



## TECHNOLOGY @ CDS

Carrollwood Day School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for college, work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

Technology resources at Carrollwood Day School are provided for the purpose of supporting the educational mission of the School. The School's goal in providing computing devices is to promote educational excellence: by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Technology is viewed as a tool to help facilitate knowledge creation and increase skills such as critical problem solving, communication and collaboration.

All Carrollwood Day School students, teachers, and administrators have access to the appropriate technology resources and infrastructure necessary to support learning, teaching and leading.

### **BYOD (Bring Your Own Device) Technology @ CDS**

As part of Carrollwood Day School's ongoing efforts to provide all the tools necessary to prepare our students for excelling in the 21st century, all students in grades 4-12 participate in a BYOD program. This initiative is not new at CDS, we have had a 1:1 device program since 2007.

### **Why Apple?**

Apple products inspire creativity and hands-on learning with features you won't find anywhere else. And they are easy to integrate into the curriculum. Apple products offer easy-to-learn tools that encourage students to collaborate and communicate their best thinking in compelling new ways. Apple devices paired with passionate and well-supported teachers enables deeper creativity and learning.

### **Which BYOD (Bring Your Own Device) device do I need?**

For the 2019-2020 School Year:

- Students in grades 4 - 5 are required to have an Apple iPad. See Below for Specifications.
- Students in grades 6 - 12 are required to have a Apple MacBook laptop. See Below for Specifications.  
\* For the 2019-2020 school year students entering 6th grade will be allowed to have a Macbook or iPad as a learning device.
- It is the responsibility of the student's family to purchase and install the required applications on the student device.

## **2019-2020 Required BYOD Applications**

The following applications are required to be installed on all student devices to provide students consistency in the classroom. These applications have been determined by the Carrollwood Day School administration and curriculum departments.

It is the responsibility of the student's family to purchase and install the required applications on the student device.

We highly recommend visiting this page from your student's device and then clicking the links below to install the required applications.

### **Grade 4**

Green Screen by Do Ink  
Fourth Grade Learning Games  
Stack the Countries  
Stack the States

### **Grade 5**

Comic Life 3 for iPad  
Kids Discover: American Revolution  
Kids Discover: Energy  
Kids Discover: Cells  
Kids Discover: Electricity  
Green Screen by Do Ink

## **BYOD Device Requirements**

### **iPads**

Carrollwood Day School has determined the following recommended specifications for the required iPads:

- Apple iPad versions: Apple iPad Air or Newer
- At least 64GB of storage

*Note: Any Apple iPad generations not listed above are not suitable for the classroom-learning environment at CDS.*

### **MacBook Laptops**

Carrollwood Day School has determined the following minimum specifications for the required Macbook:

- Apple MacBook versions: MacBook, Macbook Pro or MacBook Air
- Mac OS X 10.7 or Higher
- Minimum of 4 GB RAM

### **Apple Device Warranty**

We highly recommend the AppleCare Protection Plan for your newly purchased Apple device. This will need to be purchased directly from Apple. If you would like help selecting a device that meets these requirements, please visit your local Apple store or [www.apple.com](http://www.apple.com).

### **BYOD Device Purchasing**

Carrollwood Day School does not sell devices directly to families. Parents are encouraged to visit the Apple store or other local retailers to "test drive" a MacBook or iPad before purchasing. This will give your child a hands-on experience to see which model works best for them. MacBooks and iPads can also be ordered online at <http://store.apple.com/us>.

### **BYOD Device Ownership**

Student devices are the property and responsibility of the student and his/her family. Insurance (against damage, theft or other loss) and a protective case are strongly recommended. Carrollwood Day School is not responsible for lost, broken or stolen devices.

### **BYOD Technical Support**

Students agree to ensure their device has the latest approved operating system for the device and that their required learning apps are installed and always updated. BYOD students understand that CDS Technology Department will only provide technical support for WIFI connectivity and core learning apps on student devices. The CDS Technology Department will not provide loaner devices or chargers to students.

