

# Portage Township Schools

## Student/Parent BYOD Technology Handbook

### 1.1 BYOD Description:

BYOD stands for Bring Your Own Device. Students will be encouraged to bring a recommended device to school to be used in many of their classes. The device is owned by the student and their family and is used to enhance learning in the classroom. BYOD will be supported for grades 10-12 for the 2015-2016 school year.

BYOD will be used throughout the school year, but teachers and staff will spend the first several weeks of the school year transitioning to the BYOD environment. Students will learn about Digital Citizenship and how to appropriately use the devices in the classroom.

### 1.2 Supported Devices:

- WiFi capable - (802.11g or newer, circa 2003).
- Browser or apps capable of using PTS instructional tools.
- Battery life to extend the majority of the school day.
- Screen size sufficient for required work.
  - Possible Devices:
    - Tablets (IPADS, Surface Pros, and etc...)
    - Laptop (Apple and PCs)
    - Chromebooks
    - Other
- If a parent/student is unsure of their device's capability, it is recommended that the device be brought to an Instructional Technology Specialist who will assess the device for usability.

Note: While smartphones are powerful tools and can be used at times as digital enhancements, it is **not** considered a BYOD device.

### **1.3 Care and Responsibility:**

- Keep your device with you at all times.
- Do not leave your device unattended, take it with you or check it in with a teacher.
- Do not loan a device to a classmate.
- Do not leave the device in a car.
- Devices should be locked in a locker when the devices are not able to be supervised (Lunch, Physical Education, Activities, and etc...).
- Charge your device every night at home. We are not responsible for charging your device each day.
- Use in the classroom is ultimately the decision of the teacher and should be respected.

### **1.4 Irresponsible Use:**

Students who use their devices inappropriately will have their device confiscated and a parent may pick up the device. The student may face disciplinary action by their building Principal.

### **1.5 Device Identity:**

Students are required to place a label on their device with their name and school. Found devices will be returned to the student as soon as possible.

### **1.6 Inspection:**

If a student is believed to be using their device or the school's network in violation of the responsible use policies, the device may be confiscated and used to complete an investigation by a school administrator.

### **1.7 Printing:**

Students will not be able to print from their devices. Students who wish to have a document printed should save their work to Google Drive. Students can send that document to a teacher or open the document from a desktop computer and send it to a local printer. Portage Township Schools is continuing to reduce its footprint on the environment and encourages students to avoid printing as much as possible.

### **1.8 Data Storage:**

It is the sole responsibility of the student to manage data. Students will store all data via Google Drive; students must maintain such data so that it is available for class.

### **1.9 Required Applications:**

All devices that are to be used in the classroom must be able to access the following applications to be able to be used at school. All of the following applications are web based and can be accessed through a browser such as Chrome, Firefox, Safari, and etc...

Schoology	Learning Management System
Google Drive	Student Cloud Storage
Google Docs	Student word processing and collaboration
Google Sheets	Student spreadsheet development and collaboration
Google Slides	Student presentation and collaboration
Power School	Student grade and attendance portal

### **2.1 Fees, Repairs, and Replacement:**

All students in grades 10-12 will pay a \$25.00 per school year software usage and school technology fee.

### **2.2 Lost, Stolen, and Damaged Devices:**

- Portage Township Schools is not responsible for any lost, stolen, or damaged devices.
- If a device is lost, stolen, or damaged the student should report the issue immediately to a school Principal.
- If the device is lost or stolen the School Resource Officer may be notified.

### **2.3 Device Repair or Operational Issues:**

Portage Township Schools will not repair personally owned devices. Instructional Technology Specialists will be available to provide connectivity support and assist with getting to applications specific to classroom needs.

### **2.4 Audio, Photos, and Video:**

Students are not allowed to take any photos or record video/audio without the permission of a teacher or administrator.

Devices should be set on Mute at all times, unless instructed otherwise by teacher.

## 2.5 Responsible Use Policy:

All students, along with their parents, are required to read and sign the Responsible Use Policy. Included below is a reference to that policy.

### Network Facilities and Internet Access Procedures for Students

Portage Township Schools maintains network facilities, which include but are not limited to user workstations, computers, servers, equipment, email, internet access, software, and accounts for staff members and students. Network facilities are provided solely for the purpose of enhancing learning and communication in the Portage Township Schools. Acceptance of these procedures is required for the uses of any Township Network Facility.

With the permission of your parent or guardian, Portage Township Schools offer you an opportunity to use its network facilities, as defined above. You may use our network facilities/equipment only for educational purposes. This use is a privilege, not a right and we reserve the decision to take away this privilege and discipline as seen necessary if you misuse the facilities/equipment. You are responsible for your own actions while you are on the internet or otherwise using the District's network facilities, and you are also accountable for any online activities that occur by others because you have allowed them to use your account/equipment. The District's computer system is not a public forum. Any communications or materials used on the computer system/network, including but not limited to electronic mail, files, deleted files, and all other records and logs of your internet and computer use, may be monitored or read by school officials.

As a student, you must read the following regulations and then sign this form along with your parents to affirm that you understand your responsibilities in using the internet and network facilities at school.

While using the District's Internet and Network Facilities:

I will only use the technology and equipment in the manner for which it was designed. I understand that I may be held responsible for any or all damages incurred as a result of my negligent or inappropriate use of the District's network facilities.

1. While online, I will not use language which may be harassing, intimidating, threatening or offensive. I will treat others with respect. The written and verbal messages I send while on the Internet will not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, or hatred.
2. I will not place unlawful information on the Internet nor will I use the Internet and/or the District Network Facilities in any way that violates federal, state, and/or local laws or statutes. I will never falsify my identity while using the Internet and will properly identify myself in my communications made on the District Network Facilities.

3. I will not use the Internet and District Network Facilities for non-school related activities.
4. I will not use the Internet and District Network Facilities to (or attempt to) buy or sell any service or product.
5. I will not change any computer file that does not belong to me.
6. I will not use copyrighted materials or software from the Internet without written permission from the author. I will cite the source where appropriate, and will not plagiarize the works of others.
7. I will never give my password to others, nor will I use another person's password.
8. I will never use the Internet or other District Network Facilities to send or obtain inappropriate material files. Files or materials are considered inappropriate if they are obscene, pornographic, harmful to minors, or disruptive or detrimental to the School District's educational objectives.
9. Except for the usual information contained in the headers of my electronic mail, I will never give out personal information such as name, address, phone number, or gender.
10. I will never knowingly circumvent, or try to circumvent, security measures on any electronic device, including my own, while accessing any of the district's networks.
11. I will never attempt to gain unlawful access to another person's or organization's resources, programs, or data.
12. I will not, or attempt, to maliciously affect data of another user including uploading, downloading, or creation of computer viruses.
13. I understand that Portage Township Schools is not responsible or liable for any harm, damages or charges that result from my use of the district's technology, including the loss of data, interruption of services, corruption of files or programs, purchases, hacking or other violations of this Responsible Use Policy.
14. The District's electronic mail system is owned and operated by the Corporation. The District may provide electronic mail to aid students in fulfilling their duties as an educational tool. Electronic mail is not private and may be monitored and accessed by school officials. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the student has been given permission by school personnel.
15. I will report any violations of this Responsible Use Policy that I have knowledge of to my teacher or any other school employee.

Notes:

