

Digital Technology & Bring Your Own Devices

Years 4, 5 & 6 - 2022

GUIDELINES

At BBPS digital technology refers to all learning in which information and communication technologies are used to enhance creative, critical and reflective thinking. It is an integral part of our teaching and learning pedagogies. Digital Technology connects students to their real world, links school learning with home learning and prepares them for potential future opportunities and challenges.

Digital citizenship will be deliberately taught and will be underpinned by our school values. Use of all devices at BBPS will comply with school policies, procedures, guidelines and relevant legislation e.g. Copyright, Privacy, Safe & Healthy Learning Environment.

Bring Your Own Devices (BYOD)

Classrooms already offer access to digital technology opportunities and for equity of all students, it is important that this continues. However, parents are offered the chance to improve the access their child has to devices. This is offered through BYOD where students bring a chromebook or ipad from home. **BBPS recommends children have a chromebook which can then be taken onto BBI as this is their preference.**

Use of chromebooks or ipads will be integrated into daily learning wherever this enhances learning. The outcome will be students more future-focussed and creative in their learning.

The emphasis is on creating collaborative learning opportunities that these devices facilitate. They are not simply used as a substitute for paper. Just as with paper, work completed digitally, will show a learning journey from draft to finished product. Teachers plan their learning around digital tools to ensure that those in their class who do not have a device can complete the same tasks as those who do have a device.

Cybersafety at BBPS

Strategies to ensure cybersafety at BBPS reflect our values. BYOD involves the introduction of more rigorous cybersafety agreements for students and parents to discuss and sign prior to participation. The overall goal of the school is to create and maintain a cybersafe culture that fosters good digital citizenship at school and beyond.

The school's network, WI-Fi, computers and BYOD devices are for educational purposes appropriate to the school environment. The school may audit use of BYOD devices, its network and computers and any other digital tools at any time.

Filtering, Specifications & Apps

At present Network for Learning (N4L), undertaken by the Ministry of Education, is used for filtering inappropriate internet content. This is the latest available to schools. It offers an internet connection, fully funded filtering (management of online content access and block malware), a managed firewall and real-time monitoring.

CHROMEBOOKS AND IPADS accepted for BYOD usage need the following features:

- Wi-fi capability
- Minimum of 4 hour battery life
- Google Play Store if using a chromebook or Itunes account (app store) if using an ipad that students do **NOT** know the password for
- A keyboard is a recommended, optional extra for ipads
- A tough, hard cover for protection is advised e.g. an otterbox

Initial Apps

The table below is a starter stationery pack for BYOD chromebook or Ipad devices for the start of 2022 for students in Year 4, 5 and 6.

Students may be notified as the year progresses of further Apps that are to be uploaded to support the learning in the classroom.

App Name	Web Capable	Cost
Chrome	Yes	Free
Google Drive	Yes	Free
Google Docs	Yes	Free
Google Sheets	Yes	Free
Google Slides	Yes	Free
Takysui Sketches or Draw Free	Yes	Free
Epic	Yes	Free
Imovie Free only on newer ipads. Come with it.	Yes	Free
Tynker		Free
Blue Bot	Yes	Free
Canva	Yes	Free
A QR code reader <ul style="list-style-type: none">QR Reader for ipad orQrafter - QR Code Reader and Generator	Yes	Free

Apps required for Year 5 and 6 only

Blockly for Dash and Dot Robots	Yes	Free
Wonder for Dash and Dot Robots	Yes	Free
Fotobabble	Yes	Free

Cloud based applications such as Google Apps will be used for file management

Guidelines For Students

- The device will be taken home each night and returned fully charged (**charging at school is NOT possible**)
- Chromebooks / I-pads need to remain in bags and be unpacked in classrooms on arrival at school and packed back into bags in the classroom, prior to departure.
- 3 or 4G devices need to be disabled prior to being brought to school.
- Safety routines taught in class will be followed at all times e.g. walking, no pushing, safe storage, no eating/drinking, not leaving on floor, supervised usage only.
- Screen sharing only. When working in groups, only the owner of the device will operate the device.
- All personal apps/documents will be stored in a 'home folder' that will not be accessed while at school.
- Students will use a school email account ONLY when approved by the class teacher.
- Digital citizenship practices will be learned and used at school and at home.
- Acceptance in the BYOD programme requires a signed agreement of the Cybersafety Use Agreement Form.
- Only apps requested by the school will be accessible and used at school, any others need to be password protected and locked down while at school.

Guidelines For Parents

- A chromebook (**recommended**) or ipad may be brought to school. A keyboard is a suggested, optional extra for ipads. A tough, hard cover is advised e.g. an otterbox
- Any iPad with 3G or 4G capacity needs disabling at home, by removing the card.
- Insurance against loss or damage is the owner's responsibility as devices are not covered by school insurance. All care and reasonable precautions will be taken at school, but no responsibility will be accepted by the school.
- The device will be named in the top right corner.
- Apps will be supplied according to the list, and students will NOT know the iTunes/App Store password. Students will use cloud based applications such as Google Apps for file management and are encouraged to access this at home with parent approval.
- Good digital citizenship practices will be discussed and modelled at home.

- Acceptance in using BYOD requires signed agreement of the BYOD Use Agreement Form. This is sent home at the beginning of the year.

Guidelines For The School

- The school has a significant role in keeping devices and students safe and will teach and supervise routines within classes to minimise risk.
- Locked storage facilities will be provided for use at break times.
- A device is a powerful tool for engaging in learning, but is only one tool for teachers to use in the delivery of high quality teaching. The device will be used at the teacher's discretion and under supervision by the class teacher.
- Devices brought to school are for the use of the owner. The school adheres to a sharing screen concept, whereby a student may share his/her screen with others. In collaborative group work there may be two or three students working together, however, the owner will be the only one to operate the device in this instance.
- Healthy practices such as good posture and regular eye breaks will be encouraged.
- Digital citizenship and cyber-safe practices will be an integral part of the classroom programme.
- Google Classroom will be used by teachers to monitor student learning and output.
- Teachers will engage in professional learning and development to support e-learning curriculum delivery and pedagogical best practices.