SPOTSWWOD COLLEGE - BYOD

Bring Your Own Device – 2018

We are a BYOD school, and students in all years 9, to 13 may choose to bring a device to class for their own learning needs.

NB. As from Term One 2019 all new Year 9 students will be expected to bring a suitable device to class for their learning needs.

We use a ***blended e-learning approach.*** A blend of traditional approaches to teaching and learning, as well as using ICT to support or facilitate learning. Pen and paper are still used part of the time in BYOD classes.

Parents and students may have many questions about the BYOD programme and how it is being implemented at Spotswood College. The following questions and answers might be helpful in clearing up some of your queries:

Why implement a BYOD programme?

BYOD (Bring Your Own Device), the device is owned by the student and goes home with them every day, this allows for **anywhere, anytime 24/7 learning**.

Many of our students already use digital devices outside of school to communicate and learn. We have seen the benefits of integrating these with our school resources so that the potential of these devices can be used to enhance learning further and become an important part of their learning toolkit.

We use **Schoology** an online learning management system that has all the tools teachers need to create engaging content, design lessons, and assess student understanding. Students and parents can access engaging content, assignments and other instructional materials anytime, anywhere 24/7 on any device with an internet browser. Please check to make sure you/they know their Schoology login and password (good idea to keep a separate note of it as they will no doubt forget it at some point). Please contact IT support for new/forgotten passwords - help@spotswoodcollege.school.nz

We Chose **Schoology** for our students, not because it is the cheapest option out there but because it is the easiest for our students to understand and work with. Its interface closely resembles that of Facebook. In fact, you could say it's like "Facebook for Learning".

Click on the link below to watch a video for more about Schoology.
https://www.youtube.com/watch?v=QgHWMGIGgbk

We also use **Microsoft Office365** which allows students to save their work to the Cloud so it cannot be lost and these cloud files can be accessed from home or any other computer with Internet access. Please check to make sure they know their email address and password. Please contact IT support for forgotten passwords - help@spotswoodcollege.school.nz

What does the research say about the impact of e-learning on learning?

Noeline Wright's (University of Waikato) literature review looking at 'e-Learning and implications for New Zealand schools' highlights the following benefits of e-learning afforded by access to internet capable devices:

- Improved motivation and engagement;
- Greater independence and personalised learning;
- Improved critical thinking and development of multi-literacies;
- Greater access to information, resources and experts;
- Greater opportunities for collaboration in wide contexts, including international ones.

What does the New Zealand Curriculum Document say about ICT?

Information and communication technology (ICT) has a major impact on the world in which young people live. Similarly, e-learning (that is, learning supported by or facilitated by ICT) has considerable potential to:

- *assist the making of connections by enabling students to enter and explore new learning environments, overcoming barriers of distance and time;*
- *facilitate shared learning by enabling students to join or create communities of learners that extend well beyond the classroom;*
- *assist in the creation of supportive learning environments by offering resources that take account of individual, cultural, or developmental differences;*
- *enhance opportunities to learn by offering students virtual experiences and tools that save them time, allowing them to take their learning further.*

Schools should explore not only how ICT can supplement traditional ways of teaching but also how it can open up new and different ways of learning. (NZC, 2007)

In addition, the Ministry of Education has added ICT as a compulsory component of our curriculum.

Will the curriculum for BYOD and non-BYOD classes be the same?

The year programme and curriculum for both groups will cover the same subject skills and concepts. The approach, task and method could be different and the products (what the student is required to produce) might differ because of the flexibility of ICT.

Do I have to purchase a new device?

No, if you have a device already that meets our minimum specifications, your son/daughter may use it as their BYOD device – see the minimum specifications below.

How do I choose an appropriate device?

There are many appropriate devices available and the school is not prescribing a particular device although we currently endorse and recommend Lenovo laptops. We do have minimum specifications and have made these known to

local vendors – Noel Leeming and Harvey Norman as well as PB Tech. Parents are not obliged to purchase their devices from these vendors, but please consider the after sales service and arrangements for when a device needs repairs.

Minimum specification for devices:

- 10" to 15" screen
- Min 4gb RAM Min dual core processor
- At least 5 hours of battery power,
- Must have enough storage to download and install Office 365 – needs 3GB,
- Internet capable (Wifi connectivity – 801.11N/ac preferred),
- Ability to create and edit common documents such as word-processed documents, spreadsheets, and presentations,
- Suitable, durable bag/cover for protection.

Along with these **strongly recommended features**:

- A keyboard,
- Availability of loan device when repairs are needed,
- A PDF Reader like Adobe Reader – free to download,
- Malware protection, e.g. Malware Bytes.

What other factors should be considered?

Is the device suitable for school use – it should be robust and durable enough to handle school life, but light enough to be carried around easily by a teenager.

- Windows laptops are preferable
- iPads can be used with a Bluetooth keyboard, if there is sufficient memory to download Office 365 Apps, (32gb or above).
- Apple Mac Books also meet our minimum specifications.
- Certain Chrome Books meet our requirements (MUST be Windows compatible).
- *It is a good idea to have the device insured for loss or damage*

Where can I purchase an appropriate device?

