Portsmouth High School

Bring Your Own Device (BYOD) to School PHS

PSD Professional Learning Community- BYOD PHS • January 2013

BYOD at PHS Contents:

Rationale

New learning opportunities continue to develop that are dependent on students having access to the Internet. Web 2.0 technology is available to engage students in learning. Portsmouth School District is committed to prepare all students and teachers to maximize learning by fully integrating relevant technology into academic content to:

- acquire, share, evaluate and create digital information
- achieve media and technology literacy
- maintain a safe and ethical online environment

PSD has invested a great deal of resources toward modern computer labs and laptop carts. Yet, there are occasions when a trip to the computer lab is not necessary, if swift access to the Internet is available and can meet the needs of the learning plan. If we had our wishes, we would be issuing computers to every student. However, that is not possible at this time. Students run the risk of losing out on learning opportunities by limiting access to the Internet to only those students in the computer labs. Our goal is to allow those students with devices to use them while at the same time offering the opportunity to those without devices to borrow them from the school.

 PHS students are invited to Bring Your Own Devices (BYOD), (smartphones, laptops, tablets, netbooks, etc.) to school in order to employ the devices for educational purposes only. With classroom teacher approval, students may use their own devices in the classroom to access, interact with and save information from the Internet, communicate with other learners and use productivity tools to create assignments/projects or take classroom assessments. In addition to the PSD IT Department configuring an open wireless internet connection, each high school student will have an account for storing assignments on "the cloud" for easy access and sharing.

ACCESS

Access to the Internet is provided via a PSD wireless local area network. All high school students are granted access. Parents must notify the Principal should they choose to not allow their child to participate. Students abide by the terms and conditions of the PSD Technology Responsible Use Policy (RUP) and BYOD policies. Through these policies, users are expected to uphold the contents of the RUP, and BYOD policies as well as the Student Code of Conduct on their student-owned devices while on District property. Additionally, in compliance with the Children's Internet Protection Act (CIPA), PSD filters all content for users connected to PSD's network.

BYOD CONDITIONS

The use of technology to provide access to educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cellphone or other electronic device while at school without the approval of school personnel. When

respected, technology will benefit the learning environment as a whole. When abused, privileges will be removed.

The conditions below may be modified by the administrative team of the school to fit the needs of the particular learning community. However, any changes may not supersede the guidelines provided in the Student Handbook or the district's **RUP and BYOD policy.** Students (and their parents) participating in BYOD must abide by the following conditions:

- Parents must notify the Principal should they choose to **NOT** allow their child to participate.
- Each classroom teacher will choose whether or not mobile devices will be used within their classroom each day.
- The student takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology.
- The technology must be in silent mode while on school campus.
- The technology may not be used to cheat on assignments or tests, or for non-instructional purposes.
- The student accesses only files on the computer, their school assigned cloud storage or Internet sites which are relevant to the classroom curriculum.
- The student complies with a teacher's request to shut down/put away the device.
- The student acknowledges that the school's network filters will be applied to one's connection to the Internet and will not attempt to bypass them
- Personal Internet connective devices, such as, but not limited to, cell phones /cell network adapters "hot spots" are not permitted to be used to access outside Internet sources at any time.
- The student understands that bringing on the school premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the RUP and will result in disciplinary actions
- The student realizes that processing or accessing information on school property for the purpose of "hacking", altering, or bypassing network security policies is in violation of the RUP policy and will result in disciplinary actions.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Recording audio, video or photographic images without the subject's permission is not allowed in any area of the school. These actions alone can be a violation of state and federal law. Distributing such recordings or images can lead to further legal ramifications.
- PSD is not responsible for any fees associated with using any personal technology devices.
- The student realizes that printing and accessing files on the district network from personal technology devices is not possible at school.

FAQ's (Frequently Asked Questions)

FOR TEACHERS

Am I required to let students use their phones, tablets and laptops in my classroom?
- No, we encourage teachers to incorporate technology into everyday teaching. However, it is completely up to the individual classroom teacher as to whether students may use their technology.

What if not all of my students have devices to use in the classroom?
- It is recommended that those students who do not have their own technology use District-owned technology that can be signed out for students or classes. Another suggestion might be to have students buddy up and share student-owned technology if possible.

If my students have trouble connecting to the PSD network or using their own technology, is it up to me to help?
- No, students that experience trouble with their own technology should try to work it out using their user's manuals or "Help" menus or on their own during non-classroom time. PSD staff members are not responsible or expected to provide support for student-owned devices. Though, 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.

Will students be able to charge my devices at school?
- At this time, there are no facilities dedicated to charging personal devices. There are also a limited number of outlets available in any given space. Students should make it a point to charge their technology prior to coming to school each day.

If students use their own technology, will they be able to get to sites that aren't allowed in school?
- No, anyone connecting to the PSD network (students, parents or staff) will be filtered just as they would be using District-owned devices.

I have students in my classes 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 a violation of the student RUP?
- This is a RUP violation because the student is using unfiltered internet access at school which is a violation of CIPA.

