

# Mt Eliza Primary School

## Bring Your Own Device

### (BYOD) Program

### Handbook 2024



Dear MEPS Families,

Educational technology, thoughtfully and appropriately applied, enhances the learning experience at Mt Eliza Primary School (MEPS). Our teaching staff leverage technology to facilitate high quality teaching and learning to fully engage students in all year levels. Today's digitally aware students are shaped by the learning conducted within both the real and digital realms. At MEPS, we encourage our students to confidently develop their information and communication technology skills by supporting them to engage with digital learning tools throughout their primary education, both in the classroom and at home to further their learning.

Students at Mt Eliza Primary School have access to a variety of technologies that can transform the learning and provide opportunities for our students to develop the skills and knowledge they will need to thrive in the 21st century. As such, students in Years 5 and 6 participate in our 1:1 Bring Your Own Device (BYOD) laptop program.

In this global environment, now more than ever, technology is enabling significant changes in teaching and learning, and equipping students with new skills. Students need proficiency in digital, visual, informational and textual literacy while critical thinking, innovation and creative problem solving remain essential in cooperative and collaborative learning environments. It is important to note that literacy and numeracy remain a core focus at MEPS, as do hands-on learning tasks.

Throughout the school our students use technology to add value to the learning process. Students use digital tools as part of their investigations and to engage in authentic learning tasks related to local, national and global issues. Our 1:1 BYOD program enables students to work collaboratively and independently in online spaces, self-initiate learning and use real-time information, rich digital learning resources and educational software.

It is our intention to continue to provide high quality instruction and support for students to engage in digital opportunities so that they have the building blocks to meet future societal and workplace trends and expectations.

Kind regards,






Kim Wheeler  
PRINCIPAL

## What is a 1:1 BYOD Program?

A 1:1 laptop program provides every student and teacher access to his or her own laptop computer in a wireless environment allowing students to learn at their own pace and ability levels. 1:1 initiatives have gained momentum worldwide and are increasingly seen as a key to transforming education and better preparing students to succeed in a global world. In the 1:1 program at MEPS, students' access to a laptop and the Internet enables them to be self-directed and receive highly personalised instruction. Teachers can create personalised learning opportunities for each student, addressing their unique needs. Students use their personal devices to do research, problem-solve, team projects, academic tasks and homework. At the same time, they gain valuable skills that will be beneficial as they head into secondary school.

## Device Information

Students are asked to purchase one of the following laptop models:

<p><b>Lenovo 100w Gen 4 - 11.6"</b> Non Touch Intel N100 8GB 128GB</p>  <p><b>Shipping from 08/11/2023</b></p> <p><b>\$578.00 inc GST</b></p> <p>11.6" Non Touch Notebook designed for education use. Best for document creation and web surfing.</p>	<p><b>Lenovo 500w Yoga Gen 4 -</b> 12.2" N100 8GB 128GB</p>  <p><b>Shipping from 30/10/2023</b></p> <p><b>\$715.99 inc GST</b></p> <p>12.2" Touch Notebook designed with robustness in mind for education use with the new N series processor and an Active Stylus for writing.</p>	<p><b>Lenovo 500w Yoga Gen 3 -</b> 11.6" Pentium, 8GB 256GB Dark Blue</p>  <p><b>In Stock</b> <b>While Stocks Last.</b></p> <p><b>\$748.99 inc GST</b></p> <p>11.6" Touch Notebook designed with robustness in mind for education use with the new Pentium N6000 processor and an Active Stylus for writing.</p>
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## Purchasing through the Learning with Technologies Portal

Families can access the Mt Eliza Primary School Learning with Technologies (LWT) portal page via the following web address:

[Mt Eliza Primary School BYOD portal \(direct link\)](https://meps.orderportal.com.au/) or <https://meps.orderportal.com.au/>

Please note the following: LWT has a variety of payment options available. If there is a warranty issue with the device, LWT will come to the school to fix it. LWT offers families the opportunity to purchase accessories, such as a protective case, which is highly recommended. Laptops will be delivered to the family home. Please order at your earliest convenience to ensure that the device is delivered in time for the beginning of the school year. See the portal for delivery timeframes.

Alternatively, you may choose to purchase through a retailer of your choice. We are aware that parents may be able to get a laptop cheaper elsewhere, however, please make sure the battery will last. Cheaper laptops generally have poor battery life.

