



Toorak Primary School

Bring Your Own Device 2021 -2022





BYOD Netbook Program

Rationale

Toorak Primary School is committed to maintaining excellent outcomes in teaching and learning. Portable ICT devices enhance teaching and learning. Placing the technology of choice into the hands of our students provides opportunity to individualise learning, increases independence and promotes self-initiated learning within and beyond the classroom.

As we prepare students for life in the 21st century we must equip them with the skills to utilise technology responsibly and empower them for lifelong learning.

We hope to provide students with ease of access to the internet and an ever-expanding range of learning technologies available through a range of applications and other programs to transform learning.

Why implement a BYOD programme?

BYOD, where the device is owned by the student and goes home with them every day, allows for anywhere, anytime learning. At TPS we use the Google Suite applications which allows students to save their work to the Cloud so it cannot be lost and can be accessed from home or any other computer with Internet access. There is the potential for collaboration between students, and further opportunities and new methods for teachers to provide feedback to students. It also provides opportunities to communicate and share their learning in a way that will prepare them for the future. Many of our students already use digital devices outside of school to communicate and learn. We have seen the benefits of integrating these with our school resources so that the potential of these devices can be used to enhance learning further and become an important part of their learning toolkit.

Technology also changes the way teachers teach, offering educators effective ways to reach different types of learners and assess student understanding through multiple means. It also enhances the relationship between teacher and student.

Netbooks will be used to facilitate learning by allowing students to:

- access, use, create and publish digital information
- develop knowledge, understanding and skills through creativity, critical thinking and problem-solving
- collaborate with others
- communicate, in a variety of ways, their knowledge and learning experiences.
- a tool to manage their work and learning.
- develop age-appropriate ICT skills and understandings, including the responsibilities of online citizenship.
- develop responsibility for their personal actions when using digital devices including the care and functionality of their device.

What are some examples of how students use Netbooks in class?

Making films, creating soundtracks, taking photos, drawing images, reading eBooks, writing notes, annotating PDF documents and eBooks, researching and writing, creating digital books, accessing the Internet, online communication; email, blogs, google meet, recording interviews, accessing educational videos, listening to podcasts, submitting assessment pieces, attending virtual excursions.

Netbooks As Standard School Equipment for students in 3-6 at TPS




Parents of students in Year 3 to Year 6 will need to supply a personal netbook as standard school equipment.

Which netbook does my child need in 2022 and where can I purchase?

To ensure consistency, accessibility and compatibility we have engaged with 'Learning with Technologies' as our preferred supplier for TPS. Learning with Technologies have a dedicated school portal: <https://toorakps.orderportal.com.au/Welcome?ofid=1706&eid=1814> that enables families to view models and order devices and accessories. We strongly encourage families to order products from LWT as they provide ongoing technical and warranty support for the duration of the warranty period.

2021/22 Recommended Products

The three models below are suitable for the school curriculum and are available from the LWT school portal:

Model	Cost	Image
Lenovo 11e Netbook 5 th Gen – 11.6" Celeron 4GB,128GB 11.6" Netbook designed with robustness in mind for education use.	\$664.00 incl 3 yr warranty	
Lenovo 11e Yoga 5th Gen - 11.6" Touch Celeron 4GB 128GB 11.6" Touch Netbook designed with robustness in mind for education use.	\$812.50 incl 3 yr warranty	
Lenovo 11e Yoga 6th Gen - 11.6" Core M3, 8GB 256GB 11.6" Touch Netbook designed with robustness in mind for education use with the extra speed of Core m3 and an Active Stylus for writing.	\$950.00 incl 3 yr warranty	

*prices correct at time of publishing

Please Note: Parents/students who already own a netbook and wish to use it for school must check to see if it meets the Minimum Device Requirements:

Device Requirements	Minimum	Recommended
Processing Unit (CPU)	Intel Celeron 3867U/AMD A9-9425	Intel i3/i5/i7 or AMD Ryzen 3 4300U
Memory (RAM)	4GB	8GB
Hard Drive (Storage)	128 GB (SSD)	256GB (SSD)
Graphic	Intel Graphic	Intel HD/nVidia/Radeon
Operating Systems	Windows 10 Pro	Windows 10 Pro
Camera	HD Web Camera	HD Web Camera
Audio	Built-in Speaker	Built-in Speaker



Recommended Accessories (available for purchase through LWT School Portal):

- Volume restricted over-ear headphones are recommended as they minimise the risk of students being exposed to loud music or sounds. (Highly Recommended)
- Robust and sturdy carry case
- Wired or wireless mouse

What about software and apps?

All devices purchased through LWT will come with the DET Student preinstalled image that contains all the relevant applications such as Office 365. The range of Google Suite applications are accessed online.