How can a teacher or staff member tell if a student is using a 3G/4G wireless connection to the Internet rather than the school's wireless access?
- It can be difficult to discern. However, if a staff member sees a student accessing a website that is typically blocked from the PSD network, the student is likely on 3G/4G connection. If the student is connected to a wireless network the symbol will be displayed. The most effective way to make sure the rules are followed is observation of what students are accessing.

Will students have access to any common software packages that district owned devices have?

- Students will have not have access to district software on their device due to license limitations.

What will students have access to on their own devices?

- Students will have access to any resource delivered solely through the web. Applications like Aspen and GoogleDocs will all be available to students. Other resources such as print services, and network folders, will not be available to student devices on the WiFi network.

Should I contact the Assistant Principal's office if one of my student's laptops is damaged or stolen?

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

Is this going to replace the computer labs and laptop carts?

- There are no plans for this. There are classroom activities where portable devices will be appropriate and a laptop cart would not be needed. However, there are lessons and activities that will require resources that a mobile device simply doesn't have. The goal is to increase opportunity for students to use technology without placing a financial burden on the District. It is highly unlikely that the level of availability will be enough to fully replace the need for computer labs or laptop carts.

FAQ's (Frequently Asked Questions)

FOR STUDENTS

Do I need to have anti-virus software on my laptop?
- It is recommended that students update their anti-virus software before bringing their device(s) onto school property. PSD will not provide antivirus solution for personal devices.

Do I have to register my laptop, smartphone or other technology with school administrators or teachers?
- No, you are responsible for your own technology. However, remember that it is completely up to the Administration or classroom teacher(s) as to whether you can use your technology. Classroom technology usage can change on a daily basis.

How will I know if I can use my technology in each of my classrooms?
- Each of your classroom teachers will communicate if and how the personal devices will be used in their classroom.

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

The teacher in the classroom has the final say on procedures in the classroom. If he or she asks you not to use your device, then you should follow those directions. Access is only available, not guaranteed for each classroom situation.

Connecting your Personal Device to the BYOD Wireless Network

Connecting your Personal Windows Laptop to BYOD Wireless Network
- Click the Network Connections icon on the system tray (bottom right hand side of the screen) near the date and clock
- Click on the BYOD Wireless Name
- This will connect you to the unsecured (no Password) wireless network.

Connecting your Personal IOS/Android/Windows Mobile Device to BYOD Wireless Network
- Select the Settings Icon
- Select Wi-Fi
- Select the BYOD Wireless Name
- This will connect you to the unsecured (no Password) wireless network.

Connecting your Personal Apple Mac Laptop to BYOD Wireless Network
- Click on the Airport Wireless icon at the top of the screen
- Click on the BYOD Wireless Name
- This will connect you to the unsecured (no Password) wireless network.

If I cannot get connected to the student network, who do I call?

- Support for student-owned devices is the responsibility of the owner. PSD staff is not responsible for technical issues. Also, there may be someone in your class who can help. In the settings menu of your device, there is usually an icon for a network, go to this icon and select PSD from the list of networks to join. Always consult your device's owner's manual or "Help" menu for exact directions on how to access a wireless network.

Can I access Facebook on my device?
- Connectivity to the wireless network is just like connecting to the District network when it comes to sites you can access. It is important to remember that even though you are using your personal technology, you must comply with the District's RUP.

Can I use my device in all of my classes?
- This is up to the teacher of each of your classrooms. Each teacher is responsible for the classroom environment and will share the expectations of the classroom to their students.

How do I save my work?
- You can save your work files to your Google Docs account or submit an assignment via the Aspen Portal. You can also use a flash-drive, send a document/project via email.

How do I print from my own device?
- There is no printing allowed from student-owned devices. If you need to print, it is recommended that you email the document to yourself or save it on a flash-drive, login on a District-owned device to retrieve and print. You may also be able to send it to a teacher if you get prior permission from the specific teacher.

What do I do if my device is stolen or damaged?
- It is the responsibility of the owner to keep his/her personal technology safe and secure. Anytime there is theft or damage, you should notify your teacher and/or Administration. PSD, or any employees of PSD are not responsible for theft, loss or damage to your personal device(s).

Will I be able to charge my battery at school?
- At this time, there are no facilities dedicated to charging personal devices. There are also a limited number of outlets available in any given space. Students should make it a point to charge their technology prior to coming to school each day.

I have a data plan from a provider, i.e., AT&T, Sprint, Verizon, etc., on my digital device that allows internet access without using the PSD student network. Is this allowable?
- Students should not access the internet through any cellular data provider. The Internet at school must be filtered according to CIPA.

Am I held accountable for the PSD Student Technology RUP even though this is my own personal device?
- Yes, the RUP remains in effect even when you are using your own laptop, smartphone, iPad, iPod Touch, etc. Each time you attempt to access the network at school, you are expected to abide to the Terms and Conditions of the PSD Technology RUP. Violating the Terms and Conditions of the RUP would be a Student Code of Conduct violation and would be dealt with accordingly.

