



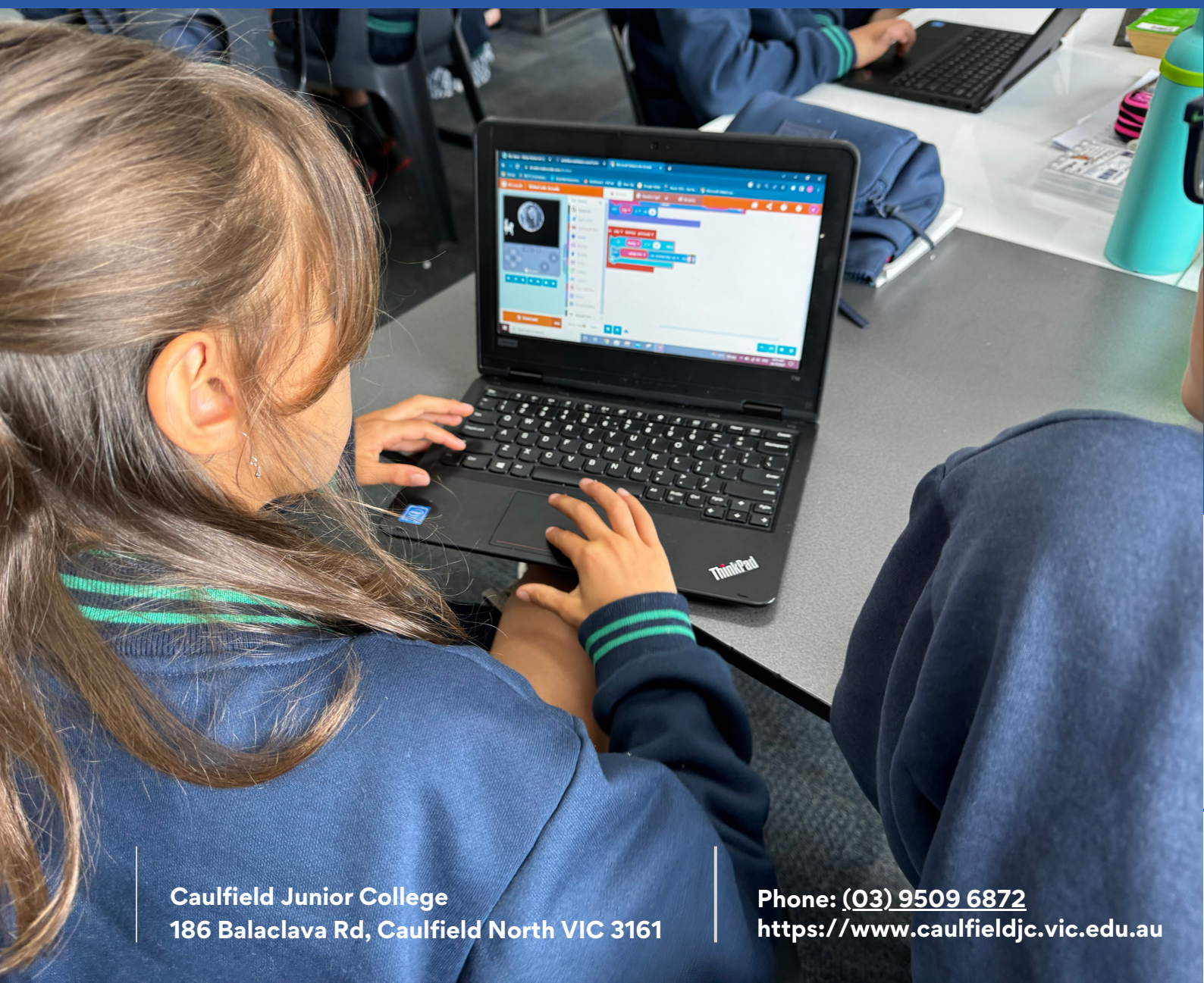
**CAULFIELD
JUNIOR COLLEGE**

ÉCOLE FRANCO-AUSTRALIENNE

Caulfield Junior College's

Digital Technology & BYODD Program

Parent Information Booklet



Caulfield Junior College
186 Balaclava Rd, Caulfield North VIC 3161

Phone: (03) 9509 6872
<https://www.caulfieldjc.vic.edu.au>

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: Practise 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.

