



Dear Parents,

Oxley College has implemented BYODD (Bring Your Own Designated Device) in the classroom for Years 5 - 12. The provision of a laptop - either Apple or PC - that can comfortably run the software outlined below will become our expectation. K - 4 students will continue, for the time being, to use the school supplied tablets, laptops and desktops as the lessons require.

### **Educational Rationale**

The Programme in Years 5 and 6 has been introduced to honour the developmental phase of Stage 3 students and to align the opportunities for learning with those of the older students in our College. The volume of information and the extent of interactivity in the contemporary world are increasing exponentially and our students must be taught effective and authentic ways of engaging with this online world in a manner that enhances learning and protects individual wellbeing.

Best practice promotes a multi-faceted approach. E-learning should not simply replicate or enhance traditional pedagogy but transform the experience for the learner. The preferred approach includes the use of online information with the student as 'consumer' of knowledge, teaching the associated skills required to skim and scan large volumes of text, evaluate the relevance of ideas presented and synthesise complex ideas from multiple sources; the real experience of life in the information age. Beyond this, the greater potential of digital literacy is in the notion of students as 'creators' of content. This empowers students to learn in a highly motivating context and allows them to respond to learning experiences and express their understanding in a mode that augments their capacity compared with more traditional tasks.

With such vast opportunities for benefit, the risks for harm must also be addressed. Responsible use and an awareness of the risks of an online environment will be explored with our students. Careful protocols around supervision and use will be implemented as well as explicit teaching of online etiquette and the characteristics of cyber-bullying as part of our Orientation Unit, and constantly referenced throughout the existing PDH Programme and general classroom expectations.

In addition to the use of devices to enhance the learning experience, many of the foundational skills required to optimise the benefits of computer based learning will be explicitly established as the students embark on their e-learning experience in K-6.

The students will;

- learn to manage their own files and documents,
- develop touch typing skills,
- use a suite of common document creation tools and
- build familiarity with Oxley College's online Learning Management System, Canvas.

## Device Selection

You may wish to purchase your own device using the specifications below or you can use JB HiFi who Oxley College have engaged to provide a portal on behalf of the college.

To access this service use the link [www.jbeducation.com.au/byod](http://www.jbeducation.com.au/byod) and enter **oxley2017** as the school code.

## Insurance

If you are not using the JB HiFi service we recommend the purchase of some form of insurance for your laptop. Oxley College does not cover the cost of replacing or repairing items that are lost, damaged or stolen. It is therefore important that you consider insurance coverage within your own insurance.

Before purchasing please refer to the requirements listed below to ensure your child's device will run the necessary software

CPU	Minimum	Recommended
CPU	i3	i5
RAM	4GB	8GB
Storage	128GB	256GB
Battery life	6-7 hours	8 hours
OS - Microsoft	Win 7 SP1 64bit	Win 10 (1607) 64bit
OS – Apple Mac	OSX 10.9	OSX 0.12
Screen size	11.6"	12.5"
Weight:	< 2.5Kg	< 1.8Kg
Keyboard	Yes	Yes
WiFi	802.11n	802.11ac

Should you be concerned regarding the value of the device for your Year 5 or 6 child, there is also the option to purchase a cheaper interim device for Years 5 and 6. This device must still be able to run Microsoft Office, and will need to be upgraded when you child begins Year 7 so it can better run the other software required.

### Required Software for Years 5 - 6

Students in Years 5 – 6 will need to have the following software, which is free to download load, onto their laptops:

- [Adobe Flash Player](#) (this software is usually included in Windows 10)

They will also need the following software, for which the College has special licensing agreements in place to allow us to obtain and use these programmes at an educational rate:

- Microsoft Office

Instructions on how to install the software is included in the [Parent BYODD Support Document Years 5-12](#) .

## **Maintenance and Safety**

To reduce the risk of damage to the computer and harm to the students through managing the additional load of the device as much as possible, each student will require a protective carry case. There are numerous commercial alternatives. The students will only be permitted to carry their devices out of the classroom if contained in an appropriate carry case.

## **Cyber-Safety and Acceptable Use**

The College has developed a [Cyber-Safety Use Agreement](#) which you should read with your child and then sign and return to the College (via your child's class teacher) on the first day of term. We recognise that while technology is a vital part of our students' future; it also exposes them to additional risks. The more we can address these issues and educate our students then the better equipped they will be to overcome these risks.

