Our Lady of the Presentation: Bring Your Own Device

Overview

BYOD, or Bring Your Own Device is the practice of allowing students to bring their own mobile technology devices to school. BYOD allows students who already own mobile devices and most likely already use them at home to use them at school for educational purposes with the permission of the classroom teacher. BYOD increases the amount of technology available in the classroom, giving the students more hands-on access to technology devices for learning.

Student & Parent Participation in BYOD

Which students are allowed to participate in BYOD?

Grades 5th – 8th will be allowed to participate in BYOD.

Are students required to bring their own mobile device to school?

Participation in Bring Your Own Device (BYOD) is required. Parents/guardians will not be asked to purchase additional software or apps for their mobile devices. Students are expected to have their mobile device at school daily.

Which mobile devices are students allowed to bring to school?

For the year 2017-18, students will be allowed to use mobile devices including laptops, netbooks, chromebooks, and iPads. Handheld gaming devices, cell phones and gaming consoles are not allowed. The preferred device at OLP will be the chromebook.

What date can students begin bringing their personal mobile devices to school?

Bring Your Own Device (BYOD) will start after all documents pertaining to the use and conduct of technology in the classroom have been returned. Students will be given a deadline for all paperwork to be signed, completed and turned in to their homeroom teacher. Documents will be reviewed and discussed in class meetings. When these guidelines have been reviewed, we will begin BYOD. Parents will be notified via email. Please do not bring your device the first week of school.

How do parents/guardians indicate whether their child is allowed to bring and use a personal mobile device?

Parents/Guardians and their child must sign and return the Our Lady of the Presentation Bring Your Own Device (BYOD) Student Device Policy and Student Guidelines Policy to their homeroom teacher.

Teacher Participation in Student BYOD

Will students be allowed to use their personal mobile devices anytime they want?

The classroom teacher will determine when the use of student-owned devices will be educationally appropriate and will grant students permission to use their personal mobile devices. When students are not using their personal mobile devices for activities that are approved by their classroom teacher, students should silence or turn off their devices and put them away in a location designated by their teacher. Students are *not* to use their personal mobile devices at other times or in other locations at OLP (e.g. before school, after school, during lunch, in common areas). When the class has a short-term substitute teacher, students will NOT be allowed to use personal mobile devices. Long-term substitute teachers may be allowed to facilitate BYOD activities in the classroom at the principal's discretion.

How often will teachers allow students to use their personal mobile devices?

Utilizing BYOD is a significant change in the way teaching and learning takes place in the classroom. Some teachers will embrace the change more quickly than others. The amount that BYOD devices will be used will vary greatly between teachers and between courses of study.

How will students who don't bring their own device participate in computer-based activities?

Teachers who plan classroom activities involving technology will make plans with the understanding that all students in the class will bring a mobile device. Students working in collaborative groups will not be required to share their device with another student but may choose to do so. Students without a device will receive a checkmark for not being prepared for class and a desktop (if available) may be used in the classroom.

Responsible Use & Digital Citizenship

Are students required to abide by the OLP Technology Code of Conduct and Acceptable Use Policy (AUP) even when using a personally-owned mobile device?

Yes. Each time the student logs into a personal mobile device and/or accesses the OLP wireless network, the student is accepting the terms of and agreeing to abide by the OLP Technology Code of Conduct and Usage Agreement.

What other rules must students follow when using a personal mobile device?

Students should always use their personal mobile devices in a responsible, appropriate, and respectful way. The following are some examples of UNACCEPTABLE USE that will result in disciplinary action:

- Using a device inside or outside of the classroom in a way that disrupts the educational environment, violates the rights of others, or invades the privacy of others, such as using the device to cheat, violate school conduct rules, harass or bully students or staff, or for unlawful purposes.

- Possessing pornographic images or video on any electronic device.

Students are allowed to record audio, record video, take photos, or publish, post, disseminate, share, or transfer audio, video, or photos when the following conditions are met:

✓ The student has the permission of the person being recorded or photographed.

AND

✓ The audio, video, or photo/image is part of a teacher-approved activity or project.

AND

✓ The video or photo/image does NOT reveal private parts of the body that are ordinarily covered by clothing.

Digital Citizenship

OLP feels strongly that all students should be prepared to be good citizens in digital environments, just as they are expected to be good citizens in the physical world. Students will receive instruction on the safe and proper way to use technology and on digital citizenship topics including internet safety, privacy & security, relationships & communication, cyberbullying, digital footprint & reputation, self-image & identity, information literacy, and creative credit & copyright.

Consequences for Unacceptable Technology or BYOD Conduct

If a student violates OLP Technology Code of Conduct and Usage Agreement or OLP Bring Your Own Device (BYOD) Student Guidelines and Policy, the student may face disciplinary action in accordance with the Student Code of Conduct, including:

• Referral to administration for disciplinary action

• The loss of technology and/or BYOD privileges

• Personal mobile device may be confiscated by a teacher or administrator

• Referral to law enforcement authorities

Wireless Access

Are students required to use the OLP wireless (WiFi) network to access the Internet?

Yes. When a student brings his or her own technology device to OLP and the student needs to access the Internet or online resources, the student is required to login to and use the OLP wireless network. The student is NOT allowed to create or join unauthorized wireless or wired networks to bypass OLP's filtered wireless network. Some examples of activities that are NOT allowed:

× Using a personal data plan, such as through a 3G/4G connection.

× Connecting a personal mobile device to the OLP wired network (Ethernet.)

× Creating a wireless access point, wireless router, or open network on a personal mobile device.

Students may connect one device to the GISD wireless network at a time.

Are student-owned devices subject to Internet filtering?

Yes. After logging in to the OLP wireless network, the student's personal technology device will have the same filtered Internet access as school owned devices. The Children's Internet Protection Act (CIPA) requires all schools to filter Internet access. Requiring students to utilize OLP's wireless network on their personal devices allows the school to comply with CIPA: http://www.fcc.gov/guides/childrens-internet-protection-act.

Can students print to school printers from their personal mobile devices?

Yes and No . School printers are on a different network, so we are at the mercy of the Google Cloud Print Management system that is currently in BETA testing at this time. What this means is that printing is possible but there are days when it is NOT due to Google issues.

Can students save documents to their school folder (S: drive) from their personal mobile devices?

No. The OLP wireless network is designed to give students Internet access only. It is not the same network student's access from a school-owned computer. Students will need to save their work on their device or to the cloud.

Technical Support & Charging Battery

What should students do if they have a technical issue with their personal mobile devices?

OLP teachers, staff, and Technology Department will NOT be able to provide technical support or troubleshooting advice to students on using personal mobile devices. If students bring a personal mobile device to school, they are expected to know how to operate the device on their own. The Tech Integration Specialist will assist when available.

Are students allowed to charge their personal mobile devices at school?

Students' personal mobile device should behave a fully-charged battery at the beginning of each day. Students may be allowed to charge their personal device in the classroom at the teacher's discretion.

Liability for Theft, Loss, Damage, or Charges

<u>What can students/parents do if a student's personal mobile device is stolen, lost, or damaged at school?</u>

If a student's personal mobile device is stolen, lost, or damaged by another student, the student should contact an administrator (principal, vice principal or middle school coordinator) to make him or her aware of the offense. OLP will not be responsible for any theft, loss, or damage to a student's personal mobile device or to content on the personal mobile device while the device is at OLP or connected to the OLP network. It is important to report the theft, loss, or damage to an administrator so that the school can return the device to you if it is turned in, but the school will not be able to investigate each theft, loss, or damage.

OLP will not be held liable for the content already existing on a student's personal mobile device, such as pictures, movies/videos, music, lyrics, games, etc. OLP is not responsible for any charges that may occur from the student accessing other connections, such as a student's 3G or 4G data connection, downloading paid apps or software onto a student's personal device.

<u>What are some ways students can keep their devices safe?</u>

Students should keep their devices with them, in their lockers when available, or in designated areas determined by the classroom teacher. Students are required to take their personal mobile devices home with them at the end of every day, or when they leave school for the day (i.e. leave early for an appointment or an event) to keep the device safe and to recharge its battery. Students are encouraged to:

- ✓ Record your device's manufacturer, model, and serial number. Keep this information at home where you can find it later if you need it.
- ✓ Clearly label all personal mobile devices, peripherals, and accessories (e.g. cables, headphones) with the student's first and last name.
- ✓ Protect tablets and iPads with durable cases to protect them from accidental drops or while being carried in a backpack.
- ✓ Carry laptops, netbooks, and other devices in a cushioned bag or backpack designed for protecting them.
- ✓ Consider installing tracking software or apps that can help locate the equipment if it is stolen.