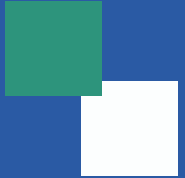




Caulfield Junior College's

BYODD Program

Parent Information Booklet
2025



About



Our Vision for Technology:

To deliver high-quality teaching and learning of digital technologies with a particular focus on **innovative** and **student-centred** learning opportunities across the curriculum.

About Our Program:

Our school has a BYODD (Bring Your Own Designated Device) Program to align with 21st-century educational practices to enhance learning outcomes for students in Grades 3 to 6.

By integrating personal digital devices into the classroom, we aim to foster a deeper connection with and understanding of the world, while enriching curriculum content across all subject areas, including Literacy, Numeracy, Digital Technologies, STEM, and the Arts. This initiative not only cultivates students' independence and responsibility but also equips them with essential skills for life beyond the classroom.

The BYODD Program facilitates access to assessment platforms like NAPLAN and provides valuable opportunities for developing digital literacy skills such as touch typing, web navigation, research and note-taking, and effective content and data management.

Digital Literacy V Digital Technologies

Digital Literacy:

Facilitated by classroom teachers

Digital literacy refers to the skills, knowledge, and understanding required to effectively and safely use digital devices and the internet.

Practising digital safety and wellbeing:

Learning how to recognise safe websites, avoid sharing personal information etc.

Managing and Operating: Learning how to navigate the operating system, use peripheral devices, and manage files and folders.

Investigating: Practise how to locate information using digital tools, and acquire, collate and interpret data.

Creating and Communicating: Practice using digital tools to plan, create content and collaborate safely.

Digital Technologies:

Facilitated by the Digital Technology Teacher

Digital technologies is the study of digital systems and computational thinking. It involves understanding how digital devices work, designing and creating digital solutions, and developing coding and problem-solving skills.

Coding and Programming: Learning basic programming concepts using age-appropriate languages, tools and applications.

Designing Digital Solutions: Solving problems by creating digital solutions to apps, websites, games or digital story creations.

Exploring Digital Systems: Learning about the components of digital systems (hardware and software) and how they interact.

Data, Information and Privacy: Collecting, organising and presenting data with digital tools.



Safe and Responsible Digital Users

To ensure safe and responsible use of personal digital devices, our school has implemented a comprehensive framework.

First, students will adhere to an **Acceptable Use Agreement**, which outlines explicit expectations and rules for device usage, in line with our **CJC Behavioural Process Poster**. Classroom teachers will facilitate this process by providing opportunities for students to read, discuss, and sign these agreements, ensuring students understand their responsibilities.

MINOR BEHAVIOURS

Computer Use

- Forgetting to bring personal device to school
- Bringing an uncharged device to school
- Being on any site or tab other than what the teacher has directed
- Using devices anywhere other than at their desk unless directed by the teacher
- Touching anybody else's device
- Using shared docs/slides for unauthorised communication and messaging
- Inappropriate/unnecessary commenting on Google Classroom or other collaboration sites
- Using a device in the school yard before/after hours
- Using a device during eating time/indoor play
- Using a device for mindfulness



Our Digital Classroom Norms

We use our devices to help us learn

We are respectful users of our devices

We share our learning with others

We respect each others devices and help keep them safe

We problem solve when something is not right

We are kind and support each other when using our devices

We are mindful about our own actions when using devices

Additionally, our **Digital Classroom Norms Policy**, prominently displayed in all classrooms will be reinforced by all teachers.

To further support safe practices, ongoing **tech support** and **device monitoring** are ensured by our on-site IT Technician, who provides essential support and oversight to maintain a secure digital environment.

Finally, our '**Inform and Empower**', **Cyber Safety sessions** are held once per term each calendar year. These sessions educate students about online safety and compliment Digital Technology lessons that are designed to address digital responsibility, emphasising safe and ethical practices.



For free resources for parents, visit:

<https://www.informandempower.com.au/free-parents>

How do I purchase a device for my child?



Bring Your Own Designated Device

- Gr 3 Students will be required to purchase a device (Lenovo 100w Gen 4 laptop) as designated by CJC
- Onsite warranty and repairs
 - Provider ensures spare parts on hand
 - Onsite repairs / fast turnaround
 - CJC provides loan device
- Extended warranty / insurance options including theft
- Full access to:
 - EduStar network as supplied & paid for by CJC
 - (Microsoft 365 Apps for Enterprise, Microsoft Edge (Chromium), Microsoft Teams, Audacity, Google Chrome, RapidTyping 5, Scratch 3, VLC Media Player, Webex Meetings, Webex Teams)



About the Device

Lenovo 100w Gen 4 - 11.6" Intel N100 8GB 128GB

1. Base Option - device / bag / delivery = **\$650.64**
OR
2. Full Options - device / bag / 4 year warranty / 3 year battery / includes impact and liquid damage / delivery = **\$745.65 (RECOMMENDED)**

Finance Options:

- Buy Now
- Lay By with \$100 deposit
- 12 month interest free with ZIP money or Latitude Finance

Important Dates:

Parent Info Night - 6.00 pm 11th September 2024

Purchase Portal Open - 12th September 2024

First Round Cut Off Date - Friday 8th Nov (9th Dec 2024 delivery)

Second Round Cut Off Date - Friday 6th Dec (22nd Jan 2025 delivery)

