Dawson Springs Independent School District

BYOD
(Bring Your Own Device)

Student, Staff, Parent and Community Member Guide
For Participation in the BYOD Project

Version 2.1
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Contents

Purpose

The Dawson Springs Independent School District is committed to prepare all students and staff to maximize learning by fully integrating relevant technology into instruction, achieving technology literacy and maintaining a safe and ethical environment. As a step in this process the district is implementing a project that allows students, staff and community members to bring their own digital devices to school. This project will include allowing the connection of personal devices to the school's wireless network. With classroom teacher approval, students may use their own devices in the classroom during the instructional day to access information from the internet and communication with others.

Plan

Within the guidelines of the BYOD procedures, students in grades 7 through 12, staff members, and community members will have the opportunity to bring personally owned technology devices to the school. In order to connect these devices to the district's wireless network users must meet the following conditions:

1. Complete a district prescribed online course and assessment that results in obtaining a Digital Driver's License.
2. Sign a BYOD Acceptable Use Policy.

When the conditions above have been met users will be given a network account that will provide filtered internet access just as they would with district owned devices. Initial login to the wireless network will require users to agree to the terms and conditions established by the district.

Access to the district's wireless network is not guaranteed in all areas of the school building.

Frequently Asked Questions

STUDENTS

I have signed a Technology Acceptable Use form with the school. Can I start bringing my personal technology device to school?

Answer: Before they are allowed to bring personal technology devices to school students must obtain a Digital Driver's License and submit a signed BYOD Acceptable Use Agreement form.

I have my laptop with me at school. How do I get on the internet now?

Answer: Most laptops or other devices, will detect available wireless networks when you are near one. It is likely your device will ask you if you would like to join the network. When prompted, choose DSPRINGS_Public from the list. Once you choose this network, you should open a web browser. The user will be prompted to agree and accept terms of service. Read this carefully, so that you know what is expected of you.

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

Answer: In the settings menu of your device, there is usually an icon for a network. Go to the icon and choose DSPRINGS_Public from the list or prompt your device to look for available wireless networks. Always consult your owner's manual for exact directions for accessing a wireless network.

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

Answer: The teacher in the classroom has the final say on procedures for their classroom. If he or she asks you not to use your technology device, then you should follow those directions.

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

Answer: It is not the responsibility of your teachers or other district staff to troubleshoot personal devices. Check your owner's manual for issues concerning connectivity.

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

Answer: Bringing your personal device 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 in case of theft. Marking your personal device with very conspicuous identifiers (i.e. stickers, paint, personalized skins, etc.) will be helpful in keeping your device safe from theft. Dawson Springs Independent School District is not responsible for a stolen or damaged device while at school. Any time a theft occurs, you should contact a school administrator to make him/her aware of the offense.

Why am I filtered on my own computer? Shouldn't I be able to access what I want on my device?
Answer: Student filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all school network access to be filtered, regardless of the ownership of the device you use. The network you are using while at school belongs to the school district and will be filtered.

I have a data plan from an internet service provider (AT&T, Verizon, Sprint, etc.) on my personal device that allows internet access without using the district's wireless network. Is this allowable?
Answer: During the instructional day students are expected to follow the acceptable use procedures when accessing the internet through any device. All students are expected to use the district network to access the internet from any device. Students should not access the internet through any cellular data providers during the instructional day.

Am I still held accountable for the district's Technology Acceptable Use Policy even though I am using my own personal device?
Answer: YES   The Technology Acceptable Use Policy remains in effect when you are using your own personal device on the school district network. Violating terms of this policy would be a student code of conduct violation and would be dealt with as defined in that code of conduct.

Why can't my younger brother/sister bring his/her laptop to school? He/she is in the 6th grade.
Answer: Presently, the district is limiting this privilege to students in grades 7 through 12. It is possible in the future that this privilege will be extended to elementary students.

How do I obtain a Digital Driver's License?
Answer: The Digital Driver's License course and assessment is available at http://otis.coe.uky.edu/DDL/launch.php. When students register for an account they should link the account to a teacher in order for the school to have proper documentation of the student's Digital Driver's License.

My personal technology device is a smartphone that provides voice communication and text messaging capability. Am I allowed to use these features?
Answer: The guidelines for voice communication and text messaging are established in the student behavior code. Students are to follow those guidelines. The BYOD project does not change any of the rules and procedures in the student behavior code.

Can I loan my personal technology device to another student for their use at school?
Answer: Loaning a device is strongly discouraged. You should understand that you could be held responsible for what someone else does while using your device. At no time is it acceptable for another student to use your login credentials in order to access the school network resources.

STAFF

My classroom is not conducive to student owned technology. Am I required to allow my students to access their technology devices in my classroom?
Answer: We encourage teachers to leverage student owned technology devices in their classroom for learning. The design of the lesson should be used to determine the best use of student provided technology and the rules that apply.

Some of my students cannot access the network on their personal devices. I don't have time in class to help them with this. Should I put in a help request or call for assistance?
Answer: No. Students who cannot access the school district's wireless network or who have technical issues with their technology device need to take care of this issue out of the classroom. These are not school district devices and the district is not allocating resources at this time to troubleshoot issues. You are welcome to help if you choose, but it is not a staff member's responsibility to ensure that student owned devices are functioning properly.

I have students who are accessing the internet using their internet service provider's data plan (AT&T, Verizon, Sprint, etc.) on their personal technology device hence bypassing the school internet filter. Is this allowable?
Answer: No. Students are expected to follow district acceptable use terms when accessing the internet through any device at school during the instructional day.

I have my own personal technology device. I would like to utilize this device at school. Does this new project include staff?
Answer: Yes. School staff can also access the wireless network with personal devices after they obtain a Digital Driver's License, submit a signed BYOD Acceptable Use Policy and agree to the terms and conditions established by the district. Keep in mind this will be filtered access.

One of my students was using his personal device to bully another student at school. How do I handle this?
Answer: Any disciplinary infractions that occur from using technology devices should be referred to a school administrator. This would be a student code of conduct issue.

What should I do if one of my student's devices is damaged or stolen?
Answer: Any theft issues should be handled as you normally would for student owned property. Dawson Springs Independent School District is not responsible for any damage or theft of student owned technology devices. It would be a good idea to remind students to keep a record of the device's serial number in case theft does occur.

PARENTS and COMMUNITY MEMBERS

My child is bringing his personal technology device to school. What resources will he/she have available?
Answer: Students using personal technology devices will have access to web based software. It will not be possible to install school owned device based software (i.e. Microsoft Office) on personal devices. Web based software may run differently on different devices for varying reasons. You should consult your owner's manual for software limitations. (Example – iPads cannot run software requiring Flash Player.)

As a parent, am I required to add additional software such as virus protection and internet filtering software to my child's personal technology device?
Answer: No. Currently, we are not requiring any additional software for school use. Virus protection software is always advised, but not required to participate in the BYOD project. While using the district's wireless network student's internet use will be filtered and monitored.

I do not wish for my child to participate in the BYOD project and access the internet using their personal device. Is this allowable?
Answer: Yes. It is not required that students participate in the BYOD project.

As a parent and/or community member will I have access to the district's wireless network?
Answer: With approval of the Superintendent and District Technology Coordinator, parents and community members who need to access the school's wireless network for school related activity may be provided access. Terms and conditions established for the BYOD project must be met.

BYOD Acceptable Use Policy

Participants in the Dawson Springs Independent BYOD project are expected to:
1. Obtain a Digital Driver's License by successfully completing an online course and assessment. The Digital Driver's License course and assessment is available at http://otis.coe.uky.edu/DDL/launch.php
2. Return a signed BYOD Acceptable Use Agreement
3. Upon initial login to the wireless network accept and agree the terms and conditions

Definition of Personally Owned Technology Device

For purposes of BYOD, personally owned technology devices are those owned by a student, staff member, and parent or community member with wireless network capability. All approved devices must allow access to the internet through a fully functional web browser and be capable of connection to the DSPRINGS_Public network. Approved devices include, but would not be limited to: smartphones, iPads, iPods, laptops, netbooks, tablet computers and eReaders that meet the requirements above.

Internet Access

All internet access shall occur using the district's wireless network. Cellular access using provider data plans are not permitted by students during the instructional day.

Security and Damages

Responsibility to keep privately owned devices secure rests with the individual owner. The Dawson Springs Independent School District and its staff are not liable for any device stolen or damaged at school. If a device is stolen or damaged, it will be handled through administrative procedures in the same manner as other personal property that is impacted in similar situations.

User Agreement

The use of personal technology devices to provide access to educational resources is not a necessity, but a privilege. A user does not have the right to use his or her device while at school. Approved use of devices by users during the instructional day is restricted to educational related internet access. When abused, privileges may be taken away.

- Users take full responsibility for their personal devices at all times. The school is not responsible for the security of the device.
- The device must be in silent mode during the instructional day unless otherwise directed by the teacher.
- The device may not be used to cheat on assignments or tests or for non-instructional purposes during the instructional day.

- The device may not be used to record, transmit, or post photographic images or video of a person or persons on campus during school activities unless this action is part of a assignment by a teacher.
- During instructional time the device may only be used to access internet resources which are relevant to classroom curriculum. Non-instructional games are not permitted.
- Students must comply with teacher's instructions regarding use of devices in their classroom.

Students acknowledge and agree that:
- The school's network filters will be applied to their internet access using personal devices and should not be circumvented.
- The school may collect and examine any device at any time for the purpose of enforcing the terms of this agreement and the student code of conduct, including investigating student discipline issues.
- Students should not depend upon access to electrical power at school for use of personal devices. Device batteries should be charged prior to bringing the device to school.
- Students remain subject to all school code of conduct rules.

BYOD Acceptable Use Agreement

I understand and will abide by the BYOD Acceptable Use Policy established by the Dawson Springs Independent School District. I further understand that any violation of this policy may result in the loss of my network privileges and/or use of personal and district owned devices as well as other disciplinary action.

Printed student/user name: _____

Student/user signature: _____ Date:_____

Printed parent/guardian name: _____

Parent/guardian signature: _____ Date: _____