## Frequently Asked Questions

### Why we implement a 1-1 program in Year 5 & 6

At Mt Eliza Primary School we strive to provide the best learning opportunities for our students. Classrooms currently use a variety of technology, where appropriate. We want all students to be able to use devices with a purpose when they are needed, and as a tool to support the learning. Our Senior School program is underpinned by the overarching theme - 'Leaders of Today and Tomorrow'. Across the two years, students are introduced to challenges while providing them with tools to overcome them. One such tool is the BYOD device. Staff support students to develop self-responsibility and self-management skills around their device and in the everyday management of these i.e., ensuring that the battery is always charged, and bringing them to and from school safely. Our digital focus in Years 5 and 6 includes a priority on developing the necessary suite of skills that enable students to navigate the technology that will be used in secondary school.

### Providing Own Laptop

Please note, we require the following specifications for your laptop in 2024:

- Type: Notebook with inbuilt keyboard
- Operating System: Windows 10 (not Windows 10S)
- Processor: Celeron (Pentium or better is preferred)
- RAM: 4gb
- Hard Drive: 128gb or larger solid state drive
- Battery: 8 hour battery life
- Screen: 11.6"-13.3"
- Resolution min 1368 x 768
- Camera: Web cam

Please don't hesitate to contact the school if you have any questions about a personal device and whether it may be appropriate for use at school.

## **Protecting the Laptop**

Irrespective of the device, it is highly recommended that all devices are brought to school with their own protective case and that you have adequate insurance for any mishap that may occur. Students will be instructed not to leave their laptops on the floor or near food. When the device is not in use, students will follow classroom protocols for the safe storage of the device.

### **How will 1:1 devices be used in the classroom?**

This is a technology-rich world and students are immersed in digital technology in their out-of-school lives. The use of devices in the classroom will evolve over time as students and teachers become more familiar with the laptop program. We will monitor and seek to optimise their use to support teaching and learning in the classroom, wherever that classroom may be. Staff and students will collaborate and use the device as a tool that develops the student as information seeker, analyser and evaluator, problem-solver and decision maker. Wireless access will allow for 'just-in-time' learning where students can search for information or collaborate with others in a real-time context. Students will be able to use their school files to work collaboratively with their peers on projects or learning tasks. They will use programs to create ways in which to communicate their findings and become publishers of their own work. The focus is on being creators and producers of content, rather than consumers.

### **Does everyone need their own device?**

It is an expectation that all students have access to a device. The BYOD program is a partnership between families and the school where families purchase the device and the school provides the learning around that device. In 2024, all Year 5 students will be asked to purchase a laptop for use at school and for home learning, where appropriate. Please contact the Principal, Ms Kim Wheeler, if you have any questions or concerns about purchasing a device for your child.

### **Does the device go home each day?**

The device belongs to you and your family. Your child will be responsible for charging it overnight at home, and transporting it to and from school each day. They may use the device at home for homework tasks. It will be up to each family to set limits and boundaries as to how the device is used at home.

### **Can my child's device be left at school overnight?**

Please note that the Department of Education's insurance does not cover any private property brought to school by students. If the teacher is aware that your child's device has been accidentally left at school, the laptop will remain in the locked classroom overnight. Alternatively, families may occasionally wish for the device to remain at school for a variety of reasons. If that is the case, arrangements can be made with the teacher, Assistant Principal or Principal for the device to be locked in the office safe overnight (at your own risk).

### **Can my child charge their device at school?**

It is an expectation that your child's device is charged overnight at home and that it comes to school fully charged. They are strongly encouraged to bring their charger each day so that they can continue to use their laptop even when it is charging.

### **How should my child transport their device to and from school?**

Families are strongly encouraged to purchase a protective case for the device. These are also available through our Learning with Technologies portal. The device is to be placed in school bags, and is not to be used in the yard before or after school.

### **What happens if there is an issue with the device?**

If the student has an issue with their laptop, our IT Technician will have a look at it in the first instance. If it is a hardware fault, and purchased via the portal, the technician will log the repair online with LWT and they will come onsite to do the repair. Accidental damage will incur a fee for repair, but it is our understanding that LWT will also be able to fix the device onsite at the school. Devices purchased with another retailer will be the responsibility of the parent to follow up repairs. Accidental damage is the responsibility of the student/family and the school is not to be held responsible.

### **Do the devices have virus protection software installed?**

Virus protection software is automatically installed on all Windows software from Windows 10 and above.

### **What online filtering will occur when my child is online at school?**

When your child is using their device at school, the device will be connected to the school's network, which applies the Department of Education's filter and blocking service. The Department controls which websites are filtered and blocked whilst student's use the internet here at school.

### **How often will they be using the device during the day?**

Devices will be used by students as and when required in each subject area. It is not expected that the devices will be in use all of the time, but rather students will use them when needed to support their learning and the learning task. Handwritten tasks are still a priority, and students will use exercise books. The device does not replace the importance of using pen and paper.