Why can't my little brother bring his laptop to school? He is in the 8th grade.

- Currently, we are limiting this privilege to high school students and staff.

Will there be a penalty to my grade if I do not have my own device?

- No. Devices are never required and therefore, a grade cannot be taken.

FAQ's (Frequently Asked Questions)

FOR PARENTS

As a parent, am I allowed to use the guest network?

- Yes, if you are at a PSD school you may use the network as long as you accept the Terms and Conditions of the wireless service.

What if I do not want my child to use the internet via their own device?

- If your child does not choose to login or accept the Terms of Service, then they will not be allowed on the internet. Simply inform the High School Principal and instruct your child in this manner.

If my child uses their own technology at school, will they be able to access things they normally do not when using District technology?

- Anyone connecting to the District wireless network will be filtered in the same way as using District-owned technology.

Since the District is promoting BYOD, does that mean that I have to buy my child a laptop or smartphone or another technology device?

- No, the District is simply allowing those students who have technology the option to bring it to school with the permission of the teacher(s) to be used for instructional purposes. This will allow more technology in the school and classroom than currently exists.

What if my child's laptop or other technology device is stolen?

- The District is not responsible for any damage or theft of student-owned devices. 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 School Administrator so he/she can take the appropriate steps.

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

- Teachers will make the final decisions for any technology used in their classrooms; student-owned devices are no different. It is up to the individual classroom teachers to communicate their expectations to students and parents. Feel free to contact your child's teacher(s) or Administration for his/her expectations.

Does the District have a Responsible Use Policy for technology?

- Yes, all students are instructed on the Technology RUP in order to use District technology and technology related services.

STUDENTS Policy# 5152

Portsmouth School Department Portsmouth, Rhode Island

BRING YOUR OWN DEVICE (BYOD)

As new technologies continue to change the world in which we live, we recognize that technology provides many new and positive educational benefits for classroom instruction. We continue to work to increase technology access for our students in order to increase achievement. Therefore, Portsmouth School Department (PSD) is implementing a BYOD program at Portsmouth High School (PHS). In this initiative, students are encouraged to bring their own devices to school to assist their learning experiences. No student will be left out of instructional activities for lack of having a personal device.

Definition of "Devices"

For purposes of BYOD, "Devices" means privately owned wireless and/or portable electronic equipment that includes, but is not limited to, smartphones, tablets, laptops, and portable Internet devices. Any personal devices that can be utilized as an extension of the classroom to assist their teaching and learning such as word processing, wireless Internet access, and when relevant compliment the students education outside the classroom. The use of portable entertainment systems such as Nintendo DS or PlayStation Vita are not permissible to use as a BYOD solution for the classroom.

Internet

Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices, such as, but not limited to, cell phones/cell network adapters "hot spots", are not permitted to be used to access outside Internet sources at any time. PSD complies with Child Internet Protection Act (CIPA) and only provides access to educationally appropriate sites. All stakeholders should recognize filtering does not and should not replace adult supervision.

Security and Damages

Responsibility of device security rests with the individual owner. PSD is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

BYOD Student Access and Conditions

The use of 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, cellphone or other electronic device while at school without the approval of school personnel. Classroom use of personal technology is at the discretion of the teacher. When respected, BYOD privileges will benefit the learning environment as a whole. When abused, privileges will be taken away.

The conditions below may be modified by the administrative team of the school to fit the needs of the particular learning community. *However, any changes may not supersede the guidelines*

*provided by the Student Handbook or the district's **Responsible Use Policy (Policy #5150).*** Students (and their parents) participating in BYOD must adhere to the Student Code of Conduct, as well as all policies, particularly the Responsible Use Policy (Policy# 5150) and abide by the following conditions:

☐ Parents must notify the Principal should they choose to not allow their child to participate.

☐ Each classroom teacher will choose whether or not personal devices will be used within their classroom each day.

☐ The student takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology.

☐ The technology must be in silent mode while on school campuses and while riding school buses.

☐ The technology may not be used to cheat on assignments or tests, or for non-instructional purposes.

☐ The student accesses only files on the computer, their email account, their school assigned cloud storage or Internet sites which are relevant to the classroom curriculum.

☐ The student complies with a teacher's request to shut down/put away the device.

☐ The student acknowledges that the school's network filters will be applied to one's connection to the Internet and will not attempt to bypass them.

☐ The student understands that bringing on the school premises or infecting the network with a Virus, Trojan, or program with the intent to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the Responsible Use Policy #5150 and will result in disciplinary action.

☐ The student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the Responsible Use Policy and will result in disciplinary action.

☐ The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.

☐ Recording audio, video or photographic images without the subject's permission is not allowed in any area of the school. These actions alone can be a violation of state and federal law.

☐ Distributing such recordings or images can lead to further legal ramifications.

☐ PSD is not responsible for any fees associated with using any personal technology devices.

☐ The student understands that the district does not support printing from personal technology devices.

Policy Adopted: 01/14/14