

# HELENSVILLE PRIMARY SCHOOL

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## Helensville School - Digital Technologies and BYOD for Years 5-8

Dear Parents and Caregivers,

At Helensville School, we provide each student with the skills needed to become 21st century learners. Digital Technology is an essential component in achieving this objective. Digital Technology is integrated into daily classroom life, across all curriculum areas using a variety of methods and devices. As an area that is forever changing and evolving, we are aware that parents/caregivers and our community often feel out of touch with this aspect of our children's learning.

One of the most frequently asked questions is 'How much time will be spent on devices?' As we are integrating the use of Digital Technology into our learning more, this does not mean that your child will be fixed to a screen. Students will still work in small groups with their teacher, work in groups with their peers, use other 'hands on' learning and write in books. They will still be handwriting, drawing, painting, running, throwing and communicating. We do not want to substitute books for a computer. Devices will be used at the teacher's discretion when they can support or enhance learning. The device is a tool which will be used when appropriate. Teachers are extremely aware of the need to ensure that long sustained periods of time in front of a screen do not occur.

It is important to be aware that the implementation of the Digital Technologies Curriculum has impacted the use of devices within the classroom.

*'The goal of this change is to ensure that all learners have the opportunity to become digitally capable individuals.'*

*'The change provides a greater focus on students building their skills so they can be innovative creators of digital solutions, moving beyond solely being users and consumers of digital technologies.'*

### *Ministry of Education*

This high level of access has provided all students with the opportunity to actively use technology to enhance their learning across all curriculum areas by allowing access to a wider range of materials, tutorials and giving students ownership of their learning pathway. Some examples of this are:

- Enhancing reading and writing
- Research and access to a wide range of information
- Coding - being able to create games etc rather than just using them
- Music recording and editing
- Online maths programmes like Khan Academy, Mathletics and Prodigy
- Digital Illustrations to express understanding of curriculum content
- Photography and Videography through creative apps that allow manipulation of images and footage and helps students share their learning and knowledge in different ways
- Sharing work and learning via Seesaw
- Real time collaboration with peers and teachers
- Easy links within and between various curriculum areas

## Device requirements

- Chromebook laptop (Chromebooks are recommended and used at Kaipara College)
- Must support Chrome browser
- Must have at least an 11" screen
- Must have a keyboard
- Must have headphones
- Battery to be chargeable for at least 4 hours
- Antivirus and operating system updates installed and up to date
- Please consider the size and weight of the laptop for transportation

## Where to purchase

Noel Leeming or PB Technologies provide a wide range of devices at competitive prices.

## Notes

- All students will have secure access to the Helensville School WiFi. Access is monitored and delivered via the school's fast fibre connection, N4L. Restrictions are placed on unsuitable websites. (No use of 3G or 4G networks, t-sticks or vodem sticks will be permitted.)
- All students will adhere to the school's Student User Agreement
- In bringing a device, students are ultimately responsible for that device on the way to and from school and while at school. We highly recommend having any device covered by the family's contents insurance policy. Helensville School is not liable for any damage or loss to a student's device.
- Helensville School reserves the right to restrict access to the school's WiFi or retain a device if a student is deemed to have broken the rules of the Student User Agreement. In serious instances, the device will be returned to the parents, caregivers or whānau

## Frequently asked questions

What are the benefits of a student bringing their own device?

Benefits can include the following:

- Development in digital technologies, digital fluency and computational thinking.
- Greater access to research a wide range of information.
- Increased access to Web tools that support learning e.g. Mathletics, Scratch, G Suite.

### **Will my child be expected to share their device?**

No - a student's device is exclusively for their learning. If they choose to share their device it is ultimately their responsibility.

### **What are the Hardware and Software considerations?**

### **How can my child's computing device connect to the Internet?**

Helensville School provides a wireless network which students may connect to when using their devices at school.

## **Are there suggested accessories?**

Providing a padded bag or protective case is highly recommended. These are available for a very reasonable price if you shop around, e.g. K-Mart.

## **Will there be charging stations so my child's electronic device can be recharged?**

No. Students must take responsibility for recharging their devices at home.

## **What software will be needed on my child's computer?**

No software needs to be purchased as students have access to the school's G Suite cloud-based learning platform.

## *Whose responsibility is it?*

### **Who pays for the technology brought to school?**

These devices will be purchased by and remain the property of the family.

### **Who is responsible for any repairs or updating of personal learning devices?**

Students and/or their families are responsible for their personal learning devices at all times.

