

Parent Owned Device School Policy



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Parent Owned Device School Policy



1. Overview

Commencing in 2021, students in Year 7 will be required to bring a parent owned device, that meets the specified school standard, to school each school-day. The POD programme will be extended to Year 8 in 2022, Year 9 in 2023, Year 10 in 2024, and so on.

Balcatta Senior High School's preferred supplier is Stott-Hoare. An online purchasing portal is available from the school's web site. Repair requests for devices purchased from Stott Hoare are lodged directly with Stott Hoare by the device owner. Parents may choose an alternative supplier.

2. Minimum Device Specifications

Having a minimum specification ensures the device will be able to support the planned digital learning activities, teachers can plan further activities knowing what the devices are capable of, and the device will be capable of integrating with the school network.

Required

- Windows 10
- Wi-Fi
- Keyboard
- **Touch screen and Stylus (essential for mathematics)**
- In-built camera and microphone
- Headphone connection
- Long battery life – only charged at home
- Small and robust:
 - fits in normal school bag (not separate from)
 - takes up minimal space on the student's desk

Recommended

- Protective case that fits within normal school bag, or
- School bag with protected laptop section

3. Minimum Preinstalled Software

A minimum set of software applications has been chosen and comes preinstalled on Stott Hoare provided devices. Devices that are not provided by Stott Hoare require the same software to be installed by parents at home.

Required applications are listed on the school website.

Maintaining a minimum preinstalled software set allows teachers to plan lessons knowing the device capabilities. The software has been chosen with the aim of keeping the total cost of the device to a minimum.

Learning Areas may consider adding any extra required software to their booklist for specialist subjects.

4. HOLAs and Teachers

POD devices are to be integrated into everyday classroom activities. The devices represent a considerable financial investment by parents, and in infrastructure by the school. The uptake and sustainability of the programme correlates to both the amount of time the devices are used in lessons and the educational use of the device. In other words, the dividends of the investment must be realised for ongoing investment to be sustained.

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Year 7 teachers of MESH subjects are required to incorporate the use of PODs into lessons. Teachers are to use the device as the main medium for the distribution of material to students who have a POD. Students are to use the device as the main medium for creating, storing, and submitting school work. The devices can be used for internet based research and learning, and other educational related activities.

Other learning areas are required to incorporate the use of PODs where appropriate to that learning area context.

Recommended and supported content delivery platforms include Connect and OneNote.

Teachers must plan to accommodate students who attend class without a functional device. These students are not to be disadvantaged.

The aim is to encourage participation in the POD programme. Students who bring a POD must be actively using the device in as many lessons as is practicable.

Teaching staff will be required to provide a curriculum overview demonstrating their explicit planning for incorporating PODs into teaching and learning, to their Head of Learning Area (HOLA). This also forms part of a teacher's responsibility to address the AITSL ICT related teaching standards.

Teachers must actively supervise students' appropriate use of PODs during class time.

As the POD programme is extended to other year groups, in ensuing years, the same expectations will extend to teachers of other year groups with PODs.

Students in other year groups, besides Year 7, may also bring a POD to school. The same requirements do not apply to teachers of those students. As the POD programme is expanded to incorporate other year groups, i.e. Year 7 and 8 in 2022, teachers of these year groups will have the same requirements to incorporate PODs into teaching and learning.

5. Students

The expectations for students are outlined in the ICT Acceptable Use Agreement (see appendix).

6. Classroom Management

As the POD device is integral to the learning process across multiple learning areas, student PODs will only be confiscated, and access to school network account and internet will only be revoked, under certain situations.

For all low level infringement teachers may ask students to put a device away, or may take a device from a student for the remainder of that lesson to maintain a safe and functional learning environment. Devices are to be returned to students for the next lesson, and the Managing Student Behaviour policy followed.

PODs may be confiscated by HOLAs, Student Services or Administration for reasons including, but not limited to: where an illegal activity has taken place facilitated by the device, where there is ongoing harassment of others facilitated by the device, or where the safety of the user or others may be at risk. Such confiscated devices must be submitted to an Associate Principal and be stored securely ready for collection by the parent owner. The student responsible for such actions will not be permitted to use the device for a suitable time period as determined by the Associate Principal.

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7. School ICT Technician

In relation to PODs, the technician may be contacted by staff or students to request assistance in getting the device to operate normally and access the school network.

Warranty or damage repairs are not the responsibility of the school technician. For Stott Hoare supplied devices, the owner of the device is responsible for logging repair requests with the supplier.