### **What if students play on the devices during the school day?**

The devices will provide additional support for student learning, and therefore students will be supervised, as they would be for any learning activity. The issues of screen time limits, supervised Internet use and best academic uses will be covered by the [MEPS Digital Learning Acceptable Usage Agreement](#) and [Digital Learning Policy](#).

### **Does my child need an external 'mouse' or headphones for their device?**

Purchasing an external 'mouse' is optional, however, we have found that most students have greater success maneuvering an external mouse so it is a recommendation. If you do purchase an external 'mouse', it will need to be clearly labelled with your child's name and charged (if required). A mouse can be purchased as an optional extra through the Learning with Technologies portal. Headphones are an essential part of our online learning experience and our testing environments. These are available through the LWT portal or you may wish to bring your own set of headphones from home. We have found wired headphones to be the most reliable as bluetooth devices can sometimes drop in and out of range.

### **Do I need to insure my child's device?**

As mentioned, the Department of Education's insurance does not cover any private property brought to school by students. Therefore, we would recommend insurance is purchased privately. Insurance can be purchased through the Learning with Technologies portal for accidental damage and/or theft protection, model dependant. Alternatively, you may choose to include your child's device as a nominated item on your home and contents insurance policy. Please discuss this with your insurance provider as some limits and additional fees may apply.

### **What are the requirements before commencing?**

Before commencing the BYOD program, students are required to read and sign the MEPS [Digital Learning Acceptable Usage Agreement](#) which will be found in the 2024 Student Diary. You may also refer to our Digital Learning Policy to see our expectations - [Digital Learning Policy](#). Breaches of the agreement will be addressed on an individual basis.

### **What learning platform will my child be using on their device?**

Your child will have a Department provided Microsoft Office 365 account. This is managed by the Department of Education. It is cloud based software that provides students with access to a wide range of programs, such as Google Classrooms, and they will each have their own username. Training will be provided to students about appropriate ways to use and manage the Microsoft Office suite.

### **How are the students supported in cyber safety practices?**

From 2023 onwards, MEPS has partnered with the [Cyber Safety Project](#) to deliver student incursions and curriculum, along with parent and staff webinars to keep our entire community active in being digitally safe citizens. The Cyber Safety Project Prep-6 curriculum has been designed using the National and State based curricula with explicit links to Learning Area Outcomes and General Capabilities. Each year level offers 16 key activities aligned to the four values of Responsibility, Integrity, Strength and Empathy. For each two year band, learners will engage with opportunities to develop fundamental skills and knowledge through the digital safety skills and digital wellbeing strategies. We need to teach our students how to use technology in an appropriate, responsible and safe way. Clear expectations will be set for students in regard to computer etiquette and consequences enforced. This is in line with the MEPS Digital Learning Acceptable Usage Agreement and Digital Learning Policy. Importantly, parents also need to be aware of their child's activities online at home and how they are using the internet and their device. It is the parent's responsibility to monitor their child's use of the device at home.

### **Will the student files on the device be private?**

For your child's safety and the safety of others, students can expect their device to be periodically checked and monitored for appropriate usage. School personnel may request access to the browser history and/or caches as well as any and all files belonging to the student on the laptop as well as stored on the school's web based drives. Students and parents need to be aware that files stored locally or on the school's web based drives are not private.

### **How can I manage my child's use of the device in the home environment?**

This will differ from family to family, however some recommendations are:

- No devices in the bedroom; find a central charging place overnight.
- Follow age restriction guidelines around age limits on accounts for social media and games.
- Have regular conversations about online activity and create a family Acceptable Use Agreement together.
- Promote a healthy balance between screen time and non screen time. Put time restrictions in place.

### **Where can I go for further support?**

Websites such as Cyber Safety Project, Commonsense Media and eSafety are useful resources for families.

<https://cybersafetyproject.com.au/families/>

<https://www.commonsemmedia.org/>

<https://www.esafety.gov.au/>

[Home | Cyber.gov.au](#)

<https://www.scamwatch.gov.au/>

### **Can my child access social media sites at school?**

The Department of Education and Mt Eliza Primary School have filtering tools in place when your child's device is connected to the school network. Filtering tools restrict access to sites and apps that are not of educational value or that may be misused by students, such as social media.

### **How will students know which device belongs to them?**

If purchased through the LWT portal, the device will be delivered directly to the family address. Parents are advised to please label the device clearly before your child brings it to school at the beginning of the year, just as you would do with clothing, hats etc.