

## **BYOD (Bring Your Own Device) Policy for Primary and Secondary**

### **1 Purpose**

As part of our endeavour to provide our students with an up-to-date, modern learning experience, TSPS has a BYOD policy for students. We hope that by allowing students to bring their personal devices into school and integrating learning technologies in the classroom, our students will develop research, innovation, and digital literacy skills necessary to be competitive in the modern global workforce. The Bring Your Own Device initiative ensures students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day.

By allowing students to bring their own device, this will enable students to better access e-learning opportunities while in school, review e-learning tasks directly with their class teachers during in-school days and engage with other peers who are distancing learning.

### **2 Scope**

This policy outlines what the management of TSPS expect from students who are using a personal device in their lessons as part of our BYOD initiative. An important component of B.Y.O.D will be education about appropriate online behaviours. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviours. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices.

This policy is only applicable to students in Years 3 to 13. Any breach of this policy will result in appropriate investigation and, where necessary, disciplinary action.

### **3 Device Types**

We do not specify a particular brand or model that students must use. They also need to be and safe and convenient to use in school and easy to move around with.

### **4 Guidelines**

1. Students must take full responsibility for their own devices. The school is not responsible for the security or transportation of personal devices. Students will take full responsibility for their own devices. Class teachers will advise students on the safe keeping of devices while they are in school.
2. Only the devices that are registered with the school will be allowed for use in the classroom for educational purposes only.
3. Students may only use devices such as tablets, notebooks, small laptops and ipads when in lessons and directed to do so by the supervising teacher. Students are not permitted to use these devices at lunchtimes, break times or after school whilst still on the premises or at any other times when not directly instructed and supervised by a member of staff.
4. Students must immediately comply with any teacher requests to shut down a device or close the screen. Devices must be in silent mode and put away when asked by teachers.

5. Students are not permitted to capture, transmit or post photographic images/videos of any person on campus for personal reasons or to be posted on public and/or social networking sites.
6. Before recording audio or video or taking a photograph required for an assignment, a student must obtain permission from a teacher who will ensure that all the necessary permissions are taken prior to the event. Recordings and photographs are allowed only for a teacher-approved project or activity
7. Students should make every effort to charge devices prior to bringing them to school. We have no provision to charge any device in school.
8. To ensure appropriate network filters, students will only use the BYOD wireless connection in school and will not attempt to bypass the network restrictions by using 3G or 4G network or VPNs of any kind. Non-compliance will result in loss of the ability to bring personal devices to school for a period to be determined by the school.
9. Infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorised data or information is in violation of the BYOD guidelines and will result in disciplinary actions. The school maintains the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.
10. Processing or accessing information on school property related to “hacking,” altering, or bypassing network security policies is in violation of the BYOD guidelines and will result in disciplinary actions. Students can only access files on the computer or internet sites which are deemed relevant to the classroom curriculum and suggested by the subject teacher.
11. Printing from personal devices is not available at school.
12. Students must adhere to school rules regarding cyber bullying, digital citizenship and netiquette at all times.

For all students, bringing their own device will ensure more effective blended learning during the COVID pandemic and also provide a long-term option to extend the learning resources available to teachers and students when a full-time return to school is resumed.

All students in Years 3 to 13 should provide either a laptop or tablet that can be used in school to access WIFI, the Internet, Schoology and Zoom and have the capacity to store files and complete online written, audio and video tasks. It is advised that a small laptop would be the most ideal.

Reviewed: September 2020

Next Review: August 2021