

LIWARA BYOD PROGRAM

HANDBOOK



RATIONALE

“Through the practical application of technologies including digital technologies, students develop dexterity and coordination through experiential activities.

Technologies motivates young people and engages them in a range of learning experiences that are transferable to family and home, constructive leisure activities, community contribution and the world of work.”

(School Curriculum and Standards Authority Western Australia, 2017)

This handbook outlines the Liwara Catholic Primary School procedures, polices and structures to support the successful implementation of a 1:1 device program for our children.

The aims of the program are to:

- Provide a student-centred, experience-rich education for the 21st Century;
- Actively engage students in the learning process;
- Develop responsible digital citizens at Liwara CPS who are creators, not just consumers of technology;
- Foster 21st Century skills including creativity and innovation, critical thinking, problem solving, decision making, lifelong learning, collaboration and communication;
- Employ the most current teaching practices, tools and technologies necessary to deliver the competencies, knowledge, values and attitudes contained within the Australian Curriculum;
- Facilitate complete student ownership of their learning device and control over their own learning environment;
- Connect education at Liwara CPS with today’s technological world;
- Expand the methods of learning and opportunities for differentiated instruction;
- Extend learning beyond the classroom to both bridge the gap between home and school and extend their learning community to include parents, siblings and other important people in their lives.

Opportunities are created whereby students access, construct and publish information, utilising collaborative strategies, in real-time and virtual spaces. Students investigate how data is transformed into information, how information becomes knowledge, and how knowledge allows understanding and insight. A 21st Century Learning environment supports a dynamic and interactive learning space. This program ensures that teachers and students are working in a collaborative, online, interconnected community.

Each student’s device affords the opportunity to enter a new world of curriculum possibilities, allowing authentic engagement and involvement in their learning. Learning experiences are purposefully designed to develop the attributes of a life-long learner. In this way, each student learns to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be a successful citizen of the 21st Century.

WHAT IS THE 1:1 PROGRAM?

At Liwara CPS we are asking parents to provide a device for their children. Unfortunately, the cost to the school of providing a school-owned device is not sustainable over the long-term period. Anecdotal evidence supports the notion that children are more likely to care for and become responsible owners of their digital device if it is personally owned. Other reasons include:

- Services that are parent funded tend to be better cared for by the students.
- Starting in Year 4, devices can be used throughout Years 4, 5 and 6. Devices tend to have at the very least a 3-year life span, therefore only the one device will be required for primary school and it's possible the device may continue to be used in high school.
- Complexities of lease arrangements are avoided.

GUIDELINES

Having a device is compulsory and students will use their device from Year 4 until the end of Year 6. The device will become an educational tool in your child's toolkit to help meet curriculum requirements alongside (rather than instead of) more traditional tools like text books, pencils and paper.

WHAT IS DIGITAL LEARNING?

Digital Learning/Literacy provides every student and teacher access to a device in a wireless environment, allowing students to learn at their own pace and ability levels. 1:1 initiatives have gained momentum worldwide and are increasingly seen as key to transforming education and better preparing students to succeed in a global world. In the 1:1 Program, students' access to a technological device and the Internet enables them to be self-directed and receive highly personalised instruction. Students use their personal devices to do research, homework, solve problems critically and creatively, complete team projects, email and collaborate in real time. At the same time, they gain valuable 21st Century skills that will be beneficial throughout their lives and careers.

WHY DIGITAL LEARNING?

The Western Australian Curriculum states, "students will be expected to develop ICT competence as they learn to use ICT effectively and appropriately when investigating, creating and communicating ideas and information at school, at home, at work and in their communities."

Whilst a shared device model allows access, it does not reflect the ubiquitous learning that a 1:1 model offers. The children cannot always finish an entire project at one time and with the devices being shared between classes there are occasions where children will have to wait for their turn on a device. Other reasons include:

- Students have access to technology both in and out of school. We (the school) have an obligation to ensure our students are taught how to be responsible and respectful digital citizens.
- Digital technology is a part of our curriculum. 1:1 devices will help digital technology to be delivered with greater efficiency.

WHY USE AN IPAD?

There are many reasons why the iPad has been chosen as the device for the 1:1 program. The discussion around device selection has taken place at leadership and staff level. We recognise and acknowledge that no one, single device is the perfect fit, and we have chosen the iPad based on several reasons:

- Fast start up – no wasted learning time waiting to log on
- Multi-media capabilities – camera, video and voice recorder – offer greater opportunities for creativity and sharing as well as the ability to access Office 365 Applications as part of the CEWA student suite of products
- Students have the ability to publish, inform, entertain and collaborate with a wider audience
- The abundance of apps and access to information allows students and teachers to pursue areas relevant to classroom learning and Western Australian Curriculum content
- A 10-hour battery life means the iPad can be used reliably throughout the school day
- There is anywhere, anytime access to current information that contains text, sound, images and interactivity
- Light and portable, easily carried in the school bag and used in the classroom
- The iPad is an intuitive device and minimal technical support is required
- The iPad facilitates the use of individual, paired, small group and large group work easily
- Sharing and collaboration are enhanced

SPECIFICATIONS

Apple iPad

Operating System	iOS 13 or later
Model	Ipad 7 th generation or later
Battery Life	Minimum of 10 hours
Storage	64GB or higher Enables creation of multimedia
Software	Parents must have an iTunes account for their child (recommended not to have account attached to a credit card) See specified Apps list
Wireless	Connectivity 802.11bgn or higher (2.4Ghz and/or 5Ghz)
Keyboard /pencil	Keyboard – wired or wireless Zagg Stylus, Apple Pencil or Logitech Crayon
Protective Cases	Protective case for iPad Padded bag to hold iPad and keyboard

INSURANCE: Parents are advised to check their insurance policy for their student devices. It is also advised to check the manufacturer's warranty.