### Technology Responsibilities

1. What is expected of the **School**?
  - Provide students a reliable Wi-Fi connection
  - Provide students an Internet content filtering system
  - Provide a blended educational environment
  - Model safe device and internet practices
2. What is expected of the **Parents**?
  - Provide your student a device that meets the minimum BYOD specifications
  - Purchase and install the required applications for your student
  - Provide appropriate student device insurance and warranty
3. What is expected of the **Student**?
  - Bring your device fully charged to school each day
  - Maintenance of student device and student applications
  - Show respect for other devices, work and privacy
  - Access technology as a responsible user
  - Abide by the expectations and rules stated in the CDS Responsible Use Policy (RUP)

### Frequently Asked Questions

#### **Q: What storage size do you recommend for the iPad?**

**A:** At CDS, we strongly recommend at least the 64GB model. With the introduction of textbooks on the iPad, the 16/32GB iPads will not meet the long-term needs for our students. Your child will need to effectively manage their apps, books and media files (such as music and/or movies). Audio and video files are large and will fill a hard drive quickly.

#### **Q: What iPad accessories do you recommend?**

**A:** We highly recommend the iPad cases from OtterBox. You may also want to purchase an external Bluetooth keyboard if your child prefers to type on that instead of using the built-in onscreen keyboard.

#### **Q: How do I create an iTunes account for my student without a credit card tied to the account?**

**A:** The iTunes Store, App Store, iBookstore, and Mac App Store share the same Apple ID account. To create a new Apple ID for use on iTunes Store, App Store, iBookstore, and Mac App Store without a credit card, follow the steps below.

#### **Q: Will students be using only digital books (ebooks)?**

**A:** Not exclusively; paper books are still being used in some classes. CDS uses the best materials for each learning environment. The academic department chairs, with the approval of the principals, select materials for department instruction, including digital and hard copy books. We are striving for an all digital textbook environment at CDS but are reliant upon the textbook publishers.

# **Carrollwood Day School**

## **Responsible Use Policy**

Carrollwood Day School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for college, work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

When using technology, faculty and students are expected to comply with the general rules of behavior established by Carrollwood Day School in accordance with the Code of Conduct.

This Responsible Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using computing devices on the school campus.

Technology resources at Carrollwood Day School are provided for the purpose of supporting the educational mission of the School. The School's goal in providing computing devices is to promote educational excellence: by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Carrollwood Day School Handbook. It is understood that members of the Carrollwood Day School community will use all types of computing devices on the School's network in a responsible, ethical, and legal manner at all times.

The Responsible Use Policy, that every faculty member and student is required to adhere to, applies not only to Carrollwood Day School devices, but also privately-owned devices while on Carrollwood Day School campus.

Any electronic device brought on campus should be used only for educational purposes at the specific direction of a faculty member. With probable cause, we reserve the right to confiscate and search any electronic device brought on campus by a faculty member or student.

CDS will not assume any responsibility for electronic devices brought on campus. Any device brought on campus is at risk of being stolen, damaged, and corrupted, etc. By bringing your device on campus you agree to not hold Carrollwood Day School or Carrollwood Day School staff, student and/or community member responsible for any mishap, accidental or otherwise, to the device.

Any device brought on campus is to be used strictly for school purposes and at the direction of faculty. Unless directed by faculty as part of an educational curriculum appropriate activity, students are not permitted to play games, listen to music, play movies, or perform other non-education activities on or with their device while on campus. Removable media containing games, music, or movies, etc. should be kept at home. Except where specifically stipulated in the Responsible Use Policy, CDS does not govern what programs or files are loaded on the device or how the device is used when off campus.

Carrollwood Day School may provide users with devices to promote learning outside of the classroom. Users should abide by the same responsible use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to faculty, administration or IT staff immediately. Users will be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

### **Wireless Network**

Your device must be able to access the CDS public/guest network through our wireless infrastructure. Wireless access through private subscriptions, such as 3G/4G service, is not allowed and should be turned off while on the device is on campus. Carrollwood Day School makes no guarantee that the school wireless network will have 100% uptime. All network activity and use over the wireless network may be monitored and retained. Access to online content and services via the network may be restricted in accordance with our policies and federal regulations.

The CDS wireless network provides filtered Internet access. Users should be aware that, although filtered the potential exists, as it does with all Internet use, for users to access material that may contain content that is illegal, inaccurate, or potentially offensive to students and their parents. Even with filtering software it is not possible to absolutely restrict access (accidental or otherwise) to all such material. It will be each user's responsibility to adhere to the school-wide Responsible Use Policy and the general usage rules set forth in this document.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow school protocol to alert an IT staff member or submit the site for review via the CDS Help Desk.

### **Email**

Carrollwood Day School may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or un-trusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone in real life that they meet online. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

### **Using your Device at School**

All computing devices are intended for use at school each day. In addition to faculty expectations for device use, school messages, announcements, planners, calendars and schedules may be accessed using the devices. Students are responsible to bring their devices, fully charged, to all classes, unless specifically instructed not to do so by faculty.

### **Devices left at Home**

If students leave their device at home, they are responsible for getting the course work completed as if they had their device present. Loaner devices will not be available to students who forgot to bring their device to school or failed to charge their device.

### **Device Games and Sound**

Sound must be muted at all times unless permission is obtained from faculty for instructional purposes. Ear buds will be the responsibility of the student; each student should have their own ear buds. Non-educational games are not allowed to be accessed on devices during school hours or while on campus.

### **Managing and Saving Data**

It is the faculty and student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work; therefore, faculty and students should back up all work. Users can choose the backup method that works best for them, which may include an external hard drive or an online cloud backup system. The CDS IT Department is not responsible for the loss of any data resulting from necessary computer maintenance, repairs or re-imaging.

### **Cloud Storage**

Google Drive, Schoology, Dropbox and iCloud are recommended. Please only access school-related material saved to such devices while on campus.

### **Charging Your Device's Battery**

Devices must be brought to school each day in a fully charged condition. Faculty and Students need to charge their device each evening.

### **Social Networking / Collaborative Content**

Recognizing the benefits that collaboration brings to education, Carrollwood Day School may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

### **Cyber Bullying**

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber-stalking are all examples of cyber bullying. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your Internet activities are monitored and retained while on campus.

### **Parent/Guardian Responsibilities**

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

### **Termination / Graduation / Withdraw**

When a student graduates, withdraws or leaves CDS for any other reason, all software licensed to CDS should be removed from their computer. When a faculty member is terminated from CDS for any reason, all software licensed to CDS should be removed from their computer.

### **Legal Propriety**

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation of the Carrollwood Day School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited and violators will be subject to the Carrollwood Day School Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

Any user who suspects or has knowledge of copyright or intellectual property law violations must immediately report this activity to the CDS Administration, Faculty or IT Department. Failure to report such activity will be considered a violation of the CDS Responsible Use Policy.

### **Acceptable Use**

The use of the Carrollwood Day School technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by faculty and/or students to people or groups outside the school, and terminates when a student is no longer enrolled in the school or a faculty member is no longer employed.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension/expulsion for students and termination for faculty and staff. When applicable, law enforcement agencies may be involved.

### **Copyright**

All users are expected to comply with all intellectual property laws including copyright law. Users may not copy, distribute, display, or disclose third party proprietary software without prior authorization from the licensor. Proprietary software may not be installed on systems not properly licensed for its use. CDS does not condone or authorize the copying or possession of illegal software. CDS students and employees are prohibited from copying software illegally and possessing illegal copies of software, whether for course-related, job-related, or private use. Any violations of this policy are the personal responsibility of the user. CDS assumes no liability for such acts. Any user who suspects or has knowledge of copyright or intellectual property law violations must immediately report this activity to the CDS Administration, Faculty or IT Department. Failure to report such activity will be considered a violation of the CDS Responsible Use Policy.

### **Network User Responsibilities are to:**

- Use devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to device use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Carrollwood Day School designated Internet System is at your own risk. Carrollwood Day School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help Carrollwood Day School protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).

**Faculty and Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Carrollwood Day School policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of websites selling term papers, book reports and other forms of student work.
- Use of non-educational games while on campus. Only educational games, which in no way contradict our mission as an IB character school may be used without permission of a teacher.
- "Jailbreaking" of your device. Jailbreaking any device results in a less secure device and is strictly prohibited.
- Spamming and/or Sending mass or inappropriate emails.
- Gaining access to other faculty or student's accounts, files, and/or data.
- Use of the Carrollwood Day School internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications and/or Social Networks. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Carrollwood Day School web filter through a web proxy.