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Bring Your Own Device (BYOD) Handbook

Smackover School
District

December, 2013

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Overview

Introduction

Our students use technology to learn. Technology is essential to facilitate the **creative problem solving**, **information fluency**, and **collaboration** that we see in today's democratic societies. Smackover Public Schools is committed to preparing all students and teachers to maximize learning by fully integrating **relevant** technology into academic content. By allowing students to bring their own digital devices to school, students may use their own technology tools to access and save information from the Internet, communicate with other learners, and use productivity tools provided by the Smackover School District.

While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. The Acceptable Use Policy found at the back of this handbook supports the Smackover School District's vision of technology use and upholds in our students a strong sense of **digital citizenship**.

How We Use Technology

The integrated information technology program at Smackover Public Schools develops in our students the digital literacy skills they need to contribute in a connected world. We use technology to facilitate creativity and innovation. We use technology to support communication and collaboration. We use technology to extend research and information fluency. We develop in our students a sound understanding of technology operations and concepts. We believe technology can be transformative and we encourage students to use technology to do what they could not otherwise do. We create a safe online environment for everyone. Filtering software keeps unwanted sites off our electronic devices. Adults supervise our students' technology activities at school.

Our Hardware and Software

Our students can access the Internet via wired and wireless connections that cover the entire school campus. In our district, we have PCs, MACs, Chromebooks, iPads, iPad Minis, Netbooks, and more spread throughout preschool up to grade twelve. Some of these are portable labs and some of them are

stand-alone computer labs. LCD projectors, document cameras, TI Navigators, and interactive tablets are used in both the elementary and high school to facilitate group viewing and discussions. Elementary and secondary students each have access to a standard suite of software to support their learning needs.

Being a Digital Citizen

In the Smackover School District we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

1. Respect yourself.
2. Protect yourself.
3. Respect others.
4. Protect others.
5. Respect intellectual property.
6. Protect intellectual property.

Each of these conditions is outlined in the Smackover School District's Acceptable Use Policy found at the back of this handbook.

Bring Your Own Device (BYOD)

Definition of Devices

For the purposes of BYOD, “devices” 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 Smackover School District wireless network or a personal data plan.**

Approved devices include:

- Cell phones and smart phones
- Tablets (including but not limited to iPads, iPad Minis, Surface Tablets, etc.)
- MP3 Players (including but not limited to iPods)
- Laptops
- Netbooks
- Notebooks
- eReaders

Which Operating System/Device is Best for a Student’s Personal Device?

In the Smackover School District, we believe that the device or operating system a parent/guardian chooses for their child is the best device.

Some parents/guardians may feel that their child is not ready to accept the responsibility of possessing an electronic device. We support your decision to allow or not allow your child to bring a personal electronic device to school.

Please note that parents/guardians or students who opt out of bringing personal technology devices will be able to access and utilize the school’s technology equipment.

No student will be left out of instructional activities!

Approved Grade Levels

_____ through twelfth grade students enrolled at Smackover High School will be allowed the **privilege** of bringing an approved electronic device to school if both the student and the parent/guardian have signed the Smackover School District's Acceptable Use Policy. This **privilege** may be revoked if a student does not follow the Acceptable Use Policy.

Internet Access

Internet access is available using the Smackover School District wireless network which is provided at no cost to students. The parent/guardian and student must sign the District's Acceptable Use Policy in order to access the District Wireless Network. A student may also use a data plan purchased by the parent/student for their personal device.

- Students may utilize the Smackover School District's Wi-Fi by logging into the wireless network using their assigned user name and password.
- Most devices will detect a wireless connection when near one. Most of the time devices will ask you if you would like to join the network. When prompted, choose User Wi-Fi from the list and then log in using your computer credentials.
- If you are not prompted to log on to the network, go to the setting menu of your device and choose User Wi-Fi.
- Students should never share their account passwords with others, unless directed by an administrator or the Technology Director.

Device Access

Smackover High School utilizes a Device Traffic Light to inform students of when, where, and how electronic devices may be used.