FREQUENTLY ASKED QUESTIONS

Our family already owns a device, can we use that?

Absolutely, as long as it meets the required specifications as outlined above.

Will students be allowed to have music and games on their device?

Yes. However, parents are strongly encouraged to monitor the appropriateness of the games that are installed. We ask that children turn all notifications off so they will not be distracted during class time. There will be no access to games or 'free time' activities during school. Educational games that are installed for school use will be curriculum aligned.

What happens if students breach the student agreement?

If a student breaches the student agreement, the school behaviour policy will be followed. The responsible use agreement is attached below as a reminder of the expectations.

How much time will the students use their device during the school day?

This will change daily. With any learning experience, the teacher is best placed to decide which tool will be the most effective in meeting the intended learning outcome. Devices are not intended to be a replacement or a substitute for any of the more conventional tools teachers have at their disposal. It is the school's belief that any well-rounded approach to education involves balanced access to a variety of tools. Devices simply increase the number of tools at the teacher's disposal and are only used when they are the best tool for the job.

Will students be able to use their device during recess and lunch?

No. Devices are to remain in the students' school bags, with the student, before and after school. When the student enters the classroom, the device will be stored in the student's storage tray and will not leave the classroom during break times.

Will my child's internet browsing be monitored at school?

Yes. The school has an internet filtering system that aims to stop inappropriate material reaching the students. Students will continue to discuss cyber safety strategies in class.

What if my child forgets to bring their device to school?

In this case the student may be required to complete tasks without it and catch up on work in their own time.

Can the device be charged at school?

No. It is the student's responsibility to ensure that their device is fully charged when they come to school. The battery life is more than adequate to last the school day.

Will my child be required to do homework on their device?

Homework will be set at the discretion of the classroom teacher. There may be times when students will have the opportunity to complete projects that they have started at school. There will also be tools that they can use at home to aid their learning. Use of their device at home will also allow students to familiarise themselves with how to use tools to improve their confidence when using them in the classroom. Most importantly, the students will have the opportunity to show other members of the household what they have been working on with their device.

How do I see my child's work?

It is recognised that it is important for parents to be involved in all aspects of their child's work and parents are encouraged to regularly spend time with their child asking them to explain the work on the device. Parents must also have full access to both the device and their child's work. The school expects that all students' passwords are available to parents. Parents who have difficulties in accessing their child's work for any reason should contact the classroom teacher.

Will students still be taught Reading, Writing and Arithmetic

Yes. Schools are mandated to teach the content of the Western Australian Curriculum. The device, like any other tool, will be used when appropriate to enhance the learning experience. Paper, pencils and other tools will also be used when most appropriate.

Where does handwriting fit in with the use of devices?

Teachers will use both digital technologies and traditional methods of teaching. We will still be teaching handwriting.

I am concerned about health issues.

Prolonged time in any position or activity may be of concern. This may include sitting and writing, reading, sporting activities and excessive screen time. Student activities are managed in the planning and delivery of curriculum. In our classrooms we have regular breaks, where students are encouraged to get up and move around the classroom and we use furniture that maintains good posture.

Will individual's devices be used by other students?

No. Only the owner of the device will be using it. There will be times where students will be working with groups and will need to share content, which will be done through wireless transfer of documents, photos, videos etc.

What if the device is damaged, lost or stolen?

Parents need to ensure that the device is covered on their home insurance for at use at home, school and in transit.

Will you keep parents informed about the integration of technology into the Curriculum?

Yes. Through teacher-parent communication – seesaw, emails, parent meetings etc. and through students being able to take their work home and show/explain to you what they are doing in class on their device.



RESPONSIBLE ICT USE AGREEMENT

Parents are encouraged to fulfil their role in the partnership by supporting the school's endeavours to educate students in the correct manner of Internet use. Please read and discuss this with your child.

As a student of Liwara Catholic Primary School using the ICT facilities, the network and the BYOD program, you must remember that this is a privilege and not a right. You are being asked to accept an important responsibility that comes with having access to the computer network and Internet. This includes the use of Web 2.0 Technologies. All login/password information provided by Liwara Catholic Primary School may only be used for teacher directed activities.

The school cannot control all information on the Internet, other people's actions or the quality or content of information available. Students will be supervised whilst using any technology and any breach of the Student agreement will result in the appropriate consequence.

Our goal in providing these facilities and initiatives for students is to promote educational excellence at Liwara by facilitating communications for resource sharing and innovation.

Acceptable use includes the following:

- following teachers' instructions
- accessing only the information the teacher has agreed to
- being polite and courteous when emailing
- sending only appropriate emails as instructed by the teacher
- researching information for a topic or assignment given by the teacher
- correctly acknowledging the work of others according to Copyright laws
- respecting the privacy of others including other students and staff members
- informing the teacher if you are concerned that you have accidentally accessed inappropriate material
- handling all ICT equipment with care
- taking full responsibility for your personal device, including putting it away safely when not in use

Unacceptable use includes the following:

- using ICT without permission or without supervision by a teacher
- visiting any site without permission of a teacher
- using social media to communicate while at school
- using the Internet to access offensive or inappropriate information
- interfering with emails or files belonging to others
- downloading anything without the teacher's permission
- taking or sending photographs without the permission of a teacher or education assistant
- sending or receiving a message which has a false name or has used another's name without permission
- sending an email to antagonise, frighten, annoy, or upset a person.
- using another person's mobile device

The school has a responsibility to monitor all written, graphic, audio and other materials created, produced, communicated, stored or accessed by students on school and personal devices, including email correspondence. Therefore, the staff will, on occasion, ask students to show them the contents on their device. In the circumstance where the regulations are broken, firm and reasonable action will be taken.