West Bloomfield School District

Using Personal and District-Provided Mobile Devices At School

Introduction: The availability of wireless Internet access in all West Bloomfield School District schools is now allowing students to bring their own mobile technology devices to school. Students are now able to use their personal technology devices to complete their work and communicate with their teacher(s). In order to access the District network, students will need to comply with the guidelines in this policy as well as the District Acceptable Use Policy (AUP). Please be aware that using a personal technology device is considered a privilege, and is solely at the discretion of the West Bloomfield Schools staff.

There are two different categories of personal technology devices (PTD):

- Personal technology devices utilized for educational purposes that meet our instructional guidelines:
    - A laptop, tablet, or Chromebook that has Wifi capability, an updated operating system (with word processing, presentation, spreadsheet software) anti-virus software, and 6 hours or more of battery life.

- Other personal devices such as cell phones, Google glasses, or Kindles.

Internet: Only the District Internet connection may be accessed while on school property. The District is not responsible for a student who navigates to non-approved website on a PTD.

Security and Damages: The individual owner is responsible for the security and safety of the device. West Bloomfield Schools and its employees are not liable for any device, its content or its web traffic brought to the School District. Individuals are encouraged to utilize security methods for their own devices.

Charging Mobile Computing Devices

- Students should charge their Mobile Computing Devices at home every evening.

- Students are expected to bring a fully charged Mobile Computing Device to school every day and bring their Mobile Computing Devices to all classes unless specifically advised not to do so by their teacher.

- There will be a limited number of unsupervised charging stations, in central locations, that are available to students on a first-come-first-served basis.

Personal Cell Phones

- Must be in silent mode while on campus and on school buses.

- Use of the device at unauthorized times may result in the loss of privileges.

Logging into a Mobile Computing Device

- Students will log into their Mobile Computing Devices using their school issued Google Apps for Education account.

- Students should never share their account passwords with others, unless requested by an administrator.

Managing and Saving Your Digital Work With a Mobile Computing Device

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.

- Students should always remember to save frequently when working on digital media.

- The district will not be responsible for the loss of any student work.

- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

- Printing to school printers is not available.

Web Apps and Extensions

- Students are allowed to install district approved appropriate Chrome web apps and extensions from the Chrome Web Store.

- Inappropriate material will result in disciplinary action.

- Some web apps will be available to use when the Mobile Computing Device is not connected to the Internet.

Appropriate Uses, Digital Citizenship, and Academic Integrity

School-issued Mobile Computing Devices should be used for educational purposes and students are to adhere to the Acceptable Use Policy and corresponding school procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- *Respect Yourself*. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

- *Protect Yourself.* I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

- *Respect Others.* I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

- *Protect Others.* I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

- *Respect Intellectual property.* I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Website & Social Media Guidelines:

- Think before you act because your virtual actions are real and permanent!

- Be aware of what you post online. Website and social media venues are public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.

- Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

- Be safe online. Never give out personal information, including but not limited to, last names, phone numbers, addresses, birthdates, and pictures. Do not share your password with anyone beside your teachers and parents.

- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.

- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink your sources.

- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.

- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

- Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.

- If you run across inappropriate material that makes you feel uncomfortable or in not respectful, tell your teacher right away.

Disciplinary Actions

Disciplinary actions for such violations will follow the Student Code of conduct and may include, but are not limited to:

- Confiscation of device

- Restoration/Restitution.

- Student discipline pursuant to District discipline policies and procedures, including but not limited to suspension and expulsion.

E-Mail System

The District will provide and support Google Apps for Education accounts for all students. Google accounts must be used for all email communications related to learning, and school business, and must adhere to all the rules regarding acceptable use of District Technology as outlined in the Acceptable Use Policy. Users may not install any email program on any District computer.

LEGAL REF.:

No Child Left Behind Act, 20 U.S.C. §6777.

Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).

Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.

720 ILCS 135/0.01.

705 ILCS 405/3-1.