2014 Bring Your Own Device Program

Student & Parent Information
The following information outlines the ‘Bring Your Own Device’ program for Year 7. Please read all of the information provided to assist you in understanding the rationale and running of the program.

We are excited about the integration of these devices into the classroom, and look forward to seeing the creative and unique ways students use the device to enhance their learning. Thank you in anticipation of your support for this program.

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“Within the context of core knowledge instruction, students must also learn the essential skills for success in today’s world, such as critical thinking, problem solving, communication and collaboration.”

School Vision

Blackburn High School’s Teaching and Learning Team envisage a curriculum that empowers students to become productive 21st century citizens. Citizens equipped with the skills to make a difference in a globalised society. Part of that vision is developing our students’ ability to direct their own learning. The use of mobile devices allow students to access information instantly, and take advantage of a myriad of digital learning and communication software, as well as providing teachers with the tools to continually assess student progress lesson to lesson.

Students in today’s schools enter a different world than that of their parents. “21st Century Skills” are skills that build on traditional core subject areas and place higher demands on students, in areas including:

- Learning and thinking skills such as problem solving, creativity and collaboration
- Civic, cultural and global awareness
- Life skills such as ethics and leadership
- Technology, information and media literacy

1 http://www.p21.org/
With staff and students able to use the mobile device in all classes, the scope for redefining learning tasks using the technology increases. The emphasis is placed upon finding new ways of achieving educational outcomes using technology, which was previously not possible. For example, typing up essays on the device that could be done on a desktop computer, or hand-written, is not what the 1:1 tablet program is about. Naturally, the teaching and learning in the program will develop as both staff and students explore the learning possibilities and the dynamic nature of applications available.

With individualising learning being one of the key target areas for improvement next year, the 1:1 program will provide scope for students to use applications that target goals in Individual Learning Plans (ILPs). We recognise students have a vast array of learning needs and anticipate the use of apps that target these will encourage engagement and improve student learning outcomes.

The SAMR model developed by Puentedura defines levels of technology integrations. Our goal is to work towards ‘Redefinition’, having our students create content and learn in a technology rich environment with opportunities to apply their critical thinking skills.
Whilst students are required to bring their own device from the list provided we would require that the image on the machine be the one produced by the school. The benefits of this are many:

- Provides greater learning flexibility and access to resources as students will be automatically connected to the whole Blackburn High School network allowing seamless access to all these resources from home and at school.
- Access to anti-virus software
- Access to Microsoft Office which has been provided by the Department of Education and Early Childhood Development (DEECD).
- Access to Microsoft educational apps at as well as a range of educational resources available at http://tr.im/4blqs

It is important to point out that when our image is loaded onto the machine all existing programs and data **will be removed** from the device and replaced with the new image. The student will remain administrator of the device however we encourage parents to monitor any additional programs or apps which are uploaded. Please note that you can set up a child’s account with extra security monitoring measures – so that your kids see only what you want them to see on the PC or device.
A Microsoft account is an email address and password that you use to sign in to Windows. It’s free and easy to set up, and you can do so with any email address you choose, or get a new email address. (For example, you can use an Outlook.com, Gmail, or a Yahoo address for your Microsoft account.)

When you sign in to your PC or device with a Microsoft account, you can get apps from the Windows Store and back up all your important data and files using free cloud storage.

If more than one person uses the device, each person can have their own account. They can sign in and personalize the device with their own background colours, favourite apps, account picture, a separate email inbox, and more. You can also set up a child’s account with extra security monitoring measures — so that your child see only what you want them to see on the PC or device.

Visit the Microsoft website for support on how to do this.


You will be able to access both video tutorials and step by step instructions on how to create your own account.
Windows applications or ‘apps’ are software that allow the user to perform tasks in Windows 8. There are many apps that will come pre-installed on the device.

In addition to the apps that will be uploaded as part of the school image, your child may be required to have a number of free and commercial applications installed.


