

December 3rd 2021

Re: Bring Your Own Device Program 2022

Dear Melaleuca 2022 Families,

This note provides important information for families who are choosing to provide their child/children with their own mobile computing device to use at school in 2022. This choice is an important step and part of the school's ICT program and we thank you for your support. The Melaleuca teaching team are looking forward to working and learning with your child to help integrate the creative and effective use of technology into all aspects of the curriculum.

In order for your child to commence the BYOD program please read the agreement and sign the acknowledgement form indicating that you agree to abide by the terms of the agreement. Please note that over the first weeks of term all Melaleuca classrooms will be working to implement a comprehensive Acceptable Use of Technology Agreement.

If you would like to discuss any aspects of the agreement, please feel free to contact James Fedoruk or myself.

Thanks again for your support,



Emma Brooksby
Principal

Riddells Creek Primary School BYOD

Acceptable Use Agreement



Device General Use

- Students are responsible for all information and content on the device, which should adhere to this Acceptable Use Agreement guidelines for ICT (signed at the start of each year).
- Students must save their own photo on the lock screen of their Device for easy identification.
- The Device should come to school each day with sufficient charge for the day's activities. Charging will not be an option at school.
- The Device must not be left sitting on the ground, on a chair or left outdoors at any time. They should be left on tables or stored in tubs when not in direct use.
- Devices may only be taken outside with the direct permission of a teacher.
- Teaching staff have the right to look at any application or file on the device at any time. Staff will make daily random checks on selected devices.
- The device must be used under the direction of teaching staff at all times. Misuse will result in temporary removal of the device.
- The school recommends that when using the Device at home it is used in a family or common area and not in the bedroom
- Please note that mobile phones are not permitted to be used whilst at school and students are not permitted to use their 3G/4G devices for inappropriate reasons such as messaging, private messages and chats using their cellular data.
- We ask family members to refrain from messaging students during the school day. As per our policy, please contact the school office if you need a message passed to your child. Students can become distracted and distressed depending on the nature of the message and this can impact on the wider classroom.

iTunes

- An iTunes account is necessary to download applications (software) to allow the iPad to function.
- By using the iTunes software a user agrees to be bound by the terms and conditions of the Software Licence Agreement
- By using the iTunes Store website a user agrees to be bound by the Terms and Conditions of Use that apply to the website.
- We have found that having a separate iTunes account for your child is preferable than using an existing, and therefore shared account when using iPads.
- A user is entirely responsible for maintaining the confidentiality of information held in the user's account, including the user's password and for any activity that occurs under the user's account as a result of failing to keep this information secure and confidential.
- Additional applications purchased will be the responsibility of the Parent/Legal Guardian and reflect the behaviours promoted in the school Acceptable Use Agreement.
- The school would highly recommend that a parent be listed as an email contact for the iTunes account when software is being purchased (term used for free programs also) so they can track the usage.
- Parental controls should be set on the iTunes account and password protected to ensure they stay in place. These controls are found in the computer by opening iTunes, go to iTunes menu > Preferences > Parental > Age Restrictions. Password protecting is the padlock icon on the bottom left of the window. This will assist in managing content within iTunes.

Device Restrictions

We strongly suggest that you look at the restrictions area in the device settings. It would be appropriate to enable restrictions to the section at the bottom of the menu for the "Allow Content". This can be made appropriate for the Senior School age group for the different categories. The passcode should not be known by the student.

Responsibility for Device

It is the student's individual responsibility to ensure that the device is looked after. Like all personal items brought to school the school has no liability for damage or loss of any personal items brought to school.

Cloud Storage

It is important to note that we will be using Google Apps for Education as well as some other programs and apps that use cloud based storage in 2020. The Department of Education requires us to notify you that we are doing this, and require permission, as not all cloud storage is based in Australia. Not being based in Australia does not of course mean it is less secure.



Apple Classroom App

The Classroom app will be used across the school to help monitor the use of these devices across both the classrooms and also the specialist classes. This app will allow staff to monitor student use, help with seeing students' devices at any time whilst at school and to help with work samples and instant feedback.

BYOD Device Acceptable Use Agreement



Student Section

Student Name: _____

Class: _____ Date: _____

With my parents I have read the Riddells Creek Primary School BYOD Device Acceptable Use Agreement (AUA). I agree to follow the rules contained in the agreement.

I understand that failure to follow this AUA may result in me having my Device privileges suspended.

Student Signature: _____

Date: _____

Parent/Guardian Section

I have read the Riddells Creek Primary School BYOD Acceptable Use Agreement. I give permission for my child to participate.

I understand that failure to follow this AUA may result in my child having his or her Device privileges suspended.

I understand that some programs use cloud-based storage.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Teacher use only

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Device Serial Number
