

BYOD Handbook 2023

Newtown Primary School



Our Vision

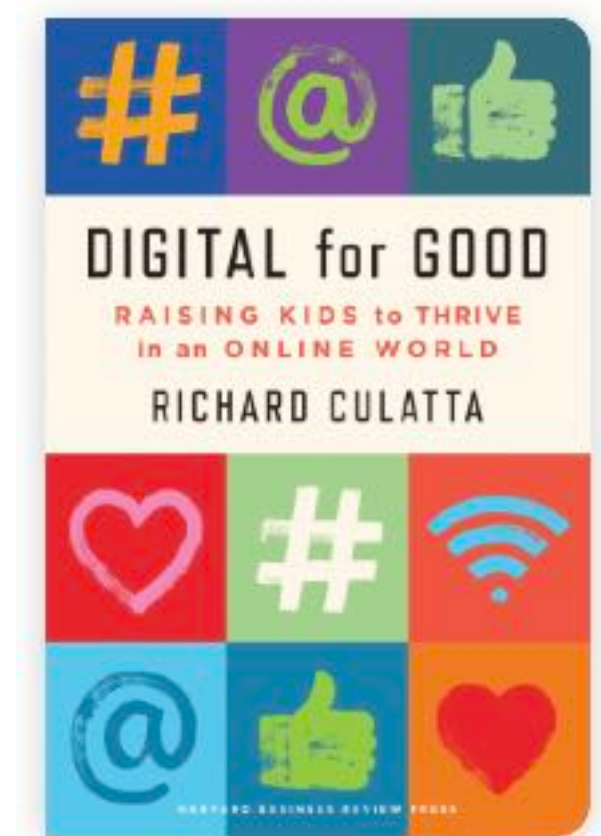
Digital Learning at Newtown Primary School

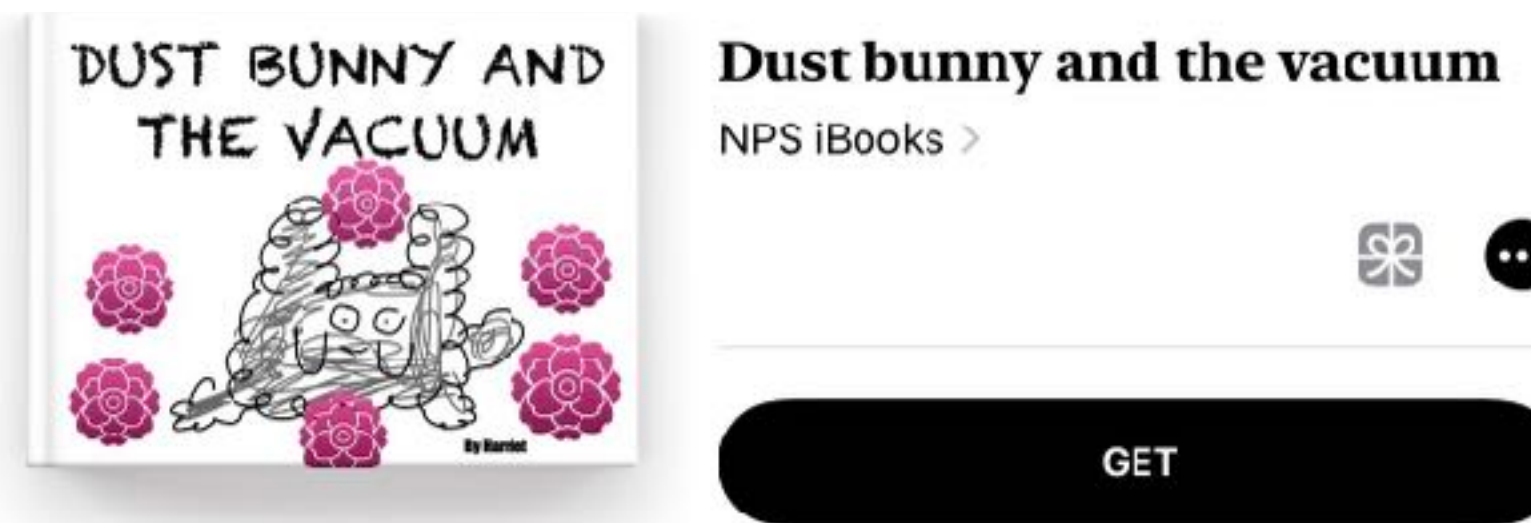
At Newtown Primary School, we believe that the effective use of digital technologies allows for the development of valuable skills and knowledge to prepare students to thrive in a globalised and connected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Through increased access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

“Real digital wellbeing is about using technology to *enrich our lives* and make *our communities better*. It’s about using technology to *build healthy relationships* with friends and family, and being able to quickly *find the right sources of information* to *learn new things* and *make good decisions*. It’s about *balancing our online and offline* activities appropriately. These are **life-enriching skills that go far beyond just being safe.”**

Richard Culatta, ‘Digital For Good: Raising Kids to Thrive in an Online World’, 2021





BYOD 2023

Newtown Primary School

Welcome to the 2023 Newtown Primary School BYOD iPad Guide.

This guide has been designed to support our families in developing key understandings regarding our BYOD program as well as offer key supports and information that may be helpful.

Why BYOD?

The centrally driven and supported model for the supply of technology resources in education, and in particular within Australia, is no longer a model which can meet the demands of teachers and students.

As a school we are committed to empowering students to use digital technologies safely, respectfully and creatively in order to best prepare them to navigate an increasingly digital world.

Our BYOD iPad program seeks to support and build upon current and more traditional teaching and learning methods, rather than replace them.

A BYOD model seeks to place more technology, in more hands, more often.

The Program

BYOD: Years 3 - 6

Grade 3-6 classes at Newtown Primary School are designed to incorporate opportunities for the effective use of iPads.

Students are expected to bring their own, fully-charged device to school each day to be used during class time for different learning opportunities.

Students are expected to care for these devices, storing them securely in their bags before and after school and placing them in the agreed safe space in their learning area.

We have a limited collection of class devices - iPads and laptops - that can be used by students who do not have a BYOD device of their own.

BYOD iPad

Program specifics

We only use Apple iPads in our BYOD program, as these are what are best-supported by our network and best fit into our learning programs.

It is expected that student iPads:

- be connected to an Apple ID;
- be brought to school in a protective case;
- have all the 3-6 apps downloaded (see App List);
- have at least 32GB of storage;
- operate the latest iOS version.



2023 BYOD Program Application List

As we focus on students being creative, collaborative and critical thinkers, teachers will offer guidance and advice to students in selecting the best applications that best suit individual learning needs and learning styles.

The following applications listed have been selected as they are deemed to have a high impact on student achievement and engagement in learning.

We want our students to not only have the core selected applications on their device, however to also have the ability to facilitate their own application use through personal choice and teacher, peer and parental support.

As such, we have selected these core applications for students to have on their devices. These have been selected as they will compliment the teaching and learning programs offered and encourage creative, collaborative and critical thinking.

If you have any questions relating to the applications listed, please contact your child's teacher.



“Creativity in learning produces positive critical outcomes for students, which are further enhanced when teachers leverage the full potential of technology.”

Gallup ‘Creativity in Learning’ Report, 2019

“Creativity now is as important in education as literacy and we should treat it with the same status.”

Sir Ken Robinson, TED Talks, 2006

“Creativity is a skill-set that is in high demand by society and industry and should be a focus in all areas of the curriculum.”







Dr Tim Kitchen, Adobe Education Specialist, 2022














The Apps

Grade 3-6

Apple	Google	Adobe	Coding	Literacy	Creativity	Education

Clips	
Keynote	
Pages	
Garageband	
iMovie	
Classroom	





Drive	
Docs	
Slides	
Sheets	
Maps	
Earth	







Keep	
Creative Express	
Spark Video	
Spark Page	
Photoshop Express	
Sphero EDU	





The Apps

Grade 3-6

Apple	Google	Adobe	Coding	Literacy	Creativity	Education

Sphero Play	
Sphero Junior	
Ginger Writer	
Wadawurrung	
Epic	
Clickview	

Minecraft EDU	
Stop Motion Studio	
Tinkercad	
Flip-a-clip	
Sketches School	
Ibis Paint	

Seesaw	
Kahoot	
Webex Meetings	
NAP	

Edustar logins

For students

All students will be issued with DET Edupass accounts.

These are Department of Education distributed accounts that give students free access to a range of online applications to support their learning.

These include the Google Suite of Apps for Education, Minecraft Education Edition and the Adobe Spark catalogue.



BYOD iPad

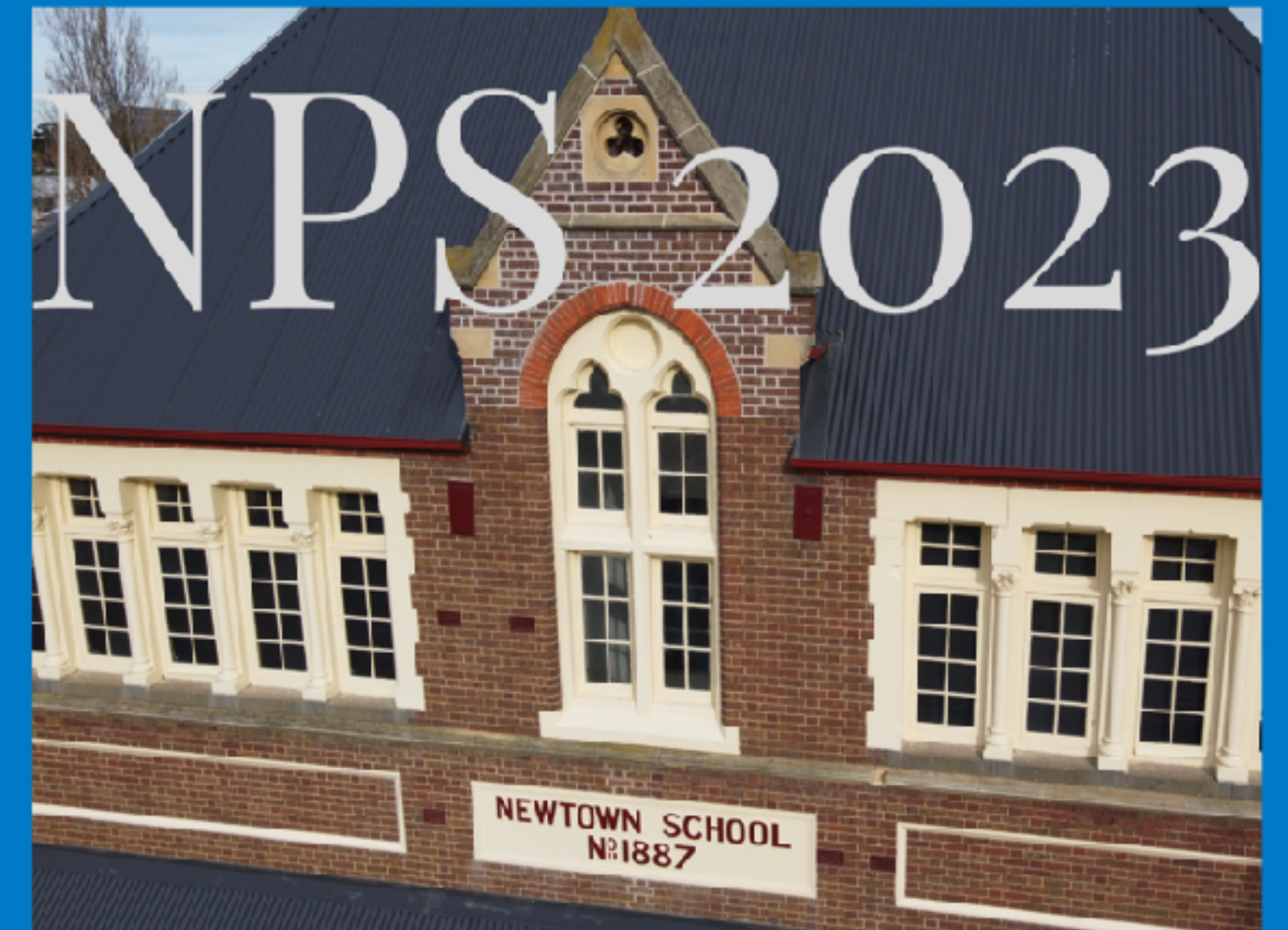
JB HiFi Portal

For students that do not have an Apple iPad, our school has a portal set-up with JB HiFi Solutions that offer educational pricing.

This is at <https://www.jbeducation.com.au/byod/>. Our school code is **NPS2023**.

There is no obligation to purchase from this supplier, with families welcome to explore alternatives.

Another option worth exploring is <https://www.apple.com/au/shop/refurbished>



JB HIFI BYOD PORTAL

Visit:

● <https://www.jbeducation.com.au/byod/> ●

School code:
NPS2023



Participating in the BYOD Program

NPS Acceptable Use Agreement

All students are required to know, understand, and sign the **NPS Acceptable Use Agreement** before being able to use their devices.

This will be available in different formats, including **hard copy** and as part of a new **Student User Guide** which will form part of our Learning to Learn (Starting Right) program in Term 1.

This document details students' commitment to meeting the expectations of our program and reinforcing their dedication to living our school's value of Respect online. Parents must also co-sign this agreement.

The NPS Acceptable Use Agreement must be completed before students receive their Department of Education secure edupass credentials and can access school WIFI.

This document relates specifically to our BYOD, Internet and Cyberbullying policies.

A framework for teaching digital wellbeing

Balanced: Balanced digital citizens participate in a variety of online activities and make informed decisions about how to prioritise their time in virtual and physical spaces.

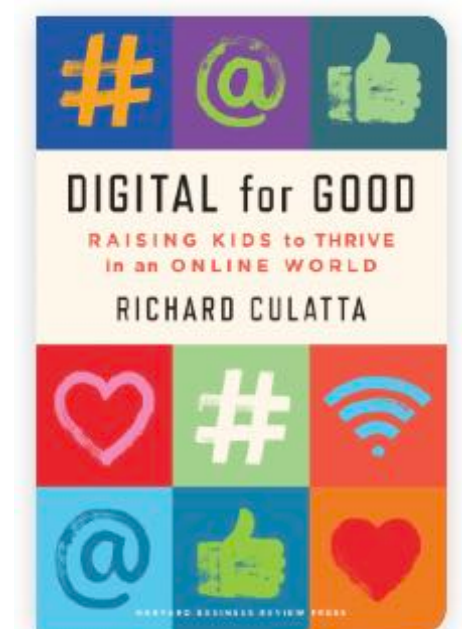
Informed: Informed digital citizens evaluate the accuracy, perspective, and validity of digital media and have developed critical skills of curating information from the digital world.

Inclusive: Inclusive digital citizens are open to hearing and recognising multiple viewpoints and engaging with others online with respect and empathy.

Engaged: Engaged digital citizens use technology and digital channels to solve problems and be a force for good in their physical and virtual communities.


Alert: Alert digital citizens are aware of their digital actions and know how to be safe and create safe spaces for others online.

Richard Culatta, 'Digital For Good: Raising Kids to Thrive in an Online World', 2021



Expectations

School-wide

<div>  <div> <h1>NPS PBS MATRIX</h1> </div> </div>				
	IN LEARNING SPACES	IN THE YARD	WHEN ONLINE / USING TECHNOLOGY	ALWAYS
RESPECT FOR SELF	<p>At NPS we will :</p> <ul style="list-style-type: none"> arrive to class on time after recess and lunch. use our focus plans when needed. meet all expectations and seek help from peers, teachers and parents when we needed. 	<p>At NPS we will :</p> <ul style="list-style-type: none"> tell teachers if something is not safe. wear our hats from August to April. eat our snacks and lunch before we play. be responsible for our personal belongings. 	<p>At NPS we will:</p> <ul style="list-style-type: none"> use all technology appropriately to assist our learning. report unsafe and inappropriate behaviours. keep our passwords and login details safe. 	<p>At NPS we will:</p> <ul style="list-style-type: none"> come to school each and every day, on time, and ready to learn. proudly wear our school uniform. use the toilets properly. keep ourselves safe and away from harm. show attentive listening
RESPECT FOR LEARNING	<p>At NPS we will :</p> <ul style="list-style-type: none"> be organised, focused and ready to learn with all of our materials every day. follow instructions given to us by all staff at all times. understand and learn from mistakes we make. use growth a mindset when approaching all learning tasks to be a good learner. 	<p>At NPS we will :</p> <ul style="list-style-type: none"> have a positive and respectful attitude to outdoor play. follow the rules of the game we are playing. report to a teacher uncomfortable or upsetting behaviours. use the toilets and drink taps at break times. 	<p>At NPS we will:</p> <ul style="list-style-type: none"> have a Growth Mindset when using new / unfamiliar apps or programs. check information online to make sure it is correct. look after our BYOD devices and bring them charged every day. 	<p>At NPS we will:</p> <ul style="list-style-type: none"> listen and follow teacher instructions as well as our classmates ideas and opinions. always do our personal best. help our classmates to be their best in, out and around our school community.
RESPECT FOR OTHERS	<p>At NPS we will :</p> <ul style="list-style-type: none"> allow everyone to learn. contribute and work collaboratively with others. listen to others thoughts and opinions be mindful of others personal space. be inclusive of others. 	<p>At NPS we will:</p> <ul style="list-style-type: none"> be inclusive and invite people to join in games. be considerate of others and their needs (emotional, social and physical wellbeing). listen to each other's ideas. 	<p>At NPS we will:</p> <ul style="list-style-type: none"> only edit our own work and documents. only use our own device. be safe, fair, and kind when working on technology. work cooperatively and collaboratively when we can. 	<p>At NPS we will:</p> <ul style="list-style-type: none"> move around the school in a calm and orderly manner. be inclusive. be kind, courteous, and respectful to all members of the school community. respect the student toilets and keep them clean for others to use.
RESPECT FOR ENVIRONMENT	<p>At NPS we will :</p> <ul style="list-style-type: none"> take pride in our learning spaces. show respect for our school buildings and learning areas. put equipment back where it belongs after it has been used. 	<p>At NPS we will:</p> <ul style="list-style-type: none"> place all rubbish in the bins. use any play or sports equipment respectfully and properly. look after our school buildings and grounds, especially our natural environment. 	<p>At NPS we will:</p> <ul style="list-style-type: none"> make smart choices by looking after all technology to make sure it does not get damaged or broken. be eSmart and THINK before uploading, sharing, posting, or sending digital information. print only what we need for projects / learning. 	<p>At NPS we will:</p> <ul style="list-style-type: none"> keep our learning and outdoor spaces clean and orderly. take care of our own, others, and the schools property / belongings. demonstrate to our school community that we respect self, others, learning, environment.

WHEN ONLINE / USING TECHNOLOGY

- At NPS we will:
- use all technology appropriately to assist our learning.
 - report unsafe and inappropriate behaviours.
 - keep our passwords and login details safe.

- At NPS we will:
- have a Growth Mindset when using new / unfamiliar apps or programs.
 - check information online to make sure it is correct.
 - look after our BYOD devices and bring them charged every day.

- At NPS we will:
- only edit our own work and documents.
 - only use our own device.
 - be safe, fair, and kind when working on technology.
 - work cooperatively and collaboratively when we can.

- At NPS we will:
- make smart choices by looking after all technology to make sure it does not get damaged or broken.
 - be eSmart and THINK before uploading, sharing, posting, or sending digital information.
 - print only what we need for projects / learning.

Digital Misconduct Response Plan

Students and school leaders have worked together since the initial implementation of the BYOD Program midway through 2017 to develop our **Digital Misconduct Response Plan**.

Where expectations have not been met by our students, the plan forms part of the restorative discussion between students, teachers and school leadership in addressing inappropriate technology use.

The aim of our Digital Misconduct Response Plan is to educate and help students understand, rather than simply react and punish.



Digital Misconduct Response Plan

At Newtown Primary School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community. With this in mind, our e-Smart and Technology Student Action Team have compiled the following actions and consequences to be used as a guide if inappropriate use of digital technologies does occur.

Note- Below are EXAMPLES that will guide, but not limit, teacher/AP or principal discretion in individual circumstances.

We are eSmart
Smart. Safe. Responsible.

RANGE	Examples of Inappropriate Behaviour	Range of Possible Consequences
RANGE 5	<ul style="list-style-type: none">• Criminal offence, Deliberate damage to property/resources/equipment (including laptops and iPads)• Major device theft (e.g. iPad, phone theft)• Serious deliberate interference with school network• Anti-social behaviour/Cyber Bullying	<ul style="list-style-type: none">• Parental meeting with Principal/Assistant Principal• Request payment for damage by family• Suspension of digital technology privileges• School suspension• Referral to police• Report to ACORN (Australian Cybercrime Online Reporting Network)• Action required by Department or School policies• Other consequences to be decided by Principal/AP• Documented on Chronicle (student record)
RANGE 4	<ul style="list-style-type: none">• Accessing, storing or transmitting indecent/offensive material (e.g. message, comments, pictures)• Theft (including identity theft)• Bullying/harassment (e.g. using electronic device to bully, harass others)• Vandalism or deliberate damage to property, resources equipment	<ul style="list-style-type: none">• Meeting with Principal/AP/Teacher• Restorative Conversation• Written or verbal apology• Meeting with parent/guardian• Request payment for damage by family• Suspension of digital technology privileges (e.g. 4 weeks+)• School suspension• School community service• Other consequences to be decided by Principal/AP• Documented on Chronicle (student record)
RANGE 3	<ul style="list-style-type: none">• Creating, accessing, storing or transmitting inappropriate material• Consistently careless use of an electronic device• Repeated failure to comply with expectations regarding acceptable use of electronic devices• Deliberate inappropriate use of digital resources or equipment (e.g. deleting someone else's folder or work)• Forgery or false representation (pretending to be someone else online)• Anti-social digital behaviour (e.g. insulting comments)	<ul style="list-style-type: none">• Meeting with Principal/AP/teacher• Restorative Conversation• Written or verbal apology (face to face)• Phone call to parent/guardian• Meeting with parent/guardian• Suspension of digital technology privileges (e.g. 1-2 weeks)• Confiscation of device for a set period of time• Student to document incident• Consequence consistent with classroom management plan• Documented on Chronicle (student record)
RANGE 2	<ul style="list-style-type: none">• Reckless and/or inappropriate behaviour• Negligent treatment of an electronic device• Interfering with another student's device• Sending inappropriate messages (e.g. off task)• Using a recording device inappropriately (e.g. camera)• Unauthorised use of a device (e.g. games)• Plagiarism/copyright infringement• Intellectual property infringement• Unsupervised use of digital devices (e.g. iPad, phone or desktop computer use before/after school, recess, lunchtime)	<ul style="list-style-type: none">• Meeting with teacher/AP• Restorative conversation• Written or verbal apology• Phone call to parent/guardian• Note in student diary to be signed by parent/guardian• Suspension (full or partial) of digital technology privileges (e.g. 1-5 days)• Confiscation of device for the rest of the day• Walk with teacher at recess/lunch break• Consequence consistent with classroom management plan• Documented on Chronicle (student record)
RANGE 1	<ul style="list-style-type: none">• Low level negligent use of a device or equipment (e.g. iPad left on the floor)• Listening to music without permission• Using any electronic device without permission• Using a different application to teacher direction• Unauthorised use of device• Unauthorised software on device	<ul style="list-style-type: none">• Teacher informed• Verbal correction or reminder• Restorative conversation• Move seat in classroom• Note in student diary to be signed by parent/guardian• Written or verbal apology• Confiscation of device for remainder of session• Walk with teacher at recess/lunch break• Consequence consistent with classroom management plan

Further Support Links / Documents

Apple

Apple Support YouTube channel

<https://www.youtube.com/channel/UCYFQ33UIPERYx8-ZHucZbDA>

Access Apple Support

<https://support.apple.com/>

Family Set-up (including ScreenTime)

<https://www.apple.com/families/>

Online Safety

Supports

eSafety parents

<https://www.esafety.gov.au/parents>

eSmart

<https://www.esmart.org.au/>

Counselling and support services

<https://www.esafety.gov.au/about-us/counselling-support-services>

Department of Education

Policies

Acceptable Use for Policy for ICT Resources

<https://www2.education.vic.gov.au/pal/ict-acceptable-use/overview>

Cybersafety and Responsible Use of Digital Technologies

<https://www2.education.vic.gov.au/pal/cybersafety/policy>

Digital Learning in Schools

<https://www2.education.vic.gov.au/pal/digital-learning/policy>

Social Media Use to Support Student Learning

<https://www2.education.vic.gov.au/pal/social-media/policy>