Visit the Microsoft website for support on how to do install apps.

(You will be able to access both video tutorials and step by step instructions on how to access apps, pin them to your screen and use on multiple devices.)

We suggest parents take responsibility for opening and maintaining the Microsoft account, and purchase Microsoft apps cards to purchase applications rather than linking a credit card to the account. There have been cases in other schools where parents have found a large number of in-app purchases (buying updates, bells and whistles for games etc) on their credit card statements due to their child accessing the account. Of course this is a decision entirely up to you.

Additional Applications

Throughout the year, as tasks are developed and students are given the responsibility to find suitable apps to complete them, there may be a need to download more applications. Sometimes the teachers will direct students to download specific apps that may cost money, while others will be free. **This should be done at home and in advance.** Students will not be able to download apps through the school network.
This document must be read and signed (pink sheet) by both students and parents/guardians before the school’s ICT (Information & Communications Technology) can be accessed in and out of school hours. Please complete the form (pink) and return it either on Orientation Day (Tuesday, December 10th) or to your House Secretary on the first day of school next year.

BLACKBURN HIGH SCHOOL RESPONSIBLE USE OF TECHNOLOGY

STUDENT AGREEMENT

When I use digital technology I agree to:

• Be a safe, responsible and ethical user whenever and wherever I use it.
• Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
• Talk to my Mentor teacher or another teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
• Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.
• Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.
• Use the internet for educational purposes and use the equipment properly.
• Use social networking sites for educational purposes and only as directed by teachers.
• Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).
• Think critically about other users’ intellectual property and how I use content posted on the internet.
• Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.
• Not reveal my password to anyone except the system administrator or the teacher.

When I use my mobile phone or other mobile device I agree to:

• Keep the device on silent during class times and only make or answer calls and messages outside of lesson times.
• Protect the privacy of others and never post or forward private information about another person using Short Message Service (SMS).
• Only take photos and record sound or video when it is part of an approved lesson.
• Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
• Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
• Be respectful in the photos I take or video I capture and never use these as a tool for bullying.
• Not run unauthorised programs, including games, on my device unless given permission by the teacher. I understand that the teacher may request me to delete an application from my device if I am using it without permission, and/or ask to view any content that I bring to school on my device.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.
Blackburn High School is very aware of the issues surrounding the use of ICT, including digital footprints, cyberbullying and electronic security. Part of our role in educating our school community is the eSmart program sponsored by the Alannah and Madeline Foundation. A framework for becoming an eSmart school has been developed, and our school is currently working through the implementation.

“Young people are at risk of unsafe, abusive, or aggressive behaviour online and through mobile phones such as: cyber bullying, sexual predation, stalking, accessing inappropriate content, sending sexually suggestive images and identity fraud.” eSmart website

To support students with learning to be safe online we run mentor group sessions and regularly access resources and information from the Cybersmart website and resources they provide for schools. Cybersmart is a national cyber safety and cyber security education program managed by the Australian and Media Authority (ACMA) as part of the Australian Government’s commitment to cyber safety. http://www.cybersmart.gov.au/

Cybersmart also provide an excellent cyber safety toolbox with information and strategies for parents.
The school does not have a preference for how or where students get their devices from however we do have a list of preferred devices which we have requested you choose from.

The following list offers a range of devices and prices to choose from, all of which are compatible with our system. All of the following devices are also Microsoft app compatible.

- Microsoft Surface RT or RT 2 (comes with Microsoft Office Home and Student)
- Microsoft Surface Pro or Pro 2
- Lenovo Thinkpad Tablet 2
- Lenovo Thinkpad Helix
- Lenovo Idea Pad Yoga 13
- ASUS T100

All other devices will receive Microsoft Office as part of the school image.

NOTE:

Do not purchase any additional software as we will be providing all students with our school image – see page 5. It is planned that this will occur on Orientation Day – Dec 10th. If you are planning to purchase your child’s device this year ensure that it will be available by this date. If you are planning to purchase later we will repeat these arrangements at the beginning of the 2014 school year.

