



# BYOD

Bring Your Own Device Handbook



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# BYOD Mission and Vision Statements

## Mission Statement

To provide all students equitable access to the technology tools to master skill necessary for college and career readiness in the 21<sup>st</sup> century.

## Definition

BYOD or Bring Your Own Device is a policy that allows students to bring their own computing devices, such as smartphones, laptops, e-readers, tablets, or other mobile gadgets to school for use on the school's network.

The Raymondville ISD Bring Your Own Device (BYOD) initiative allows students to bring and use their own personal electronic devices at school. BYOD is not about the devices themselves; it is about creating constructive change in teaching practices and empowering the students to make decisions regarding how they will learn in class. Students become information producers rather than information consumers.

## Goal

The BYOD initiative is designed to provide Student Centered Learning opportunities, increase student engagement, involve teachers and students with active collaboration and help students become responsible digital citizens. Accomplishing these goals will give students skills and experiences to become successful innovators.

## Classroom Guidelines

RISD has launched the Bring Your Own Device (BYOD) initiative to allow students to bring their electronic devices to class for academic use under teacher supervision. Students will connect the devices to RISD's wireless network. The BYOD initiative applies to all subject areas for **6<sup>th</sup> grade through grade 12**.

Examples of possible use include:

- Taking notes
- Using the calendar to keep track of assignments
- Research: Use the internet to investigate questions/find strategies
- Calculator
- E-readers, including all devices containing e-reading apps/capabilities such as Kindle, Nook, iPad, Sony, laptops, tablets, and smart phones: Anytime the class is allowed to read, (i.e., library books, class novels) students may use their e-reading devices.
- Photos: (i.e., taking photos for class projects and class notes on the board)
- Videos: (i.e., video projects, videotaping lectures for study or for a student who is absent)
- Creating multimedia projects

- Access online instructional curriculum programs

Note: **Students are not allowed to use their devices during test administrations.**

Outside of the classroom, (before school, lunch, after school) students have the right to use devices without restrictions as long as they adhere to appropriate etiquette and Student Code of Conduct.

Any other classroom use of electronic devices must be approved by the classroom teacher.

### **District-Wide Classroom Procedures**

Access for *all* secondary level students is one of the major concerns about BYOD. Students will not be required to bring an electronic device. If an activity is planned that requires participation from all students, an effort to provide students with a compatible district resource will be made for those who do not bring an electronic device. (Ex. Computer on Wheels)

### **Required Acceptable Use**

At the beginning of each school year, student and staff shall be given a copy of the District's electronic communications system policy to be signed annually agreeing to the rules of conduct.

While using personal electronic devices, students and staff are expected to follow the same acceptable use policies for conduct and ethics that are outlined in the RISD Acceptable Use of Computers and Networks. In addition, the policy states that bringing electronic devices to school is optional, and each person is responsible for his/her own property. The school district will not be held accountable for the devices due to damage, loss, or theft.

### **Violation Consequences**

Students are expected to adhere to the RISD Student Code of Conduct including the acceptable-use policy [See Policy FNCE]. Violations of RISD's policies concerning acceptable use of computers and networks, code of conduct, and classroom procedures established for the use of electronic devices will result in the same disciplinary actions that would result from similar violations in other areas of RISD. The District reserves the right to confiscate and/or inspect personal technology devices if there is reason to believe that it was used to violate policies, administrative procedures or school rules. [See policy FNF]

### **Staff Development**

Student training and staff development will be provided throughout the 2014-2015 school year. Raymondville ISD will ensure that all teachers receive ongoing, in depth staff development for the BYOD program. The district shall provide training through district and/or campus in-service sessions and Region 1 Educational Service Center.

This training will include a thorough explanation of the BYOD program and strategies for successful implementation.

## BYOD Frequently Asked Questions



### Student

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

Most devices these days will automatically detect a wireless signal when one is within range. Most of the time, the device will “ask” if you want to join the network. When prompted, choose Sentry9000 from the list. Once you choose the RISD network, you will be prompted to accept the terms and conditions of the Raymondville ISD Acceptable Use Policy and use your normal credentials to login to the network.

#### **I do not 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. When electronic devices are used to enhance learning in the classroom, students without an electronic device will be provided access (subject to availability) to an appropriate district-owned digital device.

#### **I brought my electronic learning device to school to use in the classroom, but my teacher said I could not use it in the classroom. Can I still use it?**

Classroom use of electronic devices must be approved by the classroom teacher. If he or she asks you not to use your device, then you must follow those directions.

