



MOD

My Own Device Programme

Policy and Procedure

The purpose of the MOD programme is to provide more access to ICT devices by allowing students who currently have an iPad device to be able to bring in their devices into school and access digital technology more frequently within the classroom.

This document serves to inform students, parents and teachers of the protocols around using My Own Device (MOD) at school. A student may not bring their device to school until they have signed a My Own Device Agreement (MODA).

Foreword

This handbook has been compiled to provide a ready source of information for parents and students about matters influencing the efficient running of the MOD (My Own Device) program. Each student should be thoroughly conversant with its contents and follow all guidelines. This handbook is subject to change.

Introduction

Information Communication Technologies (ICTs) have a critical role in enhancing the learning process at all levels and across a broad range of activities in each of the National Curriculum subject areas. Through the use of ICTs in the curriculum, we are helping students become knowledgeable about the nature of information, comfortable with the technology and able to exploit its potential. The overall philosophy is to use ICT whenever its speed, power, graphics or interactive potential can enhance and extend the quality of work being undertaken by students. It is used to develop logical thinking, problem solving and self-management techniques and also to give confidence and the capability to use ICTs later in life.

Our main goal is equipping and empowering students with digital technology that enables students to take their learning further with tools they are familiar with. We believe students are eager to learn and with guidance they will seek out and discover knowledge on their own.

In the MOD program we aim to establish an environment where students are encouraged to push themselves to the best of their abilities in all learning areas using the tools they currently own and in this way making their learning continuous rather than just at school.

Our vision

Yeronga State School - a supportive learning community, working together to maximise the potential of every child and create caring and successful 21st Century citizens.

Our values

Our school values are:

- Learning – do your best
- Responsibility – be responsible
- Respect – be respectful
- Safety – be safe.

MOD aims

Yeronga State School aims to:

- To improve ICT device access for all students
- To improve the student to device ratio
- Encourage students to develop their individual talents and abilities while at the same time fostering a sense of responsibility
- Maximise interaction and cooperation between teachers, children, parents and the wider community.

MOD Procedures

A MOD should only be brought to class when specifically advised by their teacher. Some lessons will require the formal use of devices, while others will provide informal opportunities to use technology to complete tasks efficiently. The BYOD program is specific to those grades that are participating and is where students learn the curriculum through the use of a device. The MOD program is solely to provide students with opportunities to take their learning further on specific tasks and alleviate the ratio of device to students.

Name labels on devices, sleeves, cases and bags

Students are expected to have name labels placed on the following locations:

iPads:

- A name label easily viewed while case is on the iPad.
- A key tag for their iPad sleeve for ease of identification.
- Most recent IOS (operating system) and Apps updated.

Screens Down

When devices are in use and the teacher wishes to address the class, it is best for students to put their screens down so that the devices are not a distraction. The instruction “Screens Down” is one the students will be familiar with and should comply with promptly.

Peer Instruction

Students will learn from other students readily. They **will not** be sharing their own devices but will be encouraged to instruct others verbally rather than allowing others to use their device. Students will be provided with the opportunity to share their strategies where appropriate and demonstrate ideas, shortcuts etc to the whole class. Students will be encouraged to ask other students before calling on the teacher when needing help with a device related task. “Ask 2 before me”, meaning ask 2 classmates before asking your teacher, if appropriate.

Use of Headphones in Class

Students may not use headphones or play CDs or audio clips on their devices in class without the permission and specific direction from the class teacher.

Devices Charged

Students must arrive at school with their devices fully charged. This can be a part of normal home learning routine.

Computer Games

Students who have computer games and game apps on their devices are not permitted to use these during school hours.

Transport of devices within school

iPads should be carried within the classroom with cases closed. All devices must be carried in sleeves at other times. i.e. to and from buildings for specialist lessons.

Before and After School Usage

Devices are not permitted to be used on school grounds before or after school without the express permission of a teacher and under their direct supervision. Devices are not to be removed from school bags until they are in their classroom and their teacher has directed them to do so.

