

## **STUDENTS- Frequently asked Questions about BYOT**

***Once I have signed my copy of the Clayfield College Responsible Use of Technology by Students agreement, can I start bringing my device to school?***

Answer: Yes, by signing the Responsible Use of Technology by Students agreement you have secured permission to participate in BYOT. Violating the terms of the agreement would be in breach of the Student Code of Behaviour

***I have my device with me in class. How do I get on the Internet now?***

Answer: Most laptops or other personal devices will detect a wireless connection when you are near one. Most of the time your technology device will ask you if you would like to join the network. You will need to choose BYOT\_WIFI from the list. Once you choose this network, you will be prompted to enter the password. Students will need to see their Junior Core Teacher or the IT Department for the current password.

***My device is not prompting me to choose a wireless network. Is there another way to connect?***

Answer: Yes. In the settings menu of your device, there is usually an icon for a network. Go to this icon and choose "BYOT\_WIFI" from the list or prompt your device to look for wireless networks in range. Always consult your owner's manual or other available support for exact directions to access a wireless network for your particular device.

***I brought my device to school to use in the classroom, but my teacher said I couldn't use it in her classroom. Can I still use it?***

Answer: No, the teacher in the classroom has the final say on the use of any learning tools. If they ask you not to use your technology tool at a particular time, then you must follow those directions. All devices need to be placed face up on your desk.

***I just can't get my device to connect to the network. Can I get some help from someone?***

Answer: Check your owner's manual or other support resources for issues concerning connectivity. Frequently, peers will have similar devices and will be able to support each other. Classroom time will be focussed on instruction, so your teacher will not be able to help you. IT staff will not provide individual support for BYOT services.

***I need to use Microsoft Office and save my work on the College network. Can I do this?***

Answer: Yes, you need to login to the College BYOT\_WIFI Network and then click on the Oracle VDI App using your student ID and password. From here you have access to the College's Standard Operating Environment (SOE) as if you were on a College owned device with full functionality.

***My device has run out of charge. Can I recharge it at school?***

Answer: Students will not be permitted to recharge devices at school. It is expected that the devices will be fully charged before bringing them to school each day.

***If I am using my own device and I need to print, can I do this?***

Answer: Printers will not be available when you login to the BYOT\_WIFI network alone. However, if you are using the Oracle VDI App, you will be able to print to various printers around the College. Keep in mind that using school printers in the classroom or other learning spaces is at the discretion of the teacher.

***My device was stolen when I brought it to school. Who should I contact about this?***

Answer: Bringing your own technology device to school can be useful; however, some risks are involved as well. **It is strongly recommended that you record the device's serial number in case of theft and that you have your name engraved on the device to deter theft.** The College is not responsible for the security of a device nor is it responsible for any damage done to a device while at school. Theft or vandalism of any kind should be reported immediately to Head of House for Years 6-12 and in Years PP-5 to the Core Teacher, so that the appropriate action can be taken. Junior Schooling students are to bring their devices on teacher specified days and are asked to leave their devices with their classroom teacher when not in use; while Middle and Senior Schooling students are asked to utilise their lockers for secure storage of their devices.

***Why am I filtered on my own device? Shouldn't I be able to see what I want to on my own device?***

Answer: No, student filtering is a requirement of all schools. The BYOT\_WIFI network is filtered in accordance with the URL content filtering policy of our Internet security provider. The College requires all network access to be filtered, regardless of the device you use to access it while in the College. The network you are using while at school belongs to Clayfield College and will be filtered.

***I have a data plan from a provider (Telstra, Optus, Virgin etc.) on my device that allows internet access without using the College BYOT\_WIFI access. Is this allowable?***

Answer: No. All students are to use the College BYOT\_WIFI network to access the Internet. Students should not access the Internet through any mobile data provider while at school. Students who do not follow the guidelines will lose the privilege of using a device at school.

***Can I wear my ear buds or other types of headsets?***

Answer: With the permission of the teacher, students may use headsets during class time.

***I would like to record parts of my teacher's lesson (audio or video). Am I able to do this?***

Answer: Only with the permission of the teacher, can you make any recordings.

***My friend's device is not working. Can I lend them mine to use?***

Answer: No. Due to the inherit nature of personally owned devices, devices should only be used by the owner. Usually, having physical access to a personal device may provide the ability to email or text message from the device. If required, the teacher will make available College devices for student use.

***Can I use my device in the playground at morning tea and lunchtime?***

Answer: No. We have a "technology free playground at morning tea and lunchtime". We want to encourage you to socialize, converse and play! Of course the Libraries, Computer Rooms and teacher supervised classrooms- like Arcade are accessible for you to utilize your technology if required. If you are using your technology in the playground, a teacher will direct you to these adult supervised areas. If you are found not to be following these directions, your device may be confiscated.

## **PARENTS- Frequently asked Questions about BYOT**

***My child is bringing their device to school for instructional purposes. Will they have access to things they normally do with school technology equipment?***

Answer: Yes. Through the BYOT\_WIFI and the Oracle VDI App, your child will have access to any of the College's currently used software e.g. Microsoft Office, Kids Pix and Sibelius.

