

East Adelaide School 1:1 Bring Your Own Device (BYOD) 2018

Dear Parent/Carer

At East Adelaide School we are encouraging students in years 4-7 to have their own device to:

- Provide increased flexibility and access to online learning
- Increase student participation in the learning outlined across the Australian Curriculum
- Enhance critical and creative thinking and communication skills
- Increase student, staff and parent online collaboration and communication
- Further build upon personalised learning opportunities
- Develop responsible digital citizenship and ICT capabilities
- Develop further the skills of digital technologies.

As of 2018 we are opening up the range of acceptable devices to include new devices bought by families through external retailers with the following **minimum specifications**:

- **Processor: minimum intel i3 processor**
- **memory: at least 4gb of ram**
- **OS: Windows 10 Pro**
- **must have wireless built in**
- **hard drive: SATA: 500GB**
- or**
- **SSD: 128GB**

PLEASE NOTE:

- The IT Engineers employed by the school will add the DECD requirements to the devices.
- If a device is stolen, damaged or not working, it is solely the family's responsibility. Therefore, we recommend you to purchase adequate warranty protection and that the device is covered under your home insurance.
- Students must take care and responsibility for the device at school and ensure that it is charged each night at home. It will be students' responsibility to use the device appropriately in school time and store it safely during play time.
- The IT Engineers will not attend to any problems that may arise with the device.

Devices will still be available through the portal and the process for purchase is described below.

1. Please go to the website: eas.ippartners.com.au
2. On the top right hand corner click on 'my account' to register for an account in the parent or carer's name
3. Use your own email address, create your own password and submit
4. Edit billing address field
5. Access to the portal is immediate after submitting your account details
6. Click on the 'Home' tab and you will be shown the device options
7. Click on a device to view specifications and other relevant information
8. Once a selection has been made select the 'add to cart' tab
9. Please note that a device cannot be added to your cart without selecting an insurance option
10. Insurance option needs to be purchased in this transaction
11. The device comes with 3 years on site next business day warranty however you can choose to insure your device for accidental damage and theft and loss, or ensuring that it is covered under your home and contents insurance
12. Once you are ready to check out go to tab – 'check out' at the top left hand side of the screen
13. Select the shipping option. Shipping costs are included in the price of the device
14. Select payment method, accept terms and conditions and click on 'place order'
15. Fill on relevant payment method fields and select 'confirm and pay'
16. Your order will be received by IP Partners and processed accordingly
17. Your device will be shipped to the school and you will be advised when it is ready for collection.

Advantages of portal purchasing:

These devices are of education grade quality and come with a three year next business day warranty.

The devices will have windows installed and software licensing will be covered by the school. A school security filter will apply to the devices. It will be students' responsibility to use the device appropriately in school time and store it safely during play time. Microsoft Security Essentials antivirus comes with all BYOD devices purchased through the portal. Teachers will supervise student use and teach cyber safety lessons as appropriate and technical support is available onsite from EAS IT technician.

Students are able to take the device home and must ensure that it is charged in readiness for the next day. Anti-virus programs need to be installed at home, for example, download Malwarebytes, which is free in order to remove adware that is auto installed.

The school provides storage and security in classrooms for insurance purposes.

The device needs to be covered by your home insurance or insurance through the IP Partners EAS Portal. East Adelaide School does not cover users for accidental damage, loss and damage due to fire, theft of the device at any time either at school or at home. Parents/carers are encouraged to seek advice from their insurance providers regarding insurance cover.

Students who do not have a device will continue to share devices at school, namely notebooks, tablets and iPads that the school owns. These school devices cannot be taken home.

There are options to buy in as the year progresses as the EAS portal will remain active.

Personal tablets/laptops need to be labelled by the parent/carer before being brought to school and lost or found devices must be reported and/or returned immediately to the school. If a device is damaged in any way it should be reported to the classroom teacher. The devices will be securely stored during recess and lunch time and accessed with teacher permission during learning time. The school is not responsible for the loss of an unattended device from an unsecured location at school or otherwise. It is the parent/carer's responsibility to report lost or stolen devices to the nearest police station to obtain a crime report number to use for insurance purposes.

Students who use a personal device will be required to sign the attached EAS BYOD Agreement along with parents and teachers to ensure clear expectations are understood by all parties. All students and families are also required to sign the EAS Acceptable Use Agreement for the use of school devices at the commencement of each year.

We thank you for your support and involvement in this initiative. Parents/carers who wish to access additional information regarding purchase of a device via the portal can contact Illia from IP Partners by email isotiropoulos@ippartners.com.au or phone 7200 6080.

We look forward to assisting you in making an informed decision with this initiative.

Yours sincerely
The EAS ICT Committee

EAS Bring Your Own Device 1:1 (BYOD) Years 4-7 Agreement 2018

Our school has embraced BYOD approach to enhancing the use of technology for our Years 4, 5, 6 and 7 students and teachers. The devices are used to promote learning, research and communication. We support our students to become digitally responsible citizens.

Please read and sign the BYOD Agreement between teachers, parents and students at East Adelaide School. No student will be permitted to use their BYOD until the agreement is signed and returned to the classroom teacher.

Students participating in BYOD program need to adhere to the EAS Acceptable Use Agreement. Please read the following statements carefully:

1. Students take full responsibility for their devices. The school is not responsible for the security of personal technology. Personal devices need to be taken home each day. Parents or Carers are responsible for the insurance of personal devices.
2. Devices brought to school can be used outside the classroom only with teacher permission.
3. Students are to comply with teachers' requests to shut down devices or close the screen. Devices need to be in silent mode and put away when asked by the teacher.
4. Students are **not permitted** to share or use any personal files, games or content with other students either online or through external storage devices. Files used at school need to be educationally appropriate.
5. Students are not to create, send or publish unacceptable or unlawful materials, remarks or photographs including offensive, abusive or discriminatory remarks. Never threaten, bully or harass another person. Please be aware that all use of the internet and school networks can be audited and traced to the accounts of specific users.
6. Students are not permitted to transmit or post photographic images/videos or audio of any person at school on public and/or social networks.
7. Personal devices should be charged prior to bringing them to school and run off their own batteries while at school.
8. To ensure appropriate network filters, students will only use the BYOD wireless connection in school and 3G and 4G access will be turned off during school hours.
9. East Adelaide School has the right to collect and examine any device.
10. Students will not share their personal devices with other students. Only the student who owns the device may use the device.
11. Students will be responsible for keeping their personal device secure while at school in appropriate secured areas which will be managed by staff.

By signing below all parties understand and agree to the terms of the BYOD Agreement. Failure to adhere to the agreement may result in the loss of privilege to use the device and school computer system and/or disciplinary action. The classroom teacher and Principal will determine the consequences and contact parents.

Teacher's name Teacher's signature

Parent/Carer's name Parent/Carer's signature

Student's name Student's signature

Year Level Room No Date