Security of Devices

Devices will remain in classrooms between 9am-3pm, with classrooms being locked whenever the class is not in the classroom or it is break time. Students may take their bags containing devices into classrooms once their teacher has opened the classroom for the day. Students must otherwise stay with their bag. Students will only use the devices when instructed to by their class teachers. Should students be involved in extra-curricular activities before school, the device can be checked into the library. (Students must register for this service beforehand).

Access to school internet

All students will use their MIS id and password to access the internet. A profile may need to be uploaded on to the device, in order to enable secure filtering of information.

Monitoring Student Devices for inappropriate usage

Students may be selected on a random basis to provide their device for inspection for compliance with school and legal requirements (Software Infringements, Inappropriate and Offensive Material (Device AUDIT)). Failure to provide device as requested will be deemed sufficient evidence to refuse permission for device to be used at school as per MODA.

Printing

Students should email their work to their teacher for printing. Only the teacher can print your work.

Unacceptable Uses of Information and the Internet

Students who use device in the following way may incur serious consequences:

- a) Using the network for any illegal activity, including violation of copyright or other contracts.
- b) Uses relating to chain letters or broadcasting of lists to individuals in such a manner that might cause congestion of the network.
- c) Damaging or disrupting equipment, software or system performance.
- d) Vandalising or interfering with data of other users on the network. Vandalism, defined as any malicious attempt to harm, modify, or destroy other users data, the school network or other networks that are connected to the Intranet backbone includes, but is not limited to, the uploading or creating of viruses.
- e) Gaining unauthorised access to resources.
- f) Posting anonymous messages
- g) Taking photographs of members of the school community, particularly students, without permission is strictly forbidden.
- h) Sharing photographs and posting videos to social media platforms and with the community without permission for the individual included within the photograph or video is strictly forbidden.

- i) Downloading, storing, creating, sending or printing files or messages that are deemed to be profane, obscene, or that use language that offends or degrades others.
- j) Giving personal information or agreeing to meet any person met through the Internet.
- k) Transmission of personal information about any member of the school community.
- l) Accessing offensive (including pornography), dangerous or potentially destructive information.
- m) Downloading any files (including, but not limited to MP3, MPEG) unless specifically authorised to do so by the teacher.
- n) Not reporting unsolicited email messages particularly from unknown persons. **If a student comes upon any controversial material they are to report it directly to their teacher.**
- o) Using software such as iMessage to communicate with peers or parents during school hours. Students are also not to be contacted by parents via these communication tools, all messages for students are to be communicated to the office.

Internet Etiquette

All users are expected to abide by the generally accepted rules of network etiquette and chat and email etiquette. These include, but are not limited to, the following:

- Be polite. Do not swear, use vulgarities or any other inappropriate language. Do not do any activities that are prohibited by law.
- Do not use the network in such a way that you interfere with the network by other users.
- Always assume that any information or communications accessible from the network is personal property.
- The subject line of e-mail should indicate the content of the message.
- When replying to a message, include some of the original message to assist the reader in following the conversation.
- Always end with your name and e-mail address.
- Always acknowledge that you have received a document or file someone has sent you. After reading email messages they should be deleted or archived. Before sending an email it should be proofread and edited to eliminate mistakes. Students must not use their email to send inappropriate messages.

Harassment and Privacy

All users are expected to use the Internet in a positive way. Any acts of harassment or invasion of privacy will not be tolerated. The following points are not acceptable: Harassment, defined as the persistent annoyance of another user, or interference with another user's work includes, but is not limited to, the sending of unwanted mail.

Cyber Safety

All students undergo training in Cybersafety, as part of the keeping ourselves safe programmes.

Faults, Breakages & Repairs

Damage that results from misuse or accidental damage is to be covered by family insurance if it is not protected under any warranty or insurance.

Breaches of MOD Procedures

- a) Any breaches of these policies may result in the student being referred to school administration and discipline administered in accordance with the School Discipline Policy. This may include denial of bringing an iPad to school.
- b) Any breaches of the policy may incur suspension of device use for a designated period.

Excursions

Students will not take devices on excursions unless otherwise directed to do so.

Home Learning

Home learning requirements as per the home learning policy and guidelines.