

2018

# Managed BYOD Information Booklet



Belmont High School



## **From the Principal**

Dear Parent/Guardian,

Your child is about to participate in the BConnected Managed BYOD (Bring Your Own Device) program, which will see students at Belmont High School purchase one of three supported devices from our supplier panel (JB Hi-Fi Education Solutions) with 24/7 access. This program enables “anywhere, anytime” learning. Devices are anticipated to have a three year life span which will see students through Years 7 to 9. JB Hi-Fi Education Solutions has a solid history of delivering successful notebook programs across a number of vendors. Their programs are based on 16 years of experience working in schools and have been developed by refining their practices to ensure students receive an enriching and rewarding learning experience.

This booklet contains a range of information that will answer many of the questions that you may have about the program.

Please do not hesitate to contact the school if you require more information on the program.

*Sandra Eglezos*





## **Belmont High School's eLearning Vision Statement**

Our community embraces learning in a digital age. We create and maintain an eSmart culture, where all members are responsible and respectful users of ICT. Belmont High School provides a 1:1 learning environment and digital curriculum, where students and staff integrate ICT into their learning and teaching. All learning areas strive to improve outcomes by employing ICT to enhance engagement, innovation, communication, collaboration, and creativity via personalised learning experiences.

### **Why does my child need a learning device?**

In addition to the hardware, BConnected provides students and families with the latest technology, software and support to enable them to have the opportunity to enter a new world of curriculum possibilities, allowing engagement and involvement in learning. Students will learn to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be responsible members of the global e-community.

1:1 BYOD programs are part of an international move towards individualising learning, which can increase independence and self-initiated learning in students and extend their learning beyond the classroom. Students who have their own devices have been found to take greater pride and ownership over the knowledge they create, with a flow on to extend formal learning communities to include parents or carers, siblings and other people important in students' lives.



## **Family Information – Advice to support the safe and responsible use of digital technologies at home**

At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet and chat.

### **About the agreement:**

In signing the Acceptable Use Agreement your child will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of the agreement are explained below. Please contact the school to clarify or receive additional information.

### **Be a safe, responsible and ethical user whenever and wherever I use it.**

The school's eSmart program educates students about the values of the school and expected behaviours when students use the internet and digital technologies at school.

### **Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or malicious online behaviour).**

Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.

### **Talk to a teacher, parent, technician, counsellor or nurse if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.**

Incidents online often go unreported. Students have reported their reasons as embarrassment, a belief that online issues are theirs to solve as adults don't understand, a feeling that reporting it will make it worse and the most common reason given is a fear that they will lose access to their technology.

### **Students are advised to report an incident if:**

- they feel that the welfare of other students at the school is being threatened
- they come across sites which are not suitable for their school
- someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- they accidentally do something which is against the rules and responsibilities they have agreed to.



**Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.**

Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. For example: Children under 13 years of age are not permitted access to Facebook. When posting information online - A good rule is “Don’t post what you wouldn’t want your Grandparent, Principal, or future boss to read.”

**Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.**

Students like to publish information about themselves and their friends in spaces like Facebook and blogs. This can put them at risk of being approached, groomed or bullied online. To avoid this we recommend they:

- don’t use their own name, but develop an online name and use avatars
- don’t share personal details, including images of themselves or their friends online
- password protect any spaces or accounts they have
- don’t allow anyone they don’t know to join their chat or collaborative space
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
- ALWAYS make the space private so that they can control who sees their space and can communicate with them
- understand the terms and conditions of any website or online community that they might join.

**Use the internet at school for educational purposes and use the equipment properly**

It is important to realise that there is a time for fun and a time for work even on the internet. Students may often see the internet as ‘free’ however even just looking at a page on the internet incurs a download cost. By taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment. Staying on task will reduce the risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

At a home with internet, if your child is spending hours online ‘doing their homework,’ it may be that they are multitasking in many other applications, some of it study related and other interaction may be social.

**Use social networking sites for educational purposes and only as directed by teachers.**

Web 2.0 tools and social networking spaces allow students to be contributors to the web and to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web. It is important for students to understand that working in a collaborative space as part of a learning task, has a very different purpose to using a social networking space to link up with friends in their own time. To ensure students understand the difference between an educational collaborative space and a community dedicated to socialising, teachers will clearly outline the educational purpose of the task and the

roles and responsibilities of students. Protocols for what will be considered acceptable practice in the collaborative space will be established.

**Abide by copyright procedures when using content on websites (request permission to use images, text, audio and video and cite references where necessary).**

Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks. By downloading a ‘freebie’ you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Peer to peer sharing software like Limewire and Bit-torrent can sometimes share music and files illegally, and make computers vulnerable.