Local businesses – Noel Leeming and Harvey Norman - have provided the school with trial devices, and will sell these suitable devices at a competitive price, as well as provide a loan device should a device need repairing. They are aware of the school's minimum specifications. PB Tech in New Plymouth are also able to provide suitable devices. Make them aware that your son/daughter is attending Spotswood College.

Parents are not required to purchase the device from these vendors, but please make use of our minimum specifications when making your choice.

Why cant my son/daughter use a smartphone?

While smartphones are wonderful for communicating and many short internet searches, the size of the screen makes it unsuitable as a serious tool for learning, and the ability to work on and complete lengthy documents is very limited.

What about software and apps?

Spotswood College uses Schoology which is an online (in cloud) resource and is accessed by using a web browser such as Chrome, Internet Explorer, Safari and Firefox.
An App is available for tablets on the PlayStore (Android) and App store (ios), although it has limited functionality and is used mainly for keeping up to date with student assignments.

The school uses Office 365 and as part of our school package, all our students will be able to download and install Office365 on up to five supported devices free of charge. This may be used by all the whanau, while their children are students at Spotswood College.

There are also many other free software applications that teachers will explore to support aspects of your child's learning.

What about the security of the device at school?

Lockers are currently not available.
Students are responsible for the safety of their devices.

The school can offer an onsite device tracking service. If you would to take advantage of this service please get in touch with IT Support - help@spotswoodcollege.school.nz

What about on-line safety and cyberbullying?

Spotswood College core values form the foundation for ICT use and interacting with others digitally. Our Cybersafety Use Agreement signed by every student and a parent sets the expectations for students and parents. Students are required to:

- *be a safe user whenever and wherever they use information and communication technology (ICT)*
- *be responsible whenever and wherever they use technology*
- *support others by being respectful in how they talk to and work with them and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour*
- *report to an adult if they feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.*

More information can be found here: http://www.netsafe.org.nz

Cybersafety and Digital Citizenship will be covered as part of our teaching, but it is important that parents take an active part in discussions about Cybersafety and ethical use of ICT with their son/daughter. It is important that students tell a teacher and/or parent/caregiver when they are feeling uncomfortable or threatened online.
If parents have any concerns about internet safety contact your Year Dean or visit http://www.netsafe.org.nz (NetSafe is an independent non-profit organisation that promotes confident, safe, and responsible use of Cyberspace).
Many parents choose to install a parental control app to remain fully aware of their child's on- line activities. In addition, we strongly recommend that parents know their son/daughter's password and have access to the device.

Filtering Software:

We have a SonicWall Firewall in place at Spotswood College. This is a high-performance unified threat management solution that provides the visibility needed to detect hidden threats within legitimate content, even from trusted sources and authorized applications. This protection means we can allow new applications into our network, but automatically block any malicious content or behaviour. We also have the capability to generate reports on student use and access of the internet.

We have blocked sites like Facebook as we feel they can be easily misused and detract from the educational purpose set for our use of ICT at school. Sites for student collaboration at school are facilitated through Office 365. Other sites that fall under the category of 'mature and explicit content', are also blocked. We can extract reports to check what our students and staff are accessing.

What about familys who cant afford a device?

Families who are on a benefit may be able to gain assistance from WINZ to purchase a device. We are also actively seeking sponsorship from local businesses and charities to assist families in need of financial assistance. Please contact Mr Lapworth, Deputy Principal, to enquire about any possible support.

What is my son/daughter responsible for at school?

- Using all ICT according to our responsible user agreement.
- Displaying digital citizenship.
- Following the teachers' instructions around the use of devices.
- Charging the device at home and bringing it to school fully charged.
- Saving work and backing it up to the Cloud.
- Safe-keeping of the device when not in use.
- Carrying the device in his/her school bag from class to class.
- Ensuring that the device is divided into "school space" and "personal space".

How will misuse be handled?

We have a well-developed Pastoral Care system based around Etu that clearly shows how misdemeanours will be dealt with and by whom. As students can already access school computers and can bring cell phones to school, misuse of BYOD devices are dealt with in a similar manner.

Categories of misuse are based on levels of seriousness, and misuse will be dealt with by the classroom teacher, unless it is serious enough to be referred to the Dean or Senior Leadership Team. Classroom management involving devices will not be very different from more traditional approaches – just as a teacher might require students to put down their pens and listen fully to instructions, the instruction might be "devices down, and listen to instructions."

Ongoing misuse of a device will fall into the category of "continual deliberate disobedience" and would result in the same consequences as other examples of serious disobedience.

Instances of serious misuse of devices, such as accessing inappropriate websites or cyberbullying will be taken very seriously and dealt with accordingly. This may involve loss of internet access, internal removal, stand down or suspension or referral on to police. Students using their devices to access the internet through the school wi-fi will be tracked and monitored and inappropriate websites including those identified as being associated with cyberbullying are blocked. While the majority of cyberbullying occurs out of school time, it should still be brought to our attention at any time as we will certainly do whatever we can to support the victim. It must be noted however that students who use their own data on devices such as smart phones still have full access to the internet.

If you have BYOD queries, please contact Mr Lapworth (Deputy Principal)
cla@spotswoodcollege.school.nz