Providers: The following providers have supported us by being willing to attend our information evening to show devices to families however we do not have a preference for how or where you purchase your device as stated above, only which device you choose.

Network Neighborhood -
http://sbp.nn.net.au/?school=BLBUHS

Centre Com

Learning With Technologies
1. **Can my child bring another mobile device to school?**
   We strongly recommend that students use one of our recommended devices in our 1:1 program for a number of reasons. The recommended devices are all guaranteed to support the school image and connect to our network. Staff teaching students will be basing their lessons on using the touch device.

2. **Can my child bring a laptop/netbook instead of a tablet device?**
   NO. The program is a 1:1 touch tablet program and teaching and learning will centre around this.

3. **We can’t afford to buy a tablet, what are our options?**
   We appreciate the substantial outlay required by families to start their children in high school. The school has cut the cost of the Year 7 booklist and further cuts will be made to subsequent booklists to offset some of the cost of purchasing a tablet. Some companies lease/rent devices and this may be an option to consider.

4. **Who is responsible for downloading apps for the device?**
   We recommend that parents manage this and download the applications for their child on a needs basis. We advise against linking a credit card to the account to avoid accidental purchases such as in-game upgrades etc.

5. **How will we connect our device to the school network?**
   Our Network Manager will provide information to students on Orientation Day as well as in the first days of the 2014 school year and oversee this process. Student devices will have the school image uploaded, be given access the school intranet and internet as well as printers at this time.

6. **What happens if my child’s device is lost or stolen?**
   Like any personal item brought to school, the security of the device and its care is the responsibility of the student. The school does not have insurance to cover loss or damage to personal items belonging to students or staff. We recommend that all students ensure they have a secure lock for lockers and ensure their locker is locked at all times. In the majority of cases, personal items taken from lockers are taken from lockers without a lock. A robust cover/case is also recommended for preventing damage to tablet devices.
All members of the Blackburn High School community have usernames and passwords allowing access to our Blackburn High School Compass portal. The following outlines the types of services the portal provides for all of us. As you can see we have expanded on our use of the functionality available to us and would like to stress the need for all users, parents, students and teachers to be security conscious and keep their password private. You are encouraged to log in to your account regularly to maximise what the system has to offer you in terms of staying informed.

### Homepage Features

i) **Teaching & Learning** option gives you access to Learning Tasks. In term 4 many teachers have been trialling the use of this feature with their classes with the intention to implement its use across the school in 2014. Learning tasks will allow you to keep informed and involved with your child’s expectations and progress. In 2014 learning tasks will also link to the new reporting model we plan to implement.

ii) **Organisation** option lists any upcoming events for your child and allows you to approve and pay for these (if payment required). It also provides you with course confirmation details and the ability to electronically pay school fees.

iii) **Community** option allows you to book into Student/Parent/Teacher conferences.

iv) **Tools** option will allow you to change your password, update your details and access your ‘My Payments’ information on payments already made plus log out.

v) **My Alerts** will provide you with information about actions currently required; for example approval for events or non-attendance approval.

vi) **My News** will list school news items relevant to your child/children.

All of your children enrolled at Blackburn High School are listed/shown on your ‘Home Page’. For each child you can access information by selecting the ‘Student Profile’ or ‘Actions For …..’ options.

### Student Profile

- Will show you the ‘Daily Schedule’ for your child (children) as well as the ‘3 Week Schedule’.
- Any ‘Chronicle’ entries that have been added by staff.
- Your child’s attendance data.
- Your child’s reports. In 2014 we plan to make significant changes in how the ‘Reports’ option is structured, with a more frequent and graphical report format which will replace the current semester reporting model.

### Actions for …..

- The ‘Actions’ option provides quick link to book Student/Parent/Teacher conferences as well as provide approval for student absences.