#### **I just 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 RISD network on campus; however, you will need to consult with school staff for these resources. It is not the responsibility of your teachers or other Raymondville School District staff to troubleshoot individual devices during the school day, but they may direct students to the library media specialist during lunch, before or after school. It is suggested that students check their owner's manual for issues concerning connectivity.

#### **How do I save my work?**

All work done on the personal device should be saved to those devices or using web tools such as Gaggie - digital locker, Google Docs or Dropbox.

### **Am I able to print from my personal devices?**

Printing directly from personal devices is not currently available. Students are encouraged to email or share documents/projects to faculty and staff when appropriate instead of printing.

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

Theft or vandalism of any kind should be reported immediately to a school principal or administrator. Installing tracking software on your own device may help locate the equipment if it is stolen, and keeping track of the device's serial number, model, and type will be helpful as well. The Raymondville Independent School District is not responsible for any damage done to the device while at school, nor theft of a device.

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

Student filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all student network access to be filtered while using the school's network, regardless of the device you use to access it. When your device is connected to the school's network it will be filtered.

Students are required to use the school wireless network. **The use of your personal 3G/4G is prohibited.**

### **Am I still held accountable for the Acceptable Use Policy I signed at the beginning of the school year even though this is my own personal electronic device?**

Yes. The Acceptable Use Policy (AUP) for the Raymondville Independent School District remains in effect even when you are using your own laptop, smartphone, iPad, etc.

### **Do users need to log in/accept terms each time to connect to the RISD Public network?**

Yes. Our policy can be viewed on line at [www.raymondvilleisd.org](http://www.raymondvilleisd.org).

### **May I text in school?**

Students may text according to school guidelines in the designated zones before and after school and during their scheduled lunch hour. Use of cell phones in the hallways between classes or for any non-educational endeavor may result in the device being confiscated. [See policy FNF] Texting in class is not allowed unless it is part of an activity as directed by the teacher. [See Policy FNCE]

## What can I use my device for during class?

Students may use their device during class with the permission and supervision of their classroom teacher. Some teachers will allow devices to be used for a variety of reasons based on their classroom and the specific activity being done during a class. Students must check with their individual classroom teachers for clarification on when and how to use their device(s).



## Staff

### Will BYOD create an unfair learning environment?

No, it won't. Participation in BYOD is voluntary for students. You must create an equitable learning environment that does not penalize students without devices. To create equal access to technology take advantage of a lending library, book a mobile cart, schedule computer lab time, or use computers in the back of the classroom. AS well, design activities that have a collaborative component to pair those students without a device, with device holders. In addition, develop a range of options for students to demonstrate their leaning so that there is a choice to create traditional paper and pencil, as well as digital products.

### **I have students in my classroom who are accessing the Internet using their provider's data plan (AT&T, Sprint, Verizon, etc.) on their devices, hence bypassing the filter. Is this a violation of the District's acceptable use policy (AUP)?**

Yes, this is a violation of the Student AUP.

### **Am I required to allow my students to access their electronic devices in the classroom?**

Based on the current Information and Technology Standards we must integrate the use of technology tools into our instructional strategies. Daily decisions about the use of electronic devices in the classroom are at the teacher's discretion and should be based on the current student instructional needs.

### **Am I going to have extra work?**

Somewhat. There is a learning curve associated with familiarizing yourself with various web apps. However, on the plus side many web apps can save teachers time through automatically grading systems or allowing them easy access to student work digitally.

### **Some of my students cannot access the network on their devices. I don't have time in a class period to help them with this. Should I put in a help request with the district technology help desk?**

It is not the responsibility of the classroom teacher or other RISD staff to troubleshoot individual devices during the school day; however, they may direct students to the library media specialist during lunch, before or after school. It is suggested that students check their owner's manual for issues concerning connectivity.

**I have my own electronic devices. I would like to utilize these devices while at school. Does this new plan include district staff?**

Yes. Staff can also access the RISD network. Keep in mind that the RISD network is going to be filtered at the student level for anyone who may choose to access it.

**I believe one of my students may have been using his device to bully another student. Should I call the technology office concerning this problem?**

Any disciplinary infractions that occur from using electronic devices should be referred to the building principal or administrative designee. This would be a student code of conduct issue.

**Will students be able to access inappropriate content?**

BYOD will allow students access to the school Wi-Fi network. The internet filter will work to restrict inappropriate web based content. However, this tool is not flawless and supervision will still be required. Moreover, since the device belongs to the student, theoretically they could install apps or have content that is inappropriate for a school environment. Handling this issue is built into the BYOD policy. Bringing a device to school is a privilege that can be revoked if abused.

**What should I do if one of my student's devices is damaged or stolen?**

Theft or vandalism of any kind should be reported immediately to a school principal or administrator. Installing tracking software on your own device may help locate the equipment if it is stolen, and keeping track of the device's serial number, model, and type will be helpful as well. The Raymondville Independent School District is not responsible for any damage done to the device while at school, nor theft of a device.

**Will the use of the device be teacher directed?**

Yes. Administrators will encourage you to develop curriculum that integrates the use of student devices. You will also have great support and several trainings from the RISD Instructional Technology Department. However, when and how they are used will be at the discretion of the teacher. There is the risk that students may complain that one teacher in the school provides them with more access than another teacher. Do not feel peer pressured. Encourage your students to respect the differences in their learning experiences and requirements of different subject areas.

**Will there be an increase of plagiarism?**

No. Devices do make it easier to copy and paste digital content. However, students need to respect copyright laws. Discuss plagiarism and explain how to rephrase text



and properly cite the source of information. As well, you can use online apps to verify the originality of student work.



## Parents

### **Do I have to supply a device for my child to bring to school?**

No, you don't. Participation is voluntary. The school will provide access to devices when technology is required through scheduled computer lab time, booked mobile carts, or via a lending library.

### **What device should I purchase?**

If you decide to purchase a device, it can be a laptop, netbook, Chromebook, tablet, e-reader, or smartphone. The device must be able to connect to the school network and a MAC address must be provided.

### **My son is bringing his electronic device to school for instructional purposes. Will he have access to things he normally does with district equipment?**

Your son will have access to any of the web-based software the schools are currently using (Databases, library search tools, Web 2.0 tools, etc.). Software may run differently on different devices for varying reasons. You should consult your owner's manual for software limitations (Ex. iPads/iPods cannot run software requiring Flash Player).

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

No. Currently we do not require any additional software for school use. Virus protection is recommended. While on the RISD wireless network, students will be monitored through the district's filter, so there is no need for additional filtering software.

### **I have read the District's electronic communications system policy, and I do not wish to have my son/daughter accessing the Internet using his/her own device. I would like to allow her to continue using her computer for productivity, but not the Internet. Is this allowable?**

Yes, you may choose not to give permission for your child to participate in the District's electronic communications system acceptable use policy; however, the rules outlined in the AUP still apply for technology use of any kind (Internet or other). It is not the responsibility of staff to ensure she has not accessed the Web on her own electronic device.

### **Is it required that my child use the school wireless network, or can he/she use his/her own 3G or 4G service?**

Students are required to use the school wireless network. **The use of any personal 3G/4G is prohibited.**

**Is the RISD Public wireless network available after school hours?**

Yes.

**What happens when my child's battery dies?**

Your child is responsible for bringing their device fully charged to school each day. It is advised that if one battery does not provide the required length of use then a second battery should be purchased. Charging a device is limited to stations throughout the school. Permission for their use is required by school personnel. If a charging station is not available and a battery fails, your child is responsible for finding an alternative way to complete the assignment.

**What happens if my child forgets their device at home?**

Your child is expected to come to school prepared to learn. Students will be encouraged to store their files using a web app and their gaggle digital locker, making their work accessible through any device with the Internet. If deemed essential, your child will be able to access their work using a school owned device. However, if this is not available, your child must find an alternative way to complete their work.

**Does my child have to share his or her device?**

No. Your child should not lend his or her device to another student. It is for their exclusive use. From time to time, an assignment may have a collaborative in which students work together in partners or small groups. In this learning situation, your child will maintain sole use over their device.

**If my daughter's device is stolen or damaged, what recourse can I take?**

Theft or vandalism of any kind should be reported immediately to a school principal or administrator. Installing tracking software on your own device may help locate the equipment if it is stolen, and keeping track of the device's serial number, model, and type will be helpful as well. The Raymondville Independent School District is not responsible for any damage done to the device while at school, nor theft of a device.

**Will cyberbullying increase now that students have devices while in school?**

Digital citizenship is an important element of the BYOD initiative. Students must learn how to behave responsibly when using technology. Bullying of any kind will not be tolerated and is a direct violation of the existing Student Code of Conduct. Before students start utilizing their devices, they will be required to take a Cyber Safety and Digital citizenship Mini-Course through Gaggle.

**What are the classroom rules for using student-owned devices including phones?**

Teachers make the decisions for any tools used in the classroom; student-owned equipment will be no different. It will be up to the individual teachers to communicate their expectations to parents and students for their specific classes and courses.

**Will my child have access to communication tools like email or message boards while on the RISD Public wireless network?**

All students in grades **6 through 12** have a school email account and are encouraged to use these accounts for school-related purposes only under approval and supervision of the classroom teacher.

## APPENDIX I:

### Bring Your Own Device (BYOD)

The RISD Wireless Initiative is offered to secondary level students and allows use of personal devices with wireless capability to access the Internet via RISD's filtering system; this will work much like access available at public facilities such as a fast food place or hotel. However, district filtering with the same restrictions as RISD equipment is in place when supporting the safety of our students.

#### About the BYOD Pilot Initiative:

1. Initiative allows personal resources to be available to students for **academic** purposes.
2. Initiative is **optional**; actual implementation is **determined by classroom teacher** and campus policy.
3. **Allowable devices:** These include WIRELESS: laptops, netbooks, Chromebooks, itouches, iPads, and similar devices of different brands. Use of Internet Access via a personal MI-FI or hotspot is NOT allowed and may result in disciplinary action. **RISD `wireless` access** is allowed; no cable or hard wire access may be used.
4. **Parents** wishing to decline **permission** for student participation must send written notification to campus administration.
5. **Internet wireless connections** are **filtered** via RISD network services for students participating in BYOD and accessing the RISD network.
6. **Internet Safety Resources** [OnGuard Online](#), [NetSmartz](#) or [Commonsense Media](#) are resources recommended for teaching and discussing online safety and ethics between students, parents and teachers.
7. **Student Handbook/Code of Conduct:** Existing campus policy regarding devices in use without staff permission remains in effect (i.e. taking up device, fees, etc.). Utilization of student personal devices via non-RISD Internet access (i.e. cellular) is prohibited unless approved by campus policy and with permission of classroom teachers.

#### Limitations/Restrictions of the BYOD Initiative:

- RISD is not responsible for damaged or stolen devices; the district has **not liability** for repair/replacement of personally owned devices.
- **Misuse** of personal devices may result in revocation of RISD access and appropriate disciplinary action according to the Acceptable Use Policy and Student Handbook/Code of Conduct.
- Personal devices are to be used for **academic/instructional purposes** with supervision and permission of each classroom teacher.
- RISD BYOD initiative allows student access to **Internet only**; no access to district digital student folders or district printers is available.
- BYOD within RISD's network **does not allow software downloads**.
- **RISD Technical Staff are prohibited** from trouble-shooting or making changes on personally owned devices.
- There are **limitations** to some types of acceptable Internet sites due to their IP (Internet Protocol) and interactive features.
- Students with **disciplinary restrictions** may not be eligible to participate or removed from eligibility at the direction of campus administration.



# Raymondville Independent School District

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## Parent and Student Signature Page for Participation in the Raymondville ISD B.Y.O.D. Initiative

Any parent permitting their child to use a personally owned electronic device in accordance with this agreement on Raymondville ISD property, must read, sign, and return this agreement to the school.

1. The student is responsible for keeping his or her device in their possession or properly secured at all times.
2. Raymondville Independent School District is not responsible for any damage done to the device while at school, nor theft of a device.
3. The student is responsible for the proper care of personal electronic devices, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use the device.
4. The District reserves the right to confiscate and/or inspect personal electronic devices if there is a reason to believe that it was used to violate policies, administrative procedures or school rules in accordance with law. (Source: 2014-2015 Student Handbook)
5. The student must comply with the teachers' request to refrain from using a device, verify/display the authentication login screen or to power down (turn off) the device.
6. The student may not use any devices to record, transmit or post photos or video of a person without their knowledge and consent. Images, video and audio files recorded at school may not be transmitted or posted at any time without the expressed permission of a campus principal.
7. The student may only use personal electronic devices with consent and under the direct supervision of a district faculty member.
8. All users are required to utilize the District's secured wireless network to access the Internet.

**NOTE: The use of a private 3G & 4G wireless connections is prohibited!**

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**Print Student's Name:** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Grade:** \_\_\_\_\_

I understand and agree to abide by the BYOD Guidelines. I further understand that violations may result in the loss of my network and/or device privileges, and possibly disciplinary action.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

As a parent, I understand that my child will be responsible to abide by the BYOD Guideline. I have read and discussed the BYOD Guidelines with my child and he/she understands the responsibility incurred when using personal electronic devices. In the event that he/she violates this agreement, the district may confiscate and inspect the device, and appropriately discipline my child.

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Date**

\*Parents wishing to decline **permission** for student participation must send written notification to campus administration.