USE OF PERSONAL ELECTRONIC DEVICES AT MELROSE HIGH SCHOOL

This procedure must be read in conjunction with

USE OF PERSONAL ELECTRONIC DEVICES (PEDS) IN SCHOOLS POLICY

Table of Contents

1. Overview

1.1. This procedure covers the review and use of PED's at Melrose High School. It has been written in conjunction with the Use of Personal Electronic Devices (PEDs) in Schools Policy.

2. Rationale

2.1. Melrose High School is committed to creating successful 21st Century learners. To enrich the learning process Melrose introduced a PED program for Year 7 to 10 students in 2016. The program facilitates the learning of students, enabling them to be creative, collaborative, problem solvers that can learn anywhere, anytime. To support this learning, students bring their own device to school, connect to the school's wireless network and have access to a broad range of online software and cloud storage.

2.2. Students are required to have a Google Apps for Education account to facilitate the management of and access to learning materials and resources. This provides them with the tools they need to create work as well as the Classroom environment where students and teachers collaborate online.

2.3. NAPLAN testing has moved to an online delivery since 2018. Students will need to have access to a device in order to participate in NAPLAN testing.

2.4. Using PED's allows students to complete and submit assigned tasks through a digital platform. The skills they will develop over their 4 years of education at Melrose High School will be highly advantageous to them as they move into further education and the workplace. These skills are not readily taught after High School and it is an expectation of Colleges, Universities and employers that students will be able to navigate digital platforms with ease.

2.5. Under the Learn Anywhere Initiative all students will be offered a Chromebook device to use as a PED if they do not provide their own PED

3. Procedures

3.1. Staff are continuously developing their pedagogy and planning to allow for the integration of PEDs as a tool to enhance learning. For each classroom and learning area this may appear different, however all learning areas have identified aspects of learning which utilise the devices. Specific guidelines for the use of PED's in each faculty are provided in the "Digital Pedagogies – Faculty Guidelines" document.

3.2. Prior to using a PED in school students and parents need to read, agree to and abide by the *Acceptable Use of Information Technology policy* and the *Google Apps for Education Student Privacy Information Sheet.* It is also highly recommended that all students and parents availing of the *Learn Anywhere Chromebook Initiative* read the *Parent Information Booklet* and *Chromebook Fact Sheet*.

3.3. Access to other applications will only be granted upon a signed agreement of *Third-Party Providers* document which is handed out to new students in the Melrose High Information Package.

3.4. The family is responsible for the device. It is strongly recommended that a locker is hired for safe keeping of the device and personal insurance is taken out in case of damage or theft. The school accepts no responsibility for personal devices.

3.5. The school community was consulted through an information session in late 2015 as well as through email and Facebook. In 2016 and 2017 the school board was consulted and this policy was amended accordingly.

3.6. The PED Program was initiated in 2016 and the following expectations have been made based on an annual review process:

3.6.1. Year 7 students were selected for 2016 as some had been involved with Bring Your Own Device (BYOD) in their Primary School and because it was the start of their journey at Melrose High School and it would enhance their learning over the next four years. Upon review, this has been a very successful in both 2016 and 2017. It is now an expectation that all incoming Year 7 students from 2018 onwards bring a PED to school every day for us in their classes. This will be the morn throughout their educational journey at Melrose High School.

3.6.2. Year 8 students became involved in the PED Program in 2017. Upon review this has also been successful, in large part because these students were involved in the program in Year 7 in 2016. It is expected that these students will continue to bring their PED to school every day for the remainder of their educational journey at Melrose High School.

3.6.3. Year 9 students became involved in the PED Program in 2017 with limited success. The majority of these students had not been exposed to this style of learning in the past, either in primary school or early high school. The participation from students has been varied and I recommend their involvement in the PED Program in 2018 optional.

3.6.4. Year 10 students were selected to take part in the PED Program in 2016 to support them in their preparation and transition into College. The participation from students in 2017 has been varied, with limited success reported across faculties. This is due, in

part, to the change in expectation, as these students were never exposed to a PED style program in their education prior to this.

3.7. In 2018 it was expected that all Year 7 – 9 students continue to be involved in the program, with an opt-in approach for the Year 10 students. In 2019 it is expected that all students become involved in the program, resulting in the whole student body bringing their own device. Information sessions for parents will be held in the second half of each year by the Executive Teacher, Digital Pedagogies.

3.8. Students who exhibit behaviour that does not follow the RESPECT Policy of the school will be followed up using the processes outlined in the Melrose's Student Management Policy.

3.9. During recess and lunch times students are encouraged to store their devices in their lockers to ensure positive social experiences.

3.10. The strength of PEDs is that students work on a device that is familiar to them and customised to their preferences. As such, Melrose High School does not endorse one particular product. Instead we request that parents and students discuss the needs as a family and reach a decision. Some considerations in buying a device may include:

3.10.1. Screen size – how long will the student be looking at the screen for a day? A larger screen size will be easier on the eyes, but heavier to carry.

3.10.2. Usability – how quickly can work be done on the device? Using an on screen keyboard for writing a document in English may be challenging, but a touch screen for certain programs is beneficial.

3.10.3. Ergonomics and Durability – weight of the device, carrying it in a school bag, insurance in case of damage.

3.10.4. Safety – the hire of a school locker may be appropriate to store the device in during breaks, library sessions or Physical Education classes to protect the device and lighten the school bag.

3.10.5. Smart phones are not a suitable device for learning, unless in negotiation with the classroom teacher.

3.11. Device Requirements:

3.11.1. The device must be able to connect into the schools wireless network

3.11.2. Battery life of at least 6 hours – it is expected that students will bring their device to school with a full battery, charging stations will not be available.

3.11.3. Headphones for accessing sites with audio/music

3.11.4. Padded bag or protective sleeve to keep the device safe

3.11.5. For tablets, a keyboard to assist in typing

3.11.6. Personal insurance is recommended for the device

3.12. Families who are experiencing financial hardship with regard to purchasing a device may contact the Principal or school Registrar on (02)-6142-0700 to discuss a hire purchase arrangement.

3.13. Students who do not have access to a device will not be disadvantaged. They may access a device through one of the following means:

3.13.1. A student will be issued a Chromebook to use as a PED through the Learn Anywhere Initiative

3.13.2. A student may borrow a device from the library before school begins and return it at the end of the school day. To do this they must bring in an *Agreement for Loan* form, signed by both the parent and student. If a student already has a device on loan they

will not be issued another one until the original device is returned. Lost or stolen devices should be reported immediately to the Executive Teacher, Digital Pedagogies.

3.13.3. Classroom teachers may borrow a trolley of ten Chromebooks for use in the classroom for a set period of time. Please refer to the *Chromebook Policy* for further information.

3.13.4. Classroom teachers may also book a section of the library to borrow a class set of Chromebooks for a learning activity.

3.14. It is the parents' responsibility to ensure that the device remains in good working order and to undertake any repairs required.

3.14.1. Devices issued under the *Learn Anywhere Initiative* that are lost, damaged or stolen must be immediately reported to the school. Written evidence of loss, damage or theft, such as a police report or statutory declaration, may be required. Melrose High School does NOT have to repair or replace any Chromebook that is stolen, lost or damaged.

4. Contacts

4.1. The Executive Teacher, Digital Pedagogies at Melrose High School is responsible for this procedure.

4.2. For support contact the our admin team on (02)-6142-0700 or via email admin@melrosehs.act.edu.au

5. Complaints

5.1. Any concerns about the application of this procedure or the procedure itself, should be raised with:

- the school principal in the first instance;
- the Directorate's Liaison Unit on (02) 6205 5429;
- online at http://www.det.act.gov.au/contact_us;
- see also the *Complaints Policy* on the Education Directorate's website.

6. References

6.1. Definitions:

- BYOD: Bring your own device
- Parent: a person with legal parental responsibility for the student. This includes carers and legal guardians.
- PED: Personal Electronic Device which refers to (but is not limited to) laptops, tablet devices and smart phones which are owned by individual users and brought to the school. Smart phones are not considered a suitable learning device.
- Pedagogy: teaching and learning practices

6.2. Related Policies and Documents

6.2.1. Education Directorate Policies and Documents

- Communities Online: Acceptable Use of ICT - Parents & Students Policy
- Complaints Policy - Education Directorate
- ICT Management in Schools Policy
- Safe and Supportive Schools Policy
- Use of PEDs in Schools Policy

- [Learn Anywhere Initiative](#)

6.2.2. Melrose High School Policies and Documents

- Digital Pedagogies – Faculty Guidelines
- Student Management Policy
- Student Management Procedure
- Third Party Providers Permission

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