



EAST ADELAIDE  
SCHOOL

## Bring Your Own Device (BYOD) 2024

Dear Parent/Carer

Over the past several years East Adelaide School has encouraged students in years 4-6 to have and bring to school their own device to:

- Provide increased flexibility and access to online learning including Microsoft 365 (Teams and One Note).
- 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.

There is an ever-increasing necessity for students to have a BYOD to enable learning between school and home. Hence, we ask that parents do consider providing a BYOD for their child years 4-6.

Other factors include the:

- Necessity for us to ensure that students are taught to access, learn and become proficient users of the Microsoft 365 suite of programs such as Teams (for effective communication between teachers and students for learning) and One Note (for work tasks, for the teacher to post work, for the student to document learning and for the teacher to assess learning in a timely manner).
- Increase student participation in the learning outlined across the Australian Curriculum.
- Importance of schools to provide information sessions for parents to assist their familiarisation of Microsoft 365, how to access, how to support their children at home, how to support their child becoming independent, keeping track of the expected work and supporting them to further develop time management and organisational skills to complete tasks by the given timelines.
- Importance of information sessions for parents regarding how to support their children becoming cyber smart and safe and to understand that they must be respectful, responsible digital citizens who build their online reputation from the moment they use a device.

All teachers of Years 4-6 are expected to explicitly teach their students the use of Microsoft 365, Teams and One Note. The school will organise cyber smart/safe sessions for parents biennially and provide sessions for students years 3-6 in term 1 of each year.

**Students' personal devices must be based on Windows 10 Home or Pro edition (not Windows S) and must be capable of connecting to Wi-Fi on a 5Ghz range. Apple devices and Chromebooks are not permitted as they are not compatible. Devices must have a keyboard; tablets are not suitable.**





**EAST ADELAIDE  
SCHOOL**

**PLEASE NOTE:**

- The IT Engineers employed by the school will add the Department for Education requirements to the devices on the very first day the student brings the device to school.
- It is the responsibility of each parent to know and monitor what their children are doing on their devices whether it be a laptop, iPad, iPhone.
- BYOD laptops and school laptops/iPads are to be used for educational purposes only. If we find games and social network platforms on any devices used for learning purposes, the student will have their device checked by school personnel. All games, social media platforms etc will be removed from the BYOD device. The school will ban the child from use of the device following school Behaviour Education Procedures. Parents will be informed as a result of our investigation.
- If a device is stolen, damaged or not working, it is solely the family's responsibility. Therefore, we recommend you purchase adequate warranty protection and that the device is covered under your home insurance. The school provides storage and security in classrooms for insurance purposes.
- Students must take care and take responsibility for the device at school and ensure that it is charged each night at home. It will be the student's responsibility to use their device appropriately, ethically and safely in line with cybersmart expectations.
- The IT Engineers will not attend to any hardware problems that may arise with the device.
- Personal devices need to be labelled by the parent/carer before being brought to school. 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 their insurance purposes.
- 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.
- Students are not permitted to use their device before or after school, or at recess or lunch periods whether that be outdoors or in the Resource Centre. The school wishes to see students being actively involved in play during these times and not on devices.
- Students who use a personal device will be required to sign an EAS BYOD Agreement along with parents to ensure clear expectations are understood by all parties. All students and families are also required to sign the EAS ICT Acceptable Use Agreement for the use of school devices at the commencement of each year.
- Cyber safety websites for parent information include:
- E-safety commissioner <https://esafety.gov.au/parents>
- Bullying No Way <https://bullyingnoway.gov.au>





**EAST ADELAIDE  
SCHOOL**

Children who do not have a personal device for their use during learning, will be able to use the laptops provided by the school during school hours only. These laptops may need to be shared as we do not have enough for one per student.

If your child needs to use a school device, please discuss with them the importance of looking after school property. Whilst teachers regularly discuss the importance of respectful use of school resources and school pride, we are still finding significantly damaged devices which decreases the number of devices in the school for student use and impacts on learning.

An equipment liability form has been introduced this year and must be signed by the student and family before a student may use school IT equipment. This form clearly stipulates who is liable for damage of devices outside of reasonable wear and tear.

Yours sincerely

*Vicki Stravinski*  
Principal





**EAST ADELAIDE  
SCHOOL**

## **FREQUENTLY ASKED QUESTIONS**

### **Do students use the devices every day?**

Students use devices in the classroom every day for learning, communicating and collaborating with others. Specialist teachers in Science and Language also encourage students to use their devices in lessons. The devices are not used all day, as handwriting is still an important skill we are developing in young people.

### **Who is responsible for charging the device?**

Students are responsible for charging their device at home each night. If a device is brought to school with a flat battery, it cannot be charged during school hours.

### **Are students allowed to take the device outside at recess and lunchtime?**

Devices are not permitted outside during recess or lunchtime. The device is a learning tool and is not required during playtime.

### **Are students permitted to upload games and music on their devices?**

This is strongly discouraged and if these are found on laptops during the school day they will be removed.

### **Does the school track and monitor appropriate use of internet whilst a student is at school?**

The Department for Education has a filtering system that is used and students are blocked from many sites. Our school also has a network firewall for security. If a student breaches the EAS Code of Acceptable Use (sent home with students at the start of each year), this will result in consequences accordingly.

### **Are devices locked up when not in use?**

A lockable cupboard is used to store all BYOD devices to keep them secure. Students are expected to take responsibility for their own devices and families are recommended to purchase adequate warranty protection and insure the device under their home insurance.

### **Who is liable if a device is dropped and broken?**

Any damage to a BYOD device is a matter for the student's family, hence we recommend the device is insured through home insurance policies.

### **Does the school have the right to examine a BYOD device?**

When using the Department's (Government's) network the school has the right to examine a student's laptop checking for inappropriate content.

**Date for Review: 31 December 2024**

