

Booker T. Washington High School

Bring Your Own Device



BYOD Executive Report

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Introduction

Why Bring Your Own Device (BYOD) at Booker T. Washington High School?

Booker T. Washington High School believes that 21st Century instruction is necessary for 21st Century learning. Providing students with an environment that fosters and encourages this belief is part of our core values. All members of our learning community hold the responsibility to value technology and achieve technological proficiency to prepare our students for future jobs, which currently may not exist.

Schools must challenge students with rigorous, personalized academic experiences, foster innovation and creativity, and embrace emerging technologies. In a 21st Century learning environment, students actively engage in a cohesively integrated curriculum, access information and apply it in solving authentic problems.

Our students are living in a world where they have immediate access to information anytime and anywhere. Many students have personally owned devices in their pockets that can be used to allow them to learn in their own style and at their own pace. With digital learning, every student can access high quality and rigorous instruction in every subject, thereby, maximizing their opportunity for success in school and beyond. A decade ago this was just a dream. Today, it can be a reality.

What is the “D” in BYOD?

For the purposes of BYOD, “Device” means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, notebook, netbooks, tablets/slates, iPodTouches, e-Readers, cell and smart phones.

Network/Infrastructure

Readiness Walkthrough

The implementation of BYOD will require the support of a robust wireless infrastructure. A network evaluation will be conducted to determine any and all necessary infrastructure changes and or upgrades that are needed before a full implementation.

Network administration

The implementation of BYOD may require minor changes in the way network administration is currently being done. There are several considerations regarding security, accessibility, cloud computing, etc. The recommendation is being made that the readiness evaluation report would include any and all network administration changes needed to support BYOD.

FAQ's and Parent Communication

FAQ's Parent & Student

See attached FAQs – Appendix A & Appendix B

Parent Education Forum

The Education Forum is designed to cast the vision for 21st Century learning at Booker T. Washington High School and educate parents on BYOD. November 8 (SAC) is the anticipated date for this event.

School Policy

The school will need a BYOD policy. The policy should refer to our technology Acceptable User Policy (AUP). The AUP will also include a Device User Agreement that is signed by both students and parents wishing to use personally owned devices on Booker T. Washington's network.

1. The Internet

A student will be allowed to utilize the Internet and/or online services for educational purposes unless the student's parent or guardian denies the student access by proactively requesting, completing, and returning a Denial of Permission Form (see Addendum I) to the student's school. The Denial of Permission Form is available to a parent or guardian upon request from the student's school.

If a student does not have parental permission to use the Internet and/or online services, teachers will make a reasonable effort to provide an alternative assignment covering the same Sunshine State Standards Benchmarks contained in the Internet based instruction.

In the event that equivalent instruction cannot be reasonably provided, an alternative assignment will be given to the student. However, the parent will assume responsibility for the student's mastery of those Benchmarks that cannot be addressed in the alternative assignment.

Staff is responsible for providing guidelines for Internet use by students. Staff is responsible for supervising student access to the Internet and ensuring that access is being used for educational purposes and in accordance with Guidelines for Acceptable Use of District Information Systems.

2. Unacceptable Uses

a. Personal Safety

Student users shall agree not to contact or actually meet with anyone they originally met online unless their parent or guardian is aware of and approves of that contact or actual meeting.

Student users shall promptly disclose to their teacher or another school employee any message they receive or any interaction they engage in that is inappropriate or that makes the user feel uncomfortable.

b. Email

Student users shall not access or use individual email accounts at school. All student email collaboration shall be done through teacher moderated accounts.

c. Synchronous and Asynchronous Online Communication and Social Networking Applications

Student users shall not access or use online synchronous or asynchronous communication applications such as email, chat, blogs, wikis or social networking Web site functions (i.e., discussion threads, document posting, RSS feeds, etc.) while at school. These restrictions apply unless: 1) this access and use takes place within a teacher moderated online environment; 2) the online activities are being used for legitimate instructional purposes; 3) the applications and/or functions are hosted on District servers behind the District firewall; 4) and students are restricted to interaction with other District students. The prescribed teacher moderation must include individual examination of each student communication and/or file posting to confirm that only appropriate and instructionally valid content is present.

The District's currently sanctioned and supported online Learning Management System provides the capability for teachers to implement moderated synchronous or asynchronous communication applications and online functions similar to those provided by social networking sites (providing the applications and functions are used for legitimate instructional purposes). The District sanctioned and supported Learning Management System restricts students to interaction with users registered in the District's currently sanctioned and supported online Learning Management System. This method is recommended and sanctioned by the District for delivery of these capabilities to District classrooms. A process is in place for requesting permission to use other teacher moderated and appropriate online educational systems or resources not described above and/or to use teacher moderated and appropriate online educational systems or resources in a manner that varies with the above cited restrictions. If a principal or a teacher wishes to request this permission or if a principal or a teacher has

a question about whether use of an online educational system or resource is permissible, the principal of the school contemplating use of that system or resource should contact the Information Technology Department and reference the sanctioning and editorial processes provided in Part Three – District Web Site Guidelines,

d. Inappropriate Communications and Access

Parents or guardians should instruct their student user(s) if there is material that they think would be inappropriate for them to access (in addition to material already blocked by the District firewall and content filter). The District fully expects that student users will follow these instructions. Students shall inform a teacher if they mistakenly access inappropriate information or content. Here is a recommended policy:

Sample Personal Device User Policy

Booker T. Washington High School has a right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to the Acceptable User Policy (AUP) and sign a copy of the Booker T. Washington Student User Agreement. The Student User Agreement will be reviewed and adopted annually. **See Appendix C.**

Student User Agreement

See Appendix D

Implementation

Pilot/Implementation Proposal

Pilot Grades – Step 1

Booker T. Washington High School's BYOD program will begin in November of 2011 and run for the remainder of the school year. Grades 9 through 12 will be included in this first test group designed to work through issues in a controlled environment. A Parent Forum (SAC) will take place at each school in early-November.

Pilot Review – Step 2

Reviewing the BYOD pilot program throughout the 2011-2012 school year will help the school and parents understand what is working and what changes might be necessary to improve the experience for all parties. Pilot program participants will be asked to complete surveys for future planning.

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Booker T. Washington BYOD FAQs – Parents

What if my child's device is stolen or damaged? What recourse can I take?

Students bring electronic communication devices to school at their own risk, just like any other personal items. The school will not be held responsible if an electronic device or other item is lost, stolen or misplaced. Some devices have a device locator; it is recommended that you enable this feature if possible.

Is it required that my child use the School wireless? Can they use their own 3G or 4G service?

Students with a personally owned device need to use the guest wireless network.

My child is bringing a device to school for instructional purposes. Will they have access to things they normally do with district equipment?

Your child will have access to any of the web-based software the school currently uses (databases, library search tools, etc.) Software may run differently on different devices for varying reasons.

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

Virus protection for PC's is required. Device location software is not required but is always a good idea.

How will my sons/daughters device be used in the classroom?

Schools must challenge students with rigorous, personalized academic learning experiences that foster innovation and creativity. Students will engage in a cohesively integrated curriculum, access information, and apply it to solve authentic problems in a collaborative manner.

Booker T. Washington BYOD FAQs – Students

I don't have my own electronic communication device to bring to school. Will I be penalized or miss out on instruction?

No, it is not mandatory for students to bring a device, even if they do own one. Use of personal electronic devices will be optional. Keep in mind that learning can be enhanced greatly for the entire class even if only a handful of students have a device!

I have my device with me in class. How do I get on the Internet now?

Most devices will detect a wireless connection when you are near one. Most of the time devices will ask you if you would like to join the network when prompted, choose guest from the list.

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

In the settings menu of your device, there is usually an icon for a network, go to this icon and choose guest from the list or prompt your computer to look for wireless networks in range.

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

Resources may be available to help you connect to the guest network in your school; however, you will need to consult with a network administrator for these resources. It is not the responsibility of your teacher or other staff to troubleshoot individual devices during the school day.

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

You are on the guest network. It is not the same as the network you would normally access from a school computer. You will not see your network folder, so you will need to save your work in another place. Some options include a flash drive, on your own hard drive, or a course management system, e.g. Moodle.

I need to print the assignment I just completed, why is there no printer when I try this?

Like the network folders, printers are networked differently in the school and will not be available when you log in to the guest network. Some network solutions include saving it to a flash drive or printing it from home or another school computer. Keep in mind that using school printers in the classroom or other learning spaces is at the discretion of the teacher or other school administrator.

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

Booker T. Washington High School is not responsible for the theft of a device, nor are they responsible for any damage done to the device while at school. Any time a theft occurs, you should contact a dean and or the SRO (School Resource Officer) to make him/her aware of the offense. Bringing your own devices 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 to have in case of theft.

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

Internet 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. You own your device, but the network you're using belongs to the school and Internet access will be filtered.

Am I still held accountable for the Acceptable Use Policy (AUP) I signed at the beginning of the school year even though this is my personal device?

Yes, students using a personally owned device must have both the Acceptable Use Policy and the Device User Agreement signed.

Sample Personal Device Usage Policy

Booker T. Washington High School has a right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to the Acceptable User Policy (AUP) and sign a copy of the Booker T. Washington Student User Agreement. The Students User Agreement will be reviewed and adopted annually.

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Booker T. Washington High School – BYOD

Parent/Student User Agreement

Purpose:

Many students' lives today are filled with media that gives them mobile access to information and resources 24/7. Outside school, students are free to pursue their interest in their own way and at their own pace. The opportunities are limitless, borderless, and instantaneous. In an effort to put students at the center and empower them to take control of their own learning, Booker T. Washington will allow students to use personal technology devices. Students wishing to participate must follow the responsibilities stated in the Acceptable Use Policy as well as the following guidelines.

Device Types:

For the purpose of this program, the word "device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod Touches, cell and smart phones. No gaming devices are allowed (to include: Nintendo DS, PlayStation Portable PSP, etc.

Guidelines:

1. Any student who wishes to use a personally owned electronic device within Booker T. Washington High School must read and sign this agreement, get your parent to read and sign the agreement, get it notarized and submit to the building principal.
2. The student takes full responsibility for his or her device and keeps it with himself or herself at all times. The school is not responsible for the security of the device.
3. The student is responsible for the proper care of his or her personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
4. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative

procedures, school rules or has engaged in other misconduct while using their personal device.

5. Violations of any Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
6. The student complies with teachers' request to shut down the computer or close the screen.
7. Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
8. The student may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
9. During school hours the student should only use their device to access classroom related activities.
10. The student will use the guest wireless network. Use of 3G & 4G wireless connections is not allowed.

As a student I understand and will abide by the above policy and guidelines. I further understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of their personal device.

Device

Serial Number

Student's Signature

Date

Parent's Signature

Date

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