In addition to this, the College aims to establish some common values and practices among the parent groups to encourage consistent expectations between home and school as well as among the families in a particular cohort. We have established a Parent Advisory Group to assist parents and the College in identifying and resolving areas of concern for our community and assisting us as a group to establish some common expectations and practices. If you are interested in contributing to this group please contact Miss Kirrily Hope, via the K-6 Reception. The group's first task will be to consider our proposed guidelines in the document, [A Community of Shared Concern](#) .

## **Anti-Virus Software**

It is important for the laptop to be protected against viruses **and** malware. While the College has its own protection, every device is still subject to attacks that can damage your files, make your device unusable and/or steal important information. It is a condition of the device being used at school that anti-virus software is installed.

There are many anti-virus solutions with varying levels of efficacy, and cost. Your choice will depend on the level protection that will make sense for the intended user. That is, for example, if the user is knowledgeable enough, there are many free versions available; some delivered in the operating system that will adequately provide protection. The free versions will have little or no support provided.

## **Site Access Control**

There is also software available to help you manage your child's choices in accessing internet sites. This software ranges from blocking specific sites to reporting where a child has accessed. More sophisticated software also allows timed access to different sites.

An example of such software is Family Safety - available free from Microsoft.

Thank you for taking the time to read through these documents. The office will be open during the holidays and we will attempt to forward any questions to the appropriate people.

Yours sincerely,

Michael Parker  
Headmaster

Ben Hicks  
E-Learning Co-ordinator



## CYBER-SAFE USE AGREEMENT

To assist us to enhance learning through the safe use of information and communication technologies (ICTs), please read this document and sign the attached Use Agreement Form.

The overall goal of Oxley College is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. One of the best things that you can do as a parent or guardian is to stay informed and aware of how students can operate online in a safe manner. The following websites have some excellent material for parents and students alike:

<https://esafety.gov.au>

We encourage you to read the relevant information on either of these sites with your child as the first step in ensuring students at Oxley College remain safe online.

The computer network, Internet access facilities, computers, mobile devices and other ICT equipment/devices bring great benefits to the teaching and learning programmes at Oxley College, and to the effective operation of the school. Whilst at Oxley College all ICT equipment is for appropriate educational purposes. This is regardless of ownership and whether or not the device is used on or off site.

The Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment. All students will be issued with a Use Agreement and once signed consent has been returned to school, students will be able to use the school ICT network and equipment.

Material sent and received using the network may be monitored and filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail. Where a student is suspected of an electronic crime, this we reserve the right to report it to the Police. Where a personal electronic device such as a mobile phone is used to capture images of a crime, such as an assault, the device will be confiscated and handed to the police.

While every reasonable effort is made by all staff to prevent children's exposure to inappropriate content when using the school's online services, it is not possible to completely eliminate the risk of such exposure. In particular, Oxley College cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. Oxley College recommends the use of appropriate Internet filtering software.

More information about Internet filtering can be found on the websites of the Australian Communications and Media Authority at <http://www.acma.gov.au>, the Kids Helpline at <http://www.kidshelp.com.au> and Bullying No Way at <http://bullyingnoway.gov.au/>

Please contact your child's class teacher if you have any concerns about your child's safety in using the Internet and ICT equipment/devices.

## Important terms

- **Cyber-safety** refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.
- **Cyber bullying** is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.
- **School ICT** refers to Oxley College's computer network, Internet access facilities, computers, and other ICT equipment/devices as outlined below.
- **ICT equipment/devices** includes computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies. We understand that whilst off site phones will be used for communication purposes.
- **Inappropriate material** means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.
- **E-crime** occurs when computers or other electronic communication equipment/devices (eg Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

## STRATEGIES TO HELP KEEP OXLEY COLLEGE STUDENTS CYBER-SAFE

Parents and guardians play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies to help us stay safe when using ICT at school and after formal school hours.

