



# MARYLAND PUBLIC SCHOOL

## Bring Your Own Device Parent & Student Information

In order to broaden students' educational context, provide greater access to e-learning tools and promote collaboration in learning, Maryland School has decided to allow students to bring a wifi device (laptop, ipad, android tablet or mini version of these) for use at school. This program will increase the access to technology of all students as those without their own device will have greater access to school devices. To participate in this program, students and parents carefully read the information outlined below. Please read through the following with your child before deciding if your child will join our BYOD program.

### Policy Considerations

- Students found to be in breach of school or DEC policy and/or the rules stated here will face sanctions. These include: withdrawal of BYOD privileges (device sent home and parents contacted); withdrawal of internet access at school; and withdrawal of network access at school. Further consequences as stated in Maryland PS Welfare and Discipline Policy may be applied up to and including suspension.
- Where the school has reasonable grounds to suspect that a device contains inappropriate material, the device may be confiscated for the purpose of verifying such material. Depending on the nature of the material involved further action may be taken. This material may also be referred to outside agencies such as the police.

### Device Options

Maryland has chosen, since the inception of BYOD, to remain an open platform school. This means that any mobile device or laptop is acceptable for students to bring. There are, however, a range of considerations when selecting a device.

1. Portability – A device is best if it is not too heavy or bulky for students to transport to and from school.
2. Battery Life – a minimum of 5 hours battery life is recommended. Power is used quite quickly in activities such as movie making and photography.
3. WIFI Connectivity – The school has a reliable dual band WIFI backbone in place which allows for most devices to connect readily.
4. Brand – While we will accept any device and any brand, we have found, over the three years we have been doing BYOD, that iPads are the most functional for the range of tasks being completed at school.
5. Storage – Film-making and photography use up a lot of storage, as do games and other apps. Students would require at least 2-4Gb of **free** space (after film and photos are taken) on their device for smooth operation. 16Gb devices fill up very quickly.
6. Camera – Multimedia is one of the main aspects of the activities conducted with devices at school, as such an effective camera, accessible through any case, is required.

### Student/Parent Responsibility:

1. The student takes full responsibility for his or her device. Whilst every effort will be made to ensure the safety and security of these devices, the school and its staff take no responsibility for loss, theft or damage to the device either at school or travelling to or from school. **It is strongly advised that your child's device be added to your home contents insurance policy under portable technology.**

2. The student is responsible for the care of his or her device. It is expected that devices be sent in a sturdy case which includes some type of screen coverage. The student is responsible for charging the device prior to bringing it to school.
3. The student will use the school's wireless network to connect to the internet. Use of personal connections such as 3G/4G is not permitted. If the device has a sim card it must be removed and left at home.
4. The school policy states that a "Find my device" application be installed and activated on all devices. Students and parents should become familiar with the function of this app.
5. The student and parents undertake to ensure the device is fully operational and ready for use. The student should have an understanding of the devices basic features and operations.
6. Students and parents are responsible for any content stored on their device. Material which could be considered inappropriate in a school setting should be removed from the device prior to bringing to school. This includes certain images, violent or inappropriate games, music with coarse language etc.
7. The student agrees that his or her device will remain in classrooms during the school day and will only be taken from the classroom for the purpose of a teacher directed learning activity. Devices will never be taken into the playground at recess or lunch for recreational purposes.
8. When at school the student agrees to only use his or her device for classroom related activities.
9. The student agrees to not make video or sound recordings without the direction of the teacher. Such recordings will not be uploaded or transmitted in any form without the express permission of the teacher. They will only be uploaded to secured and pre-approved sites.
10. The school reserves the right to inspect a student device if there is reason to believe a student has breached the school rules in relation to digital devices.
11. The student agrees it is not acceptable to make negative comments towards another student who may not be in a position to bring a device to school.
12. The device will be clearly identifiable as belonging to the student using permanent marker or similar.
13. All students, whether participating in the program or not, are expected to show respect to the property of others.

### **School Responsibilities**

1. To take all reasonable steps to ensure the safety and security of student devices whilst in the classroom.
2. To ensure personal devices are used exclusively by the owner of the device, with the exception of collaborative work where students may be working with partners.
3. To utilise technology in high quality, meaningful learning activities which enhance student learning.
4. Ensure, where possible, that costs are minimised. Where possible apps being used will be free or incur minimal costs.
5. To give students guidance and instruction which allows for the development of skills and confidence with their portable technology.

**STUDENT AGREEMENT FORMS, WHICH ALLOW STUDENTS TO PARTICIPATE IN BYOD, ARE ATTACHED TO THIS INFORMATION SHEET. Students cannot bring their device until this agreement is signed and returned to their class teacher.**