*Late orders processed and delivered according to stock availability

Delivery Costs: Free Delivery if ordered within cut off periods or \$15 delivery to school if ordered outside cutoff periods

How to Order: Order via LWT Portal
<https://caulfieldjc.orderportal.com.au/>

BYODD Technical Support

- Full time tech support. Queries can be sent to support@cjcfreshdesk.com
- 2 x weekly lunch time '**Tech Bars**' to facilitate trouble-shooting with students and staff
- Depending on issue, access to external support by onsite technician from LWT. If this is the case, parents will need to complete this '**CJC Device Warranty and Insurance Form**' online, advising of the issue and if there are any insurance policies in place.
- Parents will need to agree to cover the cost of the insurance excess (if in place) or the cost of repairs prior to CJC engaging the external technician.
- Once the agreement is received, CJC will cover the cost of repair to expedite the process and then invoice the parents to recoup the costs.

Frequently Asked Questions

Question: **How long will my child spend on their device each day?**

Answer: Based on our current usage, we wouldn't expect students to be using their device all day. Our teachers are supported in identifying key resources and skills students can use and access during class time to compliment their learning. This is something that we are ongoingly monitoring to ensure students are practising digital wellbeing and having regular breaks, not only with their device but with their regular learning too.

Question: **What security measures are in place to support students using their own device at school?**

Answer: Being connected to the school's wireless network allows students to be safeguarded by the Department of Education's EduStar firewall. This blocks inappropriate content or web searches on devices connected to this network. This is regularly monitored locally, as well as at a department level. Additionally, the Department profile on each device restricts students from accessing and downloading unauthorised software or malware.

Question: **What if I don't want my child to have a device?**

Answer: Digital Technology is the reality of 21st century teaching and a one to one device approach is becoming more prevalent with devices being required by all students when they enter high school. The BYODD program at CJC begins for students from Grade 3 so our students can progress from tablet learning and begin to practise important digital literacy skills. Additionally, families will get four years of use from their device before transitioning to high school. For students who do not supply their own device, the school can accommodate the use of a loan device, but it will be used on a shared basis and the school device will not be able to be taken home.

Question: **Can I purchase a device that is not the one recommended by the school?**

Answer: We strongly recommend to purchase the device recommended by the school. Using one device, with the same hardware, interface and set up, creates consistency across the school for teachers, students and our IT Technician. Keeping that consistency means that teachers can plan and deliver their lessons using the same consistent language. It also means that our IT Technician can more efficiently support your child if there is an issue with the device. In saying this, it is still more efficient for each student to have their own device rather than sharing a school device.

Frequently Asked Questions cont.

Question: What are the key skills my child will be learning on their device?

Answer:

We follow the Victorian Curriculum. Digital Technologies covers all aspects of basic digital literacy and digital wellbeing skills, as well as using technology to collaborate, communicate and even use basic elements of coding. Many of the online platforms we use run through the school issued Google Accounts allowing students to share and work in a safe and secure digital environment. Some of the tools we use are Google Classroom, Classe Numérique, CoSpaces, Make Code, Typing Club, Tinkercad, Padlet and Canva.

Question: Will my child be doing less handwritten work?

Answer:

Our students are still learning the basic fundamentals at all times. Technology plays an important role in the learning process of students, and is considered to be one part of a task or activity, rather than replacing basic handwriting for example. However, we also acknowledge the importance of typing, and have a dedicated program, 'Typing Club', to best support students in learning these types of skills.

Question: Can we install software or games on the device?

Answer:

Yes, the device is owned by the family and we recommend that you have the administration rights on the device. However, we don't recommend installing software or games that will distract students from their learning.

Question: Does my child's device need to arrive at school charged, or can they do that at school?

Answer:

All devices must come to school fully charged. It is the child's responsibility to ensure they charge their device at home the night before. This encourages them to develop independence and device responsibility.

Frequently Asked Questions cont.

Question: **How are the laptops stored at school?**

When the laptops are not in use, they are stored safely in a dedicated location in the classroom. This is also a part of students developing their own responsibility to look after their device and keep it fully charged ready for learning.

Answer:

Question: **How does the school manage cyber bullying incidents?**

We believe that all students must feel safe at all times. As a key component of our learning at CJC, we are always supporting our students to be kind, compassionate and empathetic young people. This is exactly what we expect students to be in the digital space too. To support our students in this, we teach and practice digital citizenship lessons throughout the year conducted by our teachers as well as external experts in this field. In saying this, we also have our Behavioural Process Chart displayed in each classroom with a section dedicated to inappropriate online behaviour or activity, and actions to take when and if necessary.

Answer:

Question: **I am not tech savvy, how can I manage my child's device?**

Our IT Technicians will set up student accounts with standard user permissions and grant administrative rights to parents. This approach helps minimise the risk of unauthorised access or control over the device. Additionally, parents can enhance security by installing antivirus software like Norton, which offers a family plan. This not only provides comprehensive protection but also allows parents to monitor and manage their children's internet usage more effectively.
<https://au.norton.com/products/norton-family>

Answer:

Question: **How can I keep updated with the work my child does on their laptop?**

Our Grade 3 to 6 students use Google Classroom to submit, share and collaborate with peers and their teachers. This is the best place for you to have a conversation with your child about their online school work.

Answer:

Question: **Will they have homework on their laptops?**

Homework will be structured with both on/off screen depending on the subjects being delivered at the time.

Answer:

