

BRING YOUR OWN DEVICE

AT HAMPDEN PARK PUBLIC SCHOOL



HAMPDEN PARK
PUBLIC SCHOOL
LEARNING TOGETHER



PARENT INFORMATION

WWW.HAMPDENPK-P.SCHOOLS.NSW.EDU.AU

INTRODUCTION

BRING YOUR OWN DEVICE TO SCHOOL IN 2015

Dear Parents,

It is with great excitement that we embark on our Bring Your Own Device (BYOD) trial within all Year 5 and 6 classes in 2015. Your child will be invited to bring a suitable learning device such as a laptop or tablet to school for learning purposes. We understand that devices cost money and do not expect all students to arrive at school next year with devices. Students can join the program at any time, once a device has been purchased.

Please take the time to read our BYOD Policy which has been developed according to NSW Department of Education and Communities guidelines. If you would like your child to participate in this trial, please complete the attached *BYOD Trial Consent Form* and *Student Agreement* and return to your classroom teacher once your device has been purchased.

If you decide to purchase a new device for next year, **please make sure it meets our minimum specifications** which are laid out towards the end of this booklet.

If you have any questions, please feel free to contact us on 9750 4111 or by email at chris.hopkins1@det.nsw.edu.au or stephen.macdonald7@det.nsw.edu.au

Kind regards,

Chris Hopkins
Assistant Principal (Stage 3)

Steve Macdonald
Computer Coordinator

WHAT IS BRING YOUR OWN DEVICE (BYOD)?



BYOD (Bring Your Own Device) refers to students bringing a personally-owned electronic communication device, e.g. tablet, laptop) to school for the purpose of learning. Hampden Park Public School recognises the need to prepare students for a rapidly-changing world where technology plays an increasing role in students' everyday lives.

THE RESEARCH

WHY BRING YOUR OWN DEVICE?

DEVICES ARE ALREADY A PART OF STUDENTS' LIVES

For a majority of our students, computers and portable devices such as phones and tablets are already integral to the world in which they live. We need to ensure that these devices are also a tool for learning (not just for play) and that they also make learning an integral part of student's lives. Many schools have banned student devices but instead could benefit from teaching students how to use technology properly and safely. By providing appropriate supervision and support we can help students develop cybersafety awareness and digital citizenship skills. BYOD also "allows students access to the same devices at school and at home, it can extend learning opportunities to times and places outside of the classroom" (Horizon Project, 2013) and "allow students to work with technology with which they are already comfortable and familiar" (Horizon Project, 2013).

21ST CENTURY LEARNING

BYOD recognises that our students are 21st Century learners who need to be equipped with the skills to learn in a world where technology is embedded in everything we see and do. Schools need to support this essential learning by establishing systems that support the development of these skills. BYOD is about the meaningful integration of technology into students' daily lives and developing the critical knowledge to use these tools effectively and appropriately. An environment where all students have access to their own devices opens up new possibilities for collaborative and online learning, carefully structured and supervised by the teacher. Students will be able to use their device as a means to communicate, calculate, photograph, video and edit across a range of different subjects.

PERSONALISED LEARNING

In an environment where all students have access to collaborative devices, students can take control of their own learning. In this scenario, teacher becomes a manager of learning, providing the support for students to obtain knowledge, rather than the direct source of information. Many studies have shown (and this is evident in our own school) that access to computer devices for learning increases student motivation and engagement.

USING THE CLOUD

The NSW Department of Education and Communities is in the process of finalising access for all students to Google Apps, an extensive suite of online software that allows students to collaborate online. This software provides new possibilities for our students including the ability to work together on a single document at the same time. The cloud also has the advantage of being accessible from anywhere with internet. This means that assignments from the classroom can be continued at home seamlessly.

EQUITY

The implementation of a BYOD program can have significant effects on the overall access to devices for all students. We understand that not all students can afford to bring a device of their own to school. At Hampden Park Public School we have invested substantial funds in the purchase of many laptops and mobile learning devices for student use. By encouraging students to bring their own device to school, this lessens the competition for school-owned devices and ensures greater access for everyone. Students without their own device will not miss out.

Content adapted from:

NSW DEC. (2013). BYOD Literature Review 2013. Sydney: State of NSW, Department of Education and Communities, T4L Program - Information Technology Directorate.

References:

Alberta Education. (2012). Bring your own device: a guide for schools. Edmonton: Alberta Education.

Barseghian, T. (2012, September 12). Privacy, Equity, and other BYOD Concerns. Retrieved from <http://blogs.kqed.org/mindshift/2012/09/privacy-equity-and-otherbyod-concerns/>

Clifford, M. (2012, October 18). Bring Your Own Device (BYOD): 10 Reasons Why It's a Good Idea. Retrieved from <http://newsroom.opencolleges.edu.au/trends/bring-your-own-device-byod-10-reasonswhy-its-a-good-idea/#axzz2OWWT5Vjb>

Horizon Project. (2013). NMC Horizon Project Project Short List 2013 K-12 edition. New Media Consortium. Austin Texas: New Media Consortium.

"LEARNING BECOMES EASIER TO ACHIEVE, AS IT IS MORE COLLABORATIVE. STUDENTS CAN INTEGRATE THE DEVICE INTO THEIR DAILY LIVES"

(CLIFFORD, 2012, P. 2).

"SUCH DEVICES, IN THE HANDS OF EVERY STUDENT, AFFORD SEAMLESS LEARNING OPPORTUNITIES THAT BRIDGE THE FORMAL LEARNING IN SCHOOLS WITH THE INFORMAL, OUTSIDE OF CLASSROOMS AND SCHOOLS"

(ALBERTA EDUCATION, 2012, P. 5)

'STUDENTS WHO DO NOT HAVE PERSONAL TECHNOLOGY DEVICES HAVE GREATER ACCESS TO SCHOOL OWNED TECHNOLOGY TOOLS WHEN STUDENTS WHO BRING THEIR OWN DEVICES TO SCHOOL ARE NO LONGER COMPETING FOR THAT ACCESS'

(BARSEGHIAN, 2012).



BYOD POLICY

Hampden Park Public School Bring Your Own Device (BYOD) Policy

Hampden Park Public School values the importance of technology in assisting students with their learning. The promotion of technology is fundamental to the school's educational philosophies.

By implementing Bring Your Own Device (BYOD), Hampden Park Public School will assist students in developing digital literacy, fluency and citizenship while preparing them for the high tech world in which they will live, learn and work. It will empower students and give them direct involvement in the way they use technology in their learning. It will also allow teachers to continue to employ technology in the classroom while building on the experiences gained in the previously supported model.

Objectives

1. To encourage the bringing of a computing device to school by all students in Years 3-6
2. To provide a safe environment in which students can achieve Objective 1
3. To ensure a minimum standard of device compatibility
4. To enable students to use technology to enhance their learning
5. To provide the opportunity for teachers to continue to tailor lesson delivery so that students can use their devices in class
6. To teach students essential digital citizenship skills (e.g. netiquette, cyber safety) in preparation for high school and beyond.

Actions

(1) Students and Parents/Carers

- Students may bring their own devices to school and may access the department's Wi-Fi network.
- The device must meet the device specifications as outlined by the school.
- A device which does not meet the device specifications will not be permitted to access school networks and services
- The department will provide internet access at no cost to students enrolled in the school
- Students are responsible for the care and maintenance of their devices, including data protection and battery charging.
- Prior to bringing their device for the first time, students and their parent/caregiver must read and sign the BYOD User Charter which sets out the responsibilities and expectations relating to the use of personal devices.
- Students must follow teachers' directions as to the appropriate use of their devices in class.

Continued over the page

(2) Teachers

- Teachers should encourage and facilitate the use of students' devices in their classrooms where they deem appropriate. Use of students' own devices in class is, however, at the sole discretion of the teacher.
- Teachers will be responsible for supervising students in the safe use of devices online.
- Teachers will not be expected to provide technical support for students' devices or operating systems.

(3) Hampden Park Public School

Hampden Park Public School will:

- Not accept any liability for the theft, damage or loss of any student's device. Students who bring their own devices onto school sites do so at their own risk.
- Not provide hardware or technical support for devices.
- Maintain a BYOD Equity Policy to ensure all students have access to computing resources.
- Maintain a pool of devices for the use of students who do not have access to their own device.
- Provide a BYOD Student Agreement to list the responsibilities and expectations of each student, displayed in all learning areas in the school.
- Ensure a copy of the BYOD Student Agreement is signed by each student and their parent/caregiver.
- Publish a device specification that outlines the requirements of the BYOD program devices, including but not limited to:
 - Form factor
 - Physical dimensions
 - Network connectivity
 - Operating system
 - Processor
 - Battery life
- Provide a wireless network with filtered internet connection to which students may connect their personal device.

Where the school has reasonable grounds to suspect that a device contains inappropriate data which breaches the BYOD Agreement, staff may temporarily confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, further action may be taken including referral to the police. School disciplinary action may also be appropriate.

EQUITY POLICY

Hampden Park Public School Bring Your Own Device (BYOD) Equity Policy

Rationale

The Hampden Park Public School Bring Your Own Device (BYOD) program, like all BYOD programs in an education setting, inherently imposes a financial cost on students and their families by requiring them to supply a device. At the same time, the Hampden Park Public School BYOD program can only function if all students have access to appropriate technological resources in all their classes. Hampden Park Public School takes seriously the role of public education in ensuring all students have access to the same learning outcomes. The purpose of the BYOD Equity Policy is to establish the framework for the BYOD program to provide this for all students, irrespective of their families' financial means.

Objectives

1. To facilitate and promote the bringing of a computing device to school by all students in Years 5 and 6 in 2015 for use in their education.
2. To ensure equity in the BYOD program and its implementation.
3. To ensure all students have access to appropriate technological resources in their classes.
4. To provide a framework through which family requests for assistance can be managed fairly and consistently.

Actions

(A) Hampden Park Public School

Hampden Park Public School will:

1. a. Endeavour to provide appropriate technology resources to all students through the digital wireless network, computer labs and Library resources for printing.
b. Ensure the BYOD Program's Device Specification is designed so that a range of devices in capability and cost are suitable.
2. Provide some devices for students who cannot afford to purchase their own device through the loan of a School Owned Device during class time.
3. Provide prioritised access to digital devices for families who cannot purchase a BYOD device.

(B) Students and Parents/Carers

There are 2 options available:

1. Consider your options for the purchase or lease of equipment that meets the Device Specification.
2. For families or do not provide a device themselves the following would apply:
 - Priority or reserved access to desktop computers in computer labs or the Senior or Junior Libraries during class time, free periods, before school or during breaks.
 - Loan of a laptop or other device for a particular lesson or activity where practical.
 - Loan of a laptop or other device for a particular day where practical.

TRIAL CONSENT FORM

GOT YOUR DEVICE AND READY TO BEGIN? PLEASE RETURN THIS FORM.

Bring Your Own Device Trial at Hampden Park Public School

Dear Parents,

Technology has become an essential part of education here at Hampden Park Public School (HPPS). In the past, the use of computing devices not owned and managed by the school has been forbidden during the school day. With many students now owning mobile computing devices and frequently using these devices for their school work at home, we recognise the need to allow students to use their own technology at school. In an effort to empower students to take control of their own learning, we are investigating an option that would allow students to use personal technology devices for educational use while at school.

To this end, we are trialling a Bring Your Own Device (BYOD) program. Students in the first phase of this investigation will be able to bring their own mobile computing devices to school for use in their classes. Please see the attached BYOD Fact Sheet to see what devices will be permitted.

It is important to note that a secure, filtered internet connection will be provided for students to use for educational purposes. At no time will they be able to use their device except for teaching & learning. Students and parents will need to be aware of the Department of Education and Communities policies regarding information technology and online communication, which can be found here under the 'Computer & Internet' section: <https://www.det.nsw.edu.au/policiesinter/category.do?level=Schools>

Please also read the school's own BYOD Policy document, and have your child read and sign the attached BYOD student agreement and return to their classroom teacher.

The student is solely responsible for any equipment that he/she brings to school. Hampden Park Public School is not liable for damaged, lost, or stolen equipment. All devices that will be used on the school Internet connection must first be approved by a Computer Coordinator (Chris Hopkins or Steve MacDonald). HPPS staff will be unable to provide technical support for personal devices brought to school.

For more information, please contact Chris or Steve on 9750 4111 or email:
chris.hopkins1@det.nsw.edu.au / stephen.macdonald7@det.nsw.edu.au

Regards,

Steve MacDonald

Computer Coordinator

Trial Consent Form

Please return this form once your selected device has been purchased and your child is ready to bring it to school.

I hereby consent to _____ of class _____
participating in the HPPS BYOD trial which will run for the duration of Term 1 2015.

Device Make: _____ Device Model: _____

Device Serial Number: _____

Signature of Parent/Guardian _____ Date _____



STUDENT AGREEMENT

PLEASE READ AND MAKE SURE YOUR CHILD UNDERSTANDS OUR EXPECTATIONS

Hampden Park Public School Bring Your Own Device (BYOD) Student Agreement

Students must read this agreement in the company of their parent/carer unless excused by the Principal.

This page is to be signed and returned to the computer coordinator. By signing at the bottom of this page students agree to the following behaviours:

- I agree that my use of the NSW Department of Education and Communities' (NSW DEC) internet will be only for learning.
- I agree to only use my own portal/internet log-in details and NEVER share those with others.
- I agree to not hack or bypass any hardware and software security implemented by NSW DEC or my school.
- I agree to not use BYOD to knowingly search for, link to, access or send anything that is not in line with DEC policy.
- I agree to report inappropriate behaviour and material to my teacher.
- I agree to stay safe by not giving out my personal information to anyone.
- I understand that my activity on the internet is recorded and these records may be used in investigations, court proceedings or for other legal reasons.
- I acknowledge that the school cannot be held responsible for any damage to or theft of my device.
- I agree that use of my device during school activities is at the direction and discretion of the teacher.

Date: _____ / _____ / _____

Student Name: _____

Student Signature: _____

In the presence of:

Parent/Carer Name: _____

Parent/Carer Signature: _____



WHICH DEVICE?

**PLEASE MAKE SURE YOUR DEVICE MEETS OUR MINIMUM SPECIFICATIONS.
DON'T UNDERSTAND THE JARGON? TALK TO US!**



Students can bring a **laptop** or **tablet** to school. The laptop or tablet **must** meet the required specifications detailed below. Examples of suitable devices are iPads, Windows 8 or Android tablets, laptops and Chromebooks. Students may **not** use mobile phones for BYOD.

Families may choose to purchase insurance for student devices.



DEVICE SPECIFICATIONS



**WIRELESS
802.11 G/N /AC**

Wireless Connectivity:
Devices must support 802.11 G, N, or AC wireless.

RAM:
Tablets must have a minimum of 1GB RAM.
Laptops require a minimum of 2GB RAM.



**TABLETS 1GB RAM
LAPTOPS 2GB RAM**



Battery life:
Devices must last at least 3 hours without charge.

Hard Drive (HDD) :
Devices must have a minimum of 8GB storage.



Hardware features
Devices must have a camera and microphone.

Operating System:
Devices must be running the latest operating system version (Windows, Android, iOS, OSX, Linux and ChromeOS).



SOFTWARE & APPS

Devices must have software or apps that allow for:

- Internet browsing
- Notetaking
- Word processing
- Creating spreadsheets
- Creating presentations

Free Software for Students

Students can download free Microsoft & Adobe software for laptops at bit.ly/byodsoftware.

STUDENT RESPONSIBILITY

Security

- Devices must be secured by a PIN code or similar security feature.
- Active antivirus software must be installed on laptops and Android devices.

Students must:

- Sign the BYOD student agreement with their parent/ carer before bringing their own devices to school.
- Ensure their devices are secure at all times.
- Keep their devices safe using carry cases, screen guards, etc.
- Use devices according to school and NSWDEC policies.

RECOMMENDED DEVICES

DON'T STRESS, WE HAVE RECOMMENDED DEVICES AVAILABLE FOR PURCHASE



We have been working directly with suppliers *Learning with Technologies* to secure the best prices for suitable BYOD devices. Simply click on the link below to access their online ordering portal and get your device delivered. All devices on this site meet our minimum specifications.

Please note: this is not compulsory. You can purchase your devices from any retailer you choose.

WHAT ARE THE ADVANTAGES?

Learning with Technologies has been supplying BYOD solutions to schools for over 5 years and understand the needs of our school. As a large educational supplier they can:

- Access to an easy-to-use online store
- Delivery through Australia Post
- Offer competitive educational pricing
- Pay outright or in instalments over 36 months
- 0% interest available
- Purchase insurance with your device (optional)
- Buy optional extras such as cases and upgrades

REQUIRE A DEMONSTRATION BEFORE YOU BUY?

A SALES REPRESENTATIVE FROM LEARNING WITH TECHNOLOGY WILL VISIT HAMPDEN PARK PUBLIC SCHOOL IN EARLY TERM 1 TO TALK TO PARENTS AND DEMONSTRATE EQUIPMENT.

Product	ACER Chromebook C730	ACER Chromebook C720P	ACER Travelmate B115
PRICE	\$317.00 inc GST See optional finance options below	\$415.00 inc GST See optional finance options below	\$469.00 inc GST See optional finance options below
ESTIMATED DELIVERY TIME	2 weeks	2 to 3 Weeks	2 weeks
OPERATING SYSTEM	Google Chrome (This unit can not run Windows)	Google Chrome (This unit can not run Windows)	Windows 8 with Bing
CPU	Intel® Celeron Quad Core (up to 2.16 Ghz)	Intel Celeron 2955U	Intel Celeron Quad Core N2920 (up to 2GHz)

TO ORDER ONLINE VISIT
HPPSBYOD.ORDERPORTAL.COM.AU

SECURITY

WILL MY DEVICE BE SAFE?



The security of your child's device is important to us. **All classes within the BYOD program will have lockable stores for devices when they are not being used.** No devices will be allowed into the playground during recess or lunch and will remain locked up during this time.

While we will do our best to keep your devices safe, **we are unable to take responsibility for damage or theft.** Accidents do happen, especially in an environment with students. There are things you can do to lessen the risk of damage and financial loss.

WHAT CAN YOU DO TO HELP?

- **TALK TO YOUR CHILD ABOUT THE IMPORTANCE OF TAKING CARE OF BELONGINGS**
- **DEMONSTRATE SAFE USE/CARRYING OF THEIR DEVICE**
- **PURCHASE AN EFFECTIVE CASE FOR PROTECTION**
- **PURCHASE INSURANCE TO PROTECT FROM THEFT OR DAMAGE (OPTIONAL).**

INSURANCE

Insurance is very useful for the protection of devices from theft and damage. A wide range of companies offer specific insurance packages for portable devices, just search Google (make sure you compare a few quotes). Our recommended supplier, LWT provide the option for purchasing insurance when you buy your device., should you choose to take it.



CHECKLIST

MAKE SURE EVERYTHING IS IN ORDER BEFORE YOU JOIN. FOLLOW THIS CHECKLIST.

- READ THE HPPS BYOD POLICY**
- PURCHASE A DEVICE THAT MEETS THE SPECIFICATIONS**
- PURCHASE INSURANCE (OPTIONAL)**
- READ THROUGH THE STUDENT AGREEMENT WITH YOUR CHILD**
- STUDENT SIGN AND RETURN THE STUDENT AGREEMENT, WITNESSED BY PARENTS**
- SIGNED AND RETURNED THE TRIAL CONSENT FORM**

COMPLETED?

YOUR CHILD IS READY FOR BYOD!

MORE INFORMATION?

VISIT OUR WEBSITE FOR A WEALTH OF INFORMATION ABOUT BYOD

VISIT OUR BYOD PAGE:

[BIT.LY/HPPPSBYOD](http://bit.ly/hpppsbyod)

INCLUDES:

- SETUP INSTRUCTIONS
- LINKS TO FREE SOFTWARE
- CURRENT RESEARCH
- CONSENT FORMS
- LINKS TO DEC
- FAQs

The screenshot shows the website for Hampden Park Public School. The header is blue with the school name and tagline 'Learning Together'. Contact information for Hampden Road, Lakemba NSW 2195, and phone number 9750 4111 is in the top right. A navigation menu includes Home, Our School, Curriculum & Activities, Caring for Students, School Years, Community, Links, and Extra-Curricular. A secondary menu has News, Newsletters, Calendar, Gallery, and Contact us. A search bar is in the top right. The main content area features a sidebar with links to 'Our school', 'Annual school report', 'School Plan', 'Enrolment', 'Library', 'School Uniform', 'Playing Together Playgroup', 'Getting involved', 'Schooling costs', 'Attendance & absences', and 'Rules & policies'. The main content is titled 'BYOD' and includes a photo of two students. Below the photo, the text reads: 'What is BYOD? BYOD (Bring Your Own Device) refers to students bringing a personally-owned electronic communication device, e.g. tablet, laptop) to school for the purpose of learning. Hampden Park Public School recognises the need to prepare students for a rapidly-changing world where technology plays an increasing role in students' everyday lives. BYOD Trials in 2015 In 2015, we being our own Bring Your Own Device (BYOD) trial within all Year 5 and 6 classes. Your child will be invited to bring a suitable learning device such as a laptop or tablet to school for learning purposes. We understand that devices cost money and do not expect all students to arrive at school next year with devices.'

BYOD PARENT WORKSHOP

COME ALONG AND FIND OUT MORE



**LAPTOP DEMONSTRATIONS
FROM OUR RECOMMENDED
SUPPLIER**

DATE TO BE CONFIRMED (TERM 1)
(BEFORE MEET THE TEACHER)

IN THE HALL

**THERE WILL BE A QUESTION & ANSWER SESSION
FOLLOWING THE PRESENTATION**