8. School Owned Loan Devices

The school will purchase and maintain a pool of loan devices that will be reserved for loan by the POD programme students, namely Year 7 in 2021, expanding in ensuing years. The devices will also be made available for loan by teachers of the POD programme year group.

Teachers may qualify if they teach students in the POD programme year group and do not have access to another suitable device.

Students may qualify if they are in the POD programme year group, and their guardian is financially unable to afford a device, or their device is under repairs. Not owning a device does not automatically qualify a student for a loan device.

The authority to loan a device must be obtained from the POD Coordinator prior to a device being loaned.

Loans will be subject to availability and need.

Loaning of devices will be on a daily basis for students. Approved students may borrow a device prior to first period, and must return the device prior to leaving school.

Loaned devices remain the property of Balcatta Senior High School and **can be recalled at any time.**

A written application, outlining the reasons for borrowing a device, must be submitted to the POD Coordinator for consideration. (See appendix for School Owned Device Loan Request and Agreement.)

9. Printing

The PODs will be equipped to permit both electronic distribution and collection of learning and assessment material. Student printing from PODs is discouraged in favour of electronic submission. Devices will not be initially set up to print at school. Teachers may print submitted student work if required.

10. Damaged, Lost, or Stolen POD

The financial cost for accidental or intentional damage, and for the replacement of a stolen or lost POD is not the responsibility Balcatta Senior High School. Owners of the POD are encouraged to consider insurance for the device.

The school will make all reasonable efforts to investigate incidences of damage to or loss of a device that occur on school premises. However, where all reasonable efforts prove unsuccessful the parent/guardian accepts ultimate financial responsibility.

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11. POD Coordinator

The coordinator has the following responsibilities:

- Contribute and consult on school POD policy
- Assist in promoting the POD programme to staff and parents
- Facilitate required POD professional learning for staff.
- Approve school owned device loans
- Consult stake holders

In relation to the POD programme, liaise with:

- Students
- HOLAs
- Teachers of POD programme year group
- Parents
- Library staff
- Student Services
- School Administration
- School ICT Technician
- Stott Hoare

The POD Coordinator will be assigned to an Associate Principal for support.

12. Administration

Associate Principal, allocated POD oversight, will assist with:

- Allocating and overseeing associated POD related staff duties
- POD year group teacher accountability via their Head of Learning Area (HOLA)
- Promoting the POD programme to parents and local intake primary schools

Manager of Corporate Services will assist with:

- Budget allocation
- Purchasing of school owned loan devices
- Pursuing payment for loss, theft, or damage to school owned loan devices

Collection and Distribution Point for Stott Hoare PODs Awaiting Repair

The logging of warranty or repair claims is the responsibility of the owner of the device. Once a claim has been submitted, students may submit their POD to the main administration area for collection by Stott Hoare.

Administration officers will contact a student once their POD becomes available for collection, and will manage the return of the device.

13. Appendix

ICT Acceptable Use Agreement



Using a school owned device (SOD) or parent owned device (POD) at school comes with responsibilities. Adhering to these responsibilities helps contribute to a safe and productive learning environment.

Student Responsibilities

- Care and user maintenance of the device
- Use the device appropriately for educational purposes under the direction of their teachers
- Abide by laws governing the use of ICT within Western Australia and Australia

Student Responsibilities (Additional) – POD

When providing a parent owned device:

- Bring the device to school each school-day fully charged and ready for use

Guardian Responsibilities – POD

When providing a parent owned device:

- Ensure the device meets the school's minimum specification
- Ensure the device has appropriate security and anti-virus software installed.
(Devices purchased from Stott Hoare have security and anti-virus software preinstalled.)
- Ensure the device has the school recommended minimum software applications installed.
(The list of applications is available on the school website.)
(Devices purchased from Stott Hoare have the minimum software preinstalled or provide links for the software to be installed at home.)
- Facilitate their child charging the device at home
- Check that their child brings the device to school
- Pursue warranty, repair, or insurance claims related to the device as necessary.
(Where a device has been purchased from Stott Hoare, Stott Hoare are to be contacted directly by the owner of the device.)
- Monitor student access to the device at home

Network Access

The school will provide each student with a network account enabling school Wi-Fi and LAN access. While at school, both SOD and POD are not permitted to access any external network other than via the school Wi-Fi or LAN. The use of personal hot spots or mobile data are not permitted.

Students are only permitted to use their own network access credentials. Students are not permitted to divulge their network credentials to others. Students are not permitted to access material restricted by their account permissions.

