

B.Y.O.T

Bring Your Own Technology

St. Marys City Schools is committed to prepare all students and teachers to maximize learning by fully integrating relevant technology into academic content to acquire, share and evaluate information, achieve media and technology literacy, and maintain a safe and ethical environment.

PURPOSE

St. Marys City Schools is committed to prepare all students and teachers to maximize learning by fully integrating relevant technology into academic content to acquire, share and evaluate information, achieve media and technology literacy, and maintain a safe and ethical environment. A first step is to develop and implement a plan allowing students to bring their own digital devices to school. As part of this plan, SMCS will pilot a plan that will allow students in twelve classrooms in Memorial High School and St. Marys Middle School, to access our wireless network login using their own technology tools during the learning day. With classroom teacher approval, students may use their own devices in the classroom to access and save information from the internet, communicate with other learners and use productivity tools provided by St. Marys City Schools. Added benefits of this plan will allow access to digital textbook supplemental materials and increase access to learning content.

PLAN

Beginning in January 2012, students in pilot classes may begin bringing their own technology tools to their designated classes. Users will be prompted to accept the following terms of use prior to each attempt at connecting to the SMCS student network:

SMCS is providing wireless connectivity as a student service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of the SMCS wireless network is entirely at the risk of the user, and SMCS is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury or damages resulting from the use of the wireless connection. *Once on the WiFi network, all users will have filtered internet access just as they would on a district owned device. All teacher users will be filtered at the student level when using personal technology devices.*

FREQUENTLY ASKED QUESTIONS

STUDENTS

I have turned in my signed copy the SMCS Acceptable Use, Media Release and Internet Safety Procedures. Can I start bringing my device to school?

Answer: Students must also turn in an additional Acceptable Use Agreement for pilot classes. Beginning January 2012, pilot classroom teachers and students can bring personal devices approved for use to school after submitting both acceptable use documents.

I have my laptop 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 MHS WiFi network. When prompted, choose MHS student from the list. Once you choose this network, you will be prompted to enter your student identification number and password.

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

Answer: In the settings menu of your device, there is usually an icon for a network, go to this icon and choose MHS Student from the list or prompt your computer to look for wireless networks in range. Always consult your tool's owner's manual for exact directions for accessing a wireless network.

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

Answer: The teacher in the classroom has the final say on procedures in the classroom. If he or she asks you not to use your technology tool, then you shall follow those directions. Only teachers who are in the BYOT Pilot program will be allowing students to bring in devices to use in the classroom.

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

Answer: It is not the responsibility of your teachers or other SMCS staff to troubleshoot individual devices. Check your owner's manual for issues concerning connectivity.

If my device won't work, will someone from the school district fix the device?

Answer: It is not the responsibility of the SMCS staff to fix/repair/troubleshoot individual devices. Check the owner's manual for issues that could arise or take the device to a computer repair shop.

I need to save my work to the SMCS network. Why can't I access this resource?

Answer: You are on the MHS Student Network. It is not the same as the network you would normally access from a campus computer. You will not see your shared folder, so you will need to save your work in another place. Some options include a flash drive, your own hard drive, or your SMCS Google account.

I need to print the spreadsheet I just created, why is there no printer listed when I try this?

Answer: Like the shared folders, printers are networked differently on the SMCS campus and will not be available when you login to the MHS Student network. Some printing solutions include, emailing the document through your SMCS Google account to your teacher to print, save it to a flash drive and/or print it from home or another SMCS campus computer. Keep in mind that using campus printers in the classroom or other learning spaces is at the discretion of the teacher or other building administrator.

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

Answer: Bringing your own technology tools to school can be useful, however some risks are involved as well. It is always a good idea to record the device's serial number in case of theft. SMCS is not responsible for the theft of a device nor are we responsible for any damage done to the device while at school. Any time a theft occurs, you should contact a school administrator to make him/her aware of the offense.

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

Answer: Student filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered, regardless of the device you use to access it while in a public school. The network you are using while at school belongs to SMCS and will be filtered.

I have a data plan from a provider (AT&T, Sprint, Verizon etc.) on my digital device that allows internet access without using the SMCS student access. Is this allowable?

Answer: Students are expected to follow the submitted acceptable use procedures when accessing the internet through any device. All students are expected to use the SMCS student login to access the internet. Students should not access the internet through any cellular data provider while on campus.

Am I still held accountable for the Acceptable Use Policy I signed at the beginning of the school year even though this is my own personal computer?

Answer: Yes. The Acceptable Use Policy for SMCS remains in effect even when you are using your own laptop, smartphone, iPad, etc. Violating the terms of the AUP would be a student code of conduct violation and would be dealt with in the building with a building administrator.

FREQUENTLY ASKED QUESTIONS

STAFF

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

Answer: We encourage teachers to leverage student owned technology tools in their classroom for learning. The design of the lesson should be used to determine the best use of student provided technology and the rules that apply.

Some of my students cannot access the network on their laptops or phones. I don't have time in a class period to help them with this. Should I put in a technology work order request or call the technology department?

Answer: No. Students who cannot access the SMCS student network or who may have technical issues with their technology tool need to take care of this issue by working with their user's manual that came with the device out of the classroom. These are not SMCS devices and the district is not allocating resources at this time to troubleshoot issues. You are welcome to help if you choose, but it is not a staff member's responsibility to ensure that student owned technology is functioning properly.

I have students and staff in my building who are accessing the internet using their provider's data plan (AT&T, Sprint, Verizon etc.) on their smart phones or laptops, hence bypassing the filter. Is this allowable?

Answer: Students are expected to follow the submitted acceptable use procedures when accessing the internet through any device.

I have my own laptop and a smart phone. I would like to utilize these tools at work. Does this new plan include campus staff?

Answer: Yes. Campus staff can also access the MHS WiFi network. Keep in mind that the network is going to be filtered at the student level for everyone accessing it. Campus printers will not be accessible with your own devices as well.

One of my students was using his laptop to bully another student on campus. How do I handle this?

Answer: Any disciplinary infractions that occur from using technology tools should be referred to a building administrator. This would be a student code of conduct issue.

Will students have access to any common software packages via the student network access?

Answer: No locally installed software packages will be available. We will continue to evaluate the pilot and the needs for the future and make changes based on district recommendations. Students will have access to their Google Apps accounts which provide access to a suite of tools that are compatible with the district office suite. All web based resources provided by the school will be accessible to the students.

What shall I do if one of my student's devices is damaged or stolen?

Answer: Any theft issues should be handled as you normally would in your building. SMCS is not responsible for any damage or theft of student owned technology tools. It would be good to remind students to keep a record of the device's serial number just in case a theft occurs.

PARENTS

My son/daughter is bringing his iPad to school for instructional purposes. Will he/she have access to things he/she normally does with district equipment?

Answer: Your son/daughter will have access to any of the web based software schools currently use (databases, library search tools, Google apps suite of tools etc.). Software may run differently on different devices for varying reasons. You should consult your owner's manual for software limitations. (Ex. iPads cannot run software requiring Flash Player)

As a parent, am I required to add additional software (virus protection, filter, tracking device etc.) to my child's technology tool?

Answer: No. Currently we are not requiring any additional software for school use. Virus protection is always advised, but not required to participate in the pilot. While on the SMCS student network, students will be monitored through the district's filter, so there is no need for additional filtering software.

I have read the terms of service and I do not wish to have my son/daughter accessing the internet using her own laptop. Is this allowable in this pilot plan?

Answer: You may choose for your son/daughter to not accept the terms of use required for bringing a personal device to school. Your son/daughter would still need to submit the *SMCS Acceptable Use, Media Release and Internet Safety Procedures* to use district owned devices. The school will provide whenever possible a district owned device for use within the class period as needed for instructional purposes at the discretion of the teacher.