- Green Light – Cell phones or devices may be out.
- Yellow Light – Cell phones or devices face down on the corner of the desk.
- Red Light – No cell phones or devices.

Use of personal electronic devices during class will be under the teacher's direction when the teacher permits. Failure to follow the directions regarding technology given by the teacher could result in the revocation of the privilege to use an electronic device and/or disciplinary action.

Consequences for Technology Infractions involving Personal Devices

Students are expected to follow the Smackover School District's Acceptable Use Policy and the directions of their teachers with regards to personal technology devices. Students who do not comply will minimally face the following consequences:

- 1st Offense – Device is sent to the office and the parent is notified. A parent, legal guardian, or a designated adult* may pick up the device after paying a \$15 fine.
- 2nd Offense – Device is sent to the office and the parent is notified. A parent, legal guardian, or a designated adult may pick up the device after paying a \$30 fine.
- 3rd Offense – Device is sent to the office and the parent is notified. A parent, legal guardian, or a designated adult may pick up the device after paying a \$60 fine.
- 4th Offense – Device is sent to the office and the parent is notified. A 4th offense is considered insubordination and could include the loss of the privilege to bring any device for the remainder of the semester.

*A designated adult is one who has been approved in writing by the parent or legal guardian. The designated adult must be over 18 years of age.

Additional consequences may be assigned in accordance with District policy and the student handbook for more serious infractions involving technology devices.

Using Personal or School Owned Technology Devices at School

Charging Devices

Students who bring personal technology devices to school should bring their device to school each day with a full charge.

At the teacher's discretion, a student may charge their personal device in class only if the student brings a charger. The Smackover School District will not provide chargers for students to use to charge their personal devices.

Content Filter/No Expectation of Privacy

The Smackover School District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices owned by the Smackover School District will have all Internet activity protected and monitored by the district.

Students have no expectation of confidentiality or privacy with respect to any usage of technology equipment or devices whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record computer/Internet use of any student or employee while on school property or at a school related function for any reason related to the operation of the District. By using a personal device or school owned computer equipment, students and employees agree to such access, monitoring, and recording of their use.

Expectations of Teachers

1. The teacher will determine and post the appropriate traffic light (red, yellow, or green) in the classroom to notify students of how personal technology devices may be used in the classroom on that day.
2. If the teacher allows any technology use (personal or school-owned), the teacher must monitor the student access.
3. Devices can be searched by administrators or the Technology Director.
4. Teachers will report any inappropriate use to the office. Teachers are expected to send the personal technology device of any student disobeying a “red traffic light” in the classroom to the office.
5. Teachers are expected to circulate around the room to provide frequent monitoring of usage. The teacher is responsible for monitoring students if the teacher allows them to use devices in the classroom.
6. Teachers are expected to do research before planning an activity which utilizes technology.
7. Personal technology devices used in the Smackover School District will fall under the same policies, guidelines, and agreements as school-owned devices.
8. Teachers will not store personal technology devices for students. Devices are the owner’s responsibilities at all times.
9. Teachers will not provide chargers or power sources belonging to a staff member or any Smackover School District owned device for use with personal electronic devices.

Managing and Saving Your Digital Work

- The Smackover School District strongly encourages students to store their digital work in an Internet/Cloud based application that can be accessed from any computer with an Internet connection.
- Students should always remember to save frequently when working on digital media.
- The Smackover School District will not be responsible for the loss of any student work.
- Students are encouraged to maintain back-ups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Phone Calls

Any student wishing to make a phone call using an electronic device will do so in the Smackover High School office.

Printing

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

Students will not be able to print directly from their personal devices at school. The Smackover School District strongly encourages students to store their work in an Internet/Cloud application for this reason.

Sound

- Sound must be on silent (no vibration) at all times unless permission is obtained from a teacher.
- Headphones or ear buds may be used at the discretion of the teachers.
- Students must provide their own personal set of headphones or ear buds for sanitary reasons.

Standardized Achievement Assessments

Personal technology devices cannot be used during standardized achievement tests.

