Bring Your Own Device Program
Student & Parent Information
The following information outlines the ‘Bring Your Own Device’ program. 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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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 allows 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

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 our key target areas for improvement, the 1:1 program will provide scope for students to use applications that target goals in Individual Learning Plans (ILPs).

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1 http://www.p21.org/
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 and 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.
Creating a Microsoft account

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.

**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.**

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.


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**Downloading Applications**

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 however there are many more apps that are available at the apps store.


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.)
Responsible Use Agreement

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 ensure you complete the form and return it.

Areas covered by this agreement:

When I use digital technology I agree to:
- Be a safe, responsible and ethical user whenever and wherever I use it.
- Not reveal my password to anyone except the system administrator or the teacher.
- 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.
- Think critically about other users’ intellectual property and how I use content posted on the internet.
- Abide by copyright procedures when using content on websites and cite references where necessary.
- 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 bring inappropriate content or copyright protected content to school either on my device or an external storage device.

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

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 upload inappropriate or illegal content, 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.

https://www.esmartschools.org.au/Pages/default.aspx

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.

Cyber(smart:)
The school does not have a preference for how or where students get their devices from however we DO have a preferred device which we have requested you purchase.

The following list offers a range of Microsoft Surface devices and prices to choose from, all of which are compatible with our system. The prices are an approximate only and could vary slightly depending on where you purchase the device.

<table>
<thead>
<tr>
<th></th>
<th>32GB</th>
<th>64GB</th>
<th>128GB</th>
<th>256GB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surface 2</td>
<td>$529</td>
<td>$639</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surface Pro 2</td>
<td>$1,019</td>
<td>$1,129</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surface Pro 3 i3</td>
<td>$979</td>
<td></td>
<td>$1,209</td>
<td>$1,548</td>
</tr>
</tbody>
</table>

Do not purchase any additional software as we will be providing all students with our school image – see page 4.

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


School Login Code: BBHS2015

- **Please note** that they offer a range of ‘Flexi Rent’ options as an alternative to purchasing outright. For example Microsoft Surface Pro 3 to rent would be $61.27 per month over 24 months. Renting offers a range of support in terms of equipment loans (at no extra cost) if devices are lost or damaged.
1. Can my child bring another mobile device to school?
   NO. Students must use one of the listed devices in our 1:1 program. The Microsoft Surface device has been found to be the most robust of all the devices we have tried over the last two years. It is guaranteed to support the school image and connect seamlessly to our network.

2. Can my child bring a laptop/netbook instead of a tablet device?
   NO. The program is a 1:1 touch tablet program. We have chosen a tablet device as they are compact, lightweight and easy to carry. The size of the device means that it fits easily into both the school locker and the school bag. An interactive touch screen offers flexibility as well as being able to be used as both camera and video device.

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. Some companies lease/rent devices and others offer payment plans, 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 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.

**NOTE:** The school has devices available for short term loan for those times when the student’s own device is being repaired. These loans are period by period or daily loans. Loaned devices cannot be taken home.

~ A SCHOOL MANAGEMENT SYSTEM SERVING THE NEEDS OF TEACHERS, PARENTS AND STUDENTS OF BLACKBURN HIGH SCHOOL.

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) **The ‘Teaching & Learning’ option** gives you access to Learning Tasks. Learning tasks will allow you to keep informed and involved with your child’s expectations and progress. The Learning Tasks have a direct link to the reporting and assessment model, allowing you to view your child’s progress every 6 weeks as well as end of semester reports.

ii) **The ‘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) **The ‘Community’ option** allows you to book into Student/Parent/Teacher conferences.

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