***As a parent, am I required to add additional software (virus protection and filter) to my child's technology device?***

Answer: All such devices must have an antivirus software program installed and frequently updated where appropriate. While on the College BYOT\_WIFI network, students will be monitored through the College's filter, so there is no need for additional filtering software.

***I have read the documentation and I do not want my child to bring their own device to school. Is this allowable?***

Answer: Your child is not required to bring a device to school. They would still need to sign the *Responsible use of Technology by Students agreement* to use school owned devices. At the discretion of the teacher a school owned device will be provided, when needed, for instructional purposes.

***I am a member of a Support Group at the College. We hold meetings during the day or at night. Will we have access to the Internet during/after school hours for our meetings?***

Answer: Yes. The CCGuest network will be accessible for all parents. The Wi-Fi password is "guestpass". Once in the network the Internet access username is "visitor" and the password is "visit0r".

***If my child's laptop is stolen or damaged, what recourse can I take?***

Answer: The school is not responsible for security or any damage to student owned devices. Keeping track of the device's serial number, model and type is strongly recommended. It would also be helpful to have your child's name engraved on the device to deter theft. Theft or vandalism of any kind should be reported immediately to the student's Head of House for Years 6-12 and in Years PP-5 to the student's Core Teacher; so that the appropriate action can be taken. Junior Schooling students are to bring their devices on teacher specified days and are asked to leave their devices with their classroom teacher when not in use; while Middle and Senior Schooling students are asked to utilise their lockers for secure storage of their devices.

***What are the classroom rules for using student owned devices?***

Answer: Teachers make the final decision for any equipment used in the classroom; student owned devices would be no different. It will be up to the individual teachers to communicate their expectations to parents and students. Contact your child's teachers for their expectations. When not in use during a lesson, the device will be placed face-up on their desk.

***Will my child have access to Hotmail, Facebook, Twitter, Kik, Instagram and Tumblr etc. while on the BYOT\_WIFI network?***

Answer: No.

***Where can I see the Responsible use of Technology by Students document?***

Answer: This document can be accessed on the College Intranet and the College Website. It will also be made available on enrolment and in the Years 3-12 Student Diary. Other information is also available on the College Website.

***Does the College have answers to all the issues that may arise?***

Answer: We have attempted to anticipate most scenarios. A change like this could present some unforeseen circumstances. We anticipate needing to refine, review and reformulate our policies and practices as we move into this next chapter of learning at the College, and as we reflect on our experience. We welcome your constructive feedback in regard to any matter.

## **STAFF- Frequently asked Questions about BYOT**

***My classroom is not conducive to student owned technology. Am I required to allow my students to access their technology devices in the classroom?***

Answer: The College encourages teachers to promote student owned technology devices in their classroom for learning. The design of the lesson should determine the best use of student provided technology. Student needs may also determine the use of the device.

***Some of my students cannot access the network on their devices. I don't have time in a lesson to help them with this. Should I put in a Help Desk request or call the IT Department?***

Answer: No. Students who cannot access the Clayfield College BYOT\_WIFI network or who may have technical issues with their technology device need to take care of this issue by working with their user's manual or other available support that came with the device. Students with similar devices may consult each other to resolve a problem. These are not College devices, and the school is not allocating additional resources in the IT Department to troubleshoot issues. You are welcome to help if you choose; however, it is not a staff member's responsibility to ensure that student owned technology is functioning properly.

***I have students who are accessing the Internet using their provider's data plan (Telstra, Optus, Virgin etc.) on their devices, hence bypassing the filter. Is this allowable?***

Answer: No. Students are expected to follow the Responsible Use of Technology by Students agreement when accessing the Internet through any device. It is the students own responsibility to follow this agreement. Violating the terms of the agreement would be in breach of the Student Code of Behaviour (see Years 3-12 Student Diary). Teachers should monitor the use of devices by students in their classes.

***I have my own device. I would like to utilize these devices at work. Does BYOT include staff?***

Answer: Yes.

1. College staff can access the BYOT\_WIFI network to browse the Internet.
2. Staff wishing to access the school Standard Operating Environment (SOE), from their own devices are required to launch the Oracle VDI application. The SOE provides the staff with access to the College's programs and applications; for example Microsoft Office, Kids Pix and Sibelius. The staff will also be able to access their H, O and Scratch Drives. From the Oracle VDI application staff will also have access to printing. Staff are able to download the Oracle VDI Application from the College Intranet. Therefore, once on the Oracle VDI the staff will be operating as if they were on a College owned device with full functionality.

***One of my students was accessing on their device, email or social media to bully another student at school. How do I handle this?***

Answer: Any disciplinary breaches that occur from using technology devices should be referred to the P-5 Core Teacher or the relevant Head of House. Violating the

terms of the agreement would be in breach of the Student Code of Behaviour which can be found in the Years 3-12 Student Diary.

***Will students have access to any common software packages via the BYOT\_WIFI network?***

Answer: No. The College's software packages will only be available by accessing the Oracle VDI App.

***What should I do if one of my student's or my device is damaged or stolen?***

Answer: Any theft issues should be handled as you normally would. The College is not responsible for any security or damage to student or staff owned technology devices. It is recommended that students keep a record of their device's serial number just in case of theft and that the student's name is engraved on the device to deter theft. Staff members are required to practice our safety precautions such as locking empty classrooms when devices are left there.