**Think critically about other users' intellectual property and how I use content posted on the internet, not simply copy and paste information from websites.**

Not everything on the internet is true, accurate or unbiased. The school is working to teach digital literacy skills, which enable students to locate, evaluate, and use information effectively on the internet. It is important that your child respects the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from the internet.

**Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.**

**Not reveal my password to anyone except the system administrator or classroom teachers.**

**Not bring or download programs without permission, including games, to the school or run them on school computers.**

**Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images).**

In school settings, internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students who deliberately seek out inappropriate content or use technologies which bypass filters, will have their internet access reviewed and their parent/carers will be immediately informed.

Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. To this end, students need to keep their password secret and not gain access to other students' login details. The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses, etc and these put all school equipment and student work at risk.

**To this end, when using my digital device as a phone, I will:**

- Switch my phone off or keep my phone on silent during class times and only make or answer calls and messages outside of lesson times – except for specified learning purposes.
- Protect the privacy of others and never post private information about another person using Short Message Service (SMS).



### **When using a digital device as a camera I will:**

- Only take photos and record sound or video when it is part of a class or lesson.
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying.

Mobile phones and digital devices are a seamless part of our lives. The school allows the use of these digital technologies as a tool to enhance the capacity for learning in a classroom.

The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires consent.

This consent must be **fully informed, freely given, current** and **specific** in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception.



## **Scenarios for teacher/parent/guardian/student discussion:**

### **What can you do?**

- You found the car picture you were searching for, but it includes a naked woman!
- Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone.
- A person you met online asks you to give them your full name, phone number and suggests you meet. Is it different if they have been your “friend” for a long time?
- You are sent a message which has been forwarded by someone else. It has embarrassing comments/image about someone you know.
- A game online will only let you play it if you give your name, address, date of birth, etc.
- An online community asks you to sign up and allow the space to “Connect you to all your friends” It wants your email address and password to do this. It needs access to your address book.
- In an online space/chat someone suggests you all exclude/block a classmate.
- Your friend took a video of you and your friends ‘mucking around’ and posted it on a video hosting service like YouTube.
- You told your parent/guardian that you are doing homework for hours every night on the computer.
- Your friend has an online profile published (not set to private). You can see their personal details and photos. Other people you know are in the photos.
- A friend tells you about a great site where there is ‘free’ music or a game to download.

### **Key Discussion Questions for parents to ask**

At home we recommend you make some time to find out how your child is using the internet. Make some time to sit with them online and ask questions such as:

- What is it that is so enjoyable about the site or space you are using? What is the purpose of the site or space?
- How does it work? How do you set it up? What are the conditions of use?
- Who else is sharing this space? Do you know them or did you ‘meet’ them online? How can you control who is in your space?
- Can you see any risks or dangers in the activity? What would you say to warn/inform a younger child?
- What are you doing to protect yourself or your friends from these potential dangers?
- When would you tell an adult about an incident that has happened online? Who would you tell?
- When wouldn’t you tell and why not? Research shows that students are reluctant to report issues and put at risk their internet/phone access.

Facebook will not be available for use on our devices at school.

Ensure that all internet activities occur in a shared place— not your child’s bedroom. Negotiate appropriate times for online activities and use of mobile phones. Consider the use of “safe search filters” freely available as settings on Google, Bing etc.



## FREQUENTLY ASKED QUESTIONS ABOUT BConnected

### **1. Does the device come with any accessories?**

We recommend that you choose the option of purchasing a bag for transporting the device safely to class and to and from school in your school bag. You are welcome to bring an external mouse if you prefer to use this instead of the mouse pad.

### **2. What has to happen before I can get my device?**

Prior to devices being given PARENTS must:

- Sign the BHS Acceptable Use Agreement

In order to receive the device STUDENTS must:

- Sign the BHS Acceptable Use Agreement
- Hand in the Agreement when collecting the device in the scheduled sessions at the start of the school year or when they enrol (date to be confirmed)
- Participate in an induction workshop to show that they understand their responsibilities with the devices
- Have a suitable lock for their locker

### **3. Will I use my device for every class?**

You will use your device whenever it is appropriate for you to use it under your teacher's direction. You need to ensure that the battery is charged ready for use in class – there will not be any facilities for you to be able to use power in class.

### **4. Where will I keep my device during the day?**

When you are not using your device during the day it will be stored in your locker. For this reason you need to make sure that your lock is sturdy. We will check your locks to see if they are suitable.

### **5. What happens to my device after school?**

You are required to take your device home to do your homework and to re-charge the battery. Do not leave your device in your locker over night or on the weekend. If you are not going straight home you will be required to keep the device with you inside your school bag and to care for it as you would your mobile phone, ipod, etc.

### **6. What if my device gets damaged?**

If you damage your device you are required to take it to the school technician and he/she will assess the damage. He/she will recommend the next step based on your level of cover. If the damage is not covered under warranty or under insurance you will be required to pay to get it fixed. Belmont High School does not hold any responsibility for any damages that occur at school. To avoid damage do not let other students use your device and do not use your device in the school yard.