Acceptable Use Policy

Technology in the Smackover School District, including (but not limited to) school owned or personally owned computers, eReaders, tablets, cell phones, email, and Internet access, are provided for educational purposes. Adherence to the following policy as well as applicable federal and state laws and regulations is necessary for continued access to the Smackover School District's technological resources.

Students must:

1. Respect yourself.
 - I will show respect for myself through my actions.
 - I will select online names that are appropriate.
 - I will use caution with the information, images, and other media that I post online.
 - I will carefully consider what personal information about my life, experiences, or relationships I post.
 - I will not be obscene.
 - I will act with integrity.
2. Protect yourself.
 - I will use only assigned accounts.
 - I will not publish my personal details, contact details, or a schedule of my activities.
 - I will ensure that the information, images, and materials I post online will not put me at risk.
 - I will report any attacks or inappropriate behavior directed at me while online.
 - I will protect passwords, accounts, and resources.
3. Respect others.
 - I will communicate in ways that are kind and respectful.
 - I will not use technologies to bully, tease, antagonize, harass, or stalk people.
 - I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
 - I will not enter other people's private spaces or areas.
 - I will refrain from distributing private information about others.
 - I will avoid spam, chain letters, or other unsolicited mailings.
 - I will refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
 - I will refrain from creating or associating a web page or social media account related to the school or school district.
 - I will not use the resources in ways that are criminal or violate the school's discipline policy.
4. Protect others.
 - I will protect others by reporting abuse to a teacher or administrator.
 - I will not forwarding inappropriate materials or communications.
 - I will observe all Smackover School District Internet filters and posted network security practices.
 - I will not destroy or damage data, networks, or other resources that do not belong to me.
 - I will report security risks or violations to a teacher, administrator, or the Technology Director.
5. Respect intellectual property.
 - I will suitably cite any and all use of websites, books, media, etc.
 - I will follow copyright and fair use laws (including not making illegal copies of music, games, or movies).
 - I will request permission to use copyrighted or otherwise protected materials.
 - I will acknowledge all primary sources.
 - I will validate information.
6. Protect intellectual property.
 - I will request to use the software and media that others produce.
 - I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software.
 - I will purchase my music and media.
 - I will refrain from distributing music and media in a manner that violates their licenses.
 - I will not install hardware or software without the written approval of the Technology Director.

Smackover High School students may, if in accordance with the policy above:

1. Bring cell phones, smart phones, tablets, MP3 players, laptops, netbooks, notebooks, or eReaders to school and use before and after classes and during lunch.
2. Use these personal electronic devices during class under teacher direction when teachers permit.
3. Use the resources for any educational purpose as permitted by a teacher in a classroom.
4. Access Wi-Fi with most devices.

Disclaimers:

- The Smackover School District is **NOT** responsible for damaged, lost, or stolen personal electronic devices.
- School software applications will not be provided for any personal electronic devices.
- The District's technology department is not responsible for the maintenance and repair to personal devices used under the BYOD policy.
- Students are responsible for any software applications they desire to utilize on their personal devices.
- Students and the parents/guardians shall be liable for any and all costs (debts incurred through the student's use of technology on a personal or school owned device including penalties for copyright violations.

Consequences for Violations:

Violations of these rules shall result in disciplinary action according to the school's discipline policy handbook, which might include the loss of a student's privileges to use the school's information technology resources for a period of time or the loss of the student's privileges to use a personal electronic device on campus.

Supervision and Monitoring:

Administrators and the Technology Director will monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. At the same time, in signing this policy, the parent/guardian and student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the student.

Administrators and the Technology Director reserve the right to examine, use, and disclose any data found on the school's information networks and personal electronic devices used at school in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

Plainly label personal electronic devices by engraving, permanent marker, or affixing labels to show ownership. Keep serial numbers at home to verify ownership when in question.

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 - I will request permission to use copyrighted or otherwise protected materials.
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 - I will request to use the software and media that others produce.
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Sign and return this page to use the Smackover School District's technology resources or to bring your own electronic device (if applicable) to school:

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS UNDER THE ACCEPTABLE USE POLICY:

Student

Grade/Building

Parent/Guardian

Date