Imhotep Academy BYOD Policy
(**B**ring **Y**our **O**wn **D**evice)
4th-8th Grades Only

Imhotep Academy is committed to staying on the forefront of educational practices of the 21st century. We are piloting a new policy which allow students and staff to access our wireless network with their personal devices (laptops, netbooks, tablets, and e-readers), during the school day. At this time, we do not allow cell phone usage. With classroom teacher approval, students will use their own devices to access the internet and collaborate with other students. By allowing students to use their own technology at school we are hoping to increase access all students have to the technology they need to succeed and compete globally.

Acceptable Use Policy (AUP)

Through the BYOD policy, the student will be able to communicate with other students, and teachers through the Internet. The student will have access to hundreds of databases, libraries, and computer services all over the world. With this educational opportunity comes responsibility. Inappropriate system use will result in the loss of the privilege to use this educational tool. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you (or your parents) might find objectionable. While Imhotep Academy will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

Note: You will be held responsible at all times for the proper use of the BYOD policies and procedures.

Inappropriate Uses

• Using the system for any illegal purpose

• Posting personal information about yourself or others (such as addresses and phone numbers)

• Downloading or using copyrighted information without permission from the copyright holder

• Using personal electronic mail accounts

• Wasting school resources through the improper use of the computer system

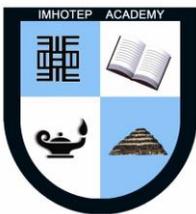• Gaining unauthorized access to restricted information or resources

- Encrypting communications to avoid security review

- Disabling, bypassing, or attempting to disable any Internet filtering device

- Intentionally introducing a virus to the computer system

- Download public domain programs to the system without permission

- **Posting messages, accessing, or possessing materials that are abusive, obscene, or threatening. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment.**

Consequences for Inappropriate Use

- Suspension of access to the system

- Revocation of the computer system account

- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws

The student and parent/guardian must have signed and returned the AUP prior to using the device and accessing the Imhotep Academy network. District technicians will not service, repair, or maintain any device. Imhotep Academy will not be held liable for personal content housed on the device. Any software residing on the devices must not interfere with the normal operation of school owned resources and must be properly licensed. Imhotep Academy is not responsible for any physical damage, loss, or theft of the device. Students are responsible for taking their device home each day and returned the next day with a full charge. Students are responsible for keeping their device in a secure location when not in use. Students will be assigned lockers and be allowed to keep a combination lock to secure their items inside. <u>Student use of their device must support the instructional activities of the classroom and must be turned off and put away when requested by a teacher.</u> Students may use their device during non-instructional time only in adult supervised areas.

I understand that my computer use is not private and that Imhotep Academy will monitor my activity on the computer system. I understand that violation of these provisions may result in suspension or revocation of system access. Parents/guardians and students must agree by signature to the conditions of the BYOD policy prior to access being given to the student.

Imhotep Academy
Bring Your Own Device
Parent/Students Agreement

By signing in the spaces below, we confirm that we have read over the BYOD policies and procedures. We also will follow guidelines according to the policy stated. We understand students are responsible for taking their device home each day and returning their device the next day with a full charge. Students are responsible for keeping their device in a secure location when not in use. Students will be assigned lockers and be allowed to keep a combination lock to secure their items inside.

Signatures		Date
Parent:		
Parent (2):		
Student:	Grade:	

_____I do not allow my child to bring his/her own device at this time.

Child's name: _____

Parent's signature: _____ Date_____

Please return to your child's teacher.

Edmodo

Parents,

This year we will be using Edmodo. Edmodo is a free and secure learning network for teachers, students, and schools. It provides a safe way for us to connect, share content, access homework, participate in discussions and receive class information.

Edmodo will not be used as a social network like Facebook or MySpace. This tool will be used strictly for educational purposes using the following guidelines:

- ☐ Students will be required to use appropriate grammar instead of texting language

- ☐ Edmodo does not allow private student-to-student messaging- the site will be used to discuss school-related content only

- ☐ No put-downs or sarcasm toward another's ideas. All school rules and consequences related to harassment apply

Students who violate the guidelines above may face disciplinary action and/or face losing the privilege of using Edmodo.

I look forward to a great year as we incorporate the use of technology into our classroom curriculum.

Codes for parents will be provided during Curriculum Night, August 28.

Signing below gives your child permission to access Edmodo.

Signatures	Date
Parent:	
Parent (2):	
Student: Grade:	

_____I do not allow my child to access **Edmodo** at this time.

Child's name: _____

Parent's signature: _____ Date_____

Frequently Asked Questions

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. Imhotep will not provide a 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.

How do I connect/login to the Internet?

On PC's:

‣ Select Imhotep as your wireless network.

‣ Open any browser, i.e., Chrome, Firefox or IE) and try to load any webpage. ‣ You'll be redirected to a login screen.

‣ Enter your school issued username and password and press "Log In".

iOS Devices:

‣ Select Imhotep as your wireless network.

‣ Open Safari and attempt to load any webpage. Special Note: if a pop-up screen appears saying "Cannot Verify Server Identity", select "Continue".

‣ You'll be redirected to a login screen.

‣ Enter your school issued username and password and press "Log In".

Apple Computers:

‣ Select the Imhotep network.

‣ You may get a white screen, if so, choose "Cancel" in the bottom right corner.

‣ *Attempt to load any webpage. Special Note: if you receive a message*

stating, "The site's security certificate is not trusted!", choose "Proceed Anyway".

‣ You'll be redirected to a login screen.

‣ Enter your school issued username and password and press "Log In". If I cannot get connected to the student network, who do I call?

Support for student-owned devices is the responsibility of the owner. Imhotep 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 Imhotep 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 use my device in all of my classes?

That 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 Gmail/Google Docs account or submit an assignment via Edmodo. You can also use a flash drive, send a document/project via email or create a Dropbox or Box.net cloud storage account. How do I print from my own device?

At this time, there is no printing allowed from student-owned devices, though this may be added in the future. 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 Imhotep-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. Imhotep Academy, or any employees, 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 is 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.