Device Usage Framework

Purpose:

To provide clear guidelines for device usage at Caulfield Junior College, ensuring devices enhance learning without replacing traditional methods. This framework aims to address consistency across classrooms, support teacher practices, and promote balanced, purposeful use of technology in the classroom.



Guiding Principles:

1. **Curriculum Alignment:** Integrate both the Digital Technologies curriculum and the new Digital Literacy Continuum from the updated Victorian Curriculum to develop comprehensive digital skills.
2. **Enhance, not Replace:** Devices should be used to complement traditional teaching methods, fostering creativity, collaboration, and critical thinking.
3. **Purposeful Integration:** Technology use must be intentional, supporting curriculum goals and enhancing student learning outcomes.
4. **Balanced Approach:** Encourage a healthy balance between screen-based and non-screen activities within lessons.
5. **Digital Citizenship:** Foster responsible, ethical, and safe use of technology.

Strategies to Support Balanced Device Use:

- **Device-Free Activities:** Incorporate hands-on, collaborative tasks that do not require devices.
- **Screen Breaks:** Implement regular breaks during extended device use (e.g., 5-10 minutes for every 30 minutes of screen time).
- **Rotation Models:** In group activities, rotate device use so that not all students are on screens simultaneously.

Device Usage Framework (continued)



General Device Usage Guidelines:

- **Literacy & Numeracy Blocks:** Devices may be used for specific tasks such as research, drafting, presentations, manipulating, or skill-based applications, but this will not be the case everyday. Typically, usage will not exceed 20-30 minutes per block (1.5 hours) unless the activity requires extended digital engagement, such as online assessments.
- **Specialist Subjects:** Devices can be integral to these sessions, with usage likely spanning from the full 45-minute period in Digital Technologies, focusing on coding, designing solutions and data representation, to a few times a term for special projects in Science, LOTE and Performing Arts for research, digital presentations, simulations and music production.
- **Integrated Learning Projects:** During inquiry-based or project-based learning, device usage may vary depending on the task (e.g., research, multimedia creation, filming and data visualisation).
- **Break Times:** Devices are never permitted during recess, lunch, extreme weather timetables or before and after school, to encourage physical activity and social interaction.

Review and Feedback:

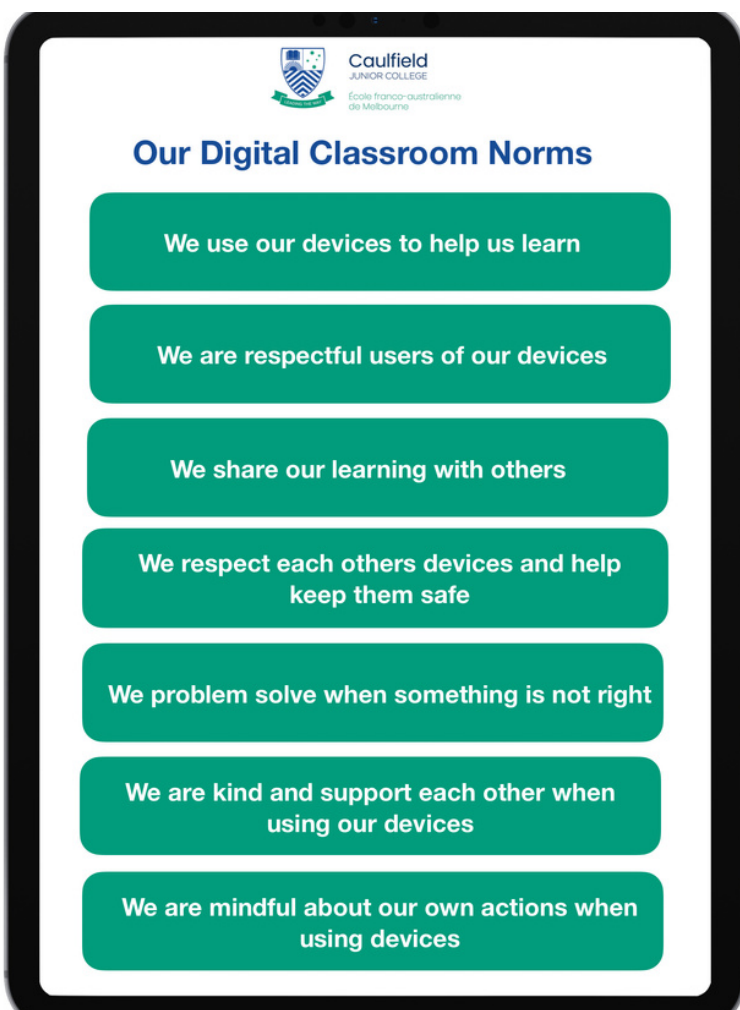
This framework will be reviewed annually, incorporating feedback from staff and students, to ensure it remains relevant and effective. It will also be updated to reflect changes in the Victorian Curriculum, particularly regarding the Digital Technologies Curriculum and the Digital Literacy Continuum.