- I will not use school ICT equipment until my parents or guardians and I have signed my Use Agreement Form and the completed form has been returned to school.
- During class time I will use the computers and other ICT equipment only for my learning.
- During class time I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
- If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
- If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my name.
- I will keep my password private.
- I will use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke

1. While at school, I will:
  - a. attempt to search for things online that I know are acceptable at our school. This would exclude anything that is rude or violent or uses unacceptable language such as swearing
  - b. report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
2. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:
  - a. not show others
  - b. turn off the screen
  - c. get a teacher straight away.
3. Only with written permission from the teacher will I connect any ICT device to school ICT, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
4. The school cyber-safety strategies apply to any ICTs brought to school.
5. To ensure my compliance with copyright laws, I will download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material.
6. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
  - a. my full name
  - b. my address
  - c. my e-mail address
  - d. my phone numbers
  - e. photos of me and/or people close to me.
7. I will respect all ICTs at school and will treat all ICT equipment/devices/network with care. This includes:
  - a. ensuring all my ICTs are protected against viruses and malicious software
  - b. not intentionally disrupting the smooth running of any school ICT systems
  - c. not attempting to hack or gain unauthorised access to any system
  - d. following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs
  - e. reporting any breakages/damage to a staff member.
8. If I do not follow cyber-safety practices the school may inform my parents or guardians. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

## CYBER-SAFETY USE AGREEMENT FORM

**Please read this page carefully to check that you understand your responsibilities under this agreement and return the signed Use Agreement to the school.**

**I understand that Oxley College will:**

- do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on ICT equipment/devices at school or at school-related activities
- work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education designed to complement and support the Use Agreement initiative. This includes providing children with strategies to keep themselves safe in a connected online world
- respond to any breaches in an appropriate manner
- welcome enquiries at any time from parents, guardians or children about cyber-safety issues.

**My responsibilities include:**

- discussing the information about cyber-safety with my child and explaining why it is important
- supporting the school's cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies
- ensuring my child's ICT's are adequately protected from viruses or malicious software

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### CYBER-SAFETY USE AGREEMENT

I have read and understood this Cyber-safety Use Agreement and I am aware of the school's initiatives to maintain a cyber-safe learning environment.

Name of student.....

Signature of student.....

Name of parent or guardian.....

Signature of parent or guardian.....Date.....

**Please note:**

**This agreement will remain in force as long as your child is enrolled at Oxley College. If it becomes necessary to add/amend any information or rule, you will be advised in writing.**

**PLEASE RETURN THIS SECTION TO SCHOOL AND KEEP A COPY FOR YOUR OWN REFERENCE.**



## A Community of Shared Concern

There is a wealth of information available to advise parents and schools on safe practices for internet and social media use. The greatest security is to provide a community of common values to model safe use and appropriate etiquette for all students. While we don't expect to prescribe student computer use in the home, we can provide suggested guidelines with the intention of supporting all families to keep our children safe.

There are a number of common principles to consider;

Limit Screen Time	Insist on Online Etiquette
<ul style="list-style-type: none"> <li>• Implement agreed time limits for learning and leisure, for week days and weekends</li> <li>• Provide a range of engaging alternatives to devices</li> <li>• Encourage goal setting and reflection to monitor effective use of screen time</li> <li>• Discuss the details of appropriate online topics</li> </ul>	<ul style="list-style-type: none"> <li>• Do not allow access to Social Media before the legal age</li> <li>• Store phones and all devices in a common, visible area (ie kitchen bench) and insist they are not accessed after bedtime</li> <li>• Discuss content creation and a digital footprint to explore the qualities of "appropriate" and "inappropriate" posts</li> </ul>
Be Involved in Your Child's Online World	Install Secure Safety Protocols
<ul style="list-style-type: none"> <li>• Read and sign the College's "Cyber Safety and Acceptable Use Agreement" with your children.</li> <li>• Be interested and informed about school tasks, homework and assignments</li> <li>• Ensure all computers are situated within plain sight or high traffic areas in the house</li> <li>• Subscribe to the same sites, apps, games and online groups (Social Media as legal)</li> <li>• Actively discuss the benefits of online activities</li> </ul>	<ul style="list-style-type: none"> <li>• Inform yourself and install Parental Control software (including YouTube controls and other online filters)</li> <li>• Install anti-viral filters</li> <li>• Talk to children about online safety and password protection</li> <li>• Check privacy settings</li> <li>• Install centralised limits on (wireless) internet connection</li> </ul>

In addition to this we have established a Parent Advisory Group to assist parents and the College in identifying and resolving areas of concern for our community and assisting us as a group to establish some common expectations and practices. If you are interested in contributing to this group please contact Miss Kirrily Hope, via the K-6 Reception.

### REFERENCES and FURTHER READING

<https://aifs.gov.au/cfca/publications/online-safety>

<http://www.safesearchkids.com/internet-safety-tips-for-kids/#.VIMB7U3ovIU>