Students are to use the internet in a safe and appropriate manner in line with Department of Education policy. Students are not permitted to access internet sites that contain illegal, offensive, pornographic, violent, or otherwise inappropriate material.

Students are not permitted to use the school internet to contact people, or post messages, outside of the school community unless curriculum related and for educational purposes. The use of Social Media at school is not permitted. Social Media sites include, but are not limited to: Facebook, Twitter, Instagram, TikTok, Snapchat, Discord and YouTube (YouTube videos may be viewed with teacher permission, leaving comments and posting videos without permission are not permitted).

Parents who want to communicate with their child while at school, must contact the school directly and not the child. In that way, parents reinforce the use of the school provided network for only educational purposes, and avoid distracting students from their classwork.

The bandwidth and data use of the provided school network must be respected. The use of streaming services or downloading for personal use is not permitted via the school network. This includes, but is not limited to: video streaming services, and torrent software.

ICT Acceptable Use Agreement



Failure to abide by these conditions will invoke an appropriate behaviour management response.

Printing – POD

The school will provide facilities to submit electronic copies of work to teachers. Printing facilities from POD will not generally be available at school.

Charging - POD

The school is not equipped to provide mass recharging facilities for PODs. Charging of the device must occur at home. Devices must be brought to school fully charged each school-day.

Handling and Care - POD

The school recommends storing the POD in the student’s school bag to avoid having multiple bags.

A protective water proof sleeve, or inbuilt bag compartment, should be considered to store the POD. Liquid should not be stored in the same bag section as the POD to minimise the risk of damage.

Security

Both SOD and POD must have suitable anti-virus and security software installed and activated.

Software - SOD

Students are only permitted to install software on a school owned device when given direct instruction from a staff member. When changing settings care must be taken to avoid impacting other students who may use the device.

Digital Recording

Students are not permitted to photograph, video and/or audio record other people at school without both the teacher’s and subject’s permission. This is also dependent on photographic and media permissions held by the school.

Students are not permitted to post or distribute recordings without explicit consent from both the teacher and the people recorded.

Consequences

Breaches of this agreement will be dealt with in accordance with the Managing Student Behaviour Policy.

Breaches may also result in the loss of network and internet access.

Breaches may also result in confiscation of a POD, and the prohibition of the use of a POD. Confiscated devices will be held by an Associate Principal and made available for collection at the school by the parent owner. The student responsible for such actions will not be permitted to use the device at school.

I understand the above conditions, recommendations and processes. I also understand that as guardian/parent I have responsibilities associated with the use and management of the POD, including responsibility for my child using the device in accordance with this policy.

We, _____ (guardian) and _____ (student), agree to abide by the ICT Acceptable Use Policy.

Signature: _____

Date: _____

(Guardian)

(Student)

School Owned Device Loan Request and Agreement

Loan Conditions

1. Overview

Commencing in 2021, students in Year 7 will be required to bring a parent owned device, that meets the specified school standard, to school each school-day. Student requirements are outlined in the ICT Acceptable Use Policy.

Some students may temporarily require the loan of a school owned device. The school POD Coordinator may grant a student the right to borrow a device depending on need and availability.

Suitable reasons for borrowing a device that may be considered include, but are not limited to: the student's POD is under repair and the repair will take more than three school days, family financial restraints preventing the purchase of a POD, and special student living arrangements.

2. Term of the Loan

All loans will occur during school hours only. No overnight loans will be permitted.

Loaned devices remain the property of Balcatta Senior High School and can be recalled at any time.

3. Damaged, Lost, or Stolen Loaned Device

The financial cost for accidental or intentional damage, and for the replacement of a stolen or lost loaned school owned device is the responsibility of the guardian of the student borrowing the device.

Failure to return the borrowed device in good condition, and failure to pay for repairs or replacement will result in the initiation of the Department of Education financial recovery process.

Application

Student: _____ Year Group: _____

Guardian: _____

Staff member request sponsor: (if applicable) _____

Reason for the request:

ICT Acceptable Use Agreement



We, _____ (guardian) and _____ (student), agree to abide by the terms outlined in this document. The borrowed device will be used for educational purposes. The device will be returned to Balcatta Senior High School in adherence with the terms of the loan outlined in this document.

I (student) will endeavour to protect and care for the device. I (guardian) will pay for damage and loss of the device. We acknowledge that the loaned device remains the property of Balcatta Senior High School.

Signature: _____

Date: _____
(Guardian) (Student)

School Use Only

POD Coordinator Approval (subject to a device being available for loan)

Approved

Declined

Special arrangements (if applicable):

POD Coordinator: _____

Date: _____