### **Who is responsible for damage, loss, or theft of devices your child brings to school?**

- Families must stress the responsibilities their children have when bringing their own computing devices to school. Any devices students bring to school are their **sole** responsibility.
- Helensville School takes no responsibility to search for lost or stolen devices nor is there any assumption of financial responsibility by Helensville School for damaged, lost or stolen personal computing devices.
- Classrooms will have a locked facility to store the devices when they are not in use. It is the students' responsibility (under the teacher's guidance) to ensure they put their device in the storage facility.
- **Devices and bags must be labelled/named.**

### **Will the family need to have internet access at home?**

It is recommended that families have some form of internet access at home so a child is able to make full use of the online school resources including the multitude of resources available on the Internet.

## Miscellaneous information

### **Will my child need to have a signed ICT contract on file?**

Yes. In order for Helensville School to supervise student use of the computer network and the Internet, the contract must be signed by all students. Parents/caregivers are also required to read and sign the agreement. Signing the document indicates that the student/caregivers have read and understood the expectations of the school.

### **When can my child use the electronic device at school?**

Students will use their learning devices in class as instructed by the teacher. It is expected that students will need to bring their devices every day. Devices may not be used in breaks.

### **Will my child be expected to use his or her computing device both at school and at home?**

Just as with traditional homework, some home learning may need to be completed.

### **Will students be able to print documents from their personal computing devices?**

Students will be able to access printers at school by electronic sharing of documents with classroom teachers. The teachers will then do any printing.

### **Where will my child's work be stored?**

Students will have their work stored on the school's G Suite storage. When stored on the G Suite students will be able to access their work anywhere, provided they have internet access.

At the end of Year 8 or if you leave the school you will be asked to download your work as after two weeks the account will be suspended.

### **What happens in an emergency situation?**

In the event that we need to evacuate the buildings (due to fire etc) all devices, including BYOD will remain in the class. Our priority is that all students are safe. The door to the classroom will be closed.

## Digital Citizenship Agreement

My child has permission to bring a device to school to use as a tool to support their learning

**The next two pages are to be returned to school and the previous pages kept at home for future reference. A copy of this agreement can be found on our school website.**

Parent / Caregivers Initials	Student Initials	<b>Student Name:</b> <b>Room:</b>
		I/We have read the Helensville School BYOD Guidelines with my/our child and agree to follow the guidelines
		I/We agree that the Google Drive account name and password must be shared with the student and the parents/caregivers, and no-one else. This is to allow parents/caregivers access to the student's school account only.
		I/We agree that while Helensville School provides secure, lock-up for devices, my/our child is responsible for the safety and security of their device
		I/We understand that there may be times when the use of a device is not appropriate, and agree that my/our child will power down the device when asked by a staff member
		I/We have signed out of my/our home Google account/ Google Playstore accounts before the device arrives at school
		I/We are aware that the device is not covered by the school's insurance. The school cannot be held responsible for loss or damage to the device. Devices will be <u>clearly named</u> and a protective cover supplied if desired.
		I/We are aware the school will not offer technical support for any issues and/or upgrades of the equipment/device.
		I/We understand that the device is used at the teacher's discretion. It will be locked away during break times unless use is instructed by and supervised by a teacher
		I/We understand the internet will only be accessed via the school Wi-Fi. No 3G, 4G, t-sticks or vodems
		I/We are aware my child will be using Google Drive (using a dashboard) and be issued with a Gmail address ( <u>where username and password must be shared with parents/caregivers only</u> ) Please note that the email function is unavailable and they only have a Gmail address to access Google drive
		I/We agree that the student's email address is used for school purposes only and not to open any gaming or social media accounts

		I/We are aware the device will be brought home each day and is to arrive at school charged
		I/We are aware that Helensville School has the right to retain and examine any device that is suspected of causing problems or being in breach of the BYOD guidelines and / or Online Safety Policy. No history on devices must be deleted during the school day.
		I/We agree that we will follow the school guidelines during the day and understand that I may be asked to put my device away in the lockable cupboard should I not do so
		I/We are aware that children are not to play games on their device while at school unless given permission to do so by their teacher

**Device Information:**

The following information is used for device identification only (in addition to name label)

Name of Student: \_\_\_\_\_ Room: \_\_\_\_\_

Device Type: \_\_\_\_\_ Serial Number: \_\_\_\_\_

We/I understand that repeated misuse of the device will result in it being blocked from the HPS wireless and that the device will be held in the school office until retrieved by a parent. **This form must be returned to school prior to your child bringing a device to school. Please keep pages 1-4 for future reference.**

Student Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Sign: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher has sighted form and input wifi code:

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_