

Bring Your Own Device (BYOD) to School

As new and emerging technologies continue to change the world we live in, they also provide an opportunity for many unique and positive educational benefits to the classroom. Therefore, CCPS has decided to implement a Bring Your Own Device Policy (BYOD). BYOD will allow students in CCPS to bring their own personal computing device to school to enhance the instructional learning process and become proficient 21st Century Digital Citizens.

For purposes of BYOD, "Device" means a personally owned wireless and/or portable computing device that includes, but is not limited to, existing and emerging mobile communication systems, portable Internet devices, or portable information technology systems that can be used for instructional use and wireless Internet access.

Student reminders based on the CCPS Student Code of Student Conduct:

- Possession of communication devices by students on CCPS grounds is a privilege, not a right, and any staff member or student who brings a communication device on CCPS property consents to these rules and to the school's right to confiscate and/or search such devices;
- All devices must be set to silent or vibrate mode, with audible signals disabled during all in-school use;
- Speaker settings must be turned off. Audio content must be delivered by means of earphones or handsets to prevent any disruption of school activities;
- For each specific testing situation, principals and/or classroom teachers will establish and state specific rules governing the use of devices
- Students will access only files and Internet sites that are relevant to the curriculum.

BYOD permissions may temporarily be suspended at any time in keeping with rules surrounding the implementation of standardized tests or other specialized school activities.

Students and staff should be cautioned BYOD connectivity cannot be guaranteed at any location all the time.

Acceptable Use of Personally-Owned Wireless Communication Devices

All school and classroom rules will incorporate the following guidelines:

1. Possession of communication devices by students on CCPS grounds is a privilege, not a right, and any staff member or student who brings a communication device on CCPS property consents to these rules and to the School's right to confiscate and/or search such devices as provided in these rules;
2. All devices must be set to silent or vibrate mode, with audible signals disabled during all in-school use;
3. Speaker settings must be turned off. Audio content must be delivered by means of earphones or headsets to prevent any disruption of school activities;

4. Specific safeguards are required to ensure the integrity of academic testing. For each specific testing situation, principals and/or classroom teachers will establish and affirmatively state specific rules governing the use of devices in these instances. For example, the use of a calculator application may be permissible for certain math or science tests, while all communication applications must be disabled; a teacher may determine that all devices must be turned off; or school officials may prohibit the use of devices in all areas of a school during major standardized or periodic exams.

5. Violation of any specific device-use restrictions observed during testing or other school activities may be deemed as a violation of the Code of Student Conduct and punishable as such. Any use of electronic communication devices for the transmission or receipt of protected or restricted content, including testing questions or answers may likewise be treated as a violation of the Code of Student Conduct.

Charles County Public Schools Acceptable Usage Agreement

The introduction of BYOD allows for creativity and innovation in our classrooms. BYOD policies allow students to bring in personally owned computing devices to support increased student access to online digital instructional resources. Many students also use their devices to take notes, to complete assignments, to create study tools, and to collaborate with other students and teachers.

Introduction

Charles County Public Schools (CCPS) is pleased to offer students access to district computers, the Internet and an array of technology resources to promote educational excellence. Each student is responsible for his/her use of technology whether personal or district-provided. While using district or personal technology resources on or near school property, in school vehicles, and at school-sponsored events, as well as using the CCPS technology resources via remote access, each student must act in a manner consistent with school, district and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

PERSONALLY OWNED COMPUTING/NETWORK DEVICE ACCEPTANCE OF RESPONSIBILITY AND DEVICE USE AGREEMENT PERMISSION FORM

I, _____ agree to let _____
Name of parent or guardian Name of student

bring his/her personally owned computing device for instructional use in Charles County Public Schools (CCPS). I understand that the student named above will be permitted to use his/her personally owned device, subject to the conditions in this document.

I understand that if I agree to allow my student to use his/her own device that Charles County Public Schools and its employees and agents are not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at home as a result of participation in this program. I understand that CCPS staff will be unable to store, support or troubleshoot student owned devices. The student named above will take full responsibility for the device and will appropriately secure all devices when not in use.

CCPS uses technological measures such as filtering to promote Internet safety. Filtering limits students' ability to access harmful Internet sites from any device connected to the CCPS network, but only when this equipment is used in school on the CCPS network. Access through cellular networks does not provide the same measures of filtering. Students should only use the CCPS network (not private cellular service) for Internet access while on CCPS property.

I have verified my student is aware that all aspects of the Charles County Public School's Code of Student Conduct apply to the use and care of his/her personal device while on CCPS property or while involved in any CCPS sponsored event/activity.

I understand that the purpose of allowing my student to use his/her own device is to participate in teacher approved activities in support of the CCPS curriculum. Use of these devices for unrelated activities beyond or outside the CCPS educational program is prohibited.

Parent or Guardian's Signature

____/____/____
Date

Student Acceptance:

I agree to follow the guidelines, rules, and policies of the school and school system, including those described in this Agreement and in the Code of Student Conduct, as well as the direction of my teachers and other CCPS staff concerning the use of BYOD devices. I will utilize the device for instructional purposes only while at any CCPS school or on the CCPS network.

Student Signature

Student ID#

____/____/____
Date

For internal use only

Pilot Overview

Bring your own device (BYOD) is a program that allows staff and students to use their personal device for CCPS sanctioned activities and to connect to the Internet for instructional activities. This pilot will take place at **selected schools** during the 2013–14 School Year.

Pilot Schools

The BYOD pilot for the 2013–14 school year is being implemented at the following three schools:

- Arthur Middleton Elementary School
- General Smallwood Middle School
- Thomas Stone High School

Personal Communications Devices in Schools

These guidelines have been updated as of winter, 2013-14.

Guidelines for High School Students

Students are permitted to carry personal communication devices with them during the school day. They must be turned off or in silent mode at all times. These devices may not disrupt instructional times. Instructional time is defined as from the start to the end of a class period.

Guidelines for Middle School Students

Students are permitted to carry personal communication devices with them during the school day. They must be turned off at all times unless approved for instructional use. These devices should be put away in a pocket, notebook, or locker. Students may use their personal communication devices before or after school hours in secondary schools.

Guidelines for Elementary School Students

Students are permitted to carry personal communication devices to and from school. The devices may not disrupt instructional times and should be put away in a backpack or locker when not in use. Students may not use their personal communication devices before or after school hours, while on school property. The devices should not be visible on the school bus or at the bus stop. Students may not use their personal communication devices during lunch, recess, or hallway/transition times. During the school day all communication devices must be turned off at all times unless approved for instructional use. Instructional time is defined as from the start to the end of a class period.

Guidelines for All Students

Students are expected to follow the Code of Student Conduct and Charles County Public Schools Acceptable Usage Agreement at all times.

Individuals will be permitted to use personal technology devices in accordance with related CCPS policies. Failure to comply with these policies may result in the temporary or permanent revocation of use privileges, in addition to any other disciplinary action that may be taken. CCPS is not responsible for lost or damaged devices.

BYOD FAQ (Frequently Asked Questions)

What is BYOD?

Bring your own device (BYOD) is a program that allows staff and students to use their personal device for CCPS sanctioned activities and connect to the Internet for instructional activities if approved by the Superintendent. This program will be piloted at select schools during the 2013–14 School Year.

CCPS is committed to providing students and staff a next generation learning environment in which every student has access to learning experiences and instruction designed around discovery, connectivity and experience. Furthermore, CCPS is committed to immersing our students in the creation of knowledge and empowering our students to collaborate, communicate, and innovate.

The length of this pilot program will depend on (1) the success of adapting instruction and improving learning in the classroom; (2) the success of students adhering to the guidelines and policies for use of their own technology at school; and (3) the impact of load on the network infrastructure.

Use of Devices in BYOD Schools

What are the benefits of a BYOD Program?

- Fosters student ownership of his/her learning
- Students and teachers have real time access to information using personal devices
- Smooth transition between home and school
- Increases student access to online instructional materials
- Allows for personalized learning
- Increases access by supplementing school resources and equipment

What software will be needed on my child's computer?

No software needs to be purchased.

Will my child need to have a signed Acceptable Usage Agreement on file?

Yes. Each principal/designee will ensure that signed CCPS parent permission forms (Code of Student Conduct/Acceptable Usage Agreement) are collected and are on file for student device(s) to be used. Signing these documents indicates that the student and parent/guardian have read and understand the expectations of the Charles County Public School System.

When can my child use his/her personal device at school?

Students may use their personal devices in class as instructed by the teacher. It is not expected that a teacher will need students to bring devices every day, and CCPS will not mandate that students provide their own technology at school. Individuals may use personal technology devices only when approved by a teacher or an administrator.

Liability/Security/Theft/Damage and Content Filtering

Who is responsible for personal devices?

Staff and students assume full responsibility for their non-CCPS owned technology devices. This includes the device's safety, security and maintenance. CCPS will not be liable for any costs incurred related to the use of personal technology devices, including usage/data fees, upgrades, damages, and replacements.

Do CCPS policies apply to personal devices?

Yes. Staff and students will use personal technology devices in accordance with all CCPS policies. Failure to comply with these policies may result in the removal of temporary or permanent use privileges, in addition to any disciplinary action. Individuals will not use personal technology devices to circumvent, modify, or disable technology security measures implemented by the CCPS. These measures include but are not limited to:

- a. Anti-malware software.
- b. Internet content filter.
- c. Microsoft Group Policy and Apple Parental Controls.
- d. Network firewalls.
- e. Computer and server administrative management software.

Who will support students and staff with personal device troubleshooting?

Teachers and other staff will not store personal devices for students. CCPS employees will not be responsible for the technical support of personal technology devices.

How will personal devices be connected to the Internet?

When performing CCPS activities, individuals will use the designated CCPS wireless network, when applicable. Students should use the CCPS Wi-Fi Internet connection with their BYOD device while on CCPS property. Cellular data plans do not use CCPS' Internet connection and therefore do not use CCPS' Internet content filter.

Will the device be protected with Internet Content Filtering?

To facilitate instruction and practice Internet safety, CCPS' Internet connection is protected by a content filter that blocks certain websites. In order to comply with Children's Internet Protection Act (CIPA), CCPS deploys technology which attempts to block abusive, libelous, obscene, offensive, profane, threatening, sexually explicit, pornographic, illegal, or other inappropriate material.

What if a device is stolen, lost or damaged when brought to school?

Who should be contacted about this?

Students are responsible for the security of the devices they bring to school; teachers and other staff will not store student devices. It is always a good idea to record the device's serial number to have in case of theft. CCPS is NOT responsible for the theft of a device; nor is CCPS responsible for damage done to the device while at school. If theft occurs, the

student should contact a school administrator or school resource officer to make him/her aware of the situation.

Can students use another student's personal device?

Personally owned devices should only be used by the owner of the device.

Types of Personal Technology Devices and Accessories

What are acceptable BYODs?

(1) laptops, (2) netbooks, (3) tablets, (4) e-Readers, (5) smartphones, and (6) iPods.

Are there suggested accessories?

A padded bag or protective sleeve is suggested. A headset or ear buds with a microphone will be useful when accessing a website with audio and/or video. CCPS will not provide accessories for personal devices.

Will there be “charging stations” so my child’s electronic device can be recharged?

We anticipate that not every class will be using an electronic device in a lesson every day. Students are responsible to ensure that a personal device’s battery charge should be sufficient for use throughout the day. “Charging stations” will not be provided.

Are there any specifications for the type of laptop, netbook, tablet, or e-Reader my child may bring to school?

Buying a computer is a personal choice. Ultimately, each family will need to choose the device that works best for his/her child. Generally speaking, as long as the device is able to connect to a wireless network and access the Internet, this should suffice.

Expectations for Use

How can my child use his/her device during the school day?

Students will use their personal devices to complete in-class activities, check grades, collaborate with other students and teachers, complete homework, conduct research, access websites with curriculum-related content, keep track of classroom assignments, and record journal entries and other approved instructional activities. Students should only bring personal devices for a specific use in classes where the teacher/school has permitted them. Unless otherwise noted, devices are not to be used in open areas (hallways, cafeteria, locker rooms, bathrooms, stairwells, etc.)

Will the personal device be required to use the School wireless network? Can 3G/4G service be accessed instead?

When performing CCPS activities, individuals will use a CCPS open wireless network, when applicable. 3G/4G service is not approved.

Can a students' BYOD privilege be revoked?

Yes, if a student is not following the BYOD guidelines for the use of a personally owned device, an administrator can revoke the privilege through the regular discipline process.

Additional Considerations

Will there be technical assistance provided to access the wireless network?

Since there are literally hundreds of devices that could be brought to school as part of the BYOD program, there is no technical assistance provided other than providing the name of the wireless connection. Students will be expected to know how to connect their devices.

What access is available to my child if he/she does not bring his/her own device?

Teachers frequently provide collaborative lessons which encourage students to work together, sharing information accessed through personal devices. When individual work is assigned, students may use computers and other devices located in classrooms and/or in the Media Center. A student's learning experience or academic performance will not be affected because he or she does not have an Internet-connected device to bring to school. CCPS is committed to ensuring equity in education for all of its students. Students are not required to provide a personal device for school use, even if they do own one. Use of personal electronic devices is optional. Keep in mind that learning can be enhanced greatly for the entire class even if only a handful of students have a device!

Security and Software Considerations

- All software on any personally owned computing device shall be properly licensed
- Device must have antivirus and a current web browser
 - Free antivirus can include the following:
 - Avast for Windows based operating systems
 - Lookout Mobile for both Android and IOS based systems
- Students will not have the ability to print from their devices in school
- Voice, video and image capture applications are prohibited
- Wi-Fi password and login credentials are not to be shared

Principal/VP's will retain the master list of student devices with staff having read only access.