What about the security of the device at school?

Students will be responsible for the care and placement of devices during the school day. An insurance option is available for purchase through the supplier. Devices are to remain in the classroom during the school day where they will be locked during break times. Each device and bag will need to be clearly labelled with the students name for easy identification.

What about on-line safety and cyberbullying?

Toorak Primary School core values are Honest, Responsibility, Friendship, Respect and Kindness, form the foundation for ICT use and interacting with others digitally. Our Digital Use Agreement and Google Suite Permission signed by every student and parents sets the expectations for students.

Students are required to:

- be a safe user whenever and wherever they use information and communication technology (ICT)
- be responsible whenever and wherever they use technology and support others by being respectful in how they talk to and work with them and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour
- report to an adult if they feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

(A full copy of the Digital Technologies (Internet, Social Media and Devices) Policy is available on our website.)

We will cover Cybersafety and Digital Citizenship as part of our teaching and learning programs in year 3-6, but it is important that parents take an active part in the discussions about Cybersafety and ethical use of ICT with their child.

Students need to tell a teacher and/or parent/caregiver when they are feeling uncomfortable or threatened online. Many parents choose to install a parental control app to remain fully aware of their child's online activities. In addition, we strongly recommend that parents know their son/daughter's password and have access to the device.

What is my son/daughter responsible for at school?

- Using all ICT according to our responsible user agreement.
- Displaying digital citizenship.
- Following the teachers' instructions around the use of devices.
- Charging the device at home.
- Saving work and backing up to the Cloud.
- Safe-keeping of the device when not in use.
- Carrying the device in his/her school bag from class to class.

YOU ARE RESPONSIBLE FOR

RESPONSIBLE DEVICE USE



Charged?

Over night for full school day

Contents

Whoever you lend it to.

Breakage

Whoever you lend it to.

YOU ARE RESPONSIBLE FOR

RESPONSIBLE DEVICE USE



Secure?

All College passwords

Learning?

Only appropriate tasks

Reputation?

What did you say?

SCHOOL IS RESPONSIBLE FOR

RESPONSIBLE DEVICE USE



Network

Wired & Wireless

Internet

Appropriate speed

Filtering

Protect all users

SCHOOL IS RESPONSIBLE FOR

RESPONSIBLE DEVICE USE



Citizenship

Promote the safe and appropriate use

Monitor

Ability to monitor activity

SCHOOL HAS THE RIGHT TO

RESPONSIBLE DEVICE USE



Expect

Students will follow these rules



Report

Serious Breaches

SCHOOL HAS THE RIGHT TO

RESPONSIBLE DEVICE USE



Network

Monitor for balanced use

Inspect

allowing for student privacy

Prohibit

Device or Network use

How will misuse be handled?

We have a well-developed Behaviour Action Plan that clearly shows the process used if an incident should occur. Categories of misuse are based on levels of seriousness, and misuse will be dealt with by the classroom teacher, unless it is serious enough to be referred to the Leadership Team. Classroom management involving devices will not be very different from more traditional approaches – just as a teacher might require students to put down their pens and listen fully to instructions, the instruction might be “Lids down, and listen to instructions.” Ongoing misuse of a device would result in the same consequences as other examples of inappropriate behaviour. Instances of serious misuse of devices, such as accessing inappropriate websites or cyberbullying will be taken very seriously and dealt with accordingly. Students using their devices to access the internet through the school wi-fi will be tracked and monitored and inappropriate websites including those identified as being associated with cyberbullying are blocked. While the majority of cyberbullying occurs out of school time, it should still be brought to our attention at any time.



Parent Resources

As a parent, you play an important role in helping your children have safe and positive experiences online. By becoming aware of how young people interact online and some of the risks they face, you can guide your children with strategies to get the benefits of going online while avoiding the many of the risks.

Below are links to information, tips and advice to help you and your family make the most of being online.

eSafety Parent Portal

eSafety for Parents/Carers – <https://www.esafety.gov.au/parents>

eSafety provides activities, resources and practical advice to help young kids, kids, teens and parents safely enjoy the online world.

Social Media

<https://www.common sense media.org/social-media>

The Australian Government's Easy Guide to Socialising Online provides information on how internet users can protect themselves and their information when using social networking sites, search engines and online games.

Digital Citizenship

<http://www.digizen.org>

The Digizen website provides information for educators, parents, and young people. It is used to strengthen their awareness and understanding of what digital citizenship is and encourages users of technology to be and become responsible DIGITAL citiZENS.

