



# Kohimarama School

21<sup>st</sup> November 2016

## Bring Your Own Devices (BYOD)

Dear Parents / Caregivers

Over the past few years we have been exploring how best to integrate technology into students learning at Kohimarama School. We have used our experiences, those of other schools and current literature to support this process. We have purchased and are currently using a range of devices in classrooms including netbooks and chromebooks, ipads and desktops to support student learning. We have found that these devices, when used in structured learning programmes, can significantly enhance student engagement, expand the range of learning experiences that can be offered to students and help students to explore their learning more deeply.

This year we also expanded the device programme in year 6 – 8 and allowed students to bring a specific personal device, a Chromebook, to school. This was optional and has proved successful for those students who took advantage of it.

We are going to extend this device option to students in year 5 for 2017, so all students from year 5 – 8 will be able to participate. **This will be optional** and we will continue to provide devices for student use in these classrooms. We have determined from our use of devices that netbook style devices offer the most flexibility for our school purposes and we will in future be purchasing Chromebooks for this reason. Chromebooks are a reliable and affordable device which makes them ideal for the classroom environment. No other personal device will be accepted.

We will **only be permitting Chromebooks** as the personal device for students. Key reasons for this are:

- It is a reasonably priced device with the learning tools students require
- Trouble shooting several makes of devices is time consuming and not always possible if staff are unfamiliar with the brand
- It has limited hard drive storage and is primarily designed to enable Apps to be downloaded and support use of Cloud solutions such as Google Docs
- We have a teacher management system, Hapara, for our school use of Google Docs which will also be used for the personal devices, this is necessary for management of student work and cybersafety

We have placed some clear guidelines around the introduction of BYOD:

1. Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.
2. The primary purpose of the use of personal devices at school is educational.
3. The use of a personal device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class in any way.
4. The use of personal devices falls under the conditions of the 'Kohimarama School Cybersafety Policy', 'Cybersafety Student Use Agreement' and the 'Acceptable Use Policy'.
5. Students will make no attempts to circumvent the school's network security and / or filtering policies. This includes setting up proxies and downloading programmes to bypass security.
6. Students will not capture or distribute voice, pictures or videos of students or staff without their permission.
7. Students will refrain from using personal devices outside of their classroom unless otherwise directed by their teacher
8. Kohimarama School reserves the right to periodically monitor activity of users of the network.



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**Students bring their devices (including all peripherals) to use at Kohimarama School at their own risk.**

It is the responsibility of the individual owner, to keep the device secure, charged and with up-to-date virus protection installed on the device.

**Kohimarama School system and staff are in no way responsible for:**

1. Personal devices (including all peripherals) that are broken while at school or during school-sponsored activities.
2. Personal devices (including all peripherals) that are lost or stolen at school or during school-sponsored activities.
3. Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).

**Consequences for Misuse/Disruption (one or more may apply):**

1. Access to device removed for the remainder of the day.
2. Device removed and kept in the front office until parent/caregiver picks it up.
3. Parent may be advised to conduct a more thorough search of the device.
4. Privilege of using personal devices at school denied.
5. Disciplinary referral as per the Kohimarama School Cybersafety Policy and Agreement. This may involve informing the appropriate external agencies/authorities, including the NZ Police.

While we value the way devices can support learning we take a 'fit for purpose' approach to their use. At times we still expect that paper and pen may be the most effective way to complete a task. We are also aware of the health risks of overuse of devices and will be continuing to promote physical activity and device free learning time.

I would like to reiterate that bringing a BYOD is an **optional choice** and that we have no expectations that every student must bring their own device to school.

Students who intend to bring a personal Chromebook into the classroom will be asked to sign an agreement at the beginning of 2017. We ask that Chromebooks are not brought to school until week 3 of term 1 so we can ensure classes are fully ready for them.

Yours sincerely

Diane Manners  
Principal