

Immaculate Conception School, Prince George

Bring Your Own Device Policy for Students



Purpose

This policy outlines the acceptable use of electronic devices to maintain a safe and secure education environment with the goal of preparing students for the future, improving learning, and fostering digital citizenship.

Definitions

Electronic devices shall include all computing devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless connection to the Internet. Examples of these devices include, but shall not be limited to desktops, laptops, tablets, smartphones, e-readers, as well as any technology with similar capabilities.

Digital Citizenship is the norm of responsible behavior related to the appropriate use of technology. It encompasses digital literacy, ethics and online safety.

User is any individual granted authorization to use electronic devices. Users may include students, parents, staff, volunteers, visitors, contactors, or individuals employed by service providers.

Authorized Use of Electronic Devices

Electronic devices brought to school by students shall be restricted to education purposes in **approved locations and times under the supervision of school personnel.**

- a. Use electronic devices in accordance with expectations set forth in the school *Code of Conduct*;
- b. Comply with guidelines set by school personnel for the use of electronic devices while on school property or while engaged in a school-sponsored activity;
- c. Take photographs and audio/video recordings only with a person's consent and when authorized by school personnel for education purposes;
- d. Access the school network using approved infrastructure only;
- e. Teachers are responsible for ensuring the device is used only at specific times and under adult supervision;
- f. Students are responsible for providing a plan ahead of time for the use of the device as to when it will be used;
- g. Students will provide a log of photos/videos taken – who was in it and proof that they had permission to take the photo/video.

Responsibilities

- All users are responsible for:
 - registering their electronic device with the school and submitting a signed *Use of Electronic Devices Agreement* prior to connecting to the school network;

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- Ensuring electronic devices are used in accordance with school policies and procedures;
 - Caring, maintaining, securing, and storing electronic devices;
 - Preserving privacy of accounts, login names, passwords, and/or lock codes to maintain security of electronic devices and data;
 - Maintaining a safe and productive learning environment when using electronic devices;
 - Practicing digital citizenship.
- All administrators are responsible for:
 - Informing users of school policy;
 - Establishing and monitoring digital citizenship through the school *Code of Conduct*
 - Responding effectively to disciplinary issues resulting from inappropriate electronic device usage;
 - Communicating appropriately with school personnel, parents, and students if school policy is violated from electronic device usage;
 - Providing information to users explaining how to connect electronic devices to the school network.
- Teachers are responsible for:
 - Creating equitable learning opportunities that include electronic devices for education purposes when relevant to curriculum and instruction;
 - Determining when students are able to use school or personal electronic devices for education purposes;
 - Supervising student use of electronic devices;
 - Responding effectively to disciplinary issues from inappropriate electronic device usage;
 - Communicating appropriately with administrators, parents and students if school policy is violated from electronic device usage.
- Students are responsible for:
 - Using electronic devices for educational purposes in approved locations under the supervision of school personnel only;
 - Implementing virus and malware scanning on their electronic devices;
 - Reporting any inappropriate electronic device usage to a teacher or administrator immediately;
 - Ensuring their electronic devices are charged prior to bringing them to school;

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- Continuing to learn using an alternative method if an electronic device malfunctions.
- Ensuring devices are not shared with another student unless it is a sibling (eg. One student is not permitted to borrow another student's electronic device).
- Parents are responsible for:
 - Helping their children take all reasonable steps to care, maintain, secure, store and transport their electronic device;
 - Helping their children preserve the privacy of accounts, login names, passwords, and/or lock codes;
 - Identifying the electronic device by labeling it, recording details such as make, model, and serial number, and/or installing tracking software;
 - Encouraging their children to follow school policy and practice digital citizenship;
 - Contacting the school office to communicate with their child during the school day, instead of using text messages, emails, phone calls, or other digital means that have no curriculum related/education purpose;
 - Assuming all responsibility for their child's unauthorized use of non-school Internet connections

Unauthorized Use of Electronic Devices

Prohibited uses of electronic devices includes, but are not limited to:

- Areas where there is a reasonable expectation of privacy, such as change rooms or restrooms;
- Circumventing school's approved network infrastructure to access Internet connections using an external wireless provider;
- Down loading files that are unrelated to educational activities;
- Engaging in non-educational activities such as playing games, watching videos, using social media, listening to music, texting, or taking personal calls;
- Cheating on assignments or tests;
- Accessing information that is confidential;
- Using photographs and audio/video recordings for a purpose unrelated to the school assignment;
- Obtaining unauthorized access and using it to alter, destroy, or remove data;

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- Engaging in cyberbullying which involves using technology to harass, threaten, embarrass or target another person;

Consequences: Remedial and Disciplinary Action

- Individuals who do not comply with this Policy will be subject to appropriate consequences consistent with the school *Code of Conduct*
- Consequences may include, but are not limited to, the following, either singularly or in combination depending on the individual circumstances;
 - Temporary confiscation of device;
 - Search of device contents to locate evidence of misuse;
 - Limitations, suspension, and/or revocation of access privileges to personal and school technology resources;
 - Disciplinary measures

Liability

- Users are solely responsible for the care and use of electronic devices they choose to bring to school. Users bringing these devices do so at their own risk.
- The school and school personnel shall not be liable for the loss, damage, misuse, or theft of any student-owned electronic device; possessed/used during the school day; in/on school buildings, property, vehicles, or contracted vehicles; during transport to/from school; while attending school-sponsored activities.
- The school and school personnel shall not be responsible for any negative consequences to electronic devices caused by running specific software or by accessing the school network.

Technical support

- School personnel shall not provide technical support, troubleshooting, or repair for user-owned electronic devices.

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ELECTRONIC DEVICE CONSENT FORM

I/We have read and understand the Electronic Device Policy – available on the school website at www.icschool.ca

I/We understand that the device is to be used for educational purposes only.

I/We assume all responsibilities for caring for the device.

I/We understand that Immaculate Conception School is not responsible for loss, damage, misuse, or theft.

I/We understand that infractions to the agreement may result in the device being confiscated, searched, and/or privileges revoked. School disciplinary action may apply.

I give my child _____ permission to bring their own electronic
Print full name

device to school.

Date: _____

Parent's/Guardian's Signature: _____

Student's Signature: _____

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PARENT LETTER

Dear Parents

Immaculate Conception School is launching a pilot Bring Your Own Device initiative this school year. Students in Grades 4 – 7 will be able to bring laptops, netbooks, tablets, or smartphones to use for education purposes. Having ongoing access to technology will help your child develop greater independence, increase engagement, and develop skills required to thrive in the 21st Century. A guidelines policy is now posted on the school website.

Educational Activities

Student devices will be used to access resources, complete assignments, and for personal organization. Educational activities may include researching information, producing documents, analyzing data, participating in surveys, producing videos, reading e-books, creating blogs, taking notes, or scheduling events. The use of the device is at the sole discretion of the teacher.

Digital Citizenship

A focus of this initiative is digital citizenship, which is the responsible use of technology. Your child will learn digital skills, ethics, etiquette, and online safety. These are important aspects of participating in today's world.

Safe and Secure

To maintain a safe and secure learning environment, a filtered internet connection will be provided for students. They will not be permitted to use a personal broadband connection such as a 3G/4G phone network. As well, students will only be able to use their device under the direct supervision of their teacher. Any unauthorized use can result in a device being confiscated, searched, and privileges being revoked.

Responsibility

Students are solely responsible for their device. They must bring it fully charged to school. Similar to her personally owned items, Immaculate Conception School is not liable for loss, damage, misuse, or theft.

Technical Support

Resources will be provided to help students connect their device to the school network. Your child must be familiar with how to use their device. Teachers will incorporate the use of your child's device into learning as part of the iGeneration challenge. However, they will not provide technical support.

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We look forward to the educational opportunities that BYOD will bring. Participation in the initiative is voluntary. Your child will not be left out if they do not have a device. Immaculate Conception School will continue to provide access to school owned technology.

If you would like your child to participate, sign the Electronic Device Consent Form and complete the Device Registration Form.

Sincerely

Mr D O'Callaghan
Principal

Immaculate Conception School, Prince George

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WHAT IS THE SECRET TO A SUCCESSFUL BYOD PROGRAM?

PLANNING! Nothing is worse than launching a BYOD initiative that fails. Don't let that happen to you! Take the time and do things right. To have a successful BYOD program you should:

- Establish a reliable infrastructure.
- Develop a policy that outlines accepted devices, restricted devices, authorized use, infractions, consequences, and responsibilities of stakeholders.
- Form a lending library to ensure an equitable learning environment.
- Supply adequate storage facilities.
- Provide charging stations.
- Select a learning management system.
- Incorporate the use of devices and web apps in staff meetings.
- Offer professional development.
- Have students and parents read policy and sign an agreement form.
- Launch a pilot program. Make participation voluntary.
- Post instructions for connecting devices to the network.
- Post signs around the school to illustrate if the area is approved for device usage.
- Display classroom rules for using devices.
- Use web apps to create consistency.
- Use the devices regularly during instruction.
- Review BYOD continuously and make modifications to the initiative.
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