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.



DIGITAL TOOLS

Laptops, iPads and other Digital Tools

- We follow our Acceptable Use Agreement.
- We use kind and respectful language online.
- We use our devices to help us learn.
- We use and store devices safely and securely.
- We are organised for our learning with a charged device each day.

- We follow adult directions and only use our device at our desk.
- We report negative or harmful online behaviour.
- We store our personal data securely i.e. passwords and personal identifiable information.
- We give and seek consent before taking photos or videos.



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:
<https://www.informandempower.com.au/resource-hub>

About the Device and Purchasing

Bring Your Own Designated Device

- Gr 3 Students will be required to purchase a device 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 Suite, RapidTyping 5, Scratch 3, ClickView, Webex Meetings & Adobe Creative Cloud)

- **Purchasing your child's device for next year:**

- Please refer to the attached ordering flyer to explore this year's device, payment options and ordering cut off dates.

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



BYODD Technical Support

- Full time tech support. Queries can be sent to support@cjc.freshdesk.com
- Depending on the issue, access to external support by onsite technician from LWT. If this is the case, parents will need to complete this '**CJC BYOD 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.

How you can help at home



Establish clear routines

- Talk to your child about expectations including when, where, and how digital devices can be used at home, ensuring these rules are age-appropriate and consistent. These can include:
- Requiring devices to be used in a common area, such as a living room or kitchen.
- Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene.
- Be present when your child is using digital devices, especially for younger children who may not yet understand online risks.



Restrict inappropriate content

- Using parental monitoring tools on devices and apps to help manage their device access and restrict inappropriate content, including apps and websites that are not suitable for their age group.
- Consider restricting the use of non-educational apps and apps with addictive game mechanics (e.g. rewards, badges, limited exit options).



Talk about online safety

- Talk with your child about the importance of protecting personal information and recognising online scams.
- Encourage your child to talk to you or another trusted adult if they feel unsafe online.
- Explain that any inappropriate content is reported to a trusted adult.



Model responsible and balanced technology use

- Encourage a healthy balance between screen time and offline activities (green time vs screen time), especially outdoor unstructured play and time with friends and family, face-to-face.
- Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.



Work with us

- Let your child's teacher know about concerns you have regarding their technology use.
- Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.

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 for most of the 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 [Zscaler]. 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 CJC Student 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.



Frequently Asked Questions (continued)

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, Delightex, 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 you are given administration rights through a locally created Parent Admin account (details will be provided when the device is set up). Using this account, you can install software if needed. However, we don't recommend installing software or games that may 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 (continued)

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

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

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

Answer: 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.

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

Answer: Student accounts are set up with standard user permissions, meaning students cannot install software or make system changes on their own. Parents will be provided with a separate local administrator account, giving them full control over the device when needed.

Each device will also be enrolled in Intune MDM, which allows the school's IT staff to manage security updates and install curriculum-related applications. This ensures both the school and parents can effectively manage the device.

Using the parent administrator account, families may also choose to install third-party tools to help monitor and guide their child's internet use at home. For example, Qustodio Parental Control (www.qustodio.com) offers features to supervise online activity and manage screen time, or Kaspersky.

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

Answer: 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.



Frequently Asked Questions (continued)

Question:

Do students' devices undergo spot checks?

Answer:

Yes. IT staff conduct regular spot checks to review the condition and functionality of the device, as well as to monitor student usage. This helps ensure the devices are maintained properly and used appropriately for learning.

Question:

Will they have homework on their laptops?

Answer:

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

Question:

What happens if a student is found using the device inappropriately?

Answer:

If inappropriate use is identified during a spot check or through monitoring, the matter is referred to school leadership. Depending on the nature of the misuse, consequences include a discussion with the student, parent communication, loss of playtime to visit the Reflection Room and restrictions placed on device access. Repeated or serious misuse may lead to further disciplinary action in line with the school's ICT policy.



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