



# BYOD QUESTIONS & ANSWERS

## Bring Your Own Device – 2021

We are a successful BYOD school, with laptops being used in all levels of the school.

Ours is a **blended e-learning approach**. We use 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 some of the time in all classes.

It is important that students bring their laptops to school every day as part of the equipment required for participating fully in their learning.

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

### **Why implement a BYOD programme?**

BYOD, where the device is owned by the student and goes home with them every day, allows for **anywhere, anytime learning**. We use Office 365 which allows students to save their work to the Cloud so it cannot be lost, and can be accessed from home or any other computer with Internet access. There is the potential for collaboration between students, and further opportunities and new methods for teachers to provide feedback to students. It also provides opportunities to communicate and share their learning in a way that will prepare them for the future.

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 also use other programmes like Education Perfect (all year levels) and Writer's Toolbox (Year 9, 2021) that provide valuable personalised learning and further support or extension work.

### **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 digital technology as a compulsory component of our curriculum.

## **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. We do have minimum specifications and have made these known to local vendors – Noel Leeming and CompuHub, as well as PB Tech in Hamilton. 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 – 15 inch screen,
- At least 5 hours of battery power,
- Must have enough storage to download and install Office 365 and other apps – needs 4 - 8GB,
- 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 - external is preferable,
- Availability of loan device when repairs are needed,
- A PDF Reader like Adobe Reader – free to download,
- Malware protection, e.g. Malware Bytes.



- Antivirus – free to download e.g. AVG (Do NOT purchase MacAfee, not compatible with school system).
- Accidental Cover (damage, theft, burglary, fire, loss)

### **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.

- i-Pads can be used, if there is sufficient memory to download Office 365. Older, much used i-Pads don't cope with the demands of school work (Only suitable for Year 9 and 10).
- Apple Mac Books meet our minimum specifications.
- Chrome Books – new devices can run O365 - must access Internet to run it.

### **Where can I purchase an appropriate device?**

Local businesses – Noel Leeming and CompuHub are aware of the school's minimum specifications. PB Tech in Hamilton are also able to provide suitable devices. Make them aware that your son/daughter is attending Cambridge High School.

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

### **Are there examples of suggested devices?**

The following are examples of devices we suggest for 2021:

- HP Laptop range or Acer
- Acer Laptop range
- Lenovo Laptop range

### **Why can't my son/daughter use a smartphone as a device?**

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 complete lengthy documents is very limited. Smartphones may not be used in class, except at the direction of the teacher.

### **What about software and apps?**

The school is using Office 365 and as part of our school package, all our students will be able to download and install O365 on up to five supported devices free of charge while they are students at Cambridge High School.



There are many free apps that teachers will explore to support aspects of learning.



The school uses Education Perfect across all year levels, and Writer's Toolbox (Year 9 only in 2021).

### **What about the security of the device at school?**

Lockers are available for students to store their devices when not in use, during Physical Education, and after school if participating in co-curricular activities. When classes attend Assemblies, they will need to follow the procedures for safe storage of their device – locking their bag in their Form classroom. Students are responsible for the safety of their devices and for following these procedures.

The school will also mark each device using SelectaDNA should parents want this. Each student needs to protect the device with a password, and use an appropriate photo of him/herself as a screensaver.

### **What about on-line safety and cyberbullying?**

Cambridge High School core values are Respect, Responsibility and Achievement, and these 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 and 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.*

(A full copy of the Cybersafety Use Agreement is available on our website.)

We will cover Cybersafety and Digital Citizenship as part of our teaching and Yr 9 Orientation programme, but it is important that parents take an active part in the discussions about Cybersafety and ethical use of ICT with their son/daughter.

Students need to tell a teacher and/or parent/caregiver when they are feeling uncomfortable or threatened online. If parents have any concerns about internet safety contact the 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 Watchguard Firewall in place at Cambridge High School that works in conjunction with N4L. 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 are able to extract reports to check what our students and staff are accessing.

### **What about families who can't afford to purchase a device?**

We have various ways of supporting families for whom purchasing a laptop is difficult:

- Students may be added as 'registered users' of a laptop issued on a daily basis from the Library.
- Families who would find it difficult to purchase a device outright at the start of the year, may be supported by a plan put in place by the school to allow them to pay it off fortnightly on an automatic payment. Please contact Mrs Webb, Deputy Principal, to enquire about application process.
- Various charities work with our school community to support the purchase of school equipment, including laptops.

### **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.
- Saving work and backing 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".

**YOU ARE RESPONSIBLE FOR**

**Charged?**  
Over night for full school day

**Contents**  
Whoever you lend it to.

**Breakage**  
Whoever you lend it to.

**YOU ARE RESPONSIBLE FOR**

**Secure?**  
All College passwords

**Learning?**  
Only appropriate tasks

**Reputation**  
What did you say?

**SCHOOL IS RESPONSIBLE FOR**

**Network**  
Wired & Wireless

**Internet**  
Appropriate speed

**Filtering**  
Protect all users

**SCHOOL IS RESPONSIBLE FOR**

**Citizenship**  
Promote the safe and appropriate use

**Monitor**  
Ability to monitor activity

**SCHOOL HAS THE RIGHT TO**

**Expect**  
Students will follow these rules

**Report**  
Serious Breaches

**SCHOOL HAS THE RIGHT TO**

**Network**  
Monitor for balanced use

**Inspect**  
allowing for student privacy

**Prohibit**  
Device or Network use

Produced by @IPadWells - more at Pads4schools.org

**How will misuse be handled?**

We have a well-developed Pastoral Care system based around a Behaviour Action Plan that clearly shows how misdemeanours will be dealt with and by whom. Laptops are used regularly in class for learning. Smartphones may not be used in class, except when directed to do so by the teacher.

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 “Lids 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 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.