I am the president of a booster club on my student's campus. We hold meetings at night. Will we have access to the SMCS guest network after school hours for our meetings?

Answer: Yes. The guest network will be accessible after school hours. You must contact the building administrator for a password to the guest network.

If my son/ daughter's laptop is stolen or damaged, what recourse can I take?

Answer: The district is not responsible for any damage or theft of student owned equipment. Keeping track of the device's serial number, model and type at home is suggested. Theft or vandalism of any kind should be reported immediately to a building administrator, so he/she can take the appropriate steps.

What are the campus/classroom rules for using student owned devices including phones?

Answer: Teachers make the final decision for any tools used in the classroom; student owned equipment 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 or building administration for his/her expectations.

Will my child have access to communication tools like email or message boards while on the SMCS student network?

Answer: Yes. All students in pilot program have user accounts for SMCS Google Apps providing student safe email as well as other communication tools and digital storage to save and retrieve work.

Where can I see the Acceptable Use Policy for Technology?

Answer: Board policy is available online at the following link:

<http://www.wcs.edu/boardpolicy/sect4/acceptable%20use,media%20release,%20and%20internet%20safety.pdf>. The pilot acceptable use agreement can be accessed from the SMCS website at <http://www.smriders.net/assets/pdf/BYOT-FAQ-Manualv2.pdf>

BYOT ACCEPTABLE USE

Pilot school participants are expected to return a signed BYOT Acceptable Use Agreement prior to bringing a personal device to school in addition to the *SMCS Acceptable Use, Media Release and Internet Safety Procedures*.

BYOT ACCEPTABLE USE AGREEMENT

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To enhance learning, students in pilot schools may now bring their own technology to campuses piloting the BYOT initiative.

Definition of Technology

For purposes of BYOT, "Technology" means personally owned wireless portable electronic equipment used for instructional purposes. **All approved devices must allow access to the Internet through a fully functional web browser and be capable of accessing the SMCS student network.** Recognizing the rapidly changing world of technology, the list of allowed devices will be reviewed annually. Approved devices include: smartphones, iPads, iPods, laptops, netbooks, notebooks, tablet computers and eReaders that meet the definition of technology.

Internet

All Internet access shall occur using the SMCS student network. Cellular network adapters are not permitted to be used by students to access the Internet at any time.

Security and Damages

Responsibility to keep privately owned devices secure rests with the individual owner. The St. Marys City School System, nor its staff or employees, is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in the same manner as other personal artifacts that are impacted in similar situations.

Student Agreement

The use of personal technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, privileges will benefit the learning environment.

Students and parents/guardians participating in BYOT must adhere to all Board policies and the *SMCS Acceptable Use, Media Release and Internet Safety Procedures*. Additionally:

- Students take full responsibility for personal digital devices at all times. The school is not responsible for the security of the device.
- The device must be in silent mode while on school campuses unless otherwise directed by the teacher.
- The device may not be used to cheat on assignments or tests or for non-instructional purposes during instructional time.

- The device may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours unless assigned by the teacher as allowed by the *SMCS Acceptable Use, Media Release and Internet Safety Procedures*.
- The device may only be used to access files or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted.
- Students must comply with teachers' request to turn off the device.

Students acknowledge and agree that:

- The school's network filters will be applied to the SMCS student network access to the internet and should not be circumvented.
- The school district may collect and examine any device at any time for the purpose of enforcing the terms of this agreement, investigating student discipline issues, or for any other school-related purpose.
- Personal technology must be charged prior to bringing it to school and the device must run off its own battery while at school. Charging will be permitted if outlets are available. It is at the teachers discretion to allow charging during classtime.
- The students remain subject to all other school behavior rules.

I understand and will abide by the above guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or use of personal and district device privileges as well as other disciplinary action.

Printed student name: _____

Student signature: _____ Date: _____

Printed parent/guardian name: _____

Parent/guardian signature: _____ Date: _____