11 March 2025

**BYOD Program**

Dear Parent/Caregiver,

At Kotara South Public School, we believe that technology has a significant role to play in facilitating the achievement of student outcomes, preparing students for the workforce, creating active global citizens and promoting lifelong learning. We have developed a Bring Your Own device (BYOD) policy for 2025 for students in Year Five and Six who wish to bring a personal device to school in order to support their learning.

The objectives of the program are as follows:

* To assist in the development of future focused learning skills, such as critical thinking, communication, creativity and collaboration.
* To enable authentic, real-world learning experiences and engagement in the global classroom.
* To extend and support pedagogical practices currently in place and those which may be utilised in the future.
* To ensure that the education students receive at Kotara South Public School is relevant to their lives and their future.
* To allow students to progress in the learning continuum at their own rate.

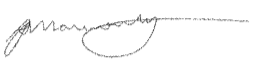
We at Kotara South Public School understand that the BYOD programs in the education setting inherently impose a financial cost on students and their families in supplying a device. To this end, Kotara South Public School will continue to provide devices, on a timetabled allocation, to any student that does not supply a BYOD device to deliver on curriculum requirements.

As part of ensuring that all students have access to technology that can support their learning, the school has designed a set of minimum requirements to ensure that all devices are able to perform important functions. This document, “BYOD specifications” is attached. When purchasing devices, it is recommended that you take this document with you to the retailer.

N.B. Microsoft office and Windows are available for free download for students.

All Stage 3 students are required to read and sign the attached Acceptable Use of Technology Devices agreement and return to Kotara South Public School.

Yours Sincerely



Susan Maxworthy

Principal

**BYOD Program – Device Specifications**

**Hardware Specifications:**

The device must meet all the following requirements:

|  |  |
| --- | --- |
| Type of device | Laptop or 2-in-1 device  Note: mobile phones are not approved devices, and iPads/tablets or Chromebooks are not recommended. |
| Physical dimensions | Minimum screen size: 9.7” |
| Operating system | Microsoft Windows 10 |
| Wireless compatibility \*\* | Device must support 5GHz dual band  This may be advertised as ‘Dual Band Wireless’, ‘802.11abgn’, ‘802.11agn’, ‘802.11ac’, or ‘Gigabit Wireless’  Devices marketed as ‘802.11bgn’ will not connect to the school’s Wi-Fi. |
| Battery life | Advertised battery life of at least 5 hours |

\*\* Please take special note of the Wireless Compatibility requirements. This is the most important specification to ensure you get right.

**Additional Considerations:**

The following are not essential but are suggestions as to what else you should consider:

|  |  |
| --- | --- |
| Recommendations | * Weight: ensure you select a laptop that is suitable for your child to carry * Minimum RAM: 4GB * Disk configurations: Solid State Disk (SSD), minimum 128 GB |
| Security Software | Windows laptops should run Microsoft Essentials – this is a free download available at:  <https://nsw-students.onthehub.com/WebStore/Welcome.aspx?JSEnabled=1> |
| Insurance | Accidental loss and breakage insurance |
| Computer care | Preferably hard-shell case to protect device whilst in school bag. Also, school bags with a dedicated padded laptop are recommended. |

The NSW Department of Education offer students free download of MS Office Suite of software; Word, Excel, PowerPoint etc. In additional Adobe products and Norton Anti-Virus software [discounted cost] is available to students.

**STUDENT TECHNOLOGY AGREEMENT**

The rules I will follow at Kotara South Public School when using school computers and/or BYOD’s at school are:

**General Use**

* I will use computers, BYOD or school equipment appropriately and only do the task I am meant to be doing, as directed by the teacher.
* I will work co-operatively and be kind to others.
* I will take care of the school's property, hardware and software.
* I will only use school approved software or applications.
* I will not use technology to take photos, videos or voice recordings of others without permission.
* I will not hack or bypass any hardware and software security implemented by the Department or the school.
* I will only access my own work and store my work in my own folder or the folder the teacher has requested. E.g. Leadership
* I will respect copyright of others work.
* I will use the search function for educational/ school related searches only.
* I will report known instances of any breach to our School Technology Agreement to my teacher, or the principal. I understand that knowing about inappropriate use and not doing anything about it, is also a breach of the agreement.

**Internet**

* I will only access internet sites that are relevant to the information I need.
* I will only use the Department's Wi-Fi network for learning tasks or tasks the teacher has appointed.
* If I see or hear anything on the internet that is inappropriate or worries me, I will turn off the monitor and tell a teacher immediately.
* I will not download software, music, videos or anything else without prior permission from a teacher.
* I will only access appropriate sites that are not blocked sites online, including YouTube, social media platforms, games that are not endorsed by the department or that are not of a G rating.

**Email and Teams**

* When I use email, forums, blogs or shared online documents, the messages I send will be appropriate, polite and sensible.
* I will only use these applications for appropriate use, not spamming, bullying or any unacceptable purpose that is not in line with our school and Departments Student Code of Behaviour.
* If I receive any messages that are inappropriate, unacceptable, bullying, spam or that I do not like, I will report to a teacher immediately.
* I will ensure I am cyber safe online by not giving out any personal information about myself or anyone else.
* I will respect the work of others and reference others work when I have not been the original content creator.
* I understand Microsoft teams is for accessing my schoolwork.

**Mobile device and smart watches**

* I am aware that If I bring a communication device to school, I am required to leave the device in the school office upon arrival and pick up at 3.00pm.
* I am aware that I am unable to use any form of electric device, including smart watches, tablets, mobile phones, iPads etc. inside the school grounds, including to contact family members.

**BYOD (Bring your own device)**

* I will bring my device to school fully charged.
* I acknowledge that the school cannot be held responsible for any damage to, or theft, of my device.
* I am aware that I oversee the care of my own BYOD device.
* I understand that BYOD is recommended but not compulsory.
* I understand BYOD devices must meet school hardware and software specifications.

**Communication**

* I will use technology at school or through my student portal, to only communicate with other peers or teachers and only when I have permission from a teacher.
* I will use school platforms within school hours to communicate with others, when permission by a teacher is given.

**STUDENT**

By signing below, I understand that if I break any of these rules, KSPS staff will follow their behaviour code and policy as set out in the school's Behaviour Code. This may include my school technology account being locked down.

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STUDENT NAME DATE

**PARENT/CAREGIVER**

By signing, I have read, understand and accept the Kotara South Public School Student Technology Agreement.

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PARENT NAME (PRINTED)

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PARENT SIGNATURE DATE

**PLEASE RETURN TO STAGE 3 CLASSROOM TEACHERS BY MONDAY 17TH MARCH 2025**