Top 10 Tech Safety Tips for Parents of Tweens and Teens

<http://parentingsquad.com/top-10-tech-safety-tips-for-parents-of-tweens-and-teens>



Frequently Asked Questions

Filtering Software:

We have a DET managed firewall at Toorak Primary School. This is a high performance unified threat management solution that provides the visibility needed to detect hidden threats within legitimate content, even from trusted sources and authorized applications. This protection means we can allow new applications into our network, but automatically block any malicious content or behaviour. We also have the capability to generate reports on student use and access of the internet.

We have blocked sites like Facebook as we feel they can be easily misused and detract from the educational purpose set for our use of ICT at school. Sites for student collaboration at school are facilitated through Google Suite. Other sites that fall under the category of 'mature and explicit content', are also blocked.

This filtering system is not active once the child is not using the school network i.e at home. Filtering at home can be managed by third party provider's such as Net Nanny or through your internet service provider.

If I order from LWT, when will my device arrive?

Devices will arrive to the school in week 9 of T4 after the closing of the order period for 2021. Once they arrive, the school technician will configure them ready for your child to use. The school will communicate with you on the pick up procedures. All devices will be required to be collected by a parent/carer. Please note devices will not be handed to students.

Can I purchase the device as a Christmas present for my child?

Yes, all devices ordered before the 2021 order deadline will be delivered in time for parents to give to their child for Christmas. (subject to availability of stock)

What do I do if there is something wrong with the Netbook?

If your child is having an issue with their netbook, it is important that they report this to their classroom teacher and arrange to see our ICT technician. Alternatively, if this is not possible or classes are not currently running on-site, please log the issue on our ICT fault portal <http://jms.toorakps.vic.edu.au/open.php> from the school's homepage, and our technician will get in contact with you.

Will the netbook be used in all classes?

In short, yes. Netbooks are tools for learning that will be used along with all the other tools available at school (e.g. pen, paper, books etc).

Will students still be writing using pen and paper? Will handwriting skills still be considered important?

Yes, the Netbooks are used to enhance teaching and learning and the use of pen and paper is still a vital skill for students to learn. At TPS, handwriting continues to be a fundamental skill we focus on developing.



Will all homework tasks require the Netbook? In what way will the Netbook be used for homework tasks?

The Netbook will be used as an additional resource to assist students in the completion of homework tasks. There may be some tasks that will benefit from the use of the Netbook and some that will not need it at all.

Will students receive support in setting up the Netbook and using it for educational purposes?

At the beginning of the year there will be a series of introductions and training sessions. Our technician will work with staff and students to help setup all the Netbooks.

Will TPS replace a lost, stolen or damaged Netbook?

TPS will not replace a stolen, lost or damaged student Netbook. Student Netbooks are to remain in the classroom during the school day. Staff will ensure that the classroom is securely locked whenever the classroom is vacant.

Parents are encouraged to insure their child's Netbook from loss, theft or damage as the school does not insure students' personal devices just as it's not able to insure any other personal property of a student. There are many different insurance policies available to cover electronic devices such as Netbooks and many home and contents policies will also provide coverage – please check with your insurance provider.

How can I ensure my child is not using the Netbook inappropriately at home?

Clear boundaries and expectations are the easiest way to achieve this. We recommend that you only allow use of the Netbook in open and visible parts of the house, not bedrooms. Establish a routine where the browsing history is checked by parents regularly.

What are TPS policies about electronic devices and bullying?

TPS has a Student Engagement and Wellbeing Policy that covers all forms of bullying from cyber to verbal to hand written and even covers non-verbal physical intimidation. Bullying will not be tolerated in any form at TPS and will be dealt with in accordance with our policy.

Will the students be allowed to have games on their Netbooks?

Yes. The Netbook is a student's Personal Electronic Device and a student can install their own age appropriate apps for personal use on the Netbook. These apps/games must not contravene the TPS Digital Use Policy and student personal apps must not impact on the space available for educational resources and apps. Students will not be allowed to use the games apps whilst at school.

Will TPS back up the Netbooks?

No, students are responsible for the care, protection and maintenance of their Netbooks, this includes periodically backing up the contents of the Netbook to a cloud based system or external hard drive.



Should students bring their Netbooks to school every day?

YES. Your child needs to charge up his/her Netbook each night and bring it to school ready for use every day. Teachers will communicate with students if and when the netbooks will not be required e.g on the day of a school excursion etc.

What happens if a student forgets their Netbook or forgets to charge it overnight?

As the Netbook is used as a tool to enhance current practices, the student will have limited access to the additional resources and tools available on the device for that day. S/he will still be able to attend lessons and activities without the use of technology on that day.

Will students use their Netbooks before school or during breaks?

Students are not permitted to use their Netbook during breaks in the yard or during wet and sweat weather inside. Students will not be able to use their Netbook in the school yard before and afterschool.

