



## Bring Your Own Device (BYOD) Program Years 4-6 2023 Information for Parents and Carers

### What is BYOD?

The 'Bring Your Own Device' (BYOD) program has been operating successfully at the school since 2015.

BYOD at Lindfield East Public School allows Year 4 and Stage 3 (Years 5 and 6) students to bring their own personal laptop to school for the purpose of learning.

Students will be expected to bring their laptop to school each day, fully charged, with specified programs (as outlined by the school) already installed. When at school, the students must be connected to the school's wireless network and may only use their device under the instruction of their classroom teachers. Prior to bringing their device to school, every child and their parent or carer must carefully read and sign the 'BYOD Student User Agreement' provided by the school. This will be distributed in Term 1, 2023.

### Why has LEPS adopted the BYOD Program?

Through BYOD, students have access to more devices than the school can provide and allow one to one access for every child in Years 4, 5 & 6. Using a mobile device allows education to move outside the classroom, e.g. into the Eco Garden and Bush Trail using the wifi. Having unlimited access to technology provides teachers with much greater flexibility to develop student-centred programs, where inquiry and authentic learning are emphasised through the readily available access to online tools. One to one access also allows a greater emphasis on Future Focused Learning, including critical and creative thinking, collaboration, communication, self-direction, global awareness and cultural literacy. Utilising the free licencing agreement with the Department of Education and Google Drive affords the opportunity for continuity of learning between the classroom and home. The decision to use laptops has been made to bring LEPS in line with the BYOD program at Killara High School, and to keep abreast of the changing technological needs of the students.

### What type of device should children be using and bringing to school?

In order for LEPS staff to fully cater for your child's ICT needs at school, it is essential that a laptop brought from home is compatible with the appropriate programs and wireless capabilities as outlined by the school. A device used as part of the BYOD Program at LEPS must have the following specifications. Devices that do not fit these specifications are unable to run the programs students will use at school. Please note that these requirements are matched to the requirements of Killara High School so your child will be able to use this same device in high school.

- A PC (not Apple or a chromebook) laptop-style computer with a keyboard and a screen that is at least 11 inches in size
- Wifi connectivity on the 802.11n 5GHz standard
- Be able to support Microsoft Office and Adobe
- At least 120GB Hard Drive
- At least 8GB of RAM
- An operating system of Windows 7, 8.1 or 10
- At least one USB port
- 6 hours or greater battery life
- Headphone socket

All DoE students are given free access to download this software. More information on how to download this software is given below. We recommend that students bring a device weighing no more than two kilograms. See the attached **Device Specifications List** for an outline of the software and other requirements of the laptop that students may use.

## **What procedures are in place to ensure safety and security of the laptops whilst at school?**

Ultimately, it will be up to the discretion of parents or carers as to whether or not they organise insurance for their child's laptop. As outlined in the 'BYOD Student User Agreement', the school cannot be held responsible for any damage or theft of a device. Personal laptops brought to school by students must have a high quality protective case to protect the laptop.

### **The following measures are in place to ensure the security of laptops when at school:**

Upon arriving at school (8:45am-9:15am Monday to Friday), every child will be expected to sign in their laptop at the school office and place it in their class's tub. This will ensure that laptops are not left in bags before school when children are playing. If a child arrives at school early (e.g. for band, sport training), these class tubs will still be available. The office area is under 24 hour video surveillance and will ensure greater security for the device.

During recess and lunch breaks, laptops will be locked in classrooms in a storeroom or cupboard. At the end of the day, all children will be responsible for collecting their laptop from their teacher and taking it home.

## **What are the expectations of students when using technology at school?**

While the staff at Lindfield East Public School will make every effort, the students are responsible for preventing the loss or damage of their device. Students are responsible for their own behaviour and actions and must ensure that they are careful and respectful when using ICT facilities and devices.

They must also ensure that they are 'cyber-smart' and take reasonable precautions to avoid online dangers, as outlined on the eSafety Commissioner website (<https://www.esafety.gov.au/>).

Specifically, they must ensure that they do not:

- Capture or distribute voice recordings, still images or video footage of any person without their permission
- Access, create or distribute offensive material
- Post personal details about themselves or others in electronic public spaces
- Share their user name or password with others
- Play games without permission
- Use their device to communicate with parents or other people during school hours
- Communicate with other students in their own or other classes (other than while completing collaborative activities set by the classroom teacher)
- Use personal internet/mobile data to access web content that has been restricted by the school
- Use their own, or someone else's device, in a way that may damage or adversely affect the smooth running of that device.

Classroom teachers and executive staff will ensure that appropriate consequences are put in place for inappropriate student behaviour in relation to use of ICT. More information about the responsibilities of children can be found in the 'BYOD Student User Agreement', distributed in Term 1, 2023.

## **What role do parents and carers play in the implementation of the BYOD program?**

Parents and caregivers are ultimately responsible for setting and conveying the standards that their children should follow. Lindfield East Public School expects that those standards will be in accordance with school rules, this strategy and other school policies.

**A reminder that, in line with our Appropriate Use of Communication Devices Policy, parents are not to contact students on their laptops during the school day. In cases where it is necessary to reach your child, please contact the school office and a message will be communicated as quickly as possible.**

## **What if a parent or carer is unable to provide their child with a device to take to school?**

Lindfield East Public School will always ensure equity for all students' learning. Please do not hesitate to contact the school if you are unable to supply a laptop for your child.



## BYOD

### Recommended Device Specifications List

<b>Form Factor</b>	<ul style="list-style-type: none"> <li>● A PC (not Apple or chromebook) laptop-style computer with a keyboard and a screen that is at least 11 inches in size.</li> </ul>
<b>Operating System</b>	<ul style="list-style-type: none"> <li>● An operating system of Windows 7, 8.1 or 10</li> </ul>
<b>Wireless Compatibility (WiFi)</b>	<ul style="list-style-type: none"> <li>● Connectivity on the 802.11n 5GHz standard</li> </ul>
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>● At least 120GB Hard Drive</li> <li>● At least 8GB of RAM</li> <li>● At least one USB port</li> <li>● 6 hours or greater battery life</li> <li>● Headphone socket</li> <li>● Personal laptops brought to school by students must have a high quality protective case to protect the laptop.</li> <li>● Laptops must be labelled with the student's name</li> </ul>
<p><b>Software</b></p> <p><i>Students must also bring their own <b>headphones</b> to school each day.</i></p> <p><i>Teachers may request for additional programs to be installed on the laptop throughout the year.</i></p>	<ul style="list-style-type: none"> <li>● Web browser – Google Chrome, Internet Explorer, Mozilla Firefox</li> <li>● Microsoft Office 365</li> </ul> <p>Free student access to Microsoft Office 365 and other software can be accessed through students' DoE Portal</p> <ol style="list-style-type: none"> <li>1. Login using DoE login details at <a href="http://student.det.nsw.edu.au">http://student.det.nsw.edu.au</a></li> <li>2. Under the heading 'Learning', expand the selection by clicking 'More'</li> <li>3. Select Microsoft Office 365</li> <li>4. Login using the student email and password</li> </ol>

#### Further Information

If you require further information about the BYOD program, please contact Miss Yip or Mrs Coles.

Miss Yip  
Relieving Assistant Principal

Mrs Coles  
Relieving Deputy Principal

Ms Diane Read  
Principal