### **7. What if my device needs servicing?**



From time to time your device may need servicing because it is not running properly. You should see one of the school technicians who will address the issues.

The technicians will be available from 8:30 am until 4:30 pm on week days. If you have an issue with your device you will have the opportunity to access the technician before school, at recess, lunch time and after school. If you are allowed to bring your device during class time you must bring a note from your teacher.

In many cases, the devices will be re-imaged. Any extra software you have installed will be wiped if this is the case. **Technicians will not take any responsibility for data loss so it is your responsibility to keep current backups. Re-imaging occurs at the end of each day and it will need to be kept overnight.**

To find out when your computer is ready to be collected you can check the screens around the school or go to a link on the SharePoint website. Parents can also call the school to get an update on the progress of a job.

#### **8. What software will be installed onto the device?**

Software that is installed onto the device is subject to the school's licensing conditions and must not be distributed or deleted.

#### **9. Can I put my own software and content onto the device?**

Software (including games), music and movies will be allowed for academic and recreational reasons, provided copyright obligations are met. Personal MP3 and other music files may be stored on the device. However, it is your responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements. Note: At any time the technician may re-image your computer and restore it to its original settings. If this happens your software and possibly data will be deleted.

#### **CAUTION**

Downloading music, games and videos from the internet during school hours is prohibited except when explicitly directed to by a teacher.

During class times you are not permitted to listen to digital music and/or participate in computer games on your device unless you have permission by a teacher for an educational purpose.

#### **10. Do I need to worry about virus protection?**

The device has **System Center Endpoint Protection** installed. This software scans the device for known viruses on start-up. The antivirus software will be upgraded from the school's network when you log onto the school's network or can be updated at home.

It is recommended that you:

- Not open or reply to any files attached to suspicious or unknown emails.
- Delete chain and junk emails. Do not forward or reply to them.
- Exercise caution when downloading files from the internet. Save the files to the device hard disk and run the virus scanner on the file before opening them
- Consider running virus scans regularly after accessing the internet or personal mail or opening a file from a removable media source. Carry out the scan before returning to the school and connecting to the school network.



**NOTE:** Other antivirus software should **not** be installed onto the devices as it will slow down their functionality and the programs may interfere with the programs already installed.

### **11. How often should I back up my data on the device?**

You are expected to **back up your files every evening**. This may be through a USB, external hard drive, or internet-based backup to regularly ensure important work is not lost.

Loss of work due to the device being damaged or re-imaged (restored to its original settings) will **not** be an acceptable excuse for non-completion of work. The devices can be restored to their original state at any time, therefore, installed software and files may be removed.

### **12. Can the devices use the internet at home?**

To use the internet at home you will have to adjust the settings to your home network. Remember though it is the parents'/guardians' responsibility to monitor Internet usage at home.

### **13. What happens with my username and password on the device?**

You are required to use the usernames and passwords provided by the school when logging onto the device. In order to protect information, in incidents of loss or theft, your passwords are to be kept private and are not to be shared with other students.

### **14. Will I have to be more aware of cyber safety with the device?**

You must abide by the school's [Acceptable Use Agreement](#) whenever the school equipment or services are involved. **This includes the device regardless of location.**

The Acceptable Use Agreement contains specific responsibilities to ensure student safety including:

- You must keep yourselves and friends safe by not giving out personal details, including full names, telephone numbers, addresses, images and passwords.
- You should be respectful in how you talk to and work with others online, and never participate in online bullying.
- You should use the technology at school for learning, use the equipment properly and not interfere with the work or data, or device belonging to another student.
- Please read the Cyber safety information on page 23.

### **15. Where do I save my work?**

You will have an N: drive with 9GB of storage space on which to save your school work. This data is stored on servers at Belmont High School. You must also backup any files on your D: drive (stored locally on the computer's hard drive) each night to a portable hard drive or USB.

### **16. What about printing?**

There are printers in the library and C10. Students will be able to buy printer credits from the Office. All students will be given \$5 of printing credit at the start of the year.



## Caring for your device

### Packing away your device

- Store your device bottom down.
- Don't wrap the cord too tightly around the power adaptor box because this might damage the cord.

### Handling your device

- Try to avoid moving your device around when it is on. Before switching on, gently place your device on a stable surface and then switch on.
- You still need to be careful with your device while it is in the bag. Always place protective cover gently down.
- Be careful when putting the device in the car; ensure no other items are on top of it and nothing will roll onto the device.
- Devices should be switched off before being put into the protective cover.
- Do not pick up the laptop by the screen as this is likely to cause damage.

### Operating conditions

- Don't place objects on top of your device.
- Avoid exposing your device to direct sunlight or sources of heat such as desk lamps.
- Avoid exposing your device to dust, dirt, rain, liquids or moisture.
- Avoid exposing your device to heavy shock or vibration.

### LCD screen

- LCD screens are delicate – they don't like being poked, prodded, pushed or slammed.
- Never pick up your device by its screen.
- Don't slam the screen closed.
- Be gentle when putting your device down.

### To clean your LCD screen

- Switch off your device.
- Lightly dampen a non-abrasive cloth with water (spectacle cleaner is OK) and gently wipe screen in a circular motion.
- Do not directly apply water or cleaner to the screen.
- Avoid applying pressure to the screen.

### AC adaptor

- Connect your adaptor only to your device.
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas.
- When unplugging the power cord, pull on the plug itself rather than the cord.
- Do not wrap your cord tightly around the power adaptor box.



- Be aware of the power savings that come from running your device effectively from the battery after it has been fully charged. This can amount to a significant amount per year.

### **Keyboard**

- Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt.
- If any key tops are missing or keys are in a damaged state, take your device to technicians to be repaired immediately. A single key top can easily be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard.

### **Case cleaning**

- Use a non-abrasive cloth.
- Spray cleaner on to cloth to moisten, but do not spray the device directly. Rub gently.



# Device Health and Safety Guidelines

## Introduction:

As with all devices and computers of a portable nature, devices are designed to be used in a wide variety of situations and environments. Due to their portability, there are a number of things you can do to ensure devices are used safely and effectively. In doing so, you will be improving the learning environment and outcomes for students.

## Purpose:

The purpose of this document is to provide a resource for teachers and parents supervising students using devices. This information aims to provide guidance on the safe use of devices in a number of different settings.

## General Guidance: Duration of Usage:

There are no defined time limits with regards to portable computer usage. For the purposes of this guideline however:

- **Sustained** usage may be continuous work periods of 30-60 minutes
- **Extended** usage may be continuous work periods of >1hour

### Posture:

Promoting and encouraging suitable posture during device use is a key factor in preventing injury and promoting a healthy learning environment. It is important to ensure students maintain good posture, with a particular focus on their:

- Back
- Neck and Shoulders
- Arms and Forearms
- Wrists and Hands

**Sustained or Extended** use while adopting awkward postures is generally not recommended. For the purposes of this document, awkward postures may include:



### Awkward Postures

- Sitting on the bed
- Sitting cross legged
- Standing, sitting and leaning against a wall with device on flexed knees
- Kneeling
- Lying supine
- Side lying
- Slouching whilst seated
- Resting device on hand/arm
- Sitting on floor with device on a desk or chair

### Rest breaks

It is generally recommended that rest breaks are taken for at least 5 minutes for every 30 minutes of device use.

### Stretches/exercises

Regular breaks should be combined with some approved stretches and exercises. Eye exercises and visual rest should be used to assist in preventing eye strain. *E.g Look at an object 10 metres away for 20 seconds*



## **Environment Specific Guide:**

### **Classroom**

#### **General**

Avoid **sustained or extended** usage while adopting awkward postures. Where **extended** usage is to be undertaken, a suitable desk and chair setup (as pictured above) should be provided.

#### **Hazards**

##### **Ergonomics**

- Where possible, regularly rotate between device, paper and teacher based activities
- Where possible, regularly rotate between typing-based and browsing tasks
- Where device usage exceeds 30 minutes of continual work encourage short rest breaks (5 minutes for every 30 minutes) including stretching and exercises

##### **Lighting/Glare**

- Provide sufficient lighting
- Arrange work areas so that reflections and sun glare do not cause a visual disturbance. Use blinds where available

### **Home**

#### **General**

Avoid **Sustained or Extended** usage while adopting awkward postures. Where **extended** usage is to be undertaken, a suitable desk and chair setup (as pictured above) should be provided.

#### **Hazards**

##### **Ergonomics**

- Where possible, regularly rotate between device and paper-based activities
- Where possible, regularly rotate between typing-based and browsing tasks
- Where device usage exceeds 30 minutes of continual work encourage short rest breaks (5 minutes for every 30 minutes) including stretching and exercises

##### **Lighting/Glare**

- Work where lighting is most sufficient, or provide additional lighting.
- Position work area so that sun glare does not cause a visual disturbance. Use blinds where available

##### **Electrical**

- Make sure that cables and power outlets are managed appropriately
- Make sure that device is turned off when not in use and appropriately stored overnight

### **Out-of-class, Free time or Excursion (Includes transit)**

#### **General**

- Avoid **Sustained or Extended** use while adopting awkward postures.
- **Extended** usage whilst mobile is generally not recommended

#### **Hazards**

##### **Ergonomics**

- Make sure that the device is appropriately stored for carriage
- Make sure that the designated bag/carry-case is used at all times



## Notes

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