Reporting of a criminal offence by the school to the Police

Where there is reasonable cause to suspect that material contrary to this policy and the ethos of the school is being brought to school on the device, the school has the right to impound the device and conduct a search for the material. Parents will be contacted prior to the search being conducted.



## Success Primary School

### Personal Owned Device for Students Policy - 2016

This consent form must be completed and signed by the student and parent/guardian before a POD will be issued to the student. **Before signing this form, you must read the POD for Students Policy 2016.** Should you have any questions regarding the policy, please contact the Deputy Principal, Mrs Natalie McRobb for clarification prior to returning this form.

The completion and returning of this consent form is an acknowledgement that the student and parent/guardian nominated has read and agreed to the terms and conditions in the POD for Students Policy and the school's ICT Policy.

**Any breach of this agreement may result in consequences as outlined in the policy.**

User Agreement	
Student	Parent/Guardian
<p>I understand and hereby agree to comply with all requirements as set out in the <b>POD for Students Policy of Success PS</b> and understand that if breached, appropriate consequences may follow.</p> <p>I understand that I am only permitted to connect one device to the school network and that this device must meet the minimum specifications outlined in the policy.</p>	<p>As the parent or legal guardian of the student I/we have read, understood and grant permission for the student to bring their device to school and connect to the school network. I/We understand that access is granted to students subject to the restrictions contained in the <b>POD for Students Policy of Success PS</b> and that if breached, appropriate consequences may follow.</p> <p>I/We acknowledge that some material available on the Internet may be objectionable, despite attempts to filter for appropriate content. In addition to the POD for Students Policy, I/we have discussed appropriate restrictions and behaviours for the student when accessing or sharing information or material over the Internet.</p> <p>I/We release Success Primary School and its personnel from any and all claims and damages of any nature arising from my child's use of our personally owned device.</p> <p>I/We accept responsibility for damages, repairs, loss or theft to our personally owned device.</p>

Student's Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



Department of Education

APPENDIX A: STUDENT PARENT MEMORANDUM OF UNDERSTANDING Connection and Use of Student Owned Device on the Success PS Network 2016.

V 5.0

Parties to the Memorandum

Student's Full Name : \_\_\_\_\_ (Student)
Parent's Full Name : \_\_\_\_\_ (Parent)
Success Primary School (Success PS)

Preamble

This memorandum relates to the connection and use of a personally owned device at Success PS. This memorandum describes the terms of the provisions including level of service and scope of services agreed to by Success PS, the student and the student's parent(s).

Conditions

The solution is supplied by Success PS to the student, based upon the following understanding:

- 1. The student must take all reasonable care to prevent against any form of damage and loss of the student owned device.
2. The student will abide by all conditions outlined in the Students Online – Acceptable Usage Policy.
3. The student and their parent will be solely responsible and legally accountable for any data stored or installed on the student owned device.
4. The student owned device and any software installed will be provided by the Parent and or Student.
5. Student owned devices can only be connected to the school's wireless network.
6. The Department strongly recommends that
a. Student owned devices are installed with Anti-Virus protection which is either current or the version immediately prior to the current version:
b. Student owned devices are installed with the recent release of the anti-virus definitions files (one of the most recent four (4) released definitions).
c. Student owned devices have Operating System patches which are within seven (7) days of the vendor's release date.
d. Student owned devices are enabled to receive auto-updates from the software vendor.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Sue Knight, Principal